

Southmoreland High School Music Theater Club By-Laws

Drafted January 2018

Adopted _____

The Southmoreland Music Theater Club is an organization for all students interested in musical theater. The club welcomes all students interested in performing in musicals (on stage or in pit orchestra) as well as the production aspects of these art forms, which include stage management, set design and construction, costuming, lighting, props and make up. The membership of Music Theater Club will support all club productions throughout the school year.

SECTION I: Membership, Activities

Article A Membership:

Membership is open to all Southmoreland High School students, grades 9-12, that are interested in participating in the music theater production.

Article B Meetings/Activities/Fundraisers:

Meetings-

Formal meetings with all members, officers and advisors will be held at the discretion of the advisors in coordination with chapter officers.

Article C Activities:

Productions -

The Music Theater Club presents the annual productions of the Spring Musical. Optional productions may be performed as opportunities arise with the permission and instruction of chapter advisors.

Trips/Activities –

Club trips/cast party/enrichment activities/etc. will be planned by the chapter advisors. Input from officers may be solicited. Any activities/trips would be held in accordance with the rules and regulations of Southmoreland School District and approved by Southmoreland Administration and/or School Board.

Fundraisers–

In order to properly fund our annual productions, a number of fundraisers will be necessary. Information on fundraisers will be discussed and distributed at Theater

Club meetings and/or rehearsals. All members wishing to participate in club activities will be requested to participate in fundraisers. Officers and club members can propose fundraisers at meetings. The advisor(s) will approve the fundraising activity based on feasibility and practicality.

SECTION II: Officers

Article A Officers/Duties/Expectations:

A president, vice president, secretary and treasurer will be elected by secret ballot each year. Officers must be members of the junior or senior class and a member of Musical Arts, Choir or Band. All members will be eligible to vote on the officer candidates. The ballots will be completed at the time of this meeting, unless authorized by the advisor(s). The advisors will count the votes and announce officers.

Officer Qualifications:

With the common understanding that an officer is a leadership position, all candidates must have at least one year of previous club membership for all positions. All theater club officers must be present for all meetings and be actively involved in the current musical production and act accordingly in leadership positions in rehearsal and at crew.

Officer Duties:

President- The president will provide primary leadership, facilitate communication of meetings via email and social media, coordinate the responsibilities of all other officers throughout the year and communicate membership interests and concerns to the advisors. The president will also work closely with the theater Club advisors to assist in all club productions and activities.

Vice President- The vice president will assume the responsibilities of the president if that student should not be able to perform those duties. This officer will communicate and coordinate all necessary correspondence (distributing, collecting and organizing all informational forms, working closely with advisors to ensure smooth and efficient communication), will post all pertinent theater information to the callboard and to social media.

Secretary- The secretary will be responsible for all correspondence involving theater Club related activities including thank-you notes, letters to local community

organizations regarding fundraising or production announcements. The secretary will also maintain a database of club members as well as recording meeting minutes electronically and emailing them to chapter advisors and officers.

Treasurer- The treasurer will assist the advisors with the maintenance of the theater Club account. This officer will assist advisors in all fundraising activities. The treasurer will keep track of any incoming monetary funds for the club (fundraisers, apparel orders, trip fees, etc), ensure club members are aware of and meet deadlines for funds due and keep a current ledger of deposits made by members. Only the Treasurer and advisors may accept money or payments. In the event that dues monies are collected by a student manager or technical director, those funds shall be surrendered immediately to the Treasurer or advisor(s) at the end of the rehearsal or crew call.

Removal from Office:

The membership may petition the advisors to consider removal of an officer with just cause. The advisors will then work with school administration to determine future actions which could include, but are not limited to, probation, removal of officer or removal of club. If an officer is removed, the advisors will work with the executive board to realign officers and/or hold an election to fill any vacancies.

SECTION III: Record Keeping

Article A: Membership Database:

It will be the joint responsibility of the secretary, treasurer and advisors to maintain a database of members. This database shall include the following information: Student name, Grade level, Gender designation, Mailing Address, Names of Parents/Guardians, Student and Parents' Email addresses and Phone Numbers

A membership roster shall be generated from this database and provided to advisors and officers only as needed. This information is to facilitate communication within the membership, and shall not be exploited by the executive committee in any way.

Article B: Financial Reports:

Deposits-

All monetary deposits resulting from fund raising activities will be deposited to the Southmoreland Activity Fund on a timely basis. A record will be kept of all finances

through the Music Theater Club.

SECTION IV: Adaptations and Amendments

Article A: Adaptations:

These bylaws will be reviewed annually at the second meeting of the year and must be approved by the membership to be adapted for the current school year. Approval will come from a 2/3 majority vote of the membership present. At least 51% of the membership must be present to vote.

Article B: Amendments:

This document may be amended at any time and will require a 2/3-majority vote of the membership to amend. Proposed amendments should be brought forth by the officers, discussed with the advisor(s), and then presented to the membership for discussion and then offered in written form for vote.