

# CENTREVILLE HIGH SCHOOL DRAMA BOOSTERS

## BYLAWS

### Article I: Name

The name of this organization shall be the Centreville High School Drama Boosters, hereinafter called the "Boosters." It is established pursuant to the authority of the Student Activities Director of Centreville High School (CVHS), Clifton, Virginia. The Boosters will be operated as a club activity in general support of the CVHS Theatre program. No direct supervisory affiliation exists with CVHS except that the principal has the authority to disband the Boosters and/or disallow its association with the school. For financial responsibilities and official forms, the organization will use its own Federal tax identification number (EIN) when required.

### Article II: Objectives

The objectives of the Boosters shall be:

1. To support CVHS Theatre performances, excluding those specifically related to classes, in the form of services and funds within the Boosters' resources. The kind and level of support shall be determined by the Executive Board in consultation with the Theatre Arts Director and faculty.
2. To provide information concerning the Drama Booster functions and activities.
3. To promote the philosophy that CVHS Theatre performances will strive to the highest standards.

### Article III: Membership and Dues

## Section I: Definitions

1. Members must be a parent/guardian of a CVHS theatre student, defined as i) enrolled in a theatre or theatre tech class, or ii) actively involved in CVHS extra curricular theatre activities as determined by the Executive Board.
2. The membership year shall commence on July 1 and expire the following June 30. An individual's membership shall commence when dues are paid in full and expire at the end of the membership year.
3. The definition of sponsorship will be determined by the Executive Board.

## Section II: Rights and Responsibilities

1. Members of the Booster organization are encouraged to provide support to accomplish the purpose and fulfill the objectives of the Boosters. This includes, but is not limited to, volunteering for Booster activities, attending performances, and participating in general membership meetings.
2. Members in good standing have a right to vote and each member shall have one vote.
3. The President(s) may choose to call for a vote at a general membership meeting or to call for a vote via e-mail.
4. In order to vote at a meeting, the member must be present.
5. In the event that a vote is taken by e-mail, each member may cast one vote electronically. In order for the e-mail vote to be valid, there shall be a minimum of five (5) votes cast. The President(s) shall allow a minimum of five (5) in-school days for the casting of an electronic vote. Should circumstances force the voting period beyond fourteen (14) calendar days, the Executive Board may determine the deadline for casting an electronic vote.
6. All votes shall be determined by simple majority.

7. The membership has the right to amend the approved budget.
8. Motions cannot be made via e-mail.

### Section III: Dues

The Executive Board shall determine the dues for each level of membership and/or sponsorship.

## Article IV: General Membership Meetings

### Section I: Quorum

A quorum shall consist of two Executive Board members and three (3) Booster members who are not on the Executive Board.

### Section II: Frequency

There shall be at least three (3) General Membership meetings per year, with one being held in May.

### Section III: Notification

General Membership meetings may be called by the President(s) or Vice President with one (1) week's notice being given to the membership.

### Section IV: Business

1. Only members of the Boosters shall be eligible to vote or to serve in any elected or appointed positions.
2. General Membership meetings shall include a review of the minutes of the previous meeting, presentation of a financial report, reports from active

committees, and other business as determined by the President(s) or the membership.

3. Robert's Rules of Order shall govern all meetings.

## Article V: Executive Board

### Section I: Members

The Executive Board members shall be the President (or Co-Presidents), Vice President, Secretary, and Treasurer of the organization. The business operation of the organization shall be managed and controlled by the Executive Board, who shall comply with the bylaws of the CVHS Drama Boosters.

### Section II: Duties and Responsibilities

The Executive Board shall:

1. Provide supervision of the affairs of the organization.
2. Determine the kind and level of support to CVHS Theatre performances by consulting with CVHS administration and Theatre faculty.
3. Approve committee chairpersons.
4. Approve the activities of the standing/special committees and shall:
  - a. Require regular committee reports
  - b. Receive a final report from committee upon completion of activity and maintain the reports for future reference.
5. Approve a budget prior to September 1.
6. Insure that the approved budget is balanced.
7. Amend the approved budget.
8. Determine membership/sponsorship dues and definitions.
9. Abide by any votes made at a general membership meeting or via e-mail.
10. Propose a slate of officers for election. Those on the slate shall have given their consent to serve.

### Section III: Vacancies

Should a vacancy occur on the Executive Board, a successor to hold office for the unexpired term shall be elected by the remaining members of the Executive Board.

### Section IV: Meetings

1. Executive Board meetings may be called by the President (s) or Vice President with three (3) days notice.
2. A quorum shall be three (3) members of the Executive Board.
3. Robert's Rules of Order shall govern all meetings.

### Section V: Voting

The President(s) shall determine the method of voting: at a meeting or via e-mail. A simple majority determines the vote. In the event of a tie, the President(s) make the decision.

## Article VI: Election of Officers

### Section I: Officers

The officers of the Boosters shall be a President or Co-Presidents, a Vice President, a Secretary, and a Treasurer.

