

Falcon Drama Boosters, Inc, By-laws

Article I. Name:

The name of the association shall be FALCON DRAMA BOOSTERS, INC., hereinafter referred to as the Falcon Drama Boosters. It is understood that the Falcon Drama Boosters will serve the purpose of providing a support group for the Severna Park High School (hereinafter referred to as SPHS) Drama Department and will adhere to the rules set forth by the Articles of Incorporation.

Article II. Purposes

Section 2.01 The objectives of the Falcon Drama Boosters are:

- (a) To promote the welfare of youth in the home, school and community and to bring into closer relation the home, SPHS, and drama.**
- (b) To facilitate communication between all parties involved in theater at SPHS: members, students, administration and the drama director(s).**
- (c) To lend all possible support to the SPHS drama programs.**

Section 2.02 To work with the Drama Director(s) and the School Administration to build and promote general activities of the drama programs.

Section 2.03 To support the Drama Director(s) goals and objectives for their programs through enthusiastic encouragement in the home and school.

Article III. Basic Policies

The following are the basic policies of the Falcon Drama Boosters:

- (a) Membership in the Falcon Drama Boosters ("Boosters") is open to any person interested in furthering the tradition of quality in SPHS drama programs.**

- (b) The Falcon Drama Boosters shall be comprised of Elected Board Members (collectively “The Board”, individually “Board Member”) and non-elected Booster members (“Members”). All executive and fiduciary power and functions reside exclusively in The Board. The term “Falcon Drama Boosters” or “Boosters” shall refer to both the Members and the Board Members collectively.
- (c) The Board of Directors of the Falcon Drama Boosters (“the Board”) shall be elected from the Booster Members. A majority of the Board Members must be Boosters who are a parent or legal guardian of a student currently enrolled at SPHS.
- (d) All Members are welcome at all regular meetings to raise and offer input on topics, but only the Board votes on the decisions at hand. The Members vote only to elect and fill vacancies on the Board.
- (e) The Falcon Drama Boosters shall be noncommercial, nonsectarian, and nonpartisan.
- (f) The name of the “Falcon Drama Boosters” or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not related to promotion of Purposes of the Falcon Drama Boosters.
- (g) The Falcon Drama Boosters 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; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- (h) The Falcon Drama Boosters shall not seek to direct the teaching or administrative activities of the Drama Director(s) and/or SPHS.
- (i) The Falcon Drama Boosters may cooperate with any other organizations/associations and agencies concerned with child welfare with regards to drama, but persons representing the Falcon Drama Boosters in such matters shall make no commitments that bind the Falcon Drama Boosters unless specifically approved by The Board.
- (j) In the event of the dissolution of the Falcon Drama Boosters the assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, as stated by the Articles of Incorporation.

Article IV. Membership and Dues

- (a) Membership in the Falcon Drama Boosters (“Boosters”) is open to any person interested in furthering the tradition of quality in SPHS drama programs.
- (b) The Booster Members fall into four (4) categories: Members, Volunteers, Committee Chairs and Board Members.

- (i) Members – are persons who have filled out a membership form but have not met the requirements of a Volunteer and thus may not be involved with any activity where interaction with students is possible.*
- (ii) Volunteers – are Members who have fulfilled the current Anne Arundel County’s policies regarding volunteering within the public schools.*
- (iii) Committee Chairs – are Volunteers who have been appointed by the President to take a leading and organizational role in a specific area. Committee Chairs may be provided authority by the Board to expend funds within a Board approved budget and for a Board approved purpose. Committee Chair may also have Members and Volunteers assigned to them to assist them in their areas.*
- (iv) Board Members – are Volunteers who have been elected by the Members to their positions on the Board.*
- (c) Membership in the Falcon Drama Boosters shall be made available without regard to race, color, creed, or national origin, under such rules and regulations as may be prescribed in the bylaws of the Falcon Drama Boosters to any individual who subscribes to the Purposes and Basic Policies of the Falcon Drama Boosters.**
- (d) The Falcon Drama Boosters shall conduct an annual enrollment of members, but membership applications shall be accepted at any scheduled Board meeting.**
- (e) The membership of the Board of Directors (“The Board”) shall be made up of all the officers of the association. The SPHS Drama Directors shall be treated as an advisory counsel to the Board, but to preserve a distinct separation between the Booster organization and SPHS, the SPHS Drama Directors shall have no voting rights.**
- (f) The Board may fix an amount as dues which members may be required to pay initially or periodically as a condition of admission or retention of membership. If dues are so authorized, the Board shall establish and implement procedures for collection of membership dues.**

Article V. Election of The Board

Section 5.01 There shall be five (5) officers (“Officer”) of the Falcon Drama Boosters; a President, Vice President, Secretary, Treasurer and Member at Large, each serving a single, twelve month term. There is no limit to the number of terms an Officer can serve. The five (5) Officers comprise the Board of Directors.

