

**BYLAWS OF THE MCCLINTOCK HIGH SCHOOL  
MASQUE AND GAVEL BOOSTERS**

v.8.13.2019

**ARTICLE I – Name and Location**

Section 1: The official name of the organization shall be the McClintock High School Masque and Gavel Booster Organization (hereafter MHSMGB).

Section 2: The official physical address of MHSMGB shall be (contact at mhsmgb@gmail.com for address).

Section 3: The official mailing address of MHSMGB shall be (contact at mhsmgb@gmail.com for address).

**ARTICLE II – Purposes**

Section 1: The purpose of MHSMGB is to actively promote and support McClintock High School’s Theatre Department and Speech and Debate team. MHSMGB will assist in promoting and supporting the Theatre Department and Speech and Debate team in such ways that uphold the integrity of each of the programs. Through the membership, MHSMGB will also assist in fostering community support and involvement.

Section 2: Limit of Activities: MHSMGB shall not engage in activities which are not in furtherance of its stated purpose, nor in opposition of the McClintock High School Theatre Department or Speech and Debate Team.

Section 3: Limit of Earning and Influence: No part of net earnings of MHSMGB shall inure to the benefit of any private or organizational member or individual. No part of the activities of MHSMGB shall be used for the purpose of carrying out propaganda or otherwise attempting for or against any candidate for public office.

Section 4: MHSMGB shall conduct business and activities in accordance with Section 501(c)3 of the Internal Revenue Code of 1954 from time to time amended.

**ARTICLE III – Membership**

Section 1: Membership in MHSMGB shall be granted upon application and payment of annual dues.

Section 2: Membership shall be granted to parents or guardians of present and/or former students of the McClintock High School Theatre Department and Speech and Debate Team, McClintock High School faculty, staff,

administration, current students, alumni of either organization, and community members.

Section 3: The Board of Directors shall establish the dues for the membership at the beginning of each academic year.

Section 4: Voting privileges will be given to any paid member of MHSMGB.

Section 5: All members must be Tempe Union High School District approved as a volunteer.

## **ARTICLE IV – Board of Directors**

Section 1: The Board of Directors of MHSMGB shall be:

- a) President
- b) Vice President of Theatre
- c) Vice President of Speech and Debate
- d) Secretary
- e) Treasurer
- f) Public Relations Manager

All Board of Directors shall be paid members of MHSMGB. No member shall hold more than one office at one time, with the sole exception that the offices of Secretary and Treasurer may be filled by a single member. In the event the position of Public Relations Manager cannot be filled, the duties shall be liquidated to the Vice President and Secretary.

Section 2: Power:

The Board of Directors shall be the principle policy making body of MHSMGB subject to reversal only by two-thirds (2/3) vote at a membership business meeting. The Board of Directors shall act on charges from the membership and McClintock High School's Theatre Department and Speech and Debate team, take actions necessary to the best interests of this organization, and perform duties as provided in these bylaws. The Board of Directors shall create Standing Committees not provided for in the bylaws as they see necessary.

Section 3: Definitions of Terms:

- a) The word "office", as it is used in the bylaws, shall refer to any position to which incumbent has been elected by membership.
- b) The word "officer", as it is used in the bylaws, shall refer only to the President, Vice-President, Secretary, Treasurer, and Public Relations Manager.

Section 4: Offices and Duties:

- a) The President shall be the chief executive officer and shall take the general charge of all activities of MHSMGB. The President shall

preside over all meetings of the membership, the officers, and Board of Directors. The President shall represent and speak for MHSMGB in all dealings with outside organizations alongside the Public Relations Manager. The President shall appoint all committees and their chairs, except as may otherwise be provided herein, and shall be an ex-officio member of all committees except the nomination committee. The President shall sign contracts on behalf of MHSMGB after properly being entered. The President shall be the co-signer of all approved expenditures alongside the Treasurer. The President shall remain mindful of the needs of both McClintock High School's Theatre Department and Speech and Debate Team.

