

**OPERATING CODE  
MORTON RANCH HIGH SCHOOL  
THEATRE ARTS BOOSTER CLUB**

ARTICLE I: NAME

The name of this organization shall be the Morton Ranch High School Theatre Arts Booster Club.

This organization is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1986.

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempt to influence legislation, except as provided in section 501(h) of the Internal Revenue Code of 1986, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office, except as provided in section 501(h) of the Internal Revenue Code of 1986.

Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law.)

The property of this organization is irrevocably dedicated to section 501 (c) (3) exempt purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person.

Upon dissolution and winding up of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation, association, or corporation organized and operated exclusively for the

purposes specified in section 501 (c) (3) of the Internal Revenue Code and which has established its tax exempt status under that section.

## ARTICLE II: PURPOSE

The purpose of the organization is to promote and support the mission, goals, and objectives of the Morton Ranch High School Theatre Arts Department by

- 1) Encouraging parental support and understanding of the worthwhile nature of theatre arts as a significant developmental experience for young people,
- 2) Encouraging community support of productions and sponsored activities,
- 3) Providing leadership and assistance in obtaining needed financial support,
- 4) Providing manpower assistance, as needed and requested to help facilitate a quality theatre program and theatre productions,
- 5) Providing scholarship funds to a graduating senior(s) **that meet the qualifications (See Article X).**

It is not the purpose of the Morton Ranch High School Theatre Arts Booster Club to influence or otherwise involve the club or its members in the policies and decisions, whether financial or aesthetic, concerning the on-going activities sponsored or organized by the faculty/directors of the Morton Ranch High School Theatre Arts Department. This stipulation may not be changed as per state guidelines for booster clubs.

## ARTICLE III: MEMBERSHIP

Any person interested in the purpose of this organization and willing to uphold its policies may become a member.

Any **(annual)** membership dues shall be set by the Executive Committee with the approval of the organizational members.

**(All members who pay the annual dues are considered “Voting Members of the Morton Ranch High School Theatre Arts Booster Club.”)**

#### ARTICLE IV: MEETINGS

A regular meeting of this organization shall be held on the first Monday of each month, unless otherwise provided by the club or the Executive Committee with seven (7) days notice of such change being given. **(The faculty sponsor/director(s) shall be present at all meetings of the Theatre Booster Club.)**

#### ARTICLE V: OFFICERS AND ELECTIONS

The officers shall consist of a President, Vice-President, Secretary, Treasurer, **(Treasurer-Elect and Past President)** and **(standing)** committee chairs as follows: Communications; Advocacy/Publicity; Scholarship; Events/Activities. **(The Faculty director(s) shall serve as advisors to the officers and elections at all meetings of the Theatre Arts Booster Organization.)**

Ad hoc committees may be formed at the direction of the Executive Committee which consist of the President, Vice-President, Secretary, and Treasurer **(/Treasurer-Elect and Past President)**. The faculty director(s) serve as advisors to the Executive Committee.

Elections of officers shall take place at the last meeting in May or the first meeting of the organization at the beginning of the school year.

Elections may be by voice vote or secret ballot.

After two (2) consecutive unexcused absences from any meeting a **(an) board member-(Executive Committee/Officer)** may be removed by majority vote of the Executive Committee **(/Officers.)**

With the concurrence of the majority, officers may serve more than a one year term.

The Past President shall serve as Advisor to the Executive Committee for one year.

The faculty sponsor, with the concurrence of the Executive Committee shall fill all officer/~~chair~~ vacancies.

## ARTICLE VI: POLICIES

The President shall preside at all meetings of the club and the Executive Committee. The President shall be a member ex-officio of all committees and shall perform the duties pertaining to the office. The president may appoint ad hoc committees to serve for the interim of an event.

The Vice President shall act as an aide to the President (**and**) shall perform the duties of the President in his/her absence, ~~and shall serve as Production Concession Chair.~~ (.)

