



Fairfax High School Theatre Boosters

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By-Laws

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Article I. Description and Purpose of the Organization

- 1.1 Name: The name of the organization shall be Fairfax High School (FHS) Theatre Boosters.
- 1.2 Organization: It is established pursuant to the authority of the Principal of Fairfax High School (FHS), Fairfax, Virginia. It will be operated as a nonpartisan, nonsectarian, and nonprofit organization within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- 1.3 Purpose: The objective of FHS Theatre Boosters is to provide assistance, morale and/or financial support to FHS Theatre Department programs, Troupe 4008 of International Thespian Society (ITS) and any function/activity that the Booster membership determines to be beneficial including but not limited to:
 - a. Promote interest and participation in the program among the students, parents, and faculty, and community-at-large.
 - b. Promote theatre culture in the community by fostering performance attendance and support of theatre; and
 - c. Award annual scholarships to qualifying Fairfax High School seniors pursuing performance arts, theatre education, technical theatre, or theatre management at a college, university, conservatory, or technical school.
- 1.4 Affiliation: The establishment, administration, operation, and dissolution of the FHS Theatre Boosters are under the general supervision of the Principal of FHS.
- 1.5 Powers: The FHS Theatre Boosters will provide services, funds, and equipment within its resources and conduct such social activities, which may be considered necessary and proper by the Membership. FHS Theatre Boosters shall have power to solicit contributions and raise funds as well as hold and own property for the use of the organization.

Article II. Membership

- 2.1 The organization shall have two types of Memberships:
 - a) Active membership is extended to all those interested in supporting Theatre Arts at FHS upon payment of yearly dues.
 - b) Honorary membership may be extended by the FHS Theatre Boosters to any person in recognition of a worthwhile contribution subject to final approval of the FHS Principal or FHS Theatre Arts Director.
- 2.2 Honorary members will be entitled to all benefits of participation in the patronage of the FHS Theatre Boosters, except they shall not vote, nor hold office, nor participate in the management of the organization.

- 2.3 Each member shall be allowed one vote, which is not transferable.
- 2.4 Each member shall, upon request, be provided with a copy of the By-Laws and amendments thereto.
- 2.5 Membership terms will be September 1st to August 31st.
- 2.6 Membership may be terminated upon request of member concerned, with the understanding that no portion of dues are refundable.
- 2.7 The membership will vote to elect officers to all open positions at the annual meeting.
- 2.8 Individual members have no proprietary interest in the organization but will derive benefits exclusively through participation in, or patronage of, the purpose for which the organization is established.
- 2.9 A member may be removed for cause only after a reasonable notice and opportunity to be heard, see Article 9.
- 2.10 There is no limit to the number of FHS Theatre Boosters members.

Article III. Executive Board

- 3.1 The Executive Board shall consist of the elected officers of the organization, the Committee Chairs, and the FHS Theatre Arts Director.
- 3.2 Subject to supervision of the principal, the FHS Theatre Arts Director is a member of the Executive Board and acts as liaison between the FHS Theatre Boosters and the high school administration and is held responsible by the administration for Booster activities, communications and decisions.
- 3.3 Executive Board meetings will be held at time and place designated by the President.
- 3.4 A quorum to conduct business at an Executive Board meeting will consist of 51% of the Board membership.
- 3.5 The Executive Board shall designate officers to be responsible for standing and special committees, as needed.
- 3.6 Executive Board meeting proceedings will be recorded, including the most recent financial reports and other committee reports, as appropriate. These minutes will be available upon request by any active member or the Principal of FHS.
- 3.7 The Executive Board shall be responsible for dealing with sensitive issues that may be deemed potentially embarrassing or damaging to the organization.

Article IV. Officers and their Election

- 4.1 Officer positions shall include President, Vice President, Treasurer, Secretary and Publicity Director.
- 4.2 Only members in good standing shall be elected to officer positions.

