

## **JAGUAR THEATER BOOSTERS BY-LAWS 2023**

### **Article I - Name**

The name of this organization shall be the "Jaguar Theater Boosters."

### **Article II - Objectives**

The Mission of this organization shall be: To support the Falls Church High School Drama department in providing a dramatic arts program that is educational, provides skills in performance and is a source of pride for the student thespians, Falls Church High School and the larger Falls Church community.

This will be accomplished by

- working to make the FCHS Drama Program an integral and indispensable part of the Falls Church community;
- ensuring the Director of the FCHS Drama Program and Adult Volunteers have the resources they need to achieve the objectives of the Drama Program;
- supporting the events and activities of the Drama Program so that the Director can focus on education and preparation of the students;
- helping students reach their potential and develop their appreciation of dramatic arts outside the classroom.

### **Article III – Incorporation**

No part of the earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation 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 II hereof.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) by a corporation, contributions to which are deductible under section 170(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes, as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine.

Any such assets not so disposed of shall be disposed of by the circuit court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **Article IV - Membership**

The membership of this organization shall not be limited. Anyone interested in the progress and development of the Falls Church High School Drama Program may attend Booster Meetings. Parents and guardians of students engaged in the Falls Church High School Drama Program are to be considered active members. There shall be no dues required of members of this organization.

#### **Article V - Meetings**

1. Business meetings of the organization shall be held during the school year, with the regular time to be decided annually by the officers so as to reserve meeting space. The purpose of all business meetings will be to transact necessary business regarding Booster activities, create standing committees, hear reports and approve work plans, and approve a budget for the fiscal year.

a. General Booster Meetings will be called at least three times during the school year and include the following:

- The Beginning of School Year Information Meeting will be held in early September to provide an overview of activities and allow distribution of information to all parents. Volunteers will be recruited and general business will be conducted.
- The Mid-Year Information Meeting will be held in January or February of the school year to provide information pertinent to second semester activities, answer questions and conduct general business.
- The End-of-Year Information Meeting will be held in May or June to present an Annual Report (written or oral) on current year activities and present an Annual Plan looking forward to the upcoming school year.

b. Executive Board Meetings will be called monthly when a General Booster Meeting is not scheduled.

- Executive Board Meetings are open to any Booster member.
- General Business will be conducted as identified by the agenda set by the President and distributed in advance electronically.
- Additional topics may be presented as needed and appropriate.
- The Executive Board is authorized to make emergency decisions in the intervals between business meetings by majority vote of the members of the Board. Any emergency action taken will be reported to the membership at the next business meeting.

c. The members present at any General Booster Meeting shall constitute a quorum. A majority present of the members of the Executive Board shall constitute a quorum for any Executive Board Meeting.

d. Motions at any General Booster Meeting or Executive Board Meeting can be carried by the vote of a simple majority with any tie broken by the FCHS Drama Department Director.

#### **ARTICLE VI - Officers and their Election**

1. The Executive Board shall be parents/guardians of student members of the Falls Church High School.

2. The elected officers of this organization shall be President, Vice President, Secretary and Treasurer.

3. Nominated Coordinators of this organization shall be Promotions Coordinator, Fundraising Coordinator and Volunteer Coordinator.

4. The Elected Officers and Nominated Coordinators shall constitute the Executive Board.
5. The Falls Church High School Drama Department Director shall advise the Executive Board as an ex-officio member.
6. A three-member nominating committee, selected by the executive board and membership, shall present a slate, both electronically and available in hard copy in May.
7. At the time of the election, there shall be an opportunity for nominations from the floor, with prior approval of the nominee.
8. Elections will occur at the May Executive Board meeting, following notification to the General membership of elections being held at that time.
9. In the event a vacancy occurs during the school year in any of the elected or Nominated Executive Board positions, the Executive Board shall fill the vacancy by the majority vote of said Board with the person thus elected to serve until the members of the organization elect a successor.
10. Descriptions of all elected and nominated Executive Board positions are available upon request and will be kept on file with the Secretary.

#### **Article VII - Duties of Officers**

1. The **President** shall call, chair and set the agendas for General Booster Meetings and Executive Board Meetings. The President shall represent the Boosters when decisions are necessary and a called meeting is not possible. The President will work closely with FCHS staff, interact with the School and FCPS officials and will represent the FCHS Drama Boosters when appropriate and required.
2. The **Vice President** shall assume the duties of the President at meetings of the organization in the event the President is absent and shall participate in General Booster Meetings and monthly Executive Board meetings.
3. The **Recording Secretary** shall record the minutes of all meetings of this organization, except meetings of committees, will attend to all official correspondence and shall perform such other duties as shall be delegated.
4. The **Treasurer** is responsible for managing the finances of the Boosters, including collection and depositing of funds received and issuing payments for purchases and reimbursements with such financial institutions as the Executive Board shall determine. The Treasurer will ensure that all transactions are properly recorded and allocated to the proper income and expense accounts. The Treasurer will provide monthly treasurer reports that will include monthly activity, year-to-date and performance-against-budget reports. The Treasurer will ensure that Commonwealth of Virginia and Federal tax filings are done in a timely fashion and will oversee a budget committee to present an annual budget for Board approval and membership approval.
5. The **Volunteer Coordinator** shall be responsible for the distribution, collection and maintenance of members' volunteers' interests. The Volunteer Coordinator will maintain a spreadsheet listing areas of members' interest and will work with the appropriate committee chair to secure volunteers for Booster activities.
6. The **Fundraising Coordinator** shall help develop and oversee fundraising activities necessary to meet the revenue needs of the Boosters. Fundraising will include specific campaigns, special events, corporate/individual solicitation and performance-related fundraising. The Fundraising Coordinator shall not be directly responsible for all Fundraising but will work in a cooperative role, providing support and clear objectives for fundraising activities.

7. The *Promotion Coordinator* shall have the primary responsibility of making the school and community aware of the FCHS Drama Program, including general publicity, performances, news briefs, fundraising activities, marketing, advertising sales and relationships with local businesses, etc. The Promotions Coordinator shall work with the Director, Boosters and thespians to maintain a list of contacts in the print and electronic media.

#### **Article VIII - Standing and Special Committees**

1. The membership may create such standing committees as it may deem necessary to promote the Objectives and carry on the work of the organization.
2. All standing committees shall present plans of work to the general membership.
3. The President shall be a member ex-officio of all committees, except the Nominating Committee.

#### **Article IX - Fiscal Year**

1. The fiscal year shall commence on July 1<sup>st</sup> and end on June 30<sup>th</sup> the following year.
2. A budget for this organization, setting forth a general estimated income and proposed expenditures, shall be prepared by the Executive Board, under the direction of the Treasurer, for presentation to the general membership by the Treasurer no later than the last General Booster Meeting of the given school year.
3. The books of the Treasurer shall be provided for review upon request.

#### **Article X - Amendments**

1. Amendments to these Bylaws may be proposed by the Executive Board or by not less than seven members of this organization by a writing setting forth the proposed amendment. The writing shall be signed by said members and delivered to the Recording Secretary.
2. Action on proposed amendments shall take place at the next General Booster Meeting, provided written notice of such proposed amendment is given one week in advance of the scheduled meeting by the Recording Secretary through electronic distribution. All proposed amendments would be available in hard copy from the Recording Secretary.
3. An amendment shall be adopted when it is approved by the affirmative vote of not less than two-thirds of the members present.
4. Standing Rules on policies are not part of the bylaws and exist only as guidance in setting activities and policies to support the mission of the FCHS Drama Boosters