**2015-2016**

**Woodrow Wilson High School**

**Choir Handbook**

**Choir and Theater Booster Club Addendum**

***Mrs. Katie Anderson, Choir Director***

***Mr. John Beaird, Theater Director***

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**WOODROW WILSON HIGH SCHOOL
CHOIR AND THEATER BOOSTER CLUB**

**BYLAWS**

**ARTICLE I: NAME**

The name of this Organization shall be the Woodrow Wilson High School Choir and Theater Booster Club, Dallas, Texas.

**ARTICLE II: PURPOSE**

1. To support the choir and theater program and their activities.
2. To help with fund raising activities.
3. To help organize and coordinate annual choir and theater performances, including musical.
4. To help organize and coordinate special activities during the year.

**ARTICLE III: POLICIES**

1. The name of this Organization shall not be used in any way that contradicts Woodrow Wilson High School or Dallas Independent School District policies.
2. The name of this Organization shall not be used in any way that would interfere with, or jeopardize the leadership or teaching techniques of the Choir Director and Theater Director.

**ARTICLE IV: MEMBERSHIP AND DUES**

1. Membership fees are as follows:
	1. Parents of choir members have their membership fees included in their choir dues.
	2. Individual/family memberships (non-choir families) have a minimum $10.00 membership and dues fee.
	3. Dues for business establishments shall be a minimum of $50.00 per school year.
2. Membership in this Organization is open to Woodrow Wilson High Choir and Theater parents, other interested adults and local business establishments.
3. Only members of the Organization shall be eligible to participate in the business meetings or to serve in any of its elected or appointed positions.

**ARTICLE V: OFFICERS AND THEIR ELECTION**

1. The Officers of this Organization shall be:
	1. President
	2. Vice-President – Choir
	3. Vice-President – Theater
	4. Vice-President – Musical
	5. Secretary
	6. Treasurer
2. In the spring of each year, the Booster Club officers will be nominated, elected and approved by the membership for each of the six offices noted above.
3. The Officers elected in the spring shall take office in June.
4. Vacancies in office occurring during the year shall be filled by the Executive Board.
5. Any Officer is limited to serving two (2) consecutive terms in any one (1) office, exception: Treasurer.

**ARTICLE VI: DUTIES OF OFFICERS**

1. The President shall:
	1. Preside at all meetings of the Organization and the Executive Board.
	2. Coordinate the work of the Officers and Committees.
	3. Be an ex-officio member of all Committees.
2. The Vice-President – Choir shall:
	1. Oversee the tickets, food, decoration, programs and volunteers for choir programs
	2. Assist with other tasks the choir director requests.
3. The Vice-President – Theater shall:
	1. Oversee the tickets, food, decoration, programs and volunteers for theater productions
	2. Assist with other tasks the theater director requests.
4. The Vice-President – Musical shall:
	1. Oversee the spring Musical including all committee heads.
5. The Secretary shall:
	1. Attend, record and read minutes of all Executive Board and regular meetings.
		1. The presiding officer shall appoint someone to record minutes in the absence of the Secretary.
	2. Keep up-to-date Bylaws in Secretary books.
	3. Keep attendance records of all Executive Board members for all meetings.
6. The Treasurer shall:
	1. Have custody of all funds of the Organization.
	2. Keep a full and accurate account of receipts and expenditures.
	3. Make disbursements as authorized by the Organization or approved by the Executive Board and/or the Choir and Theater Directors.
	4. Have the President be the alternate name on the account for banking purposes.
	5. Present a financial statement at every meeting.
	6. Require 2 signatures on checks in excess of $5,000.00

**ARTICLE VII: EXECUTIVE BOARD**

1. The Executive Board shall consist of the Officers, any Special Committee Chairpersons, Choir Director and Theater Director. Special committee members (such as a "Dessert Theater Committee" or “Musical Costume Committee”) may be brought in to Executive Board meetings at appropriate times during the year.
2. A majority of the board members shall constitute a quorum, ½ the filled positions, plus 1.
3. The Executive Board shall create Special Committees when necessary.
4. Each officer of this Organization shall have only one vote at Executive Board meetings.

**ARTICLE VIII: MEETINGS**

1. Meeting dates shall be presented by the Executive Board to the Organization at the first regular meeting of the school year. Meeting dates shall be set to comply with the current school year calendar and events.
2. An annual election shall be held at the last regular meeting of the school year.
3. A majority of those members present shall constitute a quorum.