- 4.3 Officers shall be elected by written ballot at the Annual meeting in May. However, if there is but one nominee for office, election for that office may be by voice vote. A simple majority of votes cast shall constitute an election.
- 4.4 The term of office for the Executive Board will be from June 1st of each year to May 31st the following year.
- 4.5 In the event of an officer vacancy, the President shall appoint a person to fill that position for the remainder of the term, subject to confirmation by the general membership at the next regularly scheduled meeting.

Article V. Nominating Committee

- 5.1 There shall be a nominating committee composed of three (3) active members who shall be appointed by the Executive Board at a regular meeting in March. The committee shall elect its chairman.
- 5.2 The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting preceding the May Election meeting. At the election meeting, additional nominations may be made from the floor. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Article VI. Duties and Responsibilities of Officers

- 6.1 The Officers shall ensure adherence to the By-Laws of FHS Theatre Boosters.
- 6.2 The Officers shall attend Booster meetings.
- 6.3 The Officers shall lead and participate in Booster activities, as needed.
- 6.4 Duties of President: The President shall:
 - a) Communicate, coordinate, and advocate on behalf of the FHS Theatre Boosters and FX Players officers to FHS, FCPS, and Fairfax communities including administration, faculty, staff, students, parents, and other arts and education organizations
 - b) Preside over all Booster meetings
 - c) Provide management supervision over the organization's affairs and ensure orders, mandates, and resolutions approved by the Board are carried out
 - d) Have the authority to remove from a meeting any disorderly person who is disrupting the progress of a meeting
 - e) Responsible for all communications pertaining to the organization
 - f) Prepare Board meeting agenda for distribution by the Secretary
 - g) May delegate responsibility to committee chairs, yet is responsible to members for such
- 6.5 Duties of the Vice President: The Vice President shall:
 - a) Be responsible for the coordination of all Booster fundraising activities,

- b) Be responsible for the coordination of all Booster volunteers, in the absence of a volunteer coordinator,
 - c) Assist the President and serve as President in his/her absence or in the event that the President's seat is vacated
 - d) Perform other duties as directed by the President
- 6.6 Duties of the Publicity Director: The Publicity Director shall:
- a) Direct all publicity, graphics, and merchandising activities,
 - b) Perform other duties as directed by the President.
- 6.7 Duties of the Treasurer: The Treasurer shall:
- a) Establish and maintain bank accounts in the name of the organization, which shall contain all funds of the organization
 - b) Be responsible for reviewing and accounting for all collections and disbursement of funds
 - c) Act as the contracting officer for the FHS Theatre Boosters, with prior approval of the Executive Committee of such contract
 - d) Present a financial statement to the Officers on a monthly basis and report the financial status at each general meeting and the Annual meeting
 - e) Coordinate with all committees to develop a budget and present an annual budget to the Members of the Executive board
 - f) Deposit all organization funds within 5 business days of receipt, or upon completion of the event
 - g) Reconcile monthly bank statements
 - h) Ensure all contributors receive appropriate receipts
 - i) Upon leaving office, turn over the financial records for the preceding five years, to the newly elected Treasurer
 - j) Assist the President and serve as President when both the President and Vice President are absent.
- 6.8 Duties of Secretary: The Secretary shall:
- a) Keep attendance and minutes of all meetings and note that a quorum is present at the meeting
 - b) Notify members of the date and time of all meetings
 - c) Keep a roll of active membership and corporate sponsors including contact information, level and benefits where applicable
 - d) Establish and maintain a correspondence file for the organization
 - e) Establish and maintain a complaint file for the organization

- f) Send agenda, obtained from the President, to all members who have provided an email address
- g) Furnish each member, upon request, with a copy of the By-Laws, including amendments thereto
- h) Perform other duties as directed by the President.

