

**WESTHILL NORTHSTAR PLAYMAKERS PARENT GROUP, INC.**

**BYLAWS**

**Adopted March 27, 2024**

**ARTICLE I. NAME.**

- 1.01. The name of the organization shall be Westhill Northstar Playmakers Parent Group, Inc. (a/k/a, and hereinafter referred to as, “NPPG”) of Stamford, Connecticut.

**ARTICLE II. FORMATION.**

- 2.01. NPPG is a nonprofit organization formed pursuant to the laws of the state of Connecticut, as stated in the Certificate of Incorporation for NPPG.

**ARTICLE III. PURPOSE AND POLICIES.**

- 3.01. The purpose and objectives of NPPG are:

- 3.01.01. To support theater and dramatic arts education through productions and programs at Westhill High School in Stamford, Connecticut (hereinafter, “Westhill”), specifically, but not necessarily limited to, the Westhill theater club, Northstar Playmakers (hereinafter, “Northstar”).
- 3.01.02. To bring together the home and school so that Westhill students continue to have educational opportunities to participate in theater and dramatic arts.
- 3.01.03. To oversee, manage, and raise funds for Northstar’s annual musical.
- 3.01.04. To assist in fundraising endeavors for additional Northstar productions at the sole discretion of NPPG.

- 3.02. The basic policies of NPPG are:

- 3.02.01. NPPG is noncommercial, nonsectarian, and nonpartisan.
- 3.02.02. Neither NPPG, nor any NPPG Board Member in their official capacity, will be used in connection with any commercial concern, partisan interest, or for any purpose not appropriately related to the purpose of NPPG.
- 3.02.03. NPPG will not, directly or indirectly, participate or intervene in any way, including the publication or distribution of statements, in any political campaign or on behalf of, or in opposition to, any candidate for public office.

- 3.02.04. NPPG will not devote a substantial part of its activities to attempt to influence legislation.
- 3.02.05. NPPG will cooperate with Westhill, and any other schools as appropriate, to support theater and dramatic arts education in ways that will not interfere with the administration of the school.
- 3.02.06. NPPG may cooperate with other organizations and agencies concerned with child welfare, but persons representing NPPG in such matters shall make no commitments that bind NPPG without the consent of the Executive Board.

#### **ARTICLE IV. GENERAL MEMBERSHIP.**

- 4.01. *Eligibility.* Any parent and/or guardian of a student involved in Northstar may be a member of NPPG.
  - 4.01.01. In order to become a member of NPPG, an eligible person must attend an NPPG meeting during the current school year and sign the attendance roll with their name and a valid email address. There are no fees associated with membership in NPPG.

#### **ARTICLE V. EXECUTIVE BOARD.**

- 5.01. The general duties of the Executive Board are:
  - 5.01.01. To transact necessary business to achieve the purpose and objectives of the NPPG, as noted in Section 3.01 of these Bylaws, in the intervals between general meetings and such other business as may be referred to it by the NPPG membership.
  - 5.01.02. To approve NPPG's annual budget and any additional NPPG expenditures. All expenditures not included in the approved annual budget require a vote of the Executive Board prior to purchase, or reimbursement will be denied. A vote of the NPPG general membership is required to approve expenditures greater than \$1,000.00 that are not included in the approved annual budget.
  - 5.01.03. To complete those duties as specified for each office.
- 5.02. The NPPG Executive Board shall consist of the following officers, with the following duties:
  - 5.02.01. *President / Co-Presidents.*
    - 5.02.01.01. Presides at all NPPG meetings, including both general meetings and Executive Board meetings.
    - 5.02.01.02. Prepare agendas for meetings over which they preside.