**ARTICLE IX: AMENDMENTS**

These Bylaws may be amended by majority vote, provided that notice of the proposed amendments was given at the previous meeting or they may be amended without notice by the two-thirds (2/3) vote of the voting body present and voting.

**Choir Committee Chairs**

The Vice President – Choir of the Booster Club and Director Katie Anderson will oversee all of the below committees and chairpersons. One person may serve in more than one of the following positions, but the more the merrier!

**Dessert Theater Chair**

Dessert Theater is the first choir concert of the year, held in late October. All choirs perform, including Variations Show Choir. Donated desserts are sold as a small fundraiser.

* Organizes donations of desserts
* Coordinates venue decorations
* Works with director to create programs
* Attend dress rehearsal for last-minute assistance
* Coordinates any concurrent fundraising activity

**Winter Concert Chair**

Winter Concert is the second choir concert of the year, held in early December, before holiday break. All choirs perform.

* Coordinates venue decorations
* Works with director to create programs
* Attend dress rehearsal for last-minute assistance
* Coordinates any concurrent fundraising activity

**Spring Concert Chair**

Spring Concert is the last big choir event of the year, in mid- to late-May. Some years it is held in conjunction with Choir Banquet. All choirs perform.

* Coordinates venue decorations
* Works with director to create programs
* Attend dress rehearsal for last-minute assistance
* Coordinates any concurrent fundraising activity

**Choir Banquet Chair**

Choir Banquet is the end of the year celebration of the Performing Arts school year and its activities. Awards are given to students for their participation and excellence in the program through the year. Seniors are also recognized and applauded for their years at Woodrow. Some years, banquet is held in conjunction with the Spring Concert.

* Organizes donation, purchase, or preparation of dinner
* Coordinates venue decorations

**Choir Committee Chairs (Cont)**

**Awards Chair**

Awards Chair works with the Choir Banquet Chair and directors to ensure that there are physical awards to give to the students at Choir Banquet in the spring.

* Make/decorate Coke Bottles for awards
* Obtain trophies for awards

**Transportation/Carpooling Chair**

Many activities during the year are held off campus and require either buses or carpooling.

* Works with director to coordinate drivers for events off-campus

**Uniform Chair**

* Assign choir dresses and tux jackets
* Ensure hemming of dresses

**Variations Mom**

* Oversee “Green Room” at venues (bow ties, make up, jewelry…)

**Variations Booking Chair**

* Coordinates performances in community throughout the year, specifically at holiday

**Variations Gala Chair**

Variations Gala an extended Variations-only show in late February or early March.

* Coordinate venue decorations
* Works with director to create programs
* Attend dress rehearsal for last-minute assistance
* Coordinates any concurrent fundraising activity

**Variations Prop Chair**

* Obtain props requested by directors

**Equipment Transportation Chair**

* Has truck – will travel

**Theater Committee Chairs**

The Vice President – Theater of the Booster Club and Director John Beaird will oversee all of the below committees and chairpersons. One person may serve in more than one of the following positions, but the more the merrier!

The specific Committee Chairs will vary with each production. Not Every production will have Chairs for every job. I will ask for volunteers for positions needed once each play has been cast.

Committees might include:

**Costumes**

**Sets**

**Lighting**

**Program**

**Tickets and Lobby Set Up**

**Backstage**

**Musical Committee Chairs**

The Vice President – Musical of the Booster Club and Directors John Beaird and Katie Anderson will oversee all of the below committees and chairpersons. One person may serve in more than one of the following positions, but the more the merrier! This is just a short list of all the volunteer opportunities – we will have more detailed musical meetings as the school year begins.

**Costume Chairman** (with committee of 5-8)

**Program and Logo** (with assistants and biography writers)

**Advertising Underwriting** (with biography and publicity photos)

**Props Chairman** (with committee)

**Publicity Chairman** (chairmen)

**Set Construction** (with artist and building team of many)

**Tickets** (with day-of volunteers)

**Canteen** (with day-of volunteers)

**Cast Party – Students** (hosting)

**Cast Party – Adults** (hosting)

**Communications**

**Courtesy**

**Dressing Room – Girls**

**Dressing Room – Boys**

**Hair & Make-Up – Girls**

**Hair & Make-Up – Boys** (with day-of volunteers)

**Marque**

**Backstage Crew** (with day-of volunteers – 20+ for weekend)

**Sales for T-Shirts and Mugs** (with day-of volunteers)

**Sales for Flowers** (with day-of volunteers)

**Usher Coordinator** (with day-of volunteers – 20+ for weekend)