

# **Marcus High School Theatre Arts Booster Club Bylaws**

## **ARTICLE I: NAME**

The name of this organization is the Marcus High School Theatre Arts Booster Club and is associated with Marcus High School in Flower Mound, Texas.

## **ARTICLE II: Articles of Organization**

The articles of organization of this organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization.

## **ARTICLE III: Purposes**

The purposes of the Marcus High School Theatre Arts Booster Club are:

- Section 1. To promote interest in the theatre arts program at Marcus High School, its activities, events, and academic endeavors.
- Section 2. To lend all possible support and assistance, both moral and financial, to the theatre department and programs.
- Section 3. To assist teachers and staff of the theatre department in assuring quality productions.
- Section 4. To enhance our community with charitable acts and gifts

## **ARTICLE IV: Basic Policies**

The following are the basic policies of the Marcus High School Theatre Arts Booster Club:

- Section 1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- Section 2. The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the organization.
- Section 3. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. (In any way, including the publishing or distribution of statements)
- Section 4. This organization shall not use any EIN (tax number) other than its own. The EIN for the Lewisville ISD is not to be used by any booster club for any purpose whatsoever.
- Section 5. This organization shall secure a sales tax permit from the Texas Comptroller's office and shall display the permit in accordance with applicable law.
- Section 6. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private

persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

Section 7. This organization shall prohibit voting by proxy.

Section 8. No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the approval of the majority of the general membership.

Section 9. Upon dissolution, this organization:

- a. After paying or adequately providing for the debts and obligations of the organization, shall yield up and surrender all its assets and property to LISD or another local booster club.
- b. Shall cease and desist from the further use of any name that implies or connotes association with a Lewisville ISD school; and
- c. Shall conduct promptly, under the supervision of the LISD sponsor or his designee, all proceedings necessary or desirable for the purpose of dissolving this organization.

Section 10. This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by its members.

Section 11. Only members who have paid dues for the current membership year (school year) may participate in the business of the Booster Club.

## **ARTICLE V: Members and Dues**

Section 1. Membership in this organization shall be made available without regard to race, color, creed, or national origin, nor in conflict with the provisions of the UIL.

Section 2. A person's paid membership dues allow membership in the organization from July 1 to June 30.

Section 3. Upon payment of the annual dues, a person shall have membership in the organization from the date of payment until June 30.

Section 4. This organization shall sustain a yearly membership total of at least ten members to remain an active booster club on the Marcus campus.

## **ARTICLE VI: Officers and Their Election**

Section 1. Each officer must be a member of this organization.

Section 2. No officer shall be the spouse or sibling of another officer. No officer shall be a signer for any checks that are payable to any of his or her family members.

Section 3. Officers and their election

- a) The officers of this organization shall consist of a president, vice president 1 (promotions) and vice president 2 (volunteers), a secretary, and a treasurer.

- b) Officers shall be elected by written ballot at the last booster club meeting of the year. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by plurality.
- c) Officers shall assume their official duties at the start of the fiscal year or upon receiving official materials from their predecessor.
- d) Officers must complete the official duties of their office prior to turning over official materials to the incoming officers.
- e) A term of office for each election cycle is 1 year for all positions. All officers can be elected to a second term, but no officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 4. Nominating committee.

- a. There shall be a nominating committee elected by the general body at a regular meeting at least one month prior to the election of officers. Elections shall be by plurality. The committee shall be composed of three (3) members. One alternate shall be elected to serve in the event a member is unable to serve. The committee shall elect its chairperson immediately following the meeting.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in (month of election meeting) April at which time additional nominations may be made from the floor. The report shall be publicized to the local unit membership through regular publicity channels at least seven (7) days before the election meeting.
- c. Only those persons who have given their consent to serve if elected shall be nominated for or elected to such office.
- d. No member shall automatically serve on this committee because of his/her office in the organization or position in the school system.
- e. The sponsor shall not serve as a member of this committee, nor shall he or she appoint any member of the committee.

Section 5. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, a notice of such election having been given to the general membership.

Section 6. Reason to remove: By a two-thirds (2/3) vote of the executive board an officer or chairperson shall be removed from office for failure to perform duties, criminal misconduct, or unethical behavior in the organization's business.

## **ARTICLE VII: Duties of Officers**

Section 1. The President shall:

- a. Coordinate the work of the officers and committees of the association.
- b. Confirm that a quorum is present before conducting any business at any meeting of the association.
- c. Preside at all meetings of the association.

- d. Appoint chairpersons of special committees subject to the approval of the executive board.
- e. Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks); unless prohibited by the employer.
- f. Call a meeting of the newly elected officers within thirty (30) days after the election meeting to approve appointments of standing committee chairpersons and such other business as becomes necessary.
- g. Serve as a member ex-officio of all committees except the nominating and audit committees.
- h. Submit a copy of its bylaws and standing rules to the Marcus High School principal and Parent Booster USA.
- i. Submit to the LISD accounting office and principal forms required by Lewisville ISD.

Section 2. Vice President 1 (Promotions) shall:

- a. Act as an aide to the president.
- b. Preside in the absence of the president.
- c. Work with a sponsor to order/distribute any promotional materials, including, but not limited to, show posters, t-shirts, and playbills.
- d. Other duties assigned by the president.
- e. Oversee various committees outlined in Standing Rules.

Section 3. Vice President 2 (Volunteers) shall:

- a. Act as an aide to the president.
- b. Preside in the absence of the president.
- c. Solicit volunteers for events or workdays.
- d. Other duties assigned by the president.
- e. Oversee various committees outlined in Standing rules.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of the association.
- b. Maintain a compilation of the organization's minutes.
- c. Be responsible for correspondence and communication including notifying membership of upcoming events and meetings.
- d. Have a current copy of the bylaws and standing rules.
- e. Maintain a current membership list.

