

Bylaws of:

Flower Mound High School Theatre Booster Club

ARTICLE I: Name

The name of this organization is the Flower Mound High School Theatre Booster Club, and it is associated with Flower Mound High School, Lewisville I.S.D., in Flower Mound, Denton County, Texas.

ARTICLE II: Articles of Organization

The articles of organization of this booster club are these bylaws.

ARTICLE III: Purposes

Section 1. The purposes of the Flower Mound High School Theatre Booster Club are:

- a) To promote community interest in the school's theatre program, and b) To lend support to the theatre program in all possible ways, including moral support, financial support, and volunteer assistance.

Section 2. Said organization is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 503 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV: Basic Policies

The following are the basic policies of the Flower Mound High School Theatre Booster Club:

Section 1. The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern, or in connection with any partisan interest, or for any purpose not appropriately related to promotion of the purposes of the organization.

Section 3. The organization shall not directly, or indirectly, participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. This organization shall not use any EIN (tax number) other than its own. The EIN for the Lewisville ISD is not to be used by any booster club for any purpose whatsoever.

Section 5. If required, this organization shall secure a sales tax permit from the Texas Comptroller's office and shall utilize the permit in accordance with applicable law.

Section 6. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that:

- a) The organization shall 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 Article III hereof, and
- b) The organization shall be authorized to distribute the theatre scholarships awarded to the graduating seniors who meet the qualification of the scholarship application and auditions, to be determined by the organization's scholarship chair and policies,
- c) Notwithstanding any other provision of this document, the organization 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 Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 7. No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the approval of the majority of the general membership.

Section 8. Upon the dissolution of this organization:

- a) After paying or adequately providing for the debts and obligations of the organization, the remaining assets and property shall be surrendered to LISD;
- b) Shall cease and desist from the further use of any name that implies or connotes association with a Lewisville ISD school; and
- c) Carry out promptly, under the supervision of the LISD sponsor or his designee, all proceedings necessary or desirable for the purpose of dissolving this organization.

Section 9. This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such book of account and records shall at all reasonable times be open to inspection by its members.

Section 10. Only members who have paid dues for the current membership year (school year) may hold office and have voting privileges in the association.

Section 11. A member or officer of this association is not, as such, personally liable for the debts, liabilities, or obligation of the association.

ARTICLE V: Members and Dues

Section 1. Membership in this organization shall be made available to all parents, step-parents, and guardians of Flower Mound High School Theatre students in the advanced technical and advanced theatre programs, as well as alumni and other interested parties, without regard to race, color, creed, or national origin. Membership may not be approved or denied based on any criteria in conflict with the provisions of the University Interscholastic League (UIL).

Section 2. Upon payment of annual dues, a person shall have membership in the organization from the date of payment through September 1st of the following academic year. Annual dues received at the end of an academic year, and not designated in the alternative, shall be deemed as membership for the following academic year.

Section 3. Persons and corporations who are interested in the furtherance of the purposes set forth in Article III hereof, may donate money to the association without being paid members of such association. Financial donation does not constitute a paid membership, or the rights therein, unless such person also meets the qualifications of membership and has submitted a membership form.

Section 4. This organization shall sustain a minimum annual membership total of at least ten (10) paid members by September 1st of each year to remain an active booster club on the Flower Mound High School campus.

Section 5. The organization shall be deemed dissolved upon failure to maintain a minimum annual membership for at least three successive years.

Section 6. All members intending to volunteer their time with the students of the theatre program will be asked to complete the district's volunteer background check, as required by Lewisville ISD policies, prior to volunteering.

ARTICLE VI: Officers and Their Election

Section 1. Each officer must be a member in good standing of this organization and must have a student in the advanced technical or advanced theatre classes.

Section 2. No officer shall be married to another officer, nor may be a sibling of another officer, unless those persons share the same office, such as co-presidents. No officer shall be a signer for any checks, or authorize any online or electronic payments, that are payable to themselves or any of his or her family members.