The Secretary shall maintain the minutes of all meetings of the Executive Committee, the General Membership monthly meetings and all called meetings. Minutes of all meetings shall be made public within seven (7) days after all meeting (s) **and shall be filed with the Morton Ranch High School Principal's Office within seven(7) days of all recorded meetings** ).

The Treasurer, ~~upon the designation and approval of the Executive Committee~~

- Shall maintain the bank account and balance the checkbook monthly.
- Collect and deposit all funds from designated theatre production (s/) activities and perform other duties usually pertaining to the office of Treasurer.
- Reconcile all accounts on a quarterly/semi-annual/annual basis.
- Report to the Morton Ranch High School Theatre Arts Booster Club monthly.
- Shall provide materials and information for the Annual Audit.
- (**Shall, with the President, review and/or execute all contracts and/or promissory notes after recommendation from the faculty sponsor/director(s).**)

- **(Train Treasurer-Elect for one year during his/her last year as Treasurer.)**

**(The Treasurer-Elect, upon the designation and approval of the Executive Committee, and in order to enable a smooth transition**

- **Shall “Ghost” all Treasurer duties and responsibilities for up to one year prior to assuming duties as Treasurer upon election by general membership of the Theatre Booster Club.**
- **Serve as a member of the Executive Committee for up to one year prior to assuming duties as Treasurer upon election by general membership of the Theatre Booster Club.**
- **Shall defer Executive Committee voting privileges to the Treasurer for up to one year prior to assuming duties as Treasurer upon election by general membership of the Theatre Booster Club .**
- **Shall, for the pending election of the incoming Executive Officer slate, be placed in nomination for the position of “Treasurer .”**
- **Report all activities to the General Membership upon request.)**

**(The Past President shall serve automatically as a member of the Executive Committee for one year after the election of the President in May of each year and**

- **Shall act as an advisor to the President and Executive Committee/Officers.**
- **Confer with the director(s) and revise/update by laws annually.**
- **Report all activities to the General membership.)**

## **ARTICLE VII: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Officers: the President, Vice President, Secretary, and Treasurer(**Treasurer-Elect, and Past President.**) The faculty director(s) shall serve as advisors to the Executive Committee at all meetings.

Committee Chairs may be included in the Executive Committee meetings pertaining specifically to their area of responsibility.

Special meetings of the Executive Committee may be called by the President or the faculty/sponsor.

The Executive Committee shall establish a bank of deposit and complete the required four signatures on the signature card for the bank of deposit. The signatures shall be those of the president, vice president, secretary and treasurer. Two of the four signatures shall be required on all checks.

## ARTICLE VIII: STANDING COMMITTEES

Standing committees may be created by the Executive Committee as may be required to promote the objectives and interests of the Morton Ranch High School Theatre Arts Booster Club. The chairs shall be appointed by the President with the approval of the Executive Committee and selected as soon as practical after the installation of officers.

Standing Committees shall consist of a Chair, Vice Chair and its members.

- 1) Communications: The Chair shall be responsible for
  - a. All communications to members.
  - b. Establishing and maintaining a phone list(**e-mails**) of current members(**and parents of students enrolled in all theatre classes**)
  - c. Establishing a phone list/ mailing list (**email list**) of prospective members at pre-registration of incoming students to the program forwarded (**when received by the faculty director(s) .**)
  - d. Maintaining communication for all projects, production staffing, and fundraising to the general membership.
  - e. Maintaining committee for the purpose of communication with general membership.
  - f. ~~Gathering program and publicity information for all theatre production activities.~~

g. (f.)Appointing a Vice Chair to complete all communications and/or assist in communication as needed.

