

**Constitution and Bylaws of the  
Communication Arts and Theatre Department Boosters**

**CONSTITUTION**

**ARTICLE I: NAME**

The name of the organization is Collierville High School Communication Arts and Theatre Department (CCATD Boosters) Boosters.

**ARTICLE II: PURPOSE**

*The CCATD Boosters is a school support organization formed:*

Section 1. *Exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code.*

Section 2. To provide *the financial* support for the *educational activities* of the CCATD.

Section 3. To promote more community awareness of the accomplishments and activities of the CCATD.

Section 4. To raise funds for travel and other needs.

**ARTICLE III: MEMBERSHIP**

*Section 1.* Membership is limited to the parents or *legal* guardians of any student involved in the CCATD.

*Section 2.* *Membership is granted on a yearly basis in accordance with the Shelby County Schools school year calendar upon payment of the annual dues in the amount of \$50 per family.*

**BYLAWS**

**ARTICLE I: OFFICERS**

Section 1. The officers of *the CCATD Boosters* shall be the President, Vice President, Secretary, Treasurer, Hospitality Director and Fundraising Director.

Section 2. *The officers of the CCATD Boosters shall be elected from among the current members of the CCATD Boosters as described in Article III of the Constitution.*

*Sections 3.* *The officers of the CCATD Boosters shall serve without financial compensation.*

Section 4. The Officers and the *Collierville High School* CCATD Director(s) will constitute the Executive Board, and each will be entitled to all voting privileges.

Section 5. Officers shall be elected annually by the membership at the last regularly scheduled meeting of the school year. The officers shall be elected by a majority vote from the nominees nominated by either a nominating committee or from the floor.

Section 6. The President shall preside at all meetings, manage the business of the organization, and appoint all committees deemed necessary, subject to the Board's confirmation. Meetings may be governed by *Robert's*

Rules of Order. The President will confer with the Director and serve as advisor on most matters. The term of the office of the President shall be one (1) year.

Section 7. The Vice President shall preside in the absence of the President or by the request of the President. The Vice President will assist the President with business of the organization as needed. The term of the office of the Vice-President shall be one (1) year.

Section 8. The Secretary shall record the minutes of all meetings and maintain the records of the organization. The Secretary shall also keep a record of all activities and carry on all correspondence. The Secretary shall prepare and distribute a Newsletter to the membership each nine weeks. The term of the office of the Secretary shall be one (1) year.

Section 9. The Treasurer shall be in charge of the financial business of the organization and keep accurate account of all monies belonging to the organization. All funds will be deposited in an approved bank account and shall only be disbursed as authorized by the budget or the Executive Board. The Treasurer will coordinate with all fundraising activities. The term of the office of the Treasurer shall be one (1) year.

Section 10. The Hospitality Director shall be responsible for the organization, food service and staffing of the Judge's Lounge for the Collierville High School Annual Tournament and any other CCATD activities held at Collierville High School. The Hospitality Director shall appoint hospitality committee members as necessary and hold meetings of same. The term of the office of the Hospitality Director shall be one (1) year.

Section 11. The Fundraising Director shall be responsible for researching all potential fundraisers and setting all fundraisers to be voted on by the Executive Board and the general membership; keeping accountability of each individual fundraiser; maintaining the hours worked and profit made on each fundraiser (in conjunction with the Treasurer); and appointing fundraising committee members as necessary and holding meetings of same. The term of the office of the Fundraising Director shall be one (1) year.

Section 12. Officers shall attend all board meetings and general meetings. At the close of the term of office, all pertinent records and information shall be turned over to the newly elected officers.

## **ARTICLE II: EXECUTIVE BOARD**

Section 1. The Executive Board shall be comprised of the officers of the organization and the CCATD Director(s) of Collierville High School.

Section 2. The Executive Board shall handle the regular business of the organization.

Section 3. The Executive Board shall meet at least four (4) times per year to effectively conduct the business in its charge. Executive Board meetings may be held either in person, by conference call or by electronic means where necessary.

## **ARTICLE III: GENERAL MEMBERSHIP MEETINGS**

Section 1. The general membership meetings of the CCATD Boosters shall be held at least two (2) times per year. The dates and times will be determined by the Executive Board.

Section 2. General membership meetings shall be held at Collierville High School.

Section 3. Special meetings, varying from the published schedule, may be called by the President, upon concurrence of the Executive Board.

Section 4. The general membership will be advised of scheduled meetings in an effective and timely manner, at least two weeks prior to the occurrence of the meeting.

#### **ARTICLE IV: COMMITTEES**

Section 1. Committees shall be established by the Executive Board based on current year projects and demands. The President shall appoint all committee chairmen.

Section 2. Committees shall remain intact for the period of time deemed necessary. The decision to discontinue any committee(s) shall be made by the Executive Board.

#### **ARTICLE V: FINANCIAL POLICIES**

Section 1. *The fiscal year of the organization, for financial accounting purposes, shall be the twelve month period ending on the last day of each July.*

Section 2. At the first *Executive Board* meeting of the *school* year, an annual budget will be recommended and *voted on* by the Executive *Board and a copy of such approved budget shall be distributed to each CCATD Boosters member.*

*Section 3. All expenses related to funding the activities and events of the CCATD shall be approved in writing in advance by two or more members of the Executive Board. The Treasurer shall always be one of the two members approving any expense.*

Section 4. *All funds or payments related to any CCATD expenses shall be disbursed only by check or upon orders signed by one or more officers of the Executive Board and only when accompanied by approved cash or other receipts, bills or notices issued by Collierville High School/Shelby County Schools, or credit card statements.*

Section 5. All checks *shall* be signed or approved by one (1) or more of the following Executive Board members: President, Vice President, Treasurer.

