

# Bridgeland Theatre Arts Booster Club

## BY-LAWS

Drafted July 19, 2017  
Final revision July 27, 2017  
Amended September 26, 2017  
Amended May 7, 2019

### ARTICLE I NAME

The name of this organization will be Bridgeland Theatre Arts Booster Club (BTABC).

### ARTICLE II PURPOSE

**SECTION A** The purpose of the organization is to promote and support the mission, goals and objectives of the Bridgeland High School Theatre Arts Department by:

- 1) Encouraging parental support and understanding of the worthwhile nature of theatre arts as a significant development experience for young people,
- 2) Encouraging community support of productions,
- 3) Providing leadership and assistance in obtaining and administering needed financial support,
- 4) Providing labor assistance, as needed and requested, to help facilitate quality theatre productions.

**SECTION B** It is not a purpose of BTABC to influence or otherwise involve the club or its members in the policies, decisions and on-going activity of the faculty/directors of the Bridgeland High School Theatre Arts Department.

**SECTION C** BTABC is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of any future United States Internal Revenue Code or Law. No part of the net will be given to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization will 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 SECTION A. No substantial part of the activities of BTABC will be the carrying on of propaganda, or otherwise attempting to influence legislation, and BTABC will not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, BTABC will not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

**SECTION D** In the event of voluntary or involuntary dissolution of BTABC, the assets, after just payment of debts, will be distributed by the Executive Committee exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code, or any corresponding provisions of any future United States Internal Revenue Code or Law. Any such assets not so disposed of will be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court will determine, which are organized and operated exclusively for such purposes.

### ARTICLE III MEMBERSHIP AND DUES

**SECTION A** All parents and any persons who are interested in the good of the Bridgeland Theatre Arts program are welcome and eligible for membership. All BTABC members are requested to assist with all projects undertaken by the organization.

**SECTION B** Annual BTABC family membership dues will be charged and the amount of annual dues will be determined by the Executive Committee prior to the beginning of each school year. Dues will be collected at the beginning of each new school year.

**SECTION C** Each dues paying family will be entitled to a maximum of one vote.

## ARTICLE IV MEETINGS

**SECTION A** Meetings will be as follows:

**Annual Meeting** - The Annual Meeting will be held before the end of the school year to elect officers, to identify all committee chairs, and to finalize any other business that may arise.

**Planning Meeting** - A planning meeting of the Executive Committee and all committee chairs will be held each summer no later than August 1. This meeting will prepare information to be presented at the Premiere Night Meeting, including the purpose of BTABC, tentative plans for the school year for fundraising, and the making of sign-up sheets to solicit additional support throughout the school year. Dates for regular meetings during the school year will be decided. The annual budget for the year will be approved.

**Premiere Night Meeting** - The President of BTABC will present the club's purpose and summarize plans for the year. He/she will encourage members to pay dues and to join committees of interest. The date of the first full meeting of BTABC will be announced.

**Ongoing** - Meetings will be held on an as-needed basis during the school year as agreed to by the Executive Committee and the Theatre Arts Director(s).

**SECTION B** Notice of the dates and time of meetings will be by email and at least one additional avenue, such as student-delivered correspondence, website, or social media. Notice will be sent out a minimum of five (5) business days in advance of the meetings.

**SECTION C QUORUM.** A simple majority of members in attendance shall constitute a quorum for the transaction of business at any meeting of the BTABC. Members may vote via email correspondence, given a deadline date for submission.

## ARTICLE V OFFICERS AND ELECTION

**SECTION A** The following officers will be nominated and elected annually for one-year terms: President, Vice-President of Operations, Vice-President of Productions, Secretary, and Treasurer. All officers' terms of office will begin at the start of the new fiscal year, July 1. With the concurrence of the BTABC, officers may serve more than one term.

**SECTION B** Nominations of officers will be solicited from the membership prior to the Annual Meeting via email communication, as well as accepted from the floor during Annual meeting. Those who accept the nomination will be voted on by general membership.

**SECTION C** Officers will be elected by voice vote or ballot, at the discretion of the Theatre Director.

**SECTION D** A vacancy occurring in an elective office during the year will be filled by a vote of the Executive Committee.

**SECTION E** All officers are volunteers and not paid any compensation for services performed. As such, no officer shall incur any personal liability as a result of serving on this board.

**SECTION F** The Theatre Director(s) will be ex-officio members of the Executive Committee and all Standing Committees and will be entitled to one (1) collective vote.

## ARTICLE VI DUTIES OF ELECTED OFFICERS

**SECTION A** The **President** will preside at all meetings and the Executive Board. The President will be a member ex-officio of all committees and will perform the duties pertaining to the office. The President remains familiar with the Cypress-Fairbanks Independent School District Booster Club Guidelines and informs BTABC members to ensure that the organization complies with the appropriate laws, policies, and guidelines. The President needs to provide a copy of the current by-laws and a listing of the current officers' name, phone numbers, and address to the Bridgeland High School Principal at the beginning of each school year.