- b) The Vice President of Theatre shall assist the President and shall perform duties of the President in the absence or incapacity of the President. The Vice President of Theatre will oversee fundraising efforts with the Treasurer. The Vice President of Theatre shall assist in communicating the needs of the McClintock Theatre Department and Drama Director to the President and the Board of Directors. The Vice President of Theatre shall assist in organizing dinners for late rehearsals and helping find volunteers to sell tickets for performances.
- c) The Vice President of Speech and Debate shall assist the President and shall perform duties of the President in the absence or incapacity of the President. The Vice President of Speech Debate will oversee fundraising efforts with the Treasurer. The Vice President of Speech shall assist in communicating the needs of the McClintock Speech and Debate Team and Head Coach(es). The Vice President of Speech and Debate shall assist in organizing the Jim Fountain Classic tournament at McClintock High School and assist in organizing judges for each tournament.
- d) The Secretary shall keep the minutes of all meetings of the membership and Board of Directors. The Secretary shall keep and file records of meetings, projects, and activities of MHSMGB. The Secretary shall keep the roster of membership and shall notify the membership of all meetings, project reports, and scheduled activities of MHSMGB.
- e) The Treasurer shall have the care and custody of the funds of MHSMGB, and shall deposit the same in the name of MHSMGB in such banks, trust companies, and safe deposit vaults as the Board of Directors shall designate. The Treasurer shall collect all dues and other monies payable to MHSMGB. The Treasurer shall prepare and administer an annual budget for MHSMGB subject to the approval

and direction of the Board of Directors. The Treasurer shall be the co-signer of all approved expenditures alongside the President. The Treasurer shall assist the Vice President with overseeing fundraising efforts. The Treasurer will be in charge of keeping track of Tax Credit Donations and providing a receipt to donors.

- f) The Public Relations Manager shall represent and speak for MHSMGB alongside the President. The Public Relations Manager will be responsible for communication to the general public about events, including responsibilities of advertising. The Public Relations Manager shall be the primary caretaker of maintaining any/all of MHSMGB's social networking sites.
- g) All officers shall be expected to attend at least eighty (80) percent of general meetings.
- h) All officers shall be expected to fulfill the stated duties of their offices to benefit MHSMGB and McClintock High School's Theatre Department and Speech and Debate Team. In all public situations officers associated with MHSMGB will act as an upstanding member of the community.

#### Section 5: Terms of Office:

- a) The office of President may be held by a parent or guardian of a current or past student in the McClintock High School Theatre Department and/or Speech and Debate Team or may be an alumni of McClintock High School Theatre Department and/or Speech and Debate Team that has been graduated for at least two years. The office of Treasurer may be held by a past or present parent or guardian of a McClintock High School Theatre Department and/or Speech and Debate Student or alumni of the McClintock High School Theatre Department or Speech and Debate Team who has been graduated for at least two years. No other term limitations shall be imposed upon Board Members.
- b) Officers shall be elected at the end of each McClintock High School Spring academic semester, to take office the following office the following fall semester.

#### Section 6: Vacancies:

- a) Vacancies in any office, shall be filled by means of immediate (within two [2] regular meetings) emergency election (see Article IV Section 7).
- b) In the case of vacancy in the office of the President, the membership will vote to elect the Vice President of Speech and Debate and the Vice President of Theatre to become the new co-Presidents for the remainder of the academic school year. The duties of President, Vice

President of Speech & Debate, and Vice President of Drama (see Article IV Section 4) will be split equally amongst the co-Presidents.

Section 7: Nominations and Elections:

