



**Cuthbertson**

**High School**

**Arts'**

**Organizational**

**Support**

### **Cuthbertson High School Theatre Booster plan**

#### **Philosophy of the Booster:**

***A call to parents of the arts... If and only if you want a place that has a good foundation; and stability; and is safe, clean and organized; and it is filled with love of performance excellence; and has people who share it's common goals to enhance the pursuit of the arts and to move the hearts and minds of its' audience; shall you be a member of CHAOS.***

#### **Short Term Goals:**

- Organize parents
- Establishing a support mechanism for the Arts
- Fund raising assistance
- Gain administration support

#### **Mid Term Goals:**

- Register CHAOS as a non-profit (2016-17 School Year)
- Community awareness of the Theatre and its performances (ongoing)

#### **Long Term Goals:**

- College Scholarships (Open)
- Theatre upgrades (sound system, etc)

#### **Tasks:**

- Socialize CHAOS to the Cuthbertson community (parents and staff).
- Begin registration for non-profit
- Write charter for organization
- Start Instagram/Twitter/Facebook accounts and landing pages.
- Register domain "CuthbertsonCHAOS.org" (complete)

- Gain administration approval for Theatre parent booster group.
- Establish calendar of events for fund raising, NCTC support, and other major milestones for 2016/17 school year.

# **Charter, By Laws and Organizational Structure**

## ARTICLE I. NAME

This organization shall be called the Cuthbertson High Arts Boosters, Inc. AKA: CHAOS (Cuthbertson High Arts' Organizational Support), Cuthbertson High Theatre Boosters

## ARTICLE II. PURPOSE

The purposes of this organization shall be to:

- promote and support the Cuthbertson High School Arts program and the student therein in accordance with Approved guidelines;
- cultivate within Cuthbertson High School and the surrounding community a respect for Cuthbertson High School Arts activities, functions, and achievement; and
- build and maintain an organization of parents and other interested adults to cooperate with the Cuthbertson High School Arts director(s), personnel, staff, and the Cuthbertson School District in the general education and development of all students involved in the Cuthbertson High School Arts program.

## ARTICLE III. MEMBERSHIP

Section 1. Membership in the Cuthbertson High Arts Boosters shall be open to any person wishing to advance the purposes of the organization. All Cuthbertson High School staff shall be invited members of this organization, but shall not have voting privileges (other than the Principal, Theatre Director and Choral Director). Students shall not be considered members of the organization, but are welcome to attend meetings to present issues and to express their views.

Section 2. The Principal as well as the Theatre and Choral Directors shall be considered honorary members of this organization. As honorary members, voting rights shall be extended and they are not required to pay dues.

Section 3. Dues. Returning members will be asked to pay their annual fees by September of each school year. New memberships are open year round, and new members' dues are required immediately upon joining the booster club. Each active, paid membership shall be allowed only one (1) vote per entire family. Membership shall become active upon full payment of the currently assessed regular dues. Membership of the years following will be from September 1st of the current year through August 31st of the following year. Dues must be paid in full to vote on all booster club issues.

Section 4. Any parent with a student in good standing at Cuthbertson High School may become a member. A membership shall immediately become null and void/inactive following the voluntary or involuntary dismissal and/or removal of a high school member. Dues are non-refundable.

## ARTICLE IV. OFFICERS

Section 1. The officers of the Cuthbertson High Arts Boosters shall consist of six persons including: 1) the President, 2) a Vice President for Theatre Performances, 3) a Vice President for Choral Performances, 4)

a Vice President for Support Activities, 5) a Secretary and, 6) a Treasurer. These individuals will constitute the Executive Board.

Section 2. Each officer of the Executive Board shall have one vote. The Theatre Director and Choral Director shall each have one vote.

Section 3. The terms for each office shall be one year, beginning on July 1 of each school year, following elections that will occur between April 1 and May 31 of each school year. Unless no one else steps forward, and unless it is voted as such by the general membership and agreed upon by the Executive Board, individuals shall not serve more than two consecutive terms in the same office.