Section 4. The Treasurer shall:

- a. Maintain custody of all the funds of the association by ensuring that all funds, other than an approved amount of petty cash, are deposited in a federally insured financial institution.
- b. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for five years.
- c. Make disbursements in accordance with the budget adopted by the organization.
- d. Sign on bank accounts (two of three authorized signatures shall be required on all checks).
- e. Present a financial report, both written and verbal, at every meeting of the unit and as requested by the executive board or the organization.
- f. Make a full report at the annual meeting.

- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 4 of these bylaws.
- h. Submit books and records to the Financial Reconciliation Committee as requested.
- i. Maintain state tax permit.
- j. File state taxes yearly.
- k. File the end of fiscal year 990 form.

Section 5. All officers shall:

- a. Where possible, attend all meetings of the association, or arrange for a back- up if unable to attend.
- b. Perform the duties outlined in these bylaws, in the Standing Rules, and those assigned.
- c. Deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.
- d. Promote membership and assist in collecting membership dues.

### **ARTICLE VIII: Sponsor**

- Section 1. The organization shall have a sponsor who is a faculty or staff member at Marcus High School and who is appointed annually by the principal. The sponsor of the organization shall not be a member or have voting privileges on the executive board.

### **ARTICLE IX: Meetings**

- Section 1. This organization shall hold a minimum of four (4) meetings a year.
- a. Regular meeting dates will be established by the executive board at the first meeting of the year. Time and dates will be announced to the membership at its first meeting of the year. Five days' notice shall be given if a change of date is needed.
  - b. The annual meeting held in September shall be to collect membership dues, presentation of the Financial Reconciliation Committee report, and any other necessary business. The end-of-year meeting shall be to receive reports of current officers and chairpersons and for any other necessary business, including the election of officers for the next fiscal year.
- Section 2. A special meeting of the association may be called by the president and at least two of the executive board, at least three days notice having been given.
- Section 3. Five (5) members and the majority of the executive board shall constitute a quorum for the transaction of business in any regular meeting of this organization

### **ARTICLE X: Executive Board**

- Section 1. The executive board shall consist of the elected officers of the association.
- Section 2. The sponsor of the organization shall not be a member nor have voting privileges on the executive board but shall attend board meetings.

- Section 3. A member shall not serve as an officer or chairperson of the organization's executive board while serving as a paid employee of or having purchasing contracts with the organization.
- Section 4. The duties of the executive board shall be to:
- a. Transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
  - b. Present a report at the regular meetings of the association.
  - c. Develop, provide, and maintain procedures for all officers and committee chairpersons.
  - d. Appoint Financial Reconciliation committee consisting of not less than three members, who are not authorized signers, at the end of the year meeting to reconcile the treasurer's accounts.
  - e. Create standing and special committees.
  - f. Fill vacancies of officers and chairpersons.
  - g. Prepare and submit a budget for the year to the organization for adoption.
  - h. Approve routine bills within the limits of the budget.
  - i. Ensure that the organization, through its practices and policies, does not violate such rules and regulations that govern UIL.
- Section 5. Meeting
- a. Regular meeting of the executive board shall be held before and/or after each regular association meeting, the time to be fixed by the board at its first meeting of the year.
  - b. A majority of the executive board members shall constitute a quorum; and
  - c. Special meetings of the executive board may be called by the president or by a majority of the members of the board, at least three (3) days notice being given.

## **ARTICLE XI: Standing and Special Committees**

- Section 1. Only members of the organization shall be eligible to serve in any appointed position.
- Section 2. The executive board may create such standing and special committees as it may deem necessary to carry on the work of the organization. The term of each chairperson shall be one (1) year and not to exceed 2 years. One who has served more than one-half of a term shall be credited with having served that term.
- Section 3. The newly elected president shall call a meeting of the incoming officers within thirty (30) days after the election to approve standing committee chairpersons and such other business as becomes necessary.
- Section 4. All standing committee chairpersons shall:
- a. Follow the procedures as set forth by the executive board.
  - b. Manage the committee work within the approved budget. No unbudgeted committee work shall be undertaken without approval from the executive board; an<sup>1</sup>

- c. Deliver to their successors or the president all official materials by the end of the fiscal year.
- Section 5. The president shall be a member ex-officio of all committees except the nominating and financial reconciliation committees.
- Section 6. The quorum of any committee shall be a majority of its members.

## **ARTICLE XII: Fiscal Year**

- Section 1. The fiscal year of this organization shall begin July 1st and end June 30
- Section 2. A Financial Reconciliation committee consisting of no less than three (3) members, who are not authorized signers, shall be appointed by the executive board at the last regular meeting of the school year to reconcile the books and records of the organization for the prior fiscal year.
- Section 3. The financial reconciliation will occur after the close of the fiscal year and prior to the annual meeting (September).
- Section 4. The Financial Reconciliation Committee Report shall be presented for approval by the organization at the annual meeting in September.

## **ARTICLE XIII: Parliamentary Authority**

- Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

## **ARTICLE XIV: Amendments**

- Section 1. Adoption of Amendments
- a. These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or twenty (20) days prior to the meeting at which the amendment is voted upon. Each amendment to the bylaws shall be provided to the membership through the regular publicity channels at least twenty (20) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.
  - b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a majority vote of the executive board. The requirement for the adoption of a revised set of bylaws shall be the same as in the case of an amendment.
  - c. After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of bylaws (and standing rules) as amended or revised and dated shall be sent to the campus principal.
- Section 2. This organization shall review and, if necessary, amend its bylaws at least once every three (3) years.