

Timber Creek High School Theatre Boosters

Bylaws

Established in September 2011; Amended and Restated April 10, 2017
In accordance with

**University Interscholastic League Booster Club Guidelines and
Keller Independent School District Booster Club Procedures**

ARTICLE I-Name

The name of the association shall officially be "Timber Creek High School Theatre Boosters" (herein also referred to as "Association").

The mailing address shall be:

TCHS Theatre Boosters
12350 Timberland Blvd.
Fort Worth, Texas 76244

ARTICLE II-Objectives

The objective of the Timber Creek High School Theatre Boosters shall be to promote interest and growth in the Timber Creek High School Theatre Department. The purpose of Timber Creek High School Theatre Boosters is to (1) raise funds and provide services for all U.I.L. regulated theatre programs at Timber Creek High School; (2) foster a closer relationship between home, school, parents and theatre director(s) (3) make the general public more aware of the theatre department and its purpose and accomplishments; and (4) provide scholarships to theatre camps and/or colleges when possible and based on the available funds of the Association.

ARTICLE III-U.I.L. Booster Club Guidelines

The superintendent or a designee of the KISD School Board has approval authority over Timber Creek High School Theatre Boosters and shall be welcomed at all meetings. Booster clubs do not have the authority to direct the activities of a school district employee. The schedule of contests, rules of participation, method of earning letters, and all other criteria dealing with the interschool theatre programs are under the jurisdiction of Timber Creek High School Administration. The Timber Creek High School Theatre Boosters will operate within all guidelines set forth in the current issue of the U.I.L. Constitution and Contest Rules and the U.I.L. Booster Club Guidelines. A copy of both documents shall be available in the Timber Creek High School Theatre Office.

ARTICLE IV-Policies

The program of this Association shall be educational and shall be developed through conferences, committees and projects. This Association shall not seek to direct the administrative activities of Timber Creek High School or to control its policies.

ARTICLE V-Membership

Any (1) parent or guardian whose child is participating in a Timber Creek High School formed theatre group, (2) interested adult, or (3) student member of Timber Creek High School Drama Club is eligible for membership in this Association. Memberships shall include the household immediate family of the member and membership fees will be collected on a voluntary basis. Paid members shall be entitled to (1) voting rights of the general membership pursuant to Article X, Paragraph A., (2) chair committees, (3) serve on the Executive Board, and (4) have their or their children's application reviewed for scholarship consideration provided the Association is accepting scholarship applications for the current year. Businesses interested in supporting the Timber Creek High School Theatre Boosters may do so with a donation. The amount of the membership fees or suggested donations is to be determined by the executive board in conjunction with the budgeting process.

ARTICLE VI-Officers/Executive Board

Section 1: Officers and Their Election

- A. The Officers/Executive Board of this Association shall be, in order: President, Vice President-Fund Raising, Vice President-Special Projects provided the optional position is occupied, Vice President-Communications provided the optional position is occupied, Secretary, Treasurer, Junior Treasurer provided the optional position is occupied and Historian/Parliamentarian.
- B. All Officers of this Association shall be a member, in good standing of the Timber Creek High School Theatre Boosters as a requirement for any office.
- C. Only persons who have consented to serve, if elected, shall be eligible for nomination.
- D. All officers shall be elected by simple majority ballot of all members present annually in the month of May. Notwithstanding the preceding sentence, if these bylaws are amended during the Keller Independent School District current school year to include additional officer positions, said new officer shall be elected by simple majority ballot of all members present at the first regular meeting following a 30-day advance notice. However, if there is but one nominee/volunteer for any office, then it shall be noted that the Secretary cast the elective ballot of the Association for the nominee. The Historian/Parliamentarian can be appointed by the President.
- E. The term of each elected officer shall be for one (1) year, beginning on July 1st following their election and shall conclude the following June 30th.
- F. The office of President shall not be occupied by the same individual for more than 2 consecutive 1 year terms. All other Officer roles do not have term limitations.
- G. Any officer can be removed from office with a majority vote of the Board whenever, in its judgment, the best interest of the TCHS Theatre Boosters would be served. Such removal shall be with the entire Board present, including the Theatre Director, and without prejudice to the rights, if any, of the person being removed.

Section 2: Officers and Their Duties

- A. The President shall:
 - a. Preside at all meetings of the Association and of the Executive Board.
 - b. Be a member Ex-officio of all committees except the nominating committee.