- a) Nominations of officers shall be open to members in good standing.
- b) Elections for offices shall be held during a general meeting at least one (1) week and no more than six (6) weeks prior to the end of each McClintock High School spring semester.
- c) Nominations shall be held, and the slate of candidates finalized, at a general meeting one (1) week prior to elections.
- d) Ballots must be received on the day of the election meeting.
- e) Members unable to attend the election meeting may register their vote in writing, provided the ballot:
  - i. Clearly communicates the member's intent (subject to the interpretation of the member(s) tabulating votes
  - ii. Is recognizably signed by the member's own hand
  - iii. Is present at the election meeting, have been entrusted to a fellow member in advanced
- f) Offices of the Board of Directors shall be elected by a majority of the ballots cast.
- g) Ballots shall be tabulated by a member or members determined at the nomination meeting by general vote, none of whom may be candidates for any office.
- h) In the event of a tie, the winner shall be determined by the immediate (that is, before the election meeting is closed) runoff election only for the office in question. Absentee ballots shall be considered normally in such runoffs, unless the member submitting the ballot is present and wishes to alter his/her vote for the runoff. Should no conclusion be reached after three (3) consecutive runoff elections the winner shall be determined by the toss of a coin at a time and place negotiated between tabulating member(s) and the candidates in contention.
- i) Should any board member (excepting the President; see Article IV, section 6, above) resign or be removed from office an emergency election shall be held. During the first general meeting following the officer's removal, nominations will be accepted to fill only the vacant position. The following meeting shall be the election meeting for the emergency election. Emergency elections shall, in all particulars, be handled as standard elections (above).

Section 8: Meetings:

- a) The Board of Directors shall meet as decided by the Board, in addition to general meetings of the Chapter.

- b) Special meetings may be called by the President, and/or shall be called upon the request of any three (3) members of the Board.
- c) All general meetings of MHSMGB (defined in Article V) shall be open to all members, as well as guests upon request presented to any Board Member.
- d) Members or guests whose interests are being discussed or voted on during a Board of Directors meeting may be asked to leave by the President after they have been allowed reasonable time to present their case or presentations. Reasonable time will be determined by the President.

## **ARTICLE V – Meetings/Attendance**

### Section 1: General Meetings:

General Meetings of MHSMGB shall be held monthly. The Board of Directors shall set the time and place for these meetings, having considered member schedules to allow a maximum number of members to attend. The Secretary shall notify the membership of the time and place of General Meetings immediately upon the decision of such.

### Section 2: Other Business Meetings:

Other business meetings of the membership may be called from time to time by the President, provided that at least fourteen (14) days' notice is given to the membership.

### Section 3: Quorum

At all meetings of the membership a quorum is necessary to conduct business. Quorum shall be established if either a majority of the membership of at least five (5) non-executive members are present.

### Section 4: Parliamentary Authority:

The rules contained in the current edition of ROBERTS RULES OF ORDER NEWBERTS RULES OF ORDER NEWLY REVISED shall govern the conduct of business in this organization, in all cases which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order MHSMGB may adopt.

## **ARTICLE VI – Organizational Procedures**

### Section 1: Active Year:

The Fiscal Year of MHSMGB shall extend from July 1<sup>st</sup> to June 30<sup>th</sup>.

### Section 2: Allocation of Monies Upon Dissolution:

Upon dissolution of MHSMGB and after paying or adequately providing for debt and obligations of MHSMGB, the remaining assets shall be distributed to the McClintock High School Theatre Department and Speech and Debate Team through the bookstore.

## **ARTICLE VII – Amendment**

### Section 1: Procedures

These bylaws can be amended at any membership meeting in the following manner:

- a) The proposed amendment shall be submitted in writing to the Secretary either:
  - i. By the Board of Directors, or
  - ii. By a petition signed by at least ten (10) members.
- b) The proposed amendment shall then be introduced at the next business meeting.
- c) The Secretary shall distribute to each member a copy of the proposed amendment and the scheduled time and place of consideration at least seven (7) days before its consideration. IF consideration is continued or tabled, a new notice shall be sent before consideration may resume.
- d) The amendment shall be adopted by two-thirds (2/3) vote of the members present at the meeting at which it was scheduled for consideration, subject to absentee voting as outlines in Article IV, Section 7 of this document.

## **ARTICLE VII – Ratification**

### Section 1: Ratification

- a) These bylaws shall become the proposed bylaws of MHSMGB upon their acceptance by the McClintock High School Theatre Department Director and Head Coach(es) of Speech and Debate.
- b) These bylaws shall become effective upon their receipt and granting of an appropriate section 501(c)3 of the Internal Revenue Code of 1954 from time to time amended.