

# **Vanden Drama Booster Organization By-Laws**

*Revised: August 2023*

## **Section I – Name**

The name of this non-profit volunteer organization shall be VANDEN DRAMA BOOSTERS, herein referred to as the DRAMA BOOSTERS.

## **Section II - Purpose**

The DRAMA BOOSTERS exists to support the Vanden High School Drama program and its director in promoting, enhancing, and maintaining the drama program while always keeping the interests and welfare of students in mind.

The DRAMA BOOSTERS will work to advance the following objectives:

1. Enhance communication between the drama program, DRAMA BOOSTERS, the Travis Unified School District Board, and the community.
2. Assist in publicizing important projects or performances in a variety of media channels.
3. Assist with fundraising efforts, as well as paying for expenses related to performance licensing, scripts, costumes, set production, lighting, equipment, concessions, tickets, and other materials that may be required that are not provided by the school board.
4. Provide financial support for International Thespian Society troupe #5591.

At no time shall the DRAMA BOOSTERS interfere with the academic or discipline policies or guidelines set forth for the drama program by its director. No activities engaged in by this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation. The organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

## **Vanden Drama Booster Organization By-Laws**

### **Section III – Membership**

1. All parents and/or guardians of students in the drama program are the primary members of the Drama Boosters and have voting privileges. No proxy or absentee votes are allowed for any reason.
2. Alumni and/or parents of alumni of the drama program may be members of the DRAMA BOOSTERS with voting privileges. Alumni must have graduated from Vanden High School.
3. A current Vanden High School student may be a member of the DRAMA BOOSTERS.

### **Section IV – Meeting**

1. The DRAMA BOOSTERS shall hold meetings as needed to promote fellowship, hold open forum discussions, and learn how to best advance the interests of the drama program.
2. Regular meetings will be held virtually through the Zoom platform at days/times agreed upon by the membership.
3. A special meeting may be called by the DRAMA BOOSTERS executive board members or by petition of at least five (5) DRAMA BOOSTERS members. Notice of any special meeting and its purpose shall be sent to the membership at least one week prior to the meeting.
4. The executive board shall, as required, meet to discuss the agenda and any plans for each DRAMA BOOSTERS meeting.
5. Special meetings of the executive board may be called at any time by the president or at the request of any three (3) executive board members.
6. The officers and chairpersons of committees shall provide written or oral reports of work completed during meetings.
7. All meetings shall be conducted in accordance with [Robert's Rules of Order](#).
8. The secretary shall maintain meeting minutes for all meetings. He or she is also responsible for ensuring all members have access to meeting agendas prior to any meeting and ensuring the meeting minutes for a meeting are available to members within five days after that meeting.
9. The annual meetings will be held each May to install new officers.
10. A quorum to conduct regular meetings shall consist of at least three of the four (4) voting members.

## **Vanden Drama Booster Organization By-Laws**

### **Section V – Officers**

1. The officers shall be the President, Vice President, Secretary, and Treasurer.
2. The Vanden High School Drama Department Director will serve as an advisor to the DRAMA BOOSTERS and provide regular counsel to ensure the organization is performing appropriately.
3. The officers shall be elected by a majority of the members present at the April meeting. Their terms of office shall be for one year and they shall hold office until their successors are elected and installed. *Each board position has a one-year term limit.*
4. The DRAMA BOOSTER officers constitute the Executive Board. The drama director shall be an ex-officio member of the executive board.

### **Section VI – Duties of Officers**

1. The president shall be the chief officer of the DRAMA BOOSTERS. He/she shall preside over all meetings of the organization and executive board. He/she shall see that all orders and resolutions are carried out. He/she shall be an ex-officio member of all standing committees and shall be responsible for the general guidance of the DRAMA BOOSTERS.
2. The vice president shall assist the president and shall perform all duties of the president in the absence or disability of the president. This officer shall perform other duties as assigned by the president or executive board.
3. The secretary shall keep the minutes of the proceedings of all meetings, a roll of all members, and maintain a current contact list. The minutes from each meeting shall be sent out to all members within 48 hours after that meeting. He/she shall at the end of his/her term, turn over all records to the incoming president. He/she shall handle all external correspondence such as thank-you notes, requests, and letters representing the DRAMA BOOSTERS. This officer shall perform other duties as assigned by the president.
4. The treasurer shall establish and maintain all financial accounts of the organization. He/she shall make a report of all receipts and disbursements, as well as the current balance on hand at each regular meeting. Accounts will be audit-ready by April 1 of each year. This officer shall perform other duties as assigned by the president.

# **Vanden Drama Booster Organization By-Laws**

## **Section VII – Committees**

After consultation with the executive board, the president shall appoint the chairpersons of each committee. Volunteers will be considered first for committee leadership positions. Each chairperson shall select the membership of her/her own committee.