Section 3. Officers and their election.

a) The officers of this organization may consist of a president, three vice presidents,

a secretary, and a treasurer. A minimum of a president, secretary, and treasurer are required.

b) Officers shall be elected by ballot no later than the final meeting of the academic year. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by simple majority of the votes cast.

c) An individual must be a paid member prior to taking office.

d) Officers shall assume their official duties following the close of the school year's activities, and no later than the beginning of the fiscal year on July 1.

e) Officers shall serve a term of one year or until their successors are elected.

f) No officer shall serve in the same office for more than three consecutive terms. An officer who has served more than one-half of a term shall be credited with having served that term.

Section 4. Nominating Committee

a) There shall be a nominating committee elected by the membership at least two months prior to the election of the officers. Elections shall be by simple majority of the voice votes cast.

b) The committee shall be composed of three (3) members. One alternate may be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the meeting.

c) The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a regular meeting at least one month prior to elections, at which time additional nominations may be made from the floor. The report shall be publicized to the local unit membership through regular publicity channels at least seven (7) days before the election meeting.

d) Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, each office.

e) No member shall automatically serve on the committee because of his office in the organization or position in the school system.

f) The sponsor shall not serve as a member of this committee, nor shall they appoint any member of the committee.

Section 5. Vacancies:

a) A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by the majority vote of the remaining executive board, notice of such election having been given by the president.

b) In case a vacancy occurs in the office of president, the secretary shall serve notice to the executive board of the election to be held as soon as possible.

Section 6. Reason to remove:

By two-thirds (2/3) or more vote of the executive board, an officer or chairman may be removed from office for material failure to perform duties, criminal misconduct, or unethical behavior in conducting the organization's business.

ARTICLE VII: Duties of Officers

Section 1. The president shall:

- a) Coordinate the work of the officers and committees of the association;
- b) Act as primary liaison between the association and the sponsors;
- c) Confirm that a quorum is present before conducting any business at any meeting of the association;
- d) Preside at all meetings of the association and prepare agendas for all meetings;
- e) Appoint chairs of special committees subject to approval of executive board;
- f) Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks);
- g) Call a meeting of the newly-elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairs and such other business as becomes necessary;
- h) Be a member ex-officio of all committees except the audit committee;
- i) Submit a copy of the organization's bylaws to the Flower Mound High School principal;
- j) Inform the board of and maintain a copy of district, state, and UIL guidelines for booster clubs;
- k) Submit, or cause to be submitted, to the district and the school principal all forms required by Lewisville ISD; and
- l) Sign all contracts and tax documents on behalf of the association.

Section 2. Vice Presidents

- a) The First Vice President of Productions shall:
 - 1) Be the aide-to-the-president and be in charge of all issues and oversee all committees in regards to the support of theatre department productions;
 - 2) Preside in the absence of the president (in their designated order);
 - 3) Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks); and
 - 4) Serve as a member ex-officio of all committees except the audit committee.

b) The Second Vice President of Fundraising shall:

- 1) Be in charge of all issues and oversee all committees in regards to fundraising for the association;
- 2) Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks); and
- 3) Preside in the absence of the president (in their designated order).

c) The Third Vice President of Hospitality shall:

- 1) Be in charge of all issues and oversee all committees in regards to hospitality and social events for the association;
- 2) Be authorized to sign on bank accounts (two authorized signatures shall be required on all checks);
- 3) Make debit card and online purchases that have been approved by a majority vote of the board; and
- 4) Preside in the absence of the president (in their designated order).

Section 3. The secretary shall:

- a) Record all minutes of all general and board meetings of the association;
- b) Maintain a compilation of the organization's minutes for the current year and ensure the minutes from the current year and from at least three (3) previous years are posted on the theatre website;
- c) Be responsible for correspondence within the membership;
- d) Have a current copy of the bylaws;
- e) Oversee any committees assigned by the president;
- f) Maintain a current membership list of names, addresses, phone numbers, and emails for all paid members; and
- g) Notify all members of regularly scheduled meetings, as well as special meetings which may be called.