*Section 6. The CCATD Boosters shall advance meal expenses to the CCATD Director(s) no later than one week prior to any tournament. Such expenses shall be advanced according to the following criteria: \$10 breakfast, \$10 lunch, and \$20 dinner.*

*Sections 7. The Executive Board shall make every effort to secure transportation and lodging in such a manner as to maintain the integrity of the operating budget and the safety of the students, Director and Boosters involved. Such expenses shall be reviewed annually to determine whether to continue with a current vendor or accept bids from other vendors.*

Section 8. A final summary of accounts *for each school year* will be included in the permanent files of the CCATD.

Section 9. The CCATD *Boosters* will operate *exclusively* as a non-profit organization with all proceeds used to further the work of the CCATD.

#### **ARTICLE VI: DUES AND OBLIGATIONS**

Section 1. The Dues and Obligations for participants in the *CCATD are \$700 (seven hundred dollars) per student per school year for mandatory tournaments as* set forth in the Financial Contract which shall be

executed by the parent(s) or legal guardian(s) of each student involved in the program. An original copy of the signed Financial Contract for each participant shall be provided to the Treasurer of the CCATD Boosters.

Section 2. The Dues and Obligations shall be assessed and are payable the 1<sup>st</sup> of each month at \$100 (one hundred dollars) per month, September through April, and shall be accounted for in a separate monthly statement for each participating student, with the statement noting payments received on account, credits from individual fundraising activities, additional expenses related to optional tournaments or other costs and the outstanding balance, if any, for said student. Such statements shall be mailed no later than the 30<sup>th</sup> of each month. Outstanding balances are due and payable upon receipt.

Section 3. Participating students may accrue credits to their account through individual fundraising activities. Individual fundraising activities are defined as those activities that do not involve the participation of all CCATD students, such as after school pizza sales or grocery card programs. Such credits shall be applied proportionately based on participation as soon as funds or reports from the activity are received by the Treasurer and shall be reflected on the next monthly statement following receipt of such activity reports.

Section 4. Optional tournament participation incurs additional expenses not covered by the monthly Dues and Obligations. The Treasurer shall notify the CCATD Boosters of expected expenses for optional tournaments no later than two (2) weeks prior to the optional tournament. Upon receipt of notification of expected expenses, a parent or legal guardian shall approve their student's participation in advance, either by email or signed note. Estimated fees associated with optional tournaments shall be assessed in advance, with full payment required no less than ten (10) days after all expenses associated with an optional tournament have been determined.

Section 5. Funds derived from member dues, from group fundraising activities ( here defined as events such as the annual Collierville High School Tournament, from active grocery card accounts of the CCATD Director(s) and past students (unless notified otherwise according to Section 9 below), or from business donations, shall accrue to the general operating budget of the CCATD Boosters. Such monies shall cover the costs of substitute teachers, the CCATD Director(s) meal allowance, other operating expenses and, when available, student expenses associated with competition at the National Forensics Tournament.

Section 5. The CCATD Boosters shall not advance funds for optional tournaments, with the exception of National Qualifiers, for any student who is two or more months behind in the payment of their monthly Dues and Obligations. The CCATD Boosters shall not advance funds for participation in any tournament for any student who is six or more months behind in payment of their monthly Dues and Obligations.

Section 6. If a student who is in arrears as set forth above wishes to participate in a tournament, they must pay for that tournament in advance, in an amount to be determined by the Treasurer, before drop fees associated with the tournament would be incurred.

Section 7. The Treasurer shall, when notified in writing by the parent or legal guardian of a graduating or non-returning student, return the balance of any monthly Dues and Obligations payments shown as a credit balance to the student's account. Such requests must be made no later than thirty (30) days after the end of the fiscal year as noted in Article V, Section 1, with said reimbursements to be made by check no later than thirty (30) days after all obligations for the fiscal year have been settled. Grocery card activity is not a direct payment by a parent or legal guardian, and as such, cannot be refunded. In the absence of any such direction, such monies shall accrue to the general operating budget.

Section 8. The Treasurer shall apply the credit balance of any returning student to the next school year, unless the parent or legal guardian of said student requests a refund under the same terms as Section 4 above. Grocery card activity accrued over the summer is automatically applied to the returning student's account for the next school year.

**Section 9. The Treasurer shall apply the credit balance or continued grocery card activity to the account of any remaining or incoming student, related or unrelated, as directed in writing by the parent or legal guardian of the graduating or non-returning student under the same terms as Section 4 above. In the absence of any such direction, such monies shall accrue to the general operating budget.**

**ARTICLE VII: AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

Section 1. The Executive Board may propose amendments to the Constitution and Bylaws for approval by the membership at **any** general membership meeting.

**ARTICLE VIII: DISSOLUTION**

**In the event of the dissolution of the CCATD Boosters, remaining assets after the satisfaction of all financial obligations and parent or legal guardian refunds, shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.**

Amended and adopted as of \_\_\_\_\_, 2008.

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President, CCATD Boosters

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Vice-President, CCATD Boosters

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Treasurer, CCATD Boosters

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Secretary, CCATD Boosters