Section 4. Candidates for the offices of President, Vice President(s), Secretary, and Treasurer shall be parents or guardians of students who will be participants in the Cuthbertson High School Arts program during the upcoming school year. Candidates will be nominated by a committee of three persons, which will include one officer, one committee chairperson, and one general member, each from the current year's membership. Candidates may be nominated by the general membership as well.

Section 5. The Executive Board shall have the responsibility and authority to provide general supervision of the activities of the Cuthbertson High Arts Boosters between meetings, including project planning for fundraising and other activities supporting the director(s) and participants in the Cuthbertson High School Arts program and shall have the authority to approve expenditures from the organization's funds of \$500.00 dollars or less. Approval of expenditures by the Executive Board in the absence of a general membership meeting must be by a majority (50 % plus one (1) of the current officers). All officers shall act in accordance with the directives and goals as set forth by Cuthbertson High School and in accordance with the Cuthbertson Arts director(s).

Section 6. Duties of the officers shall include:

- President - the President is the chief officer of the Cuthbertson High Arts Boosters and provides leadership for the organization. The President shall prepare the agenda for general membership meetings, serve as the representative of the organization, and act as liaison between this organization, the Cuthbertson High School Arts director(s), and Cuthbertson High School administration. The President shall maintain an accurate yearly log of his/her activities in order to assist a succeeding or replacement President. The outgoing President shall surrender all records associated with his/her office to the incoming President within fifteen (15) days after the end of the term of office, that is, by July 15 of each calendar year.
- Vice President for Theatre Performances - the Vice President for Theatre Performances shall be responsible for supporting the Cuthbertson Theatre program by coordinating various activities of the Cuthbertson Arts Boosters that are directly related to specific performances such as event programs, tickets, flowers, food for cast and crew at rehearsals, concessions at performances, and managing ushers and backstage volunteers at performances. The Vice President for Theatre Performances will assist the Vice President for Support Activities as needed.
- Vice President for Choral Performances - the Vice President for Choral Performances shall be responsible for supporting the Cuthbertson Choral program by coordinating various activities of the Cuthbertson Arts Boosters that are directly related to specific performances such as event programs, tickets, flowers, food for rehearsals, concessions at performances, and managing ushers and backstage volunteers at performances. The Vice President for Choral Performances will assist the Vice President for Support Activities as needed.

- Vice President for Support Activities - the Vice President for Support Activities shall be responsible for supporting the Cuthbertson Arts program by coordinating various activities of the Cuthbertson High Arts Boosters such as fundraising, publicity (both internal and external) to Cuthbertson High School, special events (e.g. support for award ceremonies), volunteer coordination, social media (Facebook/Instagram/Twitter), and public service activities. The Vice President for Support Activities will assist the Vice President for Performances as needed.

- Secretary - the Secretary shall take minutes at the Executive Board and general membership meetings of the organization, serve as the organization's official correspondent, and keep all organizational records. The Secretary shall distribute proposed amendments to these by-laws to the officers and general membership 30 day prior to the general membership meeting at which they will be considered. The Secretary shall maintain an accurate yearly log of his/her activities in order to assist a succeeding or replacement Secretary. The outgoing Secretary shall surrender all records and supplies associated with this office to the incoming Secretary within 15 days after the end of the term of office, that is, by July 15 of each calendar year.

- Treasurer - the Treasurer shall keep all records of financial transactions of the organization, handle the transaction of all financial accounts of the organization, and report on the financial activity and health of the organization at each general membership meeting in written form. The Treasurer shall have available a copy of the financial activity for the current year for members to review at each general membership meeting. Corresponding receipts, ledgers from prior years, bank statements, and other financial information must be maintained a minimum of seven (7) years by the Treasurer and shall be made available for review by members upon their request. The Treasurer shall insure that signature records and contact information is kept up to date for all bank accounts and financial records. The Treasurer's signature must be on all checks that are issued along with the signature of another Executive Board member. The Treasurer shall maintain an accurate yearly log of his/her activities in order to assist a succeeding or replacement Treasurer. The Treasurer shall ensure all books are in good order for any audit and shall surrender the completed books and everything else associated with this office within 15 days after the end of the fiscal year, that is, by July 15 of each calendar year.

