BYLAWS OF THE
EDGEWOOD HIGH SCHOOL THEATRE ARTS
PARENT LEADERSHIP BOARD

Article 1. NAME
This organization shall be known as the EDGEWOOD THEATRE ARTS PARENT LEADERSHIP BOARD (hereinafter referred to as "PLB" or "Leadership Board"

Article 2. OBJECTIVE
The objective of this non-profit PLB is to assist the Director of Theatre Arts and Edgewood High School Administration in promoting, enhancing and supporting the theatrical arts at Edgewood High School and to assist and provide additional education and community service opportunities to the Edgewood Theatre Arts program.

The purpose and powers of the PLB shall be limited as follows:
- No part of the earnings of the Theatre Arts PLB shall be for the benefit of any individual member.
- This section is meant to prevent any member of the PLB receiving cash payment for their work as a member of the PLB. In addition, no PLB member shall receive cash payment for their service on the PLB..
- This section is not meant to prevent the PLB from doing business with individuals who are members of the PLB. Whenever the PLB does business with an individual member of the PLB or a company employing a member of the PLB, a majority of the PLB shall approve the purchase or transaction.

Article 3. MEMBERSHIP
All school patrons and citizens of the Richland Bean Blossom School Corporation that are interested in the support of this organization shall be entitled to membership.

Section 1: TYPE
- Full Membership
- Special Membership

Section 2: DESCRIPTION
- Full members in the Theatre PLB shall be parents of pupils involved in any Theatre Arts production at Edgewood High School. Full members may hold office.
- Special members in the Theatre PLB shall be persons interested in furthering the objectives of the organization who are not currently full members. These members must be approved by a majority vote of the PLB and shall not be eligible to hold office without approval from general members.
- There shall be no membership fee associated with being a member of the PLB.

Section 3: REMOVAL
The Executive Board may remove any member, full or special, from membership in the Theatre PLB, whenever in its judgment the organization will benefit from such actions. Reasons for removal shall include, but not limited to, conduct which is inappropriate or is disruptive to the Theatre Program and/or the Director of Theatre Arts. Such action requires a two-week previous written notice of intended action to all parties concerned, and a two-thirds vote of the entire PLB.

Article 4. EXECUTIVE BOARD

The Executive Board is the governing body of the PLB and shall establish policy and maintain various procedures that will govern the operation of this organization. Status as a member of the PLB in no way influences the casting of productions or the appointments to positions in the program.

Section 1: OFFICERS

The PLB shall consist of the following roles:

1. President
2. Treasurer
3. Secretary
4. Sponsorship Chair
5. Fundraising Chair
6. Meals Chair
7. Senior & Awards Chair
8. Marketing & Advertising Chair
9. Special Events Chair
10. Director(s) of Theatre Arts

Section 2: MEETING

The Officer Board shall meet in a closed session at time set by the President prior to the PLB meeting.

Section 3: QUOROM

A quorum for any meeting of the Officer Board shall consist of five (5) board members.

Section 4: COMPENSATION

Board Officers shall not receive any cash payment for their services.

Section 5: UNABLE TO FULFILL TERM

In the event that an PLB officer is unable to fulfill their term of office, a special meeting of the board will be called. A successor will be appointed to serve and assume all the duties of that office for the remainder of the initial term. If this person decides to run for that same office at the next election, the partial term does not count towards the term limit.

Section 6: RESIGNATION

Any PLB officer may resign at any time by giving written notice to the Board.

Section 7: REMOVAL

The Officer board may remove any board member, elected or appointed, from office whenever in the judgment of the Board the action is in the best interest of the organization. Such action requires a two-week previous written notice of intended action to all parties concerned, and a 2/3 vote of the remaining PLB members.

Article 5. OFFICERS

Section 1: PRESIDENT

- Shall preside at all meetings of the organization
- Shall have general supervision over the working of the organization
- Shall be a member ex-officio, of all committees
- Shall serve as liaison to Student Leadership Board
- Shall assist other officers in their work as necessary

Section 2: TREASURER

- Collect parent dues and keep track of any payment plans as approved by Theatre Director
- Update monthly budget for the Theatre Program
- Collect and log receipts in compliance with RBB schools policies
- Coordinate front of house operations during shows
- Solicit volunteer assistance for concession items, ticket sales, and ushers during shows
- Deposit ticket sales into ECA account after shows

Section 3: SECRETARY

- Shall keep minutes of all PLB meetings
- Shall maintain all PLB records.
- Assist director with communication to parents as needed
- Shall maintain current lists of all members of the Theatre Arts Program and members of the PLB organization with assistance from the Director.

Section 4: FUNDRAISING CHAIRPERSON(S)

- Responsible for organizing fundraisers for this organization.
- Shall seek approval from the Director for fundraising activities as needed.
- Shall appoint members to chair individual fundraising activities.

Section 5: SPONSORSHIP CHAIRPERSON(S)

- Organizes a committee of parents and outreach to secure sponsorships for the Theatre season.
- Coordinates needed publicity of sponsorships.
- Coordinate the recognition of sponsors.