Article VII. Committees

- 7.1 Only a member in good standing of the organization shall serve as a chairman of a standing or special committee.
- 7.2 The Executive Board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the organization. The elected officers shall appoint standing committee chairmen. The term of each chairman shall be one (1) year or until the selection of a successor.
- 7.3 The Executive Board may create such special committees, as it may deem necessary or as may be directed by the organization. The elected officers shall appoint special committee chairmen. The term of each special committee is ended upon completion of the task assigned to the special committee.
- 7.4 The chairman of each special or standing committee shall present a plan of work to an Officer, as designated by the Executive Board, for approval.
- 7.5 The chairman of the special or standing committees may delegate responsibilities to volunteers, who do not have to be Booster members
- 7.6 The president shall be an ex-officio member of all committees except the nominating committee.
- 7.7 Committee chairmen shall turn over to the president, without delay, all records, books and other materials pertaining to the committee at the end of the term served or when departing office.
- 7.8 All committee members must adhere to the cash policies and procedures of the organization.

Article VIII. Standing Committees

- 8.1 A standing committee of volunteers shall be headed by the Volunteer Coordinator.
 - a) The Volunteer Coordinator shall solicit and coordinate volunteers for all activities requiring volunteers.
 - b) The Volunteer Coordinator shall designate a supervisor for those volunteers of each volunteer activity.
 - c) The Volunteer Coordinator shall report to the Vice President.
- 8.2 A standing Concessions Committee shall be headed by the Concessions Chair.
 - a) The Concessions Chair shall coordinate concessions activities including (but not limited to): food and drink sales, flowers, T-shirt sales.

- b) The Concessions Chair shall coordinate with the Treasurer to ensure budget and inventory are maintained.
- c) The Concessions Chair shall report to the Vice President.

Article IX. Disciplinary Action

- 9.1 An officer or member may be dismissed, removed from office, or suspended from the organization for either of the following:
 - a) Any action which proves to be detrimental to the organization,
 - b) Violation of rules or regulations of the organization
- 9.2 The following steps shall be taken in addressing the removal, dismissal or suspension of an officer or member:
 - a) A written complaint shall be forwarded to the President or highest ranking unaffected officer.
 - b) The President or highest ranking unaffected officer shall call a special meeting of the unaffected members of the Executive Board within 14 days of receipt of the complaint.
 - c) The President or highest ranking unaffected officer shall provide a written copy of the complaint or written notice to the individual charged and the individual charged shall have the right to address the Board, and a two-thirds vote shall be required for dismissal, removal or suspension with the voting by secret ballot.
 - d) In the event that there is not a quorum of unaffected members of the Executive Board, the matter will be brought before the FHS Administration.

Article X. Funds

- 10.1 All funds received shall be promptly turned over to the Treasurer. The Treasurer shall deposit such funds in the appropriate bank account within 5 business days or upon completion of the event.
- 10.2 All bills should be paid upon due date so long as funds are available.
- 10.3 The Treasurer and President must cosign all checks or withdrawals over \$200 for non-budgeted items.
- 10.4 The Executive Board shall prepare and approve the proposed budget to be presented to the membership for adoption at the first general meeting of the school year.
- 10.5 The Executive Board must approve all non-budgeted expenditures.
- 10.6 A minimum of \$5,000 shall be left in the treasury annually for organizational funds.
- 10.7 The membership dues for the next school year shall be set by the Officers and confirmed by a simple majority vote of the membership at the June meeting of the present school year.
- 10.8 All organization equipment purchased for the FHS Theatre Boosters is the property of FHS Theatre Boosters.

- 10.9 Upon dissolution of the FHS Theatre Boosters, funds in the treasury will be used to pay all outstanding debts. The balance remaining, if any, will be spent at the discretion of the Executive Board and FHS Theatre Director, in accordance with the purpose outlined in 1.3 of the By-Laws and within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article XI. Insurance

- 11.1 Bonding insurance shall be required for the President, Treasurer, and any other officer or director with access to the organization's funds. The insurance shall be reviewed annually and the organization shall purchase the necessary coverage.
- 11.2 Property insurance shall be required as necessary to protect the assets of the organization. The Treasurer shall take the necessary steps to review and acquire the necessary insurance coverage on an annual basis, if applicable.
- 11.3 Liability insurance will be purchased as required for field trips, drama camp, etc.

