

# ***GHS BIG RED THEATRE BOOSTER BYLAWS***

## **Article One--Name**

The name of the organization shall be the “GHS Big Red Theatre Booster”

Addressed to:

830 Century Place

Gainesville, GA 30501

## **Article Two—Purpose**

The purposes of this charitable and educational organization are:

2.1 to be solely charitable to develop, expand, and benefit educational opportunities within the Theatre Department

2.2 to promote parental and community understanding of the students’ activities, opportunities, and objectives in the arts;

2.3 To promote artistic culture in the community by fostering performance attendance and public support of arts activities, thereby rendering moral support to the students; and,

2.4 To render financial aid in areas necessary for realizing the objectives of the Big Red Theatre Booster

2.5 And for the making of distributions to organizations that qualify as exempt organizations under Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 (herein the “code”)(or the corresponding provisions of any future United States Internal Revenue Code).

## **Article Three—Restrictions**

3.1 No part of the net earnings of the organization shall be used for the benefit of or be distributed to its members, directors, officers or other private persons except that the executive board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article Two.

3.2 The organization shall not carry on of propaganda. The organization shall not participate nor intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.

3.3 The organization’s activities shall not include carrying on of propaganda. The booster club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Code or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

3.4 The booster club has no authority to direct the Gainesville High School Staff or sponsor of an event in any of his/her duties.

## **Article Four—General Membership and Meetings**

- 4.1 Parents of every Theatre student in the Gainesville High School Theatre Department are members of the Big Red Theatre Booster upon their child's enrollment in the theatre program.
- 4.2 Annual dues of the amount of \$20.00 shall be paid each year by every parent of a student currently enrolled who wishes to become a voting member. Voting members shall vote on matters set forth by the officers or school representative.
- 4.3 A minimum of two (2) general membership meetings shall be held annually, at a time and place designated by the Big Red Theatre Executive Board.
- 4.4 A quorum for all general meetings of the organization shall consist of all the members in attendance.

## Article Five—Officers

- 5.1 The officers of the organization (Executive Board) shall consist of the President, Vice President, Treasurer, Parent/Community Communication Coordinator, Theatre/Troupe Branding Coordinator, and Ticketing/Front of House Coordinator. The Theatre Director, while not an elected member of the Executive Board, serves as the Gainesville High School representative to the Board, and shall attend all meetings and provide input as desired and appropriate.
- 5.2 The president shall preside at all meetings of the Executive Board and the general membership with full voting privileges. The president shall be an ex-officio member of all committees and shall assist in appointing committee chairmen to all committees not otherwise provided by these Bylaws. The president shall perform all other duties usually assigned to the office.
- 5.3 The vice-president shall assume the duties of the president at any time the president is unable to attend to the duties of the office. The vice president will assist the president in the performance of the president's duties and other duties as assigned.
- 5.4 The treasurer shall have the care and custody of and be responsible for all funds, securities, valuable papers, and the financial records of the organization. The treasurer shall maintain the appropriate books and records of the organization. The treasurer shall make a financial report periodically, including an end of the year full financial report.
- 5.5 The secretary shall prepare and maintain minutes of all meetings of the membership and the executive board, give advanced notice of all meetings of the membership, and maintain files therein.
- 5.6 The Troupe Branding Coordinator shall be in charge of advertising and developing Theatre programs, and other printed materials, forming a committee to assist when needed. This officer is responsible for promoting a positive image of the Gainesville High School Theatre program to the public and other duties as assigned.
- 5.7 The Parent/Community Coordinator shall be in charge of ensuring a smooth and timely communication process between students, parents, community members and theatre staff, including volunteer needs, donations and other duties as assigned
- 5.8 The Ticketing/Front of House Coordinator shall cover all ticket sales (including presales and at-door) and offer oversight to ushers and any other front of house volunteers.

## Article Six—Elections

6.2 The election of officers shall take place at the end of year general meeting. If there is more than one candidate for the same office, a simple majority, by a ballot vote (paper/electronic) of those in attendance, shall decide the election.

6.3 New officers shall take office at the final executive board meeting at the end of the school year. No office shall be held for more than two consecutive years unless agreed upon by the executive board. If a vacancy occurs in any office, except the president it shall be filled by election of the Executive Board. If the office of the president shall become vacant, the vice-president shall assume the position until such time as the executive board can hold a vote.

## **Article Seven—Executive Board and Meetings**

7.1 The Executive Board shall consist of all elected officers including; President, Vice President, Treasurer, Secretary, Parent/Community Communication Coordinator, Theatre/Troupe Branding Coordinator, and Ticketing/Front of House Coordinator. The executive board shall be governed by a majority rule. The School Theatre Director is not an official elected member of the Executive Board, but may participate and vote in any Executive Board votes.

7.2 The Executive Board shall have the power to transact all business of the organization between regular meetings of the membership and any other business not otherwise provided for in these Bylaws or delegated to a special committee. The Executive Board cannot alter or reverse any action taken by the organization as a whole.

7.3 The Executive Board shall meet as deemed necessary by the Theatre Director and President, or any two other officers.

7.4 A quorum for the Executive Board meetings shall consist of more than one half of the members of the Executive Board.

7.5 The Executive Board shall be empowered to expend funds in the interim if deemed necessary for the furtherance of the purposes of the organization, provided it does not negate the intentions of the general membership.

7.6 The Executive Board shall serve as the budget committee and approve a budget by the first meeting of the year. (The 2022-2024 school years shall be spent establishing a formal budget for approval for the years forward)

## **Article Eight—Rules of Order**

8.1 The most current issue of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in these bylaws.

## **Article Nine—Finances**

9.1 All income of the organization shall be placed in the organization's bank account .

9.2 Expenditures shall be based on the budget submitted and approved by the executive board. The budget may be amended by a recommendation of the executive board. Any surplus funds may be spent by the executive board at their discretion to meet the purposes of the organization; however the carry-over should remain in the organization's account from year to year.

9.3 The treasurer's accounts shall be examined by an audit committee of three voting members, who after examination of the records shall sign a statement at the end of the report that the

treasurer's annual report is correct. The audit committee shall be appointed by the president before the final general membership meeting of the school year. A signed statement by the audit committee shall be completed and submitted to the president at least two weeks prior to the beginning of the new school year. The organization's fiscal year will run January-December every year.

## Article Ten—Amendments

10.1 The Bylaws may be amended by a two-thirds vote at any regular or specially called meeting of the executive board, provided that notice of the proposed amendment shall have been filed with the secretary or the board and a copy presented at the meeting preceding the one at which it is to be considered for adoption, or a copy of the proposed amendment has been sent to voting members of the executive board two weeks prior to the meeting at which it is to be considered for adoption.

## Article Eleven—Dissolution

11.1 Should it become necessary due to either deadlock or actions contrary to the best interest of the booster club by a member of the board, the board at its discretion may vote for the removal of one of its members. If this occurs, it shall be required that a secret ballot is conducted and a two-thirds majority vote be achieved for removal of the board member in question. The person responsible to tally the votes shall be the school representative of the booster club as they are the only permanent members of the board. If the required two-thirds majority vote is achieved the decision will be considered to be immediate and without appeal.

11.2 The only exception to the above clause shall be that if it is considered to be in the best interest of the booster club either by the school representative or the school administration, may at its sole discretion move independently to remove a member or dissolve the board in its entirety and call on new elections to be held and a new slate of officers seated.

11.3 By agreeing to accept nomination to fill a board position, it shall be viewed as implied consent and agreement to be governed by these terms.

11.4 If full dissolution is the action taken by the school representative or the school administration, after paying or making provision for the payment of the liabilities of the organization, shall distribute all of the assets of the organization to Gainesville High School to be placed in the Theatre Account(s), with the intent that the assets be used to further the purposes of the organization to benefit the theatre students. Any such assets not disposed of in this manner shall be disposed of by the Superior Court of Hall County, exclusively for such purposes or to organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purpose.

We the undersigned officers of the Executive Board, do hereby certify that the foregoing is the true and legal bylaws of the Big Red Theatre Booster Club, Gainesville City Schools.