Section 6: MEALS CHAIRPERSON(S)

- Coordinate meals, and volunteer assistance for the following Theatre events:Musical Camp, Lock in, Cue to Cue, and Dress Rehearsal Week

Section 7: SENIOR & AWARDS CHAIRPERSON

- Coordinate the completion of Senior Boards and Posters in collaboration with Student Leadership Board
- Coordinate meals, drinks and decor for Annual Theatre Arts End Of Year Banquet
- Coordinate logistics for banquet (chairs.tables,projector securement)
- Coordinate senior gifts to be given at Banquet

Section 8: MARKETING & ADVERTISING CHAIRPERSON

- Organizes and distributes Yard Signs & Posters
- Oversee the collection of Yard Signs & Poster once show has concluded
- Assist Sponsorship chair with creating videos and marketing materials to recognize sponsors
- Will serve as webmaster and update Edgewood Theatre Arts website as necessary
- Work with the student publicity crew to create a social media calendar to help guide promotional efforts for shows
- Will work with radio partners to ensure shows are promoted on air

Section 9: SPECIAL EVENTS CHAIRPERSON

- Shall support director in the planning and execution of any special events for the theatre program including: Theatre Day Camps, Kids summer camp

Section 10: DIRECTOR OF THEATRE ARTS

- Shall attend monthly PLB meetings and report on status of the Theatre Arts Program
- Shall serve as Liaison to entire Edgewood Theatre Arts Staff Team
- Shall present any needs of the Theatre Program to the PLB as necessary
- Shall bring ideas and discussion items to the board for input and feedback as necessary

Article 6. ELECTION OF OFFICERS

Election of officers shall be during the monthly PLB meeting in May each year. Officers will assume their positions on June 1st following the elections.

Section 1: NOMINATIONS

The president will announce at the March PLB meeting that nominations for officers will be accepted at the next meeting (April).

Section 2: VOTE

A majority vote of the members present will be required for election. The election shall be by paper ballot if there is more than one (1) nominee for any office.

- Paper ballots are to be counted by the Director

Section 3: SLATE APPROVAL

- The slate of elected officers will be presented to the Theatre Director for final approval. The Director may choose to approve the entire slate or deny some of the nominees their role if there are extenuating circumstances that lead them to believe the candidate is not the right fit for the role.

Section 4: TRANSFER OF MATERIALS

Outgoing officers will supply new officers with any materials needed for that position on or before June 1st. All Leadership Board Officers will have access to their official gmail account and a shared google drive with all PLB documents.

Article 7. TERM OF OFFICE

The officers of this organization shall be elected to office for a term of one (1) year and not to exceed a term of two (2) years for the same office.

- When a vacancy occurs in an elective office, the unexpired term of that office shall be filled by an appointment of the Board. (Reference to Article 4 Section 5)

Article 8. MEETINGS

Section 1: GENERAL

General membership meetings of this organization shall take place on the second (2) Monday of each month. Starting time will be at 6:30PM and the meeting will be held in the Library or Choir Room of Edgewood High School unless otherwise stated.

- If meeting times or locations are changed for any reason, every attempt will be made to post the new time or location.
- Members may vote by majority vote to schedule any additional meetings they desire.
- The Leadership Board may call special meetings at they deem necessary.
- A quorum for any meeting of this organization shall consist of five (5) members including at least two (2) officers.

Section 2: EXECUTIVE BOARD

Executive Board meetings of this organization shall meet before each regular meeting,

- The President shall designate the time and place of the meeting.
- The President and/or Director of Theatre Arts may call a special meeting.
- A majority of voting officers, including the Director, shall constitute a quorum of the Board.

Article 9. COMMITTEES

All committees shall be formed as needed during the regular meetings of this organization.

- All monies including detailed reports and receipts are to be handed to the Director or Treasurer for all fundraising and committee events. The Treasurer, President and Directors are the only ones to make deposits for all events pertaining to the Theatre PLB.

Section 1: ADDITIONAL STANDING COMMITTEES

The Leadership Board may approve the establishment of new committees and their objectives, abolish committees, and modify existing committees by a majority vote with the approval of the general membership at the next regular meeting.

Article 10. FUNDRAISERS

Any fundraising event using the Edgewood High School Theatre Arts and/or Edgewood Theatre Arts PLB names must have prior approval from both the Leadership Board and be reported to the President.

NON-APPROVED FUNDRAISERS:

Fundraisers that do not have permission will result in distribution of funds into the general theatre fund.

- All monies including detailed reports and receipts are to be handed to the Director or President for fundraising and committee events. The Treasurer, President and Directors are the only ones to make deposits for all events pertaining to the Theatre PLB..

Article 11. FINANCES

Section 1: FISCAL YEAR

The fiscal and administrative year shall begin July 1st and end on June 30th of the following year.

Section 2: BUDGET

The Theatre Director is responsible for setting the yearly budget and shall work with the treasurer to ensure that the budget is regularly updated and tracked to ensure transparency of the funds being spent. While the Treasurer and Leadership Board may request to review the budget, the Director retains the right to manage and spend funds for the benefit of the program as they see fit.

