

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 1: The objectives of the Falcon Drama Boosters are:

- A. To promote the welfare of youth in 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: To work with the Drama Director(s) and the School Administration to build and promote general activities of the drama programs.

Section 3: 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 this association shall be open to anyone in the process and development of the drama programs at Severna Park High School.
- b. The Falcon Drama Boosters shall be noncommercial, nonsectarian, and nonpartisan.
- c. 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.
- d. 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.

- e. The Falcon Drama Boosters shall not seek to direct the teaching or administrative activities of the Drama Director(s) and/or SPHS.
- f. 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.
- g. 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 shall be open to all students, their parents or legal guardians, who are interested in furthering the tradition of quality in SPHS drama programs. The only membership requirement will be to fill out a membership form, stating areas of interest.
- b. 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.
- c. The Falcon Drama Boosters shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- d. Only members of the Falcon Drama Boosters shall be eligible to serve in any of the elective or appointive positions.
- e. The membership of the Executive Committee shall be made up of all the officers of the association, the chairpersons of any standing committees and Drama Directors.
- f. The Executive Committee 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 Executive Committee shall establish and implement procedures for collection of membership dues.

Article V: Election of Officers

Section 1: The officers of the Falcon Drama Boosters shall be a President, Vice President, Secretary, Treasurer and Member at Large.

Section 2: Each officer of the Falcon Drama Boosters shall be a member of the Falcon Drama Boosters.

Section 3: Elections shall take place at a meeting prior to the end of the school year for the following school year. The officers shall assume their official duties following the close of the fiscal year in which they were elected. Only those persons who have signified their consent to serve if elected shall be elected to such office.

Section 4: A person elected by a majority vote of all present shall fill a vacancy occurring in any office for the unexpired term. 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 then such office shall be filled for the unexpired term by a person elected by majority vote.

Article VI: Duties of the Officers

Section 1: The 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 2: The Vice President shall act as an aide to the president and shall perform presidential duties in the absence of the President.

Section 3: 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 Executive Committee, or may delegate above tasks as appropriate, while maintaining responsibility.

Section 4: 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 at every meeting; (g) submit the Falcon Drama Boosters financial records to an annual audit; and (h) perform other duties as set forth in these bylaws.

Section 5: 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.

Section 6: Any decision that needs to be made by the Falcon Drama Boosters between meetings can be made by $\frac{3}{4}$ of the officer's approval.

Article VII: The Drama Director(s) shall have power of advisory counsel and is a non-voting member of the Executive Committee.

Article VIII: Meetings

Section 1: Meetings will be held on the first Monday of the month at 7:00 pm in Ms Germanos' classroom.

Section 2: Special meetings of the Falcon Drama Boosters may be called by the president or by a majority of the officers, 2 days notice having been given. Notice will be given by email and by posting to: schoolnotes.com/21146/dramaboosters.html

Section 3: The election meeting shall be held before the end of school. A meeting to adopt the budget shall be held in September.

Section 4: A quorum shall be declared if there is a minimum of two officers present at a meeting. One of the officers must be either the president or treasurer. A quorum is necessary for a vote to be official. Only the Falcon Drama Boosters members may vote.

Article IX: Fiscal Year

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

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 XI: Amendments

These bylaws may be amended at any regular meeting of the Falcon Drama Boosters by a $\frac{2}{3}$ vote of the members present and voting, 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 posting to the drama boosters website.

Adopted on this date Sept 4, 2007 as certified by the following signatures:

Donna Guarino

President – Donna Guarino

Peggy Menzies

Vice President – Peggy Menzies

Carol Lamb

Corresponding Secretary – Carol Lamb

Jill Logan

Recording Secretary – Jill Logan

Diane F. Heath

Treasurer – Diane Heath

Kerri B Massaro

Webmaster – Kerri Massaro

Member at Large - Diana Hess-Fisher

Charlie Kerrigan

Member at Large – Charlie Kerrigan

Beth K. McFeely

Member at Large – Beth McFeely

Sally VanZandt

Member at Large – Sally VanZandt