Section 5.02 Each officer of the Falcon Drama Boosters shall be a Member of the Falcon Drama Boosters. A majority of the Board Members must be Boosters who are a parent or legal guardian of a student currently enrolled at SPHS.

Section 5.03 Elections shall take place at a meeting prior to the end of the school year for the following school year. Each new term starts on July 1 and ends June 30 the following year.

Section 5.04 . Only those persons who have signified their consent to serve if elected shall be elected to such office.

Section 5.05 In case a vacancy occurs in the office of president, the vice-president shall assume the office of president until the next annual election. In the event that circumstances preclude the vice president from assuming the office of president, or if a mid-term vacancy occurs in any other office, then such office shall be filled for the unexpired term by a person elected by majority vote.

Article VI. Duties of the Officers

Section 6.01 President shall preside at all meetings of the association, shall have the power to appoint committees and shall be an official member of all committees.

Section 6.02 The Vice President shall act as an aide to the president and shall perform presidential duties in the absence of the President.

Section 6.03 The Secretary shall:

- (a) keep the minutes of the proceedings of the members and of Executive Committee;
- (b) publish all minutes;
- (c) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- (d) be custodian of the corporate records;
- (e) keep a register of the phone number, post office and e-mail addresses of each member which shall be furnished to the secretary by such member; and
- (f) in general, perform all duties as from time to time may be assigned to him/her by the President or by the Board of Directors, or may delegate above tasks as appropriate, while maintaining responsibility.

Section 6.04 The Treasurer shall:

- (a) prepare the annual budget;
- (b) have custody of and be responsible for all funds of the Falcon Drama Boosters;
- (c) deposit all moneys received into a separate account;

- (d) keep a full and accurate account of receipts and expenditures;
- (e) in accordance with the budget adopted by the association, make disbursements as authorized by the president of the Falcon Drama Boosters, or as voted on and approved by the Falcon Drama Boosters members (see quorum);
- (f) present a financial statement quarterly or upon request;
- (g) submit the Falcon Drama Boosters financial records to the Board of Directors for an annual review; and
- (h) perform other duties as set forth in these bylaws

Section 6.05 All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Article VII. Meetings

Section 7.01 Meetings will be held monthly to coincide with the International Thespian Society meetings. All members are welcome to attend these regular meetings and are invited to offer their input and suggestions, but only the Board votes on the decisions at hand. Members only vote to elect the members of the Board at any meeting at which Board vacancies are being filled.

Section 7.02 Special meetings of the Falcon Drama Boosters may be called by the president or by a majority of the officers, with a minimum of two days notice.

Section 7.03 The election meeting shall be held before the end of school. A meeting to adopt the budget shall be held in September.

Section 7.04 A quorum shall be declared if there is a majority of the Board present at a meeting. One of the officers present must be either the President or Treasurer. A quorum is necessary for a vote to be official. Only the Board members may vote at regular meetings. Booster Members may only vote for the election.

Section 7.05 An affirmative vote of the majority of Board Members present is required for the approval of a decision or motion.

Section 7.06 Decision or motions may be approved between meetings of the Board via email by a three-fourths (3/4) majority the entire Board.

Section 7.07 If a Board member cannot attend a meeting, the Board member may provide another Board member a Proxy for their vote, but said Proxy shall detail, and be limited to, an individual Board meeting and specific issue(s).

Article VIII. Fiscal Year

The fiscal year of the Falcon Drama Boosters shall begin July 1st and end June 30th.

Article IX. Article X: Parliamentary Authority

Roberts Rules of Order Newly Revised shall govern the Falcon Drama Boosters in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article X. Amendments

These bylaws may be amended at any regular meeting of the Falcon Drama Boosters by a 3/4 vote of the Board, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon. Notice will be by email and/or posting to the drama boosters website.

Adopted on this date _____ as certified by the following signatures:

President – Donna Guarino

Vice President – Charlie Kerrigan

Secretary – Jill Logan

Treasurer – Diane Heath

Member at Large - Diana Hess-Fisher