#### Section 7. Order of Succession of Officers

- Should the President be unable to serve his/her term, the succession of officers shall be the most senior Vice President, followed by the next most senior Vice President.

Should two Vice Presidents have the same seniority, the Executive Board shall vote to decide who will serve as President with a simple majority (50 percent plus one (1) of the Executive Board members) vote required for appointment. If a simple majority is not obtained, a new election for President shall be held at a general membership meeting by order of the Executive Board with a majority (50 percent plus one (1) of the voting members present) determining election. Should the most senior Vice President and next most senior Vice President be unable or unwilling to serve as President, a new election for President shall be held at a general membership meeting by order of the Executive Board with a majority (50 percent plus one (1) of the voting members present) determining election.

#### Section 8. Non-Voted Members of the Executive Board

The principal of Cuthbertson High School as well as the Theatre and Choral Directors responsible for the Arts Department at Cuthbertson High School shall be named to the board and will be voting members.

The Theatre Director will also act as the Incorporator for the non-profit entity known as Cuthbertson High Theatre Boosters, Inc. The only changes required under the Articles of Incorporation is if there is a change to the Incorporator. Please see the rules of incorporation on the website of the North Carolina Secretary of State.

#### ARTICLE V. MEETINGS

Section 1. General membership meetings shall be held monthly from September through May of each school year. Meetings shall be held at Cuthbertson High School at a time designated by the President with the advice and consent of the Executive Board. An alternative regular meeting date and/or place may be chosen by the Executive Board to accommodate the school calendar and other considerations such as inclement weather. Every effort shall be made to accommodate the schedules of the Cuthbertson Arts Director(s) so that he/she/they may attend the meetings as well. The times and dates of all general membership meetings for the school year shall be made publicly available no later than the first day of that school year. Necessary changes/updates to meeting dates or times shall be made publicly available at least seven (7) days prior to the revised meeting date and time.

Section 2. Special meetings shall be called as needed by the President or a majority of the Executive Board, and shall be adequately publicized in the advance and open to all members.

Section 3. Executive Board meetings shall be held prior to the general membership meetings, or as needed, at a time designated by the President but not less than 2 times per fiscal year.

Section 4. In the event that there is no general membership business, the Executive Board may cancel the general membership meeting with at least 7 days' notice and an update posted to the calendar as well as email to the general membership.

#### ARTICLE VI. ELECTIONS

Section 1. Elections for Officers and Chairpersons/Co-Chairpersons shall be held between April 1 and May 31 at a general membership meeting of the organization. If additional officers or Chairpersons/Co-Chairpersons are needed throughout the year, these individuals shall be elected following the same procedure as listed in Article VI, Section 2. Regardless of when an individual is elected to a position, the term of office shall not exceed June 30 of the current fiscal year.

Section 2. Elections shall be conducted by ballot when there is more than one nominee for a position. When a ballot vote is used in a general membership election, a simple majority (50 percent plus one of the voting members present) shall determine election. A voice vote may be used in an uncontested election. A quorum of members, as defined in Article VIII, must be present for a vote to take place. Absentee votes are not permitted.

#### ARTICLE VII. PARLIAMENTARY PROCEDURE

Section 1. The most recent edition of Alice Sturgis' "The Standard Code of Parliamentary Procedure" shall be the parliamentary authority for this organization.

#### ARTICLE VIII. QUORUM

Quorum at any general membership meeting shall consist of a minimum of eight (8) voting members including at least three (3) officers. No vote may take place at a general membership meeting without a quorum present. All five (5) Executive Board members must be present for an Executive Board vote.

## ARTICLE IX. FUTURE AMENDMENTS

Section 1. These By-Laws may be amended at any general membership meeting by two thirds majority of voting members present if the published amendment(s) is circulated among members one month prior to the meeting. The proposed amendment(s) must be provided in written form to the Secretary at least forty-five (45) days before the general membership meeting where the vote will be held, in order to allow the Secretary to give members the required thirty (30) day notice at the next regular general membership meeting.