**h. (g) A Webmaster shall work with all members of the Executive Committee/officers for the purpose of establishing and/or maintaining a web site with a link for the Katyisd.org/mrhs website . All information shall be approved by the faculty director(s) before publication on the website.)**

2) Advocacy/Publicity: The Chair shall be responsible for

- a. Advocating and publishing all programs of the Morton Ranch High School Theatre Arts Booster Organization **(and the Morton Ranch High School Theatre Department.)**
- b. Promoting activities and productions of the Theatre Arts Department., as assigned by the faculty/sponsor.
- c. Coordinating any publicity for the Morton Ranch High School Theatre Arts Booster Organization with the faculty/sponsor and the Communications Chair.
- d. Maintaining a newsletter for the Morton Ranch High School Theatre Arts Booster Organization.
- e. Appointing a Vice Chair to complete various projects and activities and/or assist in the advocacy and publicity as needed.

3)Events/Activities Committee: The Chair shall be responsible for

- (a.)Coordinating with the faculty/sponsor any event/activity that is requested assistance of the Morton Ranch High School Theatre Arts Booster Club.
- (b.)Notifying committee members, general membership and officers of designated responsibilities to ensure success of the event/activity.
- (c.)Coordinating with the Communications and Publications Committee chairs for adequate publicity of any event/activity of the Morton Ranch High School Theatre Arts Booster Club.

(d.)Appointing a Vice Chair to complete various events/activities and/or to aide in the success of the event/activity.

3) **4.)** Scholarship Committee. (See Article X) : The Chair shall be responsible for

~~a. Coordinating scholarship opportunities with various universities of the students' choice.~~

~~b. Establishing relations with college/university theatre programs.~~

(a) Publicizing scholarship applications to seniors of the program no later than February of the graduating year.

(b)Seeking a non-partisan committee(**to include a minimum of two MRHS teachers, one MRHS counselor and two Theatre Booster Club parents with students classified as 9-11** ) for the purpose of awarding scholarships and coordinating the appointment of such with the faculty/sponsor to assure (**ensure**) non-partisanship.

c. Announcing the scholarship award(s) at the annual Theatre Banquet.

d. Publicizing the scholarship award(s) with the Morton Ranch High School Administration and the Katy ISD Administration.

e. Appointing a Vice Chair to assist where needed.

f. Follow the guidelines as established in the Scholarship Criteria for appointing the committee and awarding the scholarship.

**(5. Ad Hoc Committees may be appointed as needed by the President and Executive Committee for the duration of an event.)**

## ARTICLE IX: REVISION

The Executive Committee may review these by-laws at the first meeting of each year and recommend any necessary revisions as per the state guidelines for Booster Organizations.

Any and such revisions shall gain the approval of the faculty/sponsor before presentation to the membership for approval.

Revisions and amendments require a two-thirds vote of the membership. Proposed changes shall be made available to the general membership one week prior to the vote on such amendments or revisions.

These by-laws shall govern the Morton Ranch High School Theatre Arts Booster Club in all cases to which they are applicable.

Robert's Rules of Order, Newly Revised, shall govern the business of the Morton Ranch High School Theatre Arts Booster Club not provided by the by laws prescribed.

## ARTICLE X: SCHOLARSHIP FUND

An official scholarship fund shall be established and maintained by the Morton Ranch High School Theatre Arts Booster Club for the sole and express purpose of financially assisting, by selection and award from a non-partisan committee, graduating seniors entering college the following semester . (See Scholarship Criteria and Application.) Items governing this fund are

- 1) A separate, non-interest bearing account shall be established and maintained by the Morton Ranch High School Theatre Arts Booster Club to fully fund the ~~(SCHOLARSHIPS)~~. ~~(scholarship(s).)~~ ~~The minimum of two scholarships of \$750. each may be awarded each year.~~ **(Scholarship amount(s) shall be a minimum of \$500. per award. All monies collected in the Scholarship account shall be awarded each year allowing for several scholarship opportunities for the graduating student(s) who have been in theatre programs/classes for a minimum of three (3) years. )**
- 2) All concessions proceeds resulting from the work of the Morton Ranch High School Theatre Arts Booster Club shall be deposited to this account.
- 3) Fund transfers between the Scholarship account and the operational budget account or vice-versa are acceptable, but shall be approved by the general membership of the Morton Ranch High School Theatre Arts Booster Club in attendance at the meeting when the request is made. Approval of the funds transfer shall be considered only as an official loan and shall cause a note to be executed as such. The note shall bear a (0) percent interest, with the note to be signed by the faculty/sponsor and at least two

Morton Ranch High School Theatre Arts Booster Club officers consisting of the President, Vice President or Treasurer.