- c. Perform other duties as may be prescribed in these bylaws or as assigned to him/her by the Association or Executive Board.
 - d. Be a member of the Auditing Committee.
 - e. Have signature authority on the bank account.
- B. The Vice President-Fundraising shall:
- a. Act as Fundraiser Chairperson.
 - b. Act as aide to President.
 - c. Perform the duties of the President in his/her absence. Other officers shall reside in their designated order of office if the President and Vice-Presidents are absent.
 - d. Have signature authority on the bank account.
- C. The Vice President-Special Projects shall:
- a. Be an optional position each term and may be filled during the Keller Independent School District current school year, provided (1) the position was not filled in May of the preceding year as set forth in Article VI, Section 1. D.; and (2) said Vice President-Special Projects is elected by simple majority ballot of all members present at the first regular meeting following a 30-day advance notice.
 - b. Act as Special Project Chairperson.
 - c. Act as aide to President.
 - d. Perform the duties of the President in the absence of the President and the Vice President, Fundraising. Other officers shall reside in their designated order of office if the President and Vice-Presidents are absent.
 - e. Have signature authority on the bank account.
- D. The Vice President-Communications shall:
- a. Be an optional position each term and may be filled during the Keller Independent School District current school year, provided (1) the position was not filled in May of the preceding year as set forth in Article VI, Section 1. D.; and (2) said Vice President-Communications is elected by simple majority ballot of all members present at the first regular meeting following a 30-day advance notice.
 - b. Act as Communications Chairperson.
 - c. Act as aide to President.
 - d. Perform the duties of the President in the absence of the President, the Vice President, Fundraising and Vice President, Special Projects. Other officers shall reside in their designated order of office if the President and Vice-Presidents are absent.
 - e. Have signature authority on the bank account.
- E. The Secretary shall:
- a. Keep an accurate record of all meetings of the Association and of the Executive Board and give a complete report of the previous meeting at the regular meetings.
 - b. Have a current copy of the bylaws, treasurer's report and membership list.
 - c. Perform other duties as may be delegated.
- F. The Treasurer shall:
- a. Have custody of all funds of the Association except for those funds in custody of the Junior Treasurer, as applicable.
 - b. Keep accurate accounts and records including bank statements and receipt of expenditures.

- c. Pay out Association funds only as authorized by this Association and/or Theater Director(s) and in accordance with the budget adopted by the Association.
 - d. Have signatory authority on the bank account.
 - e. Pay all bills by check, wire, ACH transfer, money order or credit/debit card.
 - f. Present a Statement of Account at every meeting of the Association and at other times when requested by the Executive Board.
 - g. Submit accounts to be examined annually.
- G. The Junior Treasurer shall:
- a. Be an optional position each term and may be filled during the Keller Independent School District current school year, provided (1) the position was not filled in May of the preceding year as set forth in Article VI, Section 1. D.; and (2) said Junior Treasurer is elected by simple majority ballot of all members present at the first regular meeting following a 30-day advance notice.
 - b. Have custody of all funds of the Association except for those funds in custody of the Treasurer, as applicable,
 - c. Provide support to and as requested by the Treasurer including without limitation:
 - 1. Keep accurate accounts and records including bank statements and receipt of expenditures.
 - 2. Pay out Association funds only as authorized by this Association and/or Theater Director(s) and in accordance with the budget adopted by the Association.
 - 3. Present a Statement of Account at meetings of the Association in the absence of the Treasurer and at other times when requested by the Executive Board and/or the Treasurer.
 - 4. Submit accounts to be examined annually.
 - d. Have signatory authority on the bank account
 - e. Pay all bills by check, wire, ACH transfer, money order or credit/debit card.
- H. The Historian/Parliamentarian shall:
- a. Act as custodian of all records and materials pertinent to the history of the Association.
 - b. Compile and keep a record of events and activities to be presented as the official history of Timber Creek High School Theater Boosters.
 - c. Attend all meetings of the Association and of the Executive Board to advise on matters of parliamentary procedure when requested.
 - d. Enforce the rules contained in the current edition of the Rules of Order Newly Revised by which this Association is governed, in all applicable and in which they are not inconsistent with this constitution and any special rules of order the Timber Creek High School Theatre Boosters may adopt.

Section 3: Executive Board Duties

- A. Transact necessary business in the interval between Association meetings and such other business as may be referred to it by the Association.

Section 4: Executive Board Meetings

- A. Regular meetings of the executive Board shall be held during the school year as deemed necessary. The time and place of the meetings will be decided by the Officers. A majority shall constitute a quorum for all Executive Board decisions. Such meetings may be called by the President or by a majority of the members of the Executive Board.

Section 5: Vacancies

- A. A vacancy occurring in any elected office, including the office of President, shall be filled for the remainder of the term by a person elected by a majority vote of the Executive Board; notice of such election shall be given to the general membership body.
- B. In the case of a vacancy occurring in the office of President, the Vice President-Fundraising shall serve in the capacity of the Office of President until such time a person is elected as President as set forth in Section 5 A.

ARTICLE VII-Theatre Director(s)

The Theatre Director(s) shall be an integral part of the Association, participation in/attending all general Association meetings and serving as advisor to the Association. However, the Theatre Director(s) shall not be members of the Association. The Theatre Director(s) shall not hold seats on the Executive Board; nor shall they have voting rights during an Executive Board or General Membership election.

