**AUSTIN THEATRE BOOSTER CLUB**

**BY LAWS**

**ARTICLE 1: NAME**

The name of this organization shall be the “Austin Theatre Booster Club”.

**ARTICLE II: PURPOSE**

The purpose of this Booster Club is to assist with the endeavors of the Theatre and Technical Theatre Departments of Stephen F. Austin High School and to assist in Thespian Troupe 5448 through both physical and monetary support.

 **ARTICLE III: DUTIES OF ELECTED OFFICERS**

SECTION 1 – The President shall preside at all meetings of the Club, the Board of Directors and of the Executive Committee and shall be a member ex-officio of all committees and shall perform other duties usually pertaining to the office. The office may be held by a two-person team as co-presidents.

SECTION 2 – The Vice President shall act as aide to the President and shall perform the duties of the president in the absence of that officer. The office may be held by a two-person team as co-vice presidents.

SECTION 3: The Secretary shall keep a correct record of all meetings of the Club, the Board of Directors, and the Executive Committee, conduct all correspondence of the Club, when asked, and shall perform such other duties as delegated by the Board.

SECTION 4: The Treasurer shall have custody of all funds, keep full and accurate accounts of receipts and disbursements in the books and records, deposit all funds in the name of and to the credit of the Austin Theatre Booster Club. The Treasurer shall present a financial statement at each meeting of the Board of Directors and at the regular meetings of the Club. The Treasurer shall prepare the financial books for audit at the close of the fiscal year and shall prepare, in conjunction with the Board of Directors, an annual budget to be approved by the general membership.

Section 5- The President shall maintain a parliamentary procedure according to Robert’s Rules of Order, Revised, at all regular and special Meetings of the Club.

**ARTICLE IV: BOARD of DIRECTORS**

SECTION 1 – The Board of Directors shall consist of the elected Officers, the theatre director(s) and the chairperson(s) of the Standing Committees.

SECTION 2- The Board of Directors will have the duty of transacting the necessary business between Club meetings and such other business as sent to it by the Club, and to present reports at the Club meeting. Each member shall have one equal vote in all voting matters. In the event of co–chairpersons, each person shall have an equal half vote.

**ARTICLE V: EXECUTIVE COMMITTEE**

Section 1 – The Executive Committee shall consist of the theatre director(s) and the elected officers.

Section 2 - The Executive Committee shall have the duty of Researching issues and topics to be brought to the Board of Directors and the Club.

Section 3 - If a situation were to occur that needed an immediate decision, the Executive Committee is vested with that authority providing a 2/3 majority approves of the action. The matter will then be brought to the Board of Directors for ratification at the earliest possible date.

**ARTICLE VI: STANDING COMMITTEES**

Section 1- The following shall be the standing committees with chairpersons appointed by the Executive Committee and approved by the Club. The committees are as follows:

Food Publicity

Membership Fundraising

Sponsors Website

Scholarships

Section 2 - All Standing Committees will consist of the appointed chairperson and all volunteers who sign up at the regular meeting of the Club. The Chairperson(s) will act as a liaison between their committee and the Board of Directors. No committee may spend funds or partake in activities that have not met with the approval of the Board of Directors with the exception of Article III, Section 3 of these By Laws.

Section 3 – The Fundraising Chairperson(s) shall be responsible for the operation of all fundraisers that are set forth by the Theatre Director(s), approval of the Principal and majority vote approval by the Executive Board of the Club. They will coordinate dates through the assistant principal in charge of scheduling at AHS, organize workers, and collect the funds, which will then be counted, recorded and turned over to the Treasurer.

Section4 - The Membership Chairperson(s) shall be responsible for the Membership drive and maintenance of the membership mailing list. The Membership Chairperson shall collect all membership dues, properly document them and turn the funds over to the Treasurer.

Section 5 - The Publicity Chairperson(s) shall be responsible for publicizing theatre activities and awards, through local papers and television. They shall also be responsible for the programs of any performances as requested by the Theatre Director. Any money collected in conjunction with these activities, through the sale of advertisements or the program themselves, shall be counted, recorded and turned over to the Treasurer.

Section 6- The Sponsor Chairperson(s) will be responsible for soliciting donations for the theatre from community businesses, as well as individuals.

Section 7- The Food Chairperson(s) shall be responsible for the dinners that are served to the theatres students. They will work in conjunction with the theatre director and the assistant principal at AHS in charge of scheduling, to set up dates and times for each event. They will be responsible for the collection of funds, maintenance of the roster of involved students, purchase and preparation of food, serving the dinners and the clean up of the serving area. They are authorized to contract with food suppliers, on behalf of the theatre, to have food delivered to various venues at which the theatre will be performing. All funds will be collected, recorded and turned over to the Treasurer.