- 5.02.01.03. Attends and participates in any meetings or interviews related to the Northstar spring musical, and acts as a liaison between the Executive Board and any Westhill faculty or administration in regard to the Northstar spring musical.
- 5.02.01.04. Coordinates the work of the officers of NPPG.
- 5.02.01.05. Determines the need for any committees and delegates leadership positions on any such committees, with the Vice-President serving as Chair of any fundraising committee. Committees may include, but are not limited to, fundraising, marketing/media, volunteering, and recruitment.
- 5.02.01.06. Performs any additional duties that may be assigned by NPPG or the Executive Board.
- 5.02.01.07. President, or either Co-President, together with the Treasurer, shall have the authority to sign checks for NPPG.
- 5.02.02. *Vice President.*
  - 5.02.02.01. Evaluates the effectiveness of fundraising activities throughout the year.
  - 5.02.02.02. Recommends to the Executive Board fundraising activities for the following year.
  - 5.02.02.03. Chairs any fundraising committee as determined by the President/Co-Presidents, and is accountable for reporting for any such committee to the Executive Board.
  - 5.02.02.04. Reviews new programs for introduction to the NPPG's activities.
  - 5.02.02.05. Organizes end-of-year meeting of any committee chairs, as appointed by the President/Co-Presidents, to evaluate activities and make recommendations to the Executive Board for the following year.
- 5.02.03. *Secretary.*
  - 5.02.03.01. Records minutes of all meetings of the NPPG and the Executive Board.
  - 5.02.03.02. Manages a shared folder/drive, such as a Google Drive, where members can access all meeting minutes and any related NPPG documents. All meeting minutes will be placed in the shared folder/drive within seven days of any meeting.

- 5.02.03.03. Collects the attendance roll at each meeting and maintains the membership list with included names and emails.
- 5.02.03.04. Sends notice for each general meeting to the complete membership list, and any other emails of Northstar students' parents which the secretary has been provided, via email, including the date, time, place, and agenda (as provided by the President/Co-President) at least seven days prior to any general meeting; and sends any other correspondence as directed by the Executive Board.
- 5.02.04. Treasurer / Co-Treasurers.
  - 5.02.04.01. Drafts an annual operating budget for the upcoming school year with the assistance of the Executive Board. The Treasurer should seek input from the Northstar advisor regarding anticipated expenses as appropriate. This budget shall be presented to the Executive Board by August 15 for approval.
  - 5.02.04.02. Maintains custody of all NPPG funds.
  - 5.02.04.03. Makes disbursements and payments in accordance with the approved budget, and upon presentation of a written invoice or receipt. If a request for funds is outside of the approved budget, then it shall be brought up under Section 5.01.02 of these Bylaws as appropriate.
  - 5.02.04.04. Treasurer together with the President, or either Co-President, shall have the authority to sign checks for NPPG.
  - 5.02.04.05. Presents a financial report at the first and last general meeting of the school year.
  - 5.02.04.06. Prepares and files any tax returns or tax documentation for NPPG, if required.
  - 5.02.04.07. Keeps a full and accurate account of receipts and expenditures, and maintains records as shall be sufficient to establish the items of gross income, receipts, and disbursements of NPPG. Such records must be open for review upon request.

5.03. *Members-at-Large.*

- 5.03.01. One to three members of NPPG are to be elected to serve on the Executive Board as members-at-large.

- 5.03.02. Members-at-Large are considered members of the Executive Board, and shall attend and vote at Executive Board meetings along with the Executive Board officers.
- 5.03.03 Members-at-Large may be named to serve as Chairs of any committees as may be established.
- 5.04. *Terms of Office.*
  - 5.04.01 President/Co-President term of office is two years. Ideally, Co-Presidents shall be elected in alternating years to ensure continuity. Any outgoing President/Co-President may remain as an ex-officio member of the Executive Board for one year after leaving office.
  - 5.04.02 Vice President, Secretary, Treasurer/Co-Treasurer, and Members-at-Large terms of office are one year.
  - 5.04.03 Any Executive Board member may serve additional terms, consecutive or inconsecutive, so long as they continue to be eligible for general NPPG membership, and are so elected by vote of the general membership at the last general meeting of the fiscal year (in May or June).
- 5.05. *Election of Executive Board.* Executive Board members shall be elected by a simple majority vote of members present at the last general meeting of the school year, which is to be held in May or June, but under no circumstances later than June 25 each year.
  - 5.05.01. *Nomination.* Any member present at the meeting may nominate themselves or another member for any Executive Board position; proof of any nominated member's consent to serve, through oral agreement at the meeting or a written statement, must be provided prior to the vote.
  - 5.05.02. Notice of the last general meeting, to be sent to all members as included on previous meeting attendance rolls, must include the following statement: "Executive Board officers for the next school year will be elected at this meeting. Any member may nominate themselves or any other consenting NPPG member to serve. A simple majority of those present at the meeting will elect next year's Executive Board."
- 5.06. *Board Vacancy.* A vacancy occurring in any Executive Board position shall be filled for the unexpired term by a member nominated by the remaining Executive Board. If the Executive Board unanimously agrees to the consenting nominated member, the member shall be deemed elected for the remainder of the exiting Executive Board Member's term, and notice of the replacement shall be given to the general membership. Should the Executive Board not unanimously agree, an election will be held for the remainder of the term at the next general meeting, where a vote will be taken, under the same terms as noted under Section 5.05 of these Bylaws.
- 5.07 *Removal and Resignation.*