ARTICLE VIII-Student Representatives

Student Representatives/Theatre Officers shall be an integral part of the Association, participating in/attending all general Association meetings; however, they shall not hold seats on the Executive Board; nor shall they have voting rights during an Executive Board or general membership election. Student Representatives shall be elected by the Timber Creek High School Theatre members. The election shall be held by the 2nd general body meeting of the current school year.

ARTICLE IX-General Meetings

Regular meetings of this Association shall normally be held monthly as determined by the board annually. Unless otherwise specified, meeting time and place will be the second Tuesday of every month at 7:00 p.m. in the Timber Creek High School Theatre Room.

ARTICLE X-Voting

- A. Each paid membership shall count as one vote for the general membership items that require a vote. As an example, a (1) husband and wife listed on one membership including those household immediate family members, and (2) family that is listed as the member shall cast only one vote for their respective memberships.
- B. Five members shall constitute a quorum for the transaction of business in any regular meeting of this Association that is called by the Executive Board.
- C. Electronic voting is an acceptable means to reach general population in order to reach a majority vote on a particular subject. Electronic voting shall only be used when a simple YES or NO vote is appropriate and discussion is not necessary. The Executive Board will determine when electronic voting is appropriate. A minimum of 3 days should be given for an electronic response and the results shall be announced via the next general meeting.

ARTICLE XI-Standing Committees

- A. Standing Committees shall be created by the Executive Board and may be required to promote objectives and interests of the Association without amendments of the bylaws. The chairperson of each committee shall (1) be elected by the committee, and (2) serve on an advisory board to the Executive Board; however, each chairperson serving on said advisory board shall not be a member of or have voting rights on the Executive Board. The term of a committee chair is one year. When a chair position becomes vacant before the end of the term, the Executive Board shall appoint a person to fill the position for the rest of the term.

ARTICLE XII-Fiscal Activities

Section 1: The Fiscal Year of this Association shall be July 1st through June 30th

Section2: Budget

- A. A yearly budget shall be generated by the Executive Board prior to the first general meeting of the new school year enabling review/modification or voting at the first meeting. Approval of this budget shall be made by the general membership.
- B. All monies included in the approved budget shall be available for disbursement without any further approval during that fiscal year. Disbursement of the Timber Creek High School Theatre Boosters funds shall be in accordance with the approved yearly budget which may be amended from time to time, provided approval of the amended budget shall be made by the general membership.
- C. Should funds be required before budget has been approved or outside of the previously approved budget, disbursements shall only be made with the approval of the general membership.
- D. Theatre Director(s) may request other needs for consideration throughout the year. These requests shall be made through the Executive Board. If appropriate funds, not previously earmarked in the annual budget, are available, the request shall be taken to the general membership for vote.

Section 3: All funds received through the efforts of fund raising activities on behalf of the Timber Creek High School Theatre Boosters or through donations received from individuals or organizations shall be deposited into the Booster Club's General Account.

Section 4: Accounts are to be examined annually by an external auditor or auditing committee for the Association of not less than 3 members. The auditor/auditing committee shall be appointed by the Executive Board at least two weeks before the last meeting of the Association for the school year. The auditing shall take place after the books have been closed and before the first meeting of the Association for the new school year. A report shall be submitted for approval at the first meeting of the school year.

ARTICLE XIII-Parliamentary Authority

Observance of the bylaws adopted by the Timber Creek High School Theatre Boosters is essential for the orderly conduct of business. Officers and members should be familiar with the rules they have accepted. No one should be permitted to change or infringe upon them in any way, except as provided for within this constitution. The Historian/Parliamentarian shall be able to provide a copy of this constitution at every meeting of the Association.

ARTICLE XIV-Amendments

These bylaws may be amended at any time with a two-thirds vote of the members either present or communicated, provided notice is given in advance (preferably a minimum of 30 days) and provided that the amendment is not inconsistent with the objectives of this Association.


ARTICLE XV-Dissolution

- A. In the event of a conflict of objectives that occurs between the Executive Board and the TCHS Theatre Department, and if such conflict cannot be satisfactorily resolved within thirty (30) days, the Timber Creek High School Theatre Boosters may be dissolved by any one of the following:
1. By two-thirds (2/3) vote of the Executive Board
 2. By discretion of the Timber Creek High School Principal
 3. By discretion of the Keller ISD Director of Fine Arts
- B. By such dissolution, all financial obligations of the Timber Creek High School Theatre Boosters shall be paid and a final audit of the books performed by an audit committee as provided in Article XII, Section 4. Any assets remaining after a satisfactory audit has been performed shall be turned over to the Timber Creek High School Theatre Activity Fund.

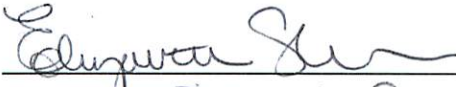
Adopted