Section 4. The treasurer shall:

- a) Have custody of all funds of the association;
- b) Keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five (5) years;
- c) May utilize electronic sources to receive and disburse payments provided those are documented in the records of the association and are approved for use by a majority vote of the Board;
- d) Make disbursements in accordance with the budget adopted by the organization;
- e) Sign on bank accounts (two authorized signatures shall be required on all checks);
- f) Present a financial report, both written and verbal, at every meeting of the unit and as requested by the executive board of the organization;

- g) Make a full financial report at the annual meeting;
- h) Prepare and submit in a timely manner, or assist the club's financial advisor in preparing, all tax documents required to be filed for the association;
- i) Be responsible for the maintenance of such books of accounts and records as conforms to the requirements of these bylaws;
- j) Submit books to the audit committee as requested; and
- k) May appoint an assistant treasurer, with the executive board's approval, to assist in any way the treasurer deems necessary. The assistant treasurer, however, is not an elected officer and thus, is not an authorized signator for checks or online/electronic payments.

Section 5. The assistant treasurer, if one is appointed, shall:

- a) Assist the treasurer as needed;
- b) Present a financial report at meetings of the organization in the absence of the treasurer;
- c) Organize and supervise members collecting funds for the organization; and
- d) Review and sign the monthly bank statement, as well as review and sign monthly reconciliation reports for all bank accounts.

Section 6. All officers shall;

- a) Attend all board and general meetings of the association;
- b) Oversee any committee chairs assigned by the president;
- c) Perform duties outlined in these bylaws and those assigned from time to time; and
- d) Deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

Section 7. Officers may accept on behalf of the association any gift, contribution, bequest, or devise for the general purpose or special purpose of the association as it applies to the furtherance of the purposes set forth in Article III hereof. Any monetary donations shall be given to the treasurer for deposit.

ARTICLE VIII: Duties of Sponsors

Section 1. The sponsors of the organization shall not be a member or have voting privileges on the executive board.

Section 2. The sponsors of the organization are an integral part of the efficient functioning of this organization. Therefore, the executive board shall work with the sponsors to identify opportunities for the organization to support the theatre program in compliance with these bylaws.

ARTICLE IX: Meetings

Section 1. This organization shall hold a minimum of four (4) general membership meetings a year:

- a) Regular meeting dates will be established by the executive board by the first meeting of the year. Times, dates, and locations will be announced to the membership by its first meeting of the year. Five day's notice shall be given if a change of time, date, or location is needed.
- b) There shall be a general membership meeting held during the last month of the school year to conduct election of officers and for the purpose of receiving reports of officers and chairs for any other necessary business.
- c) There shall be a general membership meeting held by the third week of the school year and coordinated with the faculty sponsors to introduce parents of incoming students to the booster club, accept membership applications and fees, and conduct such other business as the executive committee deems necessary and proper.
- d) Regular monthly meetings are encouraged, though not required.
- e) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

Section 2. Special meetings of the association may be called with at least five (5) day's notice having been given to the membership. The special meeting may be called by the president, a majority vote of the executive board, or by a written petition to the board signed by at least one-fourth (1/4) of the paid membership provided the reason for the request is given in the written petition.

Section 3. Ten (10) members shall constitute a quorum for the transaction of business in any regular meeting of this organization. At least two (2) executive board officers must be present consisting of one acting as the presiding chairperson and one acting as the recording secretary.

Section 4. Notice of the next scheduled meeting date will be printed on the agenda for each regular meeting and will be posted on the theatre department website.

Section 5. Each general membership meeting shall begin with a Call to Order, end with adjournment, and include time for the secretary's report, treasurer's report, committee reports (as needed), directors' reports, unfinished business, and new business, as required by the needs of the organization.

Section 6. The Secretary shall announce an agenda for each general membership meeting. Any member requesting time to address a topic shall submit that topic to the Secretary at least ten (10) days prior to the meeting.