### Section II: Election

The Officers shall be elected annually as follows:

1. The President(s) shall have been a member of the Boosters for a minimum of three months preceding the election.

2. Elections of officers shall be held at the General Membership meeting in May.
3. The President (s), Vice President, and Secretary shall assume their official duties on July 1. The Treasurer shall assume his/her official duties following the completion of an audit which takes place in July. The President(s) shall determine the audit process.
4. The term of office is from July 1 to the following June 30.
5. A person shall not serve more than two (2) consecutive terms in the same office. Serving more than one-half of a term shall constitute a full term in office.
6. Candidates for office must be a member.
7. Only one member per family shall serve on the Executive Board in any year.
8. Only those who have given their consent to serve shall be elected.

### Section III: Duties

#### The President or Co-Presidents

1. Shall preside at all meetings of the Boosters and of the Executive Board.
2. Shall represent the organization or appoint a delegate where representation is required.
3. Shall appoint committees and committee chairpersons for approval by the Executive Board.
4. Shall insure that the Boosters comply with the rules, regulations, and policies of the Fairfax County Public Schools and Centreville High School.
5. Shall serve as ex-officio member of all committees.
6. May call an Executive Board meeting with three (3) days' notice.
7. May call a General Membership meeting with one (1) week's notice.
8. Shall provide an agenda for each meeting.
9. May approve all check requests within the budget.

10. Shall have the power of a signature on all the funds of the organization.
11. May sign a contract in the name of the Boosters; otherwise the Vice President and the Treasurer may sign a contract in the name of the Boosters.
12. Shall determine the end of year audit and its process.
13. Shall decide how a vote will be taken, i.e. by members present at a General Membership meeting, or by e-mail.

#### The Vice President

1. In the absence or disability of the President(s), shall perform the duties and exercise the powers of the President(s).
2. May sign with the Treasurer for contracts in the name of the Boosters.
3. May call a General Membership meeting with one week's notice.
4. May call an Executive Board meeting with three (3) days' notice.
5. Shall have the power of a signature on all funds of the organization.
6. Shall perform duties delegated to him/her by the President(s) and other duties as assigned.

#### The Secretary

1. Shall keep the minutes of all meetings of the Executive Board and the General Membership. The Executive Board shall approve the minutes of its meetings and the members shall approve the minutes of the General Membership meetings.
2. Shall keep and maintain other such records as directed by the Executive Board.
3. Shall be responsible for all correspondence of the organization.
4. Shall maintain an official record book with minutes, agenda, correspondence, treasurer's reports, current bylaws, membership/sponsorship lists, and other documents as required by the

Executive Board.

5. Shall perform other duties as assigned.

#### The Treasurer

1. Shall have custody of all the funds of the organization.
2. Shall keep a full and accurate account of receipts and expenditures of the organization.
3. Shall have the power of a signature on the funds of the organization.
4. Shall present financial reports at all General Membership meetings and at Executive Board meetings when requested by the President(s).
5. Shall prepare and propose a budget for approval by the Executive Board.
6. May sign with the Vice President for contracts in the name of the Boosters.
7. Shall make disbursements as authorized by the President(s), Executive Board, or organization in accordance with the approved budget.
8. Shall have Booster checks signed by two officers, preferably by the President(s) and the Treasurer.
9. Shall prepare an annual financial report at the close of the fiscal year.
10. Shall prepare and submit tax forms as required.
11. Shall comply with the audit process as determined by the President(s).
12. Shall perform other duties as assigned.

### Article VII: Finance

#### Section I: Funds

1. The funds of this organization shall be used as expressed in Article II.

2. Booster funds shall be deposited in a bank approved by the Executive Board.
3. The funds of the organization are subject to two signatures. Those signatures may be the President(s), Vice President, and Treasurer.
4. The Treasurer shall pay by check all debts of the organization in a timely manner.
5. The Treasurer will make payments upon presentation of receipts or invoices in accordance with the approved budget.

## Section II: Budget

All approved budgets shall be balanced.

## Section III: Student Accounts

1. Student account records, when maintained, are to record each student's earned contribution toward trips or other specified activities.
2. Funds recorded in student accounts are not the property of the individual student and may not be distributed to the student.
3. In the event that a student moves, graduates, or otherwise ceases to be a theatre student at Centreville High School, any unused funds in that student's account shall immediately become a part of the general fund of the organization.
4. The only exception to this rule shall be when the departing student has a sibling who currently is, or will be within one (1) year, a theatre student at Centreville High School. In that case, all funds in the departing student's account shall be credited to the sibling's student account.

#### Section IV: Dissolution

In the event of the dissolution of the organization, the distribution of assets to a charitable organization shall be determined by a vote of the membership at its final meeting. If a quorum cannot be established, the Executive Board shall determine the distribution of assets. In the event there is a tie vote among the Executive Board, the President(s) shall decide.

#### Article VIII: Amendments

The bylaws shall be amended at a General Membership meeting by a two-thirds (2/3) affirmative vote of the members present. Notification of a change/changes to the Bylaws must be made to the general membership at least 21 days prior to the meeting at which a vote may be called.