Section 2. In the case of an emergency, the Executive Committee may submit a proposed amendment (or amendments) to these By-Laws for consideration at the general membership meeting, without the advance notice requirement of Section 1. Under these circumstances, approval of this amendment shall require a unanimous vote of those voting members present.

## ARTICLE X. FINANCIAL

Section 1. An internal audit of the financial records shall be conducted annually within thirty (30) days of the end of the fiscal year (June 30-July 1). The Internal Audit Committee shall consist of two Cuthbertson High Theatre Boosters members not involved in the disbursement or control of the organization's finances. They shall be appointed by the President during a general membership meeting and with the approval of a majority (50 percent plus 1) of the voting members present. This Committee shall have the authority to determine the degree of involvement of the outgoing and incoming Treasurers during the internal audit. If any discrepancies are found that cannot be accounted for, an external audit shall be conducted by a Certified Public Accountant. The CPA shall be chosen by the President, with the Cuthbertson High Theatre Boosters paying for any fees for the CPA's services.

Section 2. The Cuthbertson High Theatre Boosters President and Treasurer shall be (bonded) at all times.

Section 3. All checks made payable from Cuthbertson High Theatre Boosters shall bear the signature of one of two members of the Executive Committee. One of these signatures shall be that of the Treasurer and the other shall any of the elected board members. The Treasurer shall ensure that the appropriate members of the Executive Committee are on the signature card.

Section 4. The fiscal year shall be from July 1 of the current calendar year until June 30 of the next calendar year.

Section 5. Tax filings shall be the responsibility of the Treasurer as detailed in attachment 1 to these bylaws.

## ARTICLE XI. CREATIVE CONTROL

No action or actions shall be taken by the Cuthbertson High Theatre Boosters, or any member or members thereof, to exert or attempt to exert any control over any portion of the creative process of any Cuthbertson High School Theatre production or program.

## ARTICLE XII. CONDUCTING OFFICIAL VOTING ELECTRONICALLY

In the case of an emergency, official voting (other than officer and chairperson elections) may be conducted electronically. Numbers for a quorum as listed in Article VIII will apply to any electronic vote.

Revised 02/21/2017

Attachments:

1. Tax filing procedures for a 501(c)3 organization.
2. Membership Fee Structure
3. Articles of Incorporation for the State of North Carolina

**Attachment 2: MEMBERSHIP FEES (proposed)**



The following is the membership fee structure. Membership fees are to be paid separately from donations to the general fund. With approval of the Executive Board, some donations to the general fund may be treated as membership fees and will be granted the associated level of the donation.

Membership Level	Benefit	Benefit	Benefit	Amount
CHS Arts Founder (through XX/XX/XXXX)	Founders list in 2017-18 Programs	CHS Arts Founder's Emblem (shirt)	Special recognition at 2017-18 Arts performances	\$100+
Red Carpet	½ page ad in program and CHS Arts T-Shirt	4 seats to every CHS Arts Performance	Special recognition at Arts performances	\$150/yr+
Front Row	Named recognition in program	2 seats to every CHS Arts Performance	CHS Arts T-Shirt	\$75/yr+
Member At Large	CHS Arts T-Shirt			\$25/yr+

**Membership Fees:** *This is NOT a requirement to participate in any activity associated with the CHS Arts Department.* Members who pay dues to CHS Arts will be voting members of the organization. Any member at any level may run for office or hold positions within CHS ARTS. Only members who have a child enrolled at CHS are eligible to vote or hold leadership positions (this will be deemed as “vested interest”).

**CHS ARTS Founder:** As the organization is born, there will be a unique opportunity to be a member known as a CHS Arts Founder. With a donation of \$100 or more, the parent will be designated as a CHS Arts Founder and will be recognized in the Fall and Spring programs as well as a plaque that will be prominently displayed in the CHS Theatre. The amount pledged as a Founder does not apply to membership for the school year. This is separate donation specifically designed to bolster the organization’s general fund.

There will be 3 levels of membership fees to be members of CHS Arts.