- 4) All notes shall be paid in full prior to May 1 of each year, unless otherwise approved by the vote of the membership present at the meeting and the faculty/sponsor endorsement.
- 5) **(All scholarship awards shall be paid directly to the college/university designated by the student after the fee bill with address and account to which the scholarship is to be paid has been presented to the Treasurer by the student and endorsed by the director(s). No scholarship monies will be paid or given directly to the student(s)/parent(s)/guardian(s).)**

April 2004  
Rev. May 2006  
**(Rev. Sept 2008)**

Morton Ranch High School  
Katy ISD, Katy, Texas 77449

**MAVERICK THEATRE COMPANY**  
**MORTON RANCH HIGH SCHOOL SCHOLARSHIP CRITERIA**

**PURPOSE:** To award a student or students a scholarship for their significant contributions to the theatre department during high school.

Theatre Arts Scholarship awarded in Second Semester of the Senior Year.

Deadline for application: April 1 (**of any given year**)

Value: ~~Maximum of \$750. Each~~ (**TBD by Scholarship Committee**)

Minimum criteria for applying:

1. Enrolled in Theatre courses a minimum of three (3) years.
2. A full time graduating Senior in good standing.
3. A member of the International Thespian Society Troupe #6861 having earned a minimum of ~~100~~**(50)** points.
4. Participate in shows all three (**out of four**) years as an actor/technician.
5. **3.0 (minimum)** GPA
6. Exemplary discipline record.
7. Provide proof of enrollment (fee bill) in the college, university, conservatory program. Payment of scholarship made directly to college, university, conservatory upon receipt of proof of enrollment during first semester of full time enrollment.
8. Three letters of recommendation from the following:
  - a. Theatre Director
  - b. Academic Teacher
  - c. Administrator
  - d. Outside of school reference
9. Applications completed to include recommendations, (**transcript copy**), essay, and resume.

Selection by committee comprised of two teachers, one counselor, and two parents (**of grades 9-11**) from Theatre Booster Club.

Scholarship recipient(s) announced at the annual Theatre Banquet.

**MAVERICK THEATRE COMPANY  
MORTON RANCH HIGH SCHOOL  
SCHOLARSHIP APPLICATION**

Please type or print neatly in black or blue ink:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

COLLEGE/UNIVERSITY PLANNING TO ATTEND:  
\_\_\_\_\_

PARENTS' NAMES: \_\_\_\_\_  
\_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES DURING HIGH SCHOOL. (Please continue list on a separate sheet of paper if needed.)**

\_\_\_\_\_  
\_\_\_\_\_

I have attended Morton Ranch High School for the past

~~Two~~      Three      Four      years (Circle one.)

Copy of Transcript attached: \_\_\_\_\_

\*\*\*\*\*

(for the Counselor) GRADE POINT AVERAGE: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Counselor's signature: \_\_\_\_\_

**Recommendation Letters attached from three people (See criteria).**

**Resume of Theatre Experience during High School Attached. (Please include summer/holiday work as well as school year.)**

**A FORMAL ESSAY ON THE FOLLOWING TOPIC: “Describe how theatre at Morton Ranch High School has helped you in high school.”**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINT OR TYPE NAME:** \_\_\_\_\_

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**Office Use Only:**

**Date Received Complete Application:** \_\_\_\_\_

**Rev. 9/08**