2022-2023

Woodrow Wilson High School

Choir Handbook

Choir and Theater Booster Club Addendum

Currently Vacant, Choir Director

Mr. John Beaird, Theater Director

Ms. Jenci Pavageaux, Asst. Theater Director

Table of Contents

Booster Club Bylaws 3-5

Choir Committee Chairs..... 6-7

Theater Committee Chairs 8

Musical Committee Chairs 9

WOODROW
CHOIR AND THEATER BOOSTER
BYLAWS

ARTICLE I: NAME

The name of this Organization shall be the Woodrow Choir and Theater Booster.

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 is included in choir and/or theater fees.
2. Membership in this Organization is open to Woodrow Wilson High Choir and Theater parents and students.
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

1. The Officers of this Organization shall be:
    a. President
    b. Vice-President – Choir
    c. Vice-President – Theater
    d. Vice-President – Musical
    e. Secretary
    f. Treasurer
2. In the spring of each year, the Booster Club officers will be appointed by the existing Executive Board.
3. The Officers appointed in the spring shall take office in June.
4. Vacancies in office occurring during the year shall be filled by the Executive Board.

ARTICLE VI: DUTIES OF OFFICERS

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

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. 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 the Woodrow Choir Director 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.

- 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. All choirs perform.

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

Song & Stage Banquet Chair

The Song & Stage 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.

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

Choir Committee Chairs (Cont)

Awards Chair

Awards Chair works with the Song & Stage Banquet Chair and directors to ensure that there are physical awards to give to the students at Song & Stage 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 Parent

- 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 Woodrow Theater Director(s) will oversee all 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. Directors 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 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)