**SECTION B** The **Vice-President of Operations** will act as an aide to the President and will perform the duties of the President in his/her absence. The Vice President will also act as Parliamentarian at all meetings, advise the club regarding matters of procedures, and propose changes to the By-Laws as needed.

**SECTION C** The **Vice-President of Productions** will act as a liaison between BTABC and the Director(s) and will coordinate, organize and oversee all matters with regards to the productions and performances of the Bridgeland Theatre Department.

**SECTION D** The **Secretary** will keep a record of all meetings of BTABC and the Executive Committee. A copy of all minutes will be given to the President within seven days of the meeting and they will be posted on the Bridgeland Theatre website and/or emailed to members within 14 days of the meeting. The Secretary will coordinate membership data management, the membership directory, and manage roll check at BTABC meetings. The Secretary will coordinate with the President to send out notices of BTABC meetings.

**SECTION E** The **Treasurer** will balance the checkbook monthly, attend BTABC meetings and Executive Committee meetings, make all deposits, and pay all invoices, taxes, debts incurred by BTABC as soon as possible. The Treasurer will also verify that each invoice is for a BTABC purpose, work with the theatre director to assure timely and secure collection of student-delivered funds, issue receipts as needed for monies received, and perform other duties usually pertaining to the office. The Treasurer will prepare a written Financial Report for the previous year for an ad-hoc BTABC Financial Review Committee before September 10<sup>th</sup> of each year. The Review Committee Report along with the Financial Report should be submitted to the School Principal and to the District's Internal Auditor by September 15<sup>th</sup> of each year. The Treasurer will prepare and submit all local, state and federal tax forms in an accurate and timely manner. Within the constraints of the budget, an accountant can be hired for preparation of annual federal tax filings in which case the Treasurer would act as the liaison between BTABC and the accountant.

All payments will require written or email approval from one Executive Committee member and a signature from an elected officer or committee chairperson. The Treasurer and at least two additional people, either BTABC officers or Committee Chairs, will be authorized to sign BTABC checks.

## **ARTICLE VII COMMITTEES**

**SECTION A EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the officers of the Booster Club and the Theatre Director(s). Its duties shall be to transact necessary business between club meetings and such other business as may be referred to it by the organization, to approve the plans of work of the standing committee chairpersons, and to present reports at the regular meetings. Special meeting of the Executive Committee may be called by the President, Theatre Directors, or by a majority of the committee's members

**SECTION B STANDING COMMITTEE.** There shall be such standing committees created by the Executive Committee as may be required to promote the objectives and purposes of BTABC. The Chairpersons of the standing committees shall be appointed or selected by the newly elected Executive Committee. The term of office shall be for one year. Standing Committees might include Communications, Directory, Concession, Ticket Sales, Production Assistance, Publicity, Special Event Coordinator, Fundraising, and Financial Review.

**SECTION C REMOVAL FROM OFFICE.** If a board officer or committee chair is not fulfilling his or her assigned duties or is violating school or PTO/Booster Club Policy, they may be removed from office. The Theatre Director and/or the Executive Committee may approve the removal of an officer.

## **ARTICLE VIII FISCAL YEAR**

**SECTION A** The fiscal year of BTABC will be July 1 to June 30 of each operating year.

**SECTION B** The President, Treasurer of BTABC and faculty/director of the Bridgeland Theatre Arts Department will develop an annual budget over the summer to be presented at the Planning Meeting of BTABC. The budget is to include projections for all fundraising events, dues, and program ad sales. Support for the Bridgeland Theatre Arts Department will be identified by category. The budget must be approved by the Executive Committee and Standing Committee chairpersons present at the Planning Meeting each summer.

**SECTION C** All purchases within the scope of the annual budget can be approved by the Executive Committee member or Standing Committee chairperson overseeing that budget category. Expenditures requested during the year and **not** approved as part of the budget will be approved as follows: The Executive Committee can approve items up to \$500 with a simple majority vote from related Standing Committee; requests greater than \$500 will require approval of a

majority of votes by BTABC members present at a meeting or respondents via a membership email (survey vote). Meeting notice or email response time will be a minimum of four (4) business days, with a given deadline date for submission. Method of vote will be at the discretion of the BTABC President.

**SECTION D** All Fundraisers proposed by the Executive and/or Fundraising Committees require the approval of the Bridgeland High School Theatre Director(s) and Principal.

**ARTICLE IX REVISIONS, AMENDMENTS AND AUTHORITY**

**SECTION A** The Executive Committee will review the By-Laws before the Annual Meeting each spring and make any necessary recommendations for revisions or amendments. Such revisions or amendments must gain the approval of the Theatre Director(s) before presentation to the Executive Committee for approval. Revisions and amendments require a two-thirds vote of the members present at the Annual Meeting, provided proposed changes have been made available to all members a minimum of five (5) business days prior to the vote.

**SECTION B** These by-laws shall govern BTABC in all cases to which they are applicable. The current edition of *Robert's Rule of Order* will govern the business of BTABC not provided in these by-laws.

Ratified by Founding Officers on (handwritten on original)

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_