Article XII. Meetings

- 12.1 Regular meetings of the organization shall be held at least five (5) times during the school year with the membership given at least five (5) days' notice.
- 12.2 Unscheduled meetings of the general membership may be called by the President, upon due notice of at least 24 hours to the general membership.
- 12.3 A quorum to conduct business at a general meeting will consist of five (5) members in good standing present at the meeting. Two of these members must be officers and one person designated as Secretary, if the Secretary cannot be present at the meeting.
- 12.4 Voting on routine matters may be by voice vote, email vote, proxy vote, or show of hands by verified members of FHS Theatre Boosters and shall be counted and recorded in the minutes.
- 12.5 In the event of a tie at membership meetings, the motion will be further discussed until a majority vote is reached. In the event of an unresolved tie, the issue may be tabled for later discussion.
- 12.6 General meeting proceedings will be recorded, including most recent financial reports and other committee reports, as applicable.
- 12.7 The rules contained in Robert's Rules of Order shall govern the FHS Theatre Boosters in all cases to which they applicable, unless they are inconsistent with the By-Laws or special rules or orders of the organization.
- 12.8 Unless otherwise determined by the Board, the order of business at each meeting of the organization shall be as follows:
- a) Attendance sheet should be signed by all attending
 - b) Approval of minutes of the preceding meeting
 - c) Treasurer's report
 - d) President's report

- e) Committee reports
 - f) Old business
 - g) New business
 - h) Adjournment
- 12.9 In the case of school closure for an indeterminate amount of time to exceed 3 weeks, Virtual meetings will be allowed to take place in lieu of regularly scheduled meetings. The previously stated requirements for meeting notifications, quorum, and voting (13.1, 13.2, 13.3 and 13.4) shall stay in effect.

Article XIII. Annual Scholarship

- 13.1 FHS Theatre Boosters shall award two Scholarships worth \$1,000 each to two qualifying seniors graduating from Fairfax High School.
- 13.2 Scholarships are for one year and will be paid directly to the attended college, university, conservatory, or technical school.
- 13.3 One scholarship shall be awarded to a technical theatre student, and the other one to a performance theatre student. Only 1 scholarship shall be awarded to each category, each year. In the event there are no applicants in one of the categories, that category's scholarship will not be awarded. Scholarship monies will not be rolled over to the next school year.
- 13.4 The Selection Committee to determine scholarship recipients will consist of five Members of the Fairfax High School Theatre Boosters. Parents of applicants may NOT serve on this committee.
- 13.5 Selections will be made on the basis of excellence in the following categories: participation and achievement in: FHS Theatre productions; non-FHS Theatre productions; participation in FHS Theatre/FX Players events; substance of resume; quality of portfolio/visual materials submitted; and an in-person interview.
- 13.6 Winners will be announced at the Theatre Banquet in June.

Article XIV. Amendments

- 14.1 These Bylaws may be amended, repealed or altered, in whole or part, by a vote of a majority of members present at any regular or unscheduled meeting, provided the Secretary has given all active members of the organization ten (10) days' written notice of proposed amendments or alterations.
- 14.2 The approved by-law(s) shall take effect immediately.

Article XV. Other Matters

- 15.1 No organization equipment of any kind may be disposed of or loaned without prior approval of the Officers.
- 15.2 Suggestions and complaints will be referred orally or in writing to the Executive Board for consideration.

15.3 Elected Officers and Committee chairmen will serve without salary or other remuneration.

Approved by:

Name	Date	President
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Name	Date	Vice President
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Name	Date	Treasurer
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Name	Date	Secretary
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Name	Date	Publicity Director
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Name	Date	Volunteer Coordinator
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Name	Date	Social Coordinator
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Name	Date	Lobby/Cappies Coordinator
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Name	Date	Lobby/Cappies Coordinator
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Name	Date	Drama Camp Coordinator
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