Section 3: COLLECTION OF FUNDS

All funds collected shall be deposited in the appropriate ECA account held at Edgewood High School.

- All checks or money orders must be made out in the name of “Edgewood High School” (EHS). Student’s name is to be entered in the memo section of the check.
- In no case, shall any Officer accept a check or money order made out in their name.
- All funds deposited with the PLB must be submitted to the Theatre Director or Treasurer in a sealed envelope. The outside of the envelope shall indicate the name of the Parent and Student name; specifically, what the money is for; and how much money is enclosed. If the Treasurer finds any discrepancy between the amounts indicated on the envelope and the amount in the envelope, the Treasurer will immediately notify the member whose name is shown on the envelope.
- Payments may be mailed to Edgewood High School, or given to the Director or Treasurer in person. Every effort should be made to give CASH payments to the Director or Treasurer in person.

Section 4: PURCHASES
The following processes will be followed when making purchases on behalf of the PLB.

- All purchases require an approved Theatre PO prior to purchasing requested items. The Director will approve all POs. In the event of an emergency purchase needs to be made, contact the Treasurer, Director or President for emergency purchase approval.

- In Person Purchases
  - Purchases should be made using a school credit card for all in person purchases.
  - To obtain the school credit card, please reach out to the Director at least 3 days in advance of needing the card so that it can be secured from the ECA Treasurer.
  - When purchasing items in store, it is the responsibility of the purchaser to ensure that the purchase is Tax Exempt by presenting the Tax Exempt Form available in the shared google drive. .
  - Receipts for purchases made must be immediately sent to the Treasurer and Director so that it may be sent to the ECA Treasurer for reconciliation.

- Online Purchases
  - Online purchases should be made using the school credit card.
  - Before purchasing, the purchaser must ensure the online vendor honors tax exempt purchases.
  - If the purchase is on Amazon, the purchaser should send the list of items to purchase in the form of an Amazon Wishlist to the director via email to have it ordered through the school.
  - In rare cases where a purchase must be made using personal funds and reimbursed, follow the process outlined in Section 6.
  - Receipts for purchases made must be immediately sent to the Treasurer and Director so that it may be sent to the ECA Treasurer for reconciliation.

Section 5: REIMBURSEMENTS
While it should be rare, there may be occasions where a purchase must be made using personal funds and be reimbursed to the purchaser by the program.

- The purchaser should arrange to give the receipt in person of any purchases to the Director to process for reimbursement.
- The receipt may be scanned in and sent via email to the Director and Treasurer.
- Receipts must be official receipts from the vendor and include the vendor name, cost, payment method and zero tax charged. Handwritten receipts are not sufficient for reimbursement.
- If the purchaser is charged tax, they will only be reimbursed for the purchases minus whatever tax amount was charged.
- It is best practice to work with vendors to get tax off any personal purchase to ensure the full amount on the receipt is being reimbursed.

Section 6: DISBURSEMENT OF FUNDS
The President or Treasurer shall request the disbursement of funds via the Edgewood Theatre Arts ECA account.

Section 7: FUNDS FROM FUNDRAISING
Funds from fundraising are the sole property of the Edgewood Theatre Arts and are transferred to the Theatre ECA account for general expenses and support of the program unless otherwise communicated.

Article 12. VOTING AUTHORITY

Section 1: TLB AUTHORITY
The PLB may through the course of their work wish to propose changes to the Director that they believe would

benefit the program as a whole. Any member of the PLB may submit recommendations to the PLB to consider and potentially endorse. These recommendations must be approved by 2/3 of voting members at a general meeting,

Section 2: DIRECTOR OF THEATRE ARTS AUTHORITY
In cases where the TLB votes to submit a recommendation to the Director for consideration, the director retains the right to approve or deny the recommendation based on a variety of factors. Ultimately, the director reserves the right to make these decisions based on the vision they have for the program and may or may not offer rationale for their denial or approval.

Article 13. DISSOLUTION OF PLB

Section 1: DISSOLUTION OF PLB
Should it become necessary due to either deadlock or actions contrary to the best interest of the PLB by a member of the board, The Theatre Director in consultation with school administration may at their sole discretion move independently to remove a member or dissolve the board in its entirety or call on new elections to be held and a new slate of officers seated.

Section 2: ASSETS
If full dissolution is the action taken by the Theatre Director or the school administration, after paying or making provision for the payment of the liabilities of the organization, shall distribute all of the assets of the organization to Edgewood High School to be placed in the Theatre ECA Account, with the intent that the assets be used to further the purposes of the organization to benefit the theatre program.

Article 14. ORDER OF BUSINESS

The general meeting shall follow the following order:
- Report of officers and committees
- Director's Report
- Old business
- New business
- Reminders/ Upcoming Dates
- Adjournment

The President will set special or executive board meetings order of business.

Article 15. AMENDMENTS

Section 1: WHEN
The Executive Board at any of their regularly scheduled meetings may amend the bylaws and or procedures.

Section 2: VOTE REQUIRED
An Amendment to any document requires the majority vote of members present.

Ratified: January 7th, 2026
Last Amended: July 2nd, 2026