- 5.07.01. Upon a two-thirds majority vote of the Executive Board, a request may be made for resignation of an Executive Board member for any of the reasons listed in Section 5.07.01.01 of these Bylaws. Should the Executive Board member refuse to resign, the Executive Board shall be entitled, upon two-thirds majority, to remove that Executive Board member from office. Removal from office does not excuse any personal liability of the removed officer should any exist.
- 5.07.01.01. An Executive Board member may be removed for (i) repeated and consistent failure to attend Executive Board Meetings and/or general meetings; (ii) inability to fulfill their responsibilities as listed under Section 5.02 or 5.03 of these Bylaws; or (iii) malfeasance, including but not limited to, improper use of NPPG funds or the NPPG name.
- 5.07.02. Any Executive Board member who wishes to resign for any reason may do so after providing one month notice in order to secure a consenting nominee to fill the vacancy under Section 5.06 of these Bylaws.
- 5.08. *Executive Board Meetings.* The Executive Board shall meet a minimum of four times per fiscal year. In lieu of acting by vote at a meeting, the Executive Board may act by the unanimous consent of the Executive Board officers as evidenced by documentation, including, but not limited to, emails or other forms of written or electronic communication.
- 5.09. *Compensation.* All Executive Board members are volunteers. No compensation shall be given for serving on the Executive Board, although Executive Board members are to be reimbursed for any approved expenditures made on behalf of NPPG.
- 5.10. *Succession.* All Executive Board members are required to deliver to their successor(s) all official materials by June 30. If succession occurs mid-year, then all such materials are to be delivered immediately to remaining Executive Board members who will then provide the materials to the mid-year successor.

## **ARTICLE VI. GENERAL MEETINGS.**

- 6.01. General meetings of the NPPG shall be held at such times as determined by the Executive Board, but in no event shall there be fewer than four regular meetings per school year. General meetings will have either a business or educational focus, as indicated by the agenda.
- 6.02. The date, time, place, and agenda for each meeting will be sent by the Secretary via email to the full list of members at least seven days in advance of any general meeting. For the first meeting, the list of the previous year's members will be used, as well as any other parents/guardians who have provided their contact information during the current year.
- 6.03. Special meetings may be called by the Executive Board or by a petition signed by at least ten members and filed with the President/Co-Presidents and the Secretary.
- 6.04. *Voting.*

- 6.04.01. All members in attendance at any general meeting are eligible to vote.
  - 6.04.02. Unless otherwise specified herein, a simple majority of members in attendance at a meeting shall be required to carry any motion or resolution. Should notice have been sent out appropriately under Section 6.02 of these Bylaws, there is no designated quorum.
  - 6.04.03. If less than seven days-notice of a general meeting has been provided, at least 10 members must be present at the meeting to reach quorum.
- 6.05. The annual meeting shall be the last meeting of the school year, occurring in May or June.

#### **ARTICLE VII. FISCAL YEAR.**

- 7.01. The fiscal year of the NPPG shall be July 1 through June 30.

#### **ARTICLE VIII. PARLIAMENTARY PROCEDURE.**

- 8.01. Robert's Rules of Order, Revised, shall govern the NPPG in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE IX. AMENDMENTS.**

- 9.01. These Bylaws may be amended at any general meeting of the NPPG by a two-thirds vote of the members present, provided that written notice of the proposed amendment shall have been given at least seven days in advance.
- 9.02. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws by a majority vote at a general meeting of NPPG or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment under Section 9.01 of these Bylaws.

#### **ARTICLE X. DISSOLUTION.**

- 10.01 NPPG can be dissolved by a two-thirds majority vote of the general membership, with notice of the vote provided to the general membership at least ten days in advance. In the event of the dissolution of NPPG, its assets shall be given to Northstar, as part of Westhill. Should Northstar no longer exist, the assets will go to any subsequent theater program or theater club located at Westhill. In the event that Westhill is closed or no longer offers any theater programs or theater clubs, the assets shall be divided and distributed to other theater programs of the Stamford Public Schools.