ARTICLE X: Executive Board

Section 1. The executive board shall consist of the officers of the association.

Section 2. The sponsor of the organization shall not be a member, nor have voting privileges, on the executive board but shall attend board meetings.

Section 3. A member shall not serve as an officer of the organization's executive board while serving as a paid employee of, or having purchasing contracts with, the organization.

Section 4. The duties of the executive board shall be to:

- a) Transact necessary business in the intervals between association meetings and such other business as may be referred to by the association;
- b) Present a report at the regular meetings of the association;
- c) Approve and monitor efforts of all officers and committee chairs;
- d) Appoint an audit committee consisting of not less than three members, who are not authorized signers, at least thirty (30) days before the end of the fiscal year, to audit the treasurer's accounts;
- e) Create standing and special committees as needed;
- f) Fill vacancies of officers and chairs;
- g) Prepare and submit a budget for the year to the organization for adoption;
- h) Approve routine bills within the limits of the budget; and
- i) Ensure that the organization, through its practices and policies, does not violate the applicable rules and regulations promulgated by the UIL.

Section 5. Meetings:

- a) Regular meetings of the executive board shall be held prior to each regular association meeting, the time to be fixed by the board at its first meeting of the year.
- b) A majority of the executive board members shall constitute a quorum.
- c) Special meetings of the executive board may be called by the president or by a majority of the members of the board, with at least three (3) day's notice being given.
- d) There shall be no voting by proxy.

Section 6. Emergency Voting

In an emergency situation, the executive board may vote by phone, email, or other electronic means if authorized by the president. Members shall have at least twenty-four (24) hours to cast their votes. A two-thirds (2/3) vote of the entire executive board is required for adoption, and the vote shall be recorded in the minutes of the next regular meeting of the executive board.

ARTICLE XI: Standing and Special Committees

Section 1. Only members of the association shall be eligible to serve in any elective or appointed position.

Section 2. The executive board may create such standing and special committees as it may deem necessary to carry on the work of the organization. The term of each chair shall be one (1) year or until the selection of a successor.

Section 3. The newly-elected president shall call a meeting of the incoming officers within thirty (30) days after the election for the purpose of approving standing and special committee chairs and such other business as becomes necessary. Committee chairs shall be appointed by the president from the general membership with approval of the executive board.

Section 4. No chair shall serve in the same office for more than three (3) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 5. All standing and special committee chairs shall:

- a) Deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties;
- b) Communicate plans and goals with the executive board officer assigned to oversee that committee. No committee work shall be undertaken without approval from the assigned executive board member. No financial commitment shall be undertaken without approval from the treasurer;
- c) Present a report of their committee's activity at each regular meeting as it is deemed necessary by the president or other executive board officer; and
- d) Review a current copy of the theatre booster club by-laws.

Section 6. The president and first vice-president shall be members ex-officio of all committees, except the audit committee.

ARTICLE XII: Fiscal Accountability

Section 1. The fiscal year of this organization shall begin July 1 and end June 30.

Section 2. Signers of the bank account shall not be related by blood or marriage and shall not reside in the same household.

Section 3. An audit committee of not less than three (3) members, who are not authorized signers, shall be appointed by the executive board at least thirty (30) days before the end of the fiscal year. An audit firm may be appointed by the executive committee or audit committee.

Section 4. The audit committee shall conduct an audit of financial transactions no earlier than one month prior to the end of the fiscal year, and only if the incoming treasurer is available to assume the elected office prior to the end of the fiscal year. The audit committee shall conduct an audit of financial transactions no later than one month after the end of the fiscal year.

Section 5. The audit committee report shall be adopted by the association by a majority vote at the first general meeting following the close of the school year.

ARTICLE XIII: Amendments

Section 1. Amending these bylaws:

- a) These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.
- b) A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a majority vote of the executive board. The requirement for the adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c) After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of bylaws as amended, or revised, and dated shall be sent to the campus principal and posted on the theatre website.

Section 2. This organization shall review, and if necessary, amend its bylaws at least every three (3) years.