**Member at Large:** A Member at Large is any parent of a Cuthbertson High School Student who would like to participate in the booster group. This will be a voting member and will have access to all business pertaining to the operation of the organization. Each Member at Large will receive a CHS Arts T-Shirt. The cost of membership is a donation of \$25 or more to the general fund of CHS Arts.

**Front Row:** Parents who wish to donate \$75 or more will be welcomed as Front Row Members and will receive named recognition in the Theatre programs, 2 seats to every CHS production, and a CHS Arts T-Shirt. This will be a voting member and will have access to all business pertaining to the operation of the organization.

**Red Carpet:** Red Carpet members may be parents or Theatre supporters from the community. Any business or Organization may donate to the level of Red Carpet and receive all the benefits at that level (sans voting rights). At a minimum, the Red Carpet member will donate \$150 and receive a half page ad in each CHS program, 4 tickets to each CHS Arts production, Special Recognition at each CHS Arts performance for that membership year and a CHS Arts T-Shirt. Only Red Carpet members who have a child enrolled at CHS may vote or hold leadership positions.

The following was submitted to the state of North Carolina on 9/28/2016 and accepted on October 4<sup>th</sup>, 2016

**State of North Carolina**  
**Department of the Secretary of State**

**ARTICLES OF INCORPORATION**  
**NONPROFIT CORPORATION**

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the nonprofit corporation is: **Cuthbertson High Theatre Boosters.**
  
2. XX (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).
  
3. The name of the initial registered agent is: **Joy Fitzgerald.**
  
4. The street address and county of the initial registered agent's office of the corporation is:

Number and Street: **1400 Cuthbertson Road**

City: **Waxhaw** State: NC Zip Code: **28173** County: **Union**

The mailing address *if different from the street address* of the initial registered agent's office is:

Number and Street or PO Box:

City: \_\_\_\_\_ State: NC Zip Code: \_\_\_\_\_ County:

5. The name and address of each incorporator is as follows:

Joy Fitzgerald, 1400 Cuthbertson Road, Waxhaw, NC 28173

6. (Check either a or b below.)

a. XX The corporation will have members.

b. \_\_\_ The corporation will not have members.

7. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution:

**In the event of termination, dissolution or winding up of the affairs of the corporation in any manner or for any reason whatsoever, the Directors shall, after paying or making provision for payment of all liabilities of the corporation, distribute all of the remaining assets of the corporation as such the Directors may determine among one or more organizations which are then organized and operated for exempt purposes and qualified as exempt organizations under section 501(c)(3) of the Code and to which contributions are then deductible under Section 170(c)(2) of the Code or to federal, state and local governments to be used exclusively for public purposes.**

8. Any other provisions which the corporation elects to include are attached.

**To the full extent of the time permitted by law, no person who is serving or has served as a Director of the corporation shall be personally liable for any action for monetary damages for breach of his or her duty as a Director whether such action is brought by or in the right of the corporation or otherwise. Neither the amendment nor repeal of the article, nor the adoption of any provisions of these Articles of Incorporation inconsistent with this Article would have accrued or risen, prior to such amendment, repeal or adoption.**

9. The street address and county of the principal office of the corporation is:

Principal Office Telephone Number: **704 296  
0105**

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Number and Street: **1400 Cuthbertson Road**

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City: **Waxhaw** \_\_\_\_\_ State: **NC** \_\_\_\_\_ Zip Code: **28173** \_\_\_\_\_ County: **Union**

The mailing address *if different from the street address* of the principal office is:

Number and Street or PO Box:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County:

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10. (Optional): Please provide a business e-mail address:

joy.hamilton@ucps.k12.nc.us \_\_\_\_\_.

The Secretary of State's Office will e-mail the business automatically at the address provided at no charge when a document is filed. The e-mail provided will not be viewable on the website. For more information on why this service is being offered, please see the instructions for this document.

11. These articles will be effective upon filing.

This is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Cuthbertson High Theatre Boosters**

Incorporator Business Entity Name

*Signature of Incorporator*

**Joy Fitzgerald**

*Type or print Incorporator's name and*

*title, if any*