Section 8- The Website Chairperson(s) shall be responsible for the development and maintenance of the Club website. They will post information, forms, memos, and pictures regarding the Theatre as deemed appropriate by the Board of Directors.

Section 9- The Scholarship Chairperson(s) shall be responsible for the scholarship selection and present to the Executive Board for vote of scholarship winners to be selected. Scholarship amounts and the number of scholarships shall be determined by the Theatre Director(s) and the Executive Board. The Scholarship program specifications shall be written by a Scholarship Committee and presented to the Booster Club. The funds for the scholarship(s) will come from the Booster Club.

Section 10- The President, with the approval of the Board of Directors, may establish other committees as appropriate.

**ARTICLE VII: ELECTION of OFFICERS**

Section 1 – The officers shall be elected by written ballot at the Annual Meeting if there is more than one candidate for any office otherwise; the election may be a voice vote. Election shall be by simple majority of the members of the Club present at the meeting, provided a quorum is present. Officers shall be elected to a one year term during the Clubs fiscal year and shall remain in office until their successors are elected.

Section 2- No officer, either elected or appointed, may serve in the same position for more than three years.

Section 3 - Nominations for officers shall be by a Nominating Committee at least one month prior to the election. The Nominating Committee shall consist of five members: one elected by and from the Executive Committee, who shall serve as chairperson; the Theatre Director(s); one from the Board of Directors but not on the Executive Committee; and two from the Club at large who are not on the Board of Directors. The Nominating Committee shall report at the election meeting the name of the candidate for each elected office. The President and Vice President shall be filled by a member of the Board of Directors whenever possible. The consent of each candidate must be obtained before a name is placed in nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained prior to the name being placed in nomination.

Section 4- In the event of a vacancy in the office of President, the Vice President shall become the President with proper title and all duties of the office for the remainder of the term in which the vacancy occurred.

Section 5- In the event of a vacancy in any office other than president, the President shall have the power to forthwith fill the vacancy by appointment and the person appointed shall assume the title and duties of said office for the remainder of the term in which the vacancy occurred. Such action shall be read into the minutes of the meeting.

**ARTICLE VIII: MEETING**

Section 1 – The Austin Theatre Booster Club shall meet once a month, from September through May, with the possible exception of December. A December meeting should be held at the discretion of the Executive Board.

Section 2- Meeting dates can be changed at the discretion of the Executive Board.

Section 3- The meeting shall be once a month on the second (2nd) Thursday of each month.

**ARTICLE IX: FINANCIAL AND MISCELLANEOUS**

Section 1 – The **Fiscal Year** shall end on June 30th of each year.

Article IX: Financial and Miscellaneous, Section 2

All checks and debits from the Austin Theatre Booster Club (ATBC) bank account shall be authorized and approved by an Elected Officer and/or an Austin High School Theatre Director per the following schedule.

1. Items up to $100 may be authorized by any one of the following individuals: President, Vice-President, Treasurer, Secretary, Austin High School Theatre Director(s)*.*
2. Items between $100 and $500 must have two approvals from the individuals listed in item A above; one of which must be an Elected Officer.
3. Items above $500 must have unanimous approval from the Elected Officers.

The purchaser is responsible for obtaining the proper approvals ***before*** purchases are made or authorized on behalf of ATBC. Documented approval is to be forwarded to the Treasurer for documentation and record-keeping purposes.

All checks issued in the name of Austin Theatre Booster Club shall be signed by one of the four signatures on the account. The signatures on the account will be the President, Vice-President, Secretary and Treasurer.

Section 3 – An audit of the books and records will be conducted and completed by July 31st of each year. The Audit Committee shall consist of at least three members of the Club and at least one non-officer member (who is not an authorized signer on the account). The Treasurer will not be on the Review Committee, however, s/he may meet with the committee to explain their records or answer questions.

Section 4 - These By Laws may be amended and changed at any regular meeting of the Club by a two-thirds (2/3) vote of the member present, provided a quorum has been established and maintained throughout the meeting. The amendment must have been presented and posted at least fifteen (15) days prior to the meeting and read at the meeting, prior to vote.

Section 5 – All votes whether by the club, the Board of Directors or the Executive Committee shall be settled by a simple majority vote except as provided for in article V, Section 3 and Article IX, Section 5 of these By Laws.

These By Laws were approved by a majority vote of the Austin Theatre Booster Executives presented at the Executive Board meeting on March 26, 2017.

Attest:

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Jacquelyn McCardell Sara Plant - Vice President

President