

WALKERSVILLE HIGH SCHOOL DRAMA BOOSTERS, INC

By-Laws

ARTICLE I. *Title:*

Constitution of the Walkersville High School Drama Boosters, Inc.

ARTICLE II. *Name of Organization:*

The name of this organization shall be "Walkersville High School Drama Boosters, Inc.," which is a 501(c)(3) non-profit organization.

ARTICLE III. *Objects:*

Section 1. The objects of this corporation shall be to assist the WHS Theatre department activities in cooperation with the drama teacher/director and school authorities with any of their projects, and to lend financial assistance to the Drama Department for co-curricular and extracurricular needs and activities.

Section 2. The WHS Drama Boosters will promote a better understanding and maintain an enthusiastic interest for the arts programs among parents and guardians, members, instructors, the Frederick County Board of Education, and the surrounding community and businesses within the Walkersville feeder area.

Section 3. Our purpose will include promoting social and recreational gatherings for its members, their families and friends, toward the end of cementing a good fellowship and a social cooperative spirit in these activities.

ARTICLE IV. *Membership:*

Section 1. Membership shall be composed of the parents or guardians of all the drama students and auxiliary units at Walkersville High School and such other persons who subscribe to the purposes and objects of this corporation.

ARTICLE V. *Officers:*

Section 1. The officers of the corporation shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary and a Treasurer, and shall herein be referred to as the Executive Committee.

Section 2. The Executive Committee shall have the authority to transact any necessary business between meetings of the corporation.

Section 3. Terms for officers and committees shall be from July 1st to June 30th of the next year.

Section 4. Officer's vacancies occurring during the year shall be filled by normal election procedure with the Executive Committee being responsible for nomination.

Section 5. Officers must be a parent or guardian of a current student, actively involved in the WHS drama program. No officer will hold any one office for more than two (2) Years.

ARTICLE VI. *Executive Board:*

Section 1. The Executive Board shall consist of the officers of the corporation, chairmen of standing committees, drama teacher/director of Walkersville High School and the administrative liaison of Walkersville High School.

Section 2. The Executive Board shall recommend to the membership projects for the corporation and shall have supervision over the carrying out of these projects.

Section 3. Standing Committees may include Costumes, Scholarship, Fundraising, Concessions, Membership, and Public Relations, or others as deemed necessary by the Executive Board.

Section 4. The Executive Board shall meet a minimum of 6 times during the fiscal year. The executive board will determine these dates for the upcoming year at the September meeting.

Section 5. The Executive Board shall have the authority to transact any necessary business between meetings of the corporation.

Section 6. The President, with the recommendations of the Nominating Committee, and with approval of a majority of the elected officers, and the Director of the Drama program, shall appoint the Committee Chairmen.

ARTICLE VII. *Powers and Duties of Officers*

Section 1. The powers and duties of officers except as herein stated shall be in accordance with the normal duties of officers provided for in Roberts Rules of Order.

Section 2. The President shall preside at all meetings of the organization. The executive board and the executive committee and shall be ex-officio members of all committees. The president shall perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the executive board, and shall coordinate the work of the officers and committees of the organization in order that the Objects may be promoted.

Section 3. The Vice President shall act as aid to the President and shall perform the duties of the President in the absence or inability of that officer to act. The Vice President shall be responsible for compiling and collecting reports from all standing committee chairmen.

Section 4. The Recording Secretary shall record the minutes of all meetings of the organization and of the Executive Committee and Board and shall perform such other duties as may be assigned by the president or executive committee.

Section 5. The Corresponding Secretary shall be responsible for all general correspondence and shall keep a correct list of names and addresses of all members of the Executive Board and all members of the organization.

Section 6. The Treasurer shall be the custodian of all funds of the organization and shall keep a full and accurate account of receipt and expenditures. The Treasurer shall present a financial statement at all meetings of the organization and at other times when requested by the Executive Board. The Treasurer shall receive all monies payable into the corporation treasury and shall place such funds in a depository to be approved by the Executive Board. Disbursements from there shall be wholly by check and authorized by two signatures of either the treasurer, president, vice president or a member at large. The member at large authorized check signer will be determined at the beginning of each academic year.

The Treasurer shall provide for an annual review or audit, of the financial records by three non check signers. The review will take place no later than August 15th of each year for the previous fiscal year. An audit of the financial records can be requested at any other time by a 2/3 vote of the Executive Board.

The Treasurer shall be responsible for appointing a Budget committee consisting of 3 to 5 members, by the end of each academic year to create budget recommendations for the coming year.

ARTICLE VIII *Finances:*

Section 1. The fiscal year of this corporation shall be from July 1 to June 30th.

Section 2. Purchases will not be reimbursed without a receipt and completed reimbursement form, and will be made by check only.

Section 3. The Budget committee will present a proposed budget at the first meeting of the academic year to be voted on and approved by the membership. Once approved, committees or others responsible for individual line items are responsible for keeping track of and staying within the limits of their respective budgets. Any changes to the budget, including, but not limited to spending outside of the budgetary limits or transferring from one line to another, must be voted on and approved by the Executive Board.

Should the Corporation be dissolved, any monies remaining in the treasury, shall be transferred to the Walkersville High School Drama department account.

ARTICLE IX. *Meetings:*

Section 1. A minimum of two (2) meetings of the corporation is to be held every fiscal year as determined by the executive board at the May meeting. Additional meetings of the corporation or executive board can be added and may be called by the Executive Board as necessary.

Section 2. The President, the majority of the Executive Board, or 10% of the corporation voting membership, may call special meetings of the corporation.

Section 3. The annual meeting of the corporation shall be held at the May meeting.

Section 4. The Drama Director, administrative liaison (or their designate,) all members of the corporation, shall be notified of all regular meetings.

Section 5. Attendance of Executive Board Members and officers at regularly scheduled meeting is critical to the proper functioning of the association. 5 Members of the Executive Board shall

constitute a quorum and must be present to vote. Action of the Executive Board may be taken if an Executive Board Member misses more than (3) consecutive Board meetings of the total yearly meetings. The Executive Board Member shall be removed from the Executive Board by majority vote of the Executive Board. A newly elected Executive Board Member will be installed in his/her place.

ARTICLE X. *Election:*

Section 1. The President at the March meeting shall appoint a Nominating Committee. It shall be the duty of this committee to nominate candidates for each Officer position to be elected at the May meeting, as well as identify Chairs for each standing committee and to make such recommendations to the President.

Section 2. The Nominating Committee shall notify the general membership of the slate of nominees one month before the general membership meeting at which officers will be elected.

Section 3. Nominations from the floor shall be permitted before the election at the May meeting.

Section 4. Only those persons who have consented to serve shall be nominated for or elected to such office.

Section 5. Only voting members in good standing shall be eligible to hold office.

Section 6. Officers shall be elected by ballot. However, if there is one nominee for an office, election for that office may be by a show of hands or voice vote.

Section 7. All newly elected officers shall take office at the start of the fiscal year (July 1st) and shall serve for a term of one year until their successors are elected.

ARTICLE XI. *Amendment procedure:*

The bylaws will be reviewed, amended if necessary, and re-approved by a 2/3 vote of the membership every 4 years. Bylaws may be brought up for review at any other time at the request of a majority of the Executive Board. Any changes will require a 2/3 vote of the general membership present. The general membership must be notified at least 10 days prior to the date of the meeting at which the vote will be taken.