

Constitution & Bylaws of the Communication Arts and Theatre Department Boosters

Article I: NAME

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

Article II: PURPOSE

The purpose of this organization is:

Section 1. To provide all possible support to the students of CCATD.

Section 2. To promote more community awareness of the accomplishments and activities of the CCATD.

Section 3. To raise and maintain funds for the travel and other needs.

Article III: MEMBERSHIP

Membership is limited to the parents or guardians of any student participating in the CCATD.

BYLAWS

Article I: OFFICERS

Section 1. The officers of this organization shall be: the President, Vice President, Secretary, Treasurer, Hospitality Director, Fundraising Director and Website Director.

Section 2. The officers and the CCATD Directors from CHS will constitute the Executive Board and each shall be entitled to all voting privileges.

Section 3. 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 4. 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 5. 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 6. 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 Secretary shall be one (1) year.

Section 7. 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 of the Executive Board. The Treasurer will coordinate with all fundraising activities. The term of the office of Treasurer shall be one (1) year.

Section 8. The Hospitality Director shall be responsible for the organization, food service and staffing of the Judge's Lounge for the CHS Annual Tournament and any other CCATD activities held at CHS. The Hospitality Director shall appoint hospitality committee members as necessary and hold meetings of same. The term of the office of Hospitality Director is one (1) year.

Section 9. The Fundraising Director shall be responsible for researching all potential 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 Fundraising Director shall be one (1) year.

Section 10. The Website Director shall be responsible for updating and maintaining the CCATD website at <http://dragonspeech.bravehost.com/index.html>. The Website Director may appoint Website committee members as necessary and hold meetings of same. The office of the Website Director shall be one (1) term.

Section 11. Officers are expected to attend all board meetings and general meetings. At the close of the term of office, all pertinent records and information should 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 CHS.

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.

Article III: GENERAL MEETINGS

Section 1. The scheduled meetings of this organization shall be held at least two (2) times per year. The dates and times will be determined by the Executive Board.

Section 2. The general membership meetings shall be held at CHS.

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. During the first meeting of the year, an annual budget will be recommended by the Executive Board.

Section 2. All checks will be signed or approved by one (1) of the following Executive board members: President, Vice President or Treasurer.

Section 3. A final summary of account will be included in the permanent files of the CCATD.

Section 4. The CCATD will operate as a non-profit organization with all proceeds used to further the work of the CCATD.

Section 5. The Dues and Obligations for participants in the CHS Speech & Debate Club are set forth in the Financial Agreement, which is to be executed by the parent(s) or guardian(s) of each student involved in the organization. A copy of the signed Financial

Agreement for each participant shall be provided to the Treasurer of the CCATD. The financial obligations set forth include, but are not limited to:

1. \$50.00 Booster Club Fee per student shall be assessed at the beginning of each school year. This is a non-refundable fee used to cover administrative costs throughout the year.
2. \$700.00 per student per year shall be charged to each student and billed monthly at \$100.00 per month. This is an estimate for the cost of attending required tournaments. Amounts may vary from year to year resulting in a credit or debit to each student's account. Any debits will be due by the student and/or parent and any credits at the end of the year will be reimbursed or carried over to the following school year.
3. All students will be charged for required tournaments unless excused through an appeal before the Executive Board. Appeals shall be made no less than fifteen (15) days in advance of the tournament or within fifteen (15) days of the tournament if it was missed for an emergency or unforeseen circumstance. Missing a tournament due to failure to meet academic requirements is not an excused absence and will not be reviewed under appeal.
4. If a student resigns from the Speech & Debate Team, he/she remains financially responsible for dues up until the time he/she notifies the sponsor.
5. Gas reimbursement for tournaments where parents drive shall be handled as follows:
 - a. Driver shall fill car with gas BEFORE leaving for the tournament. DO NOT submit this receipt.
 - b. Driver shall fill up their car AFTER arriving back in Collierville. This receipt may be submitted along with any gas receipts incurred during the trip.
 - c. Receipts must be submitted within fifteen (15) days of returning from the tournament.
6. Each student shall be held responsible for maintaining their grades. Not being able to participate in tournaments due to academic suspensions does not absolve them from their financial obligation.

Section 6. The CCATD will not advance funds for optional tournaments, with the exception of NFL National Qualifiers, for any student who is two or more months behind in the payment of their monthly dues. The CCATD will not advance funds for participation in any tournament for any student who is six or more months behind in the payment of their monthly dues.

Section 7. 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 8. A minimum of \$2,000.00 shall remain in reserve in the checking account to offset any emergencies or unforeseen expenses of the organization.

Article VI: AMENDMENTS TO THE BYLAWS

The Executive Board may propose amendments to the constitution & Bylaws for approval of the membership at the next general membership meeting.

Article VII: DISSOLUTION

In the event of dissolution of the CCATD, remaining assets after the satisfaction of all financial obligations of the organization shall be forwarded to the Speech & Debate Club for the use of the participating students.

Updated 8/2010