### **Standing Committees:**

1. The **Ways and Means Committee** shall be assisted by the drama director in determining the annual budget. They shall consider all fundraising projects. The committee shall oversee and appoint or secure volunteers to be chairpersons for each project.
2. The **Communications Committee** shall contact all DRAMA BOOSTER members as needed to share newsletters, important updates, and information when requested by the president or executive board. The telephone/email list shall be protected by the Privacy Act of 1947.
3. The **Chaperone/Membership/Transportation Committee** shall secure chaperones for activities of the drama department using only primary members of the DRAMA BOOSTERS. The committee shall coordinate with other committees as needed, as well as the drama director.
4. The **Audit Committee** shall be made up of two (2) or three (3) non-officer DRAMA BOOSTERS members. These members shall complete an audit of all organization accounts annually every April. The treasurer will ensure this committee has access to all required financial documents to complete this audit. This committee will also be responsible for completing an audit when determined necessary by the executive board or the drama director.
5. The president when deemed necessary may appoint special Committees.

## **Section VIII – Election of Officers**

1. The president, in the March meeting, shall appoint a **Nominating Committee** composed of at least three (3) members. Incumbent officers may not be members of the nominating committee.
2. The Nominating Committee shall select a slate of officers to be presented to the membership at the April meeting of the DRAMA BOOSTERS. At this meeting, additional nominations may also be made by the membership.
3. The election of officers shall be held during the April meeting. Voting will be conducted publicly. No proxy or absentee ballots are allowed.
4. The outgoing president shall preside over the annual meeting and the first order of business shall be presenting a report of the previous year's activities. At the end of the meeting, the duly elected officers shall be installed.

## **Vanden Drama Booster Organization By-Laws**

5. The newly elected officers shall begin their term of office on **June 1** each year to coincide with the upcoming school year.

### **Section IX – Removal or Disqualification of Officers**

In the event, that any officer has three (2) consecutive unexcused absences from regular DRAMA BOOSTERS meetings or fails to perform the duties of the office or brings discredit to the office, the DRAMA BOOSTERS executive board may, at its discretion, remove said officer by a majority vote of the executive board.

### **Section X – Filling Vacancies in Office**

The executive board, by majority vote, shall be empowered to fill any vacancy that shall occur in any office between elections, by reason of resignation, disqualification, removal from office, disability, or death. Appointments made shall be effective immediately and continue until a successor is installed at the next annual meeting.

### **Section XI – Finances**

1. The annual budget shall be prepared and presented to the membership no later than the September meeting. The Ways and Means Committee shall accomplish this, with assistance from the president and the drama director. When approved by a majority vote of the membership, the committee shall present the annual budget during the September meeting. It shall be the guideline for all expenditures each year. A majority vote is required to approve revisions to the budget.
2. The work of the DRAMA BOOSTERS shall be financed by the DRAMA BOOSTER's annual budget.
3. All checks or demands for money shall be signed by two (2) of the four (4) board members-treasurer, president, vice-president, or secretary, preferably in the order given. All requests for payment shall be in writing.
4. The fiscal and operating year of the DRAMA BOOSTERS shall be from June 1 through May 31 of the following year.

## **Vanden Drama Booster Organization By-Laws**

5. The DRAMA BOOSTERS are organized for non-profit purposes and individual members will not seek or obtain any financial gain from their position with the organization.
6. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever benefit any director, officer, or member thereof or to benefit any private persons.
7. Upon the dissolution of the organization, all assets remaining after payment, or provisions for payment, of all debts and liabilities of this organization shall be distributed to a non-profit fund, foundation, or corporation w which is organized and operated exclusively for charitable purposes, and which has established its tax-exempt status under Section 501 {c){3) of the Internal Revenue Code.

### **Section XII – Adoption of Bylaws**

These bylaws shall become effective upon presentation and adoption by a majority vote of those members present and voting at any regular meeting.

### **Section XIII – Amendments**

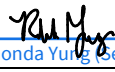
These bylaws may be amended in the following manner:

1. Proposed amendments shall be presented in writing and will be submitted to the DRAMA BOOSTERS at its next regular meeting.
2. The amendments shall be voted upon at the meeting following the meeting where the amendments are introduced, to allow the executive board time to review the proposed changes. Any proposed changes to bylaws must be presented to the membership and shall require a majority vote for adoption.
3. Upon approval by a majority vote of the DRAMA BOOSTERS, the proposed amendments shall take effect immediately.

**Vanden Drama Booster Organization By-Laws**

These bylaws were accepted on September 5, 2023.

First Signature: James Hodgman Title: President

Second Signature:  Rhonda Yung (Sep 5, 2023 07:15 PDT) Title: Secretary






# Drama Boosters Bylaws\_September 2023-UPDATED

Final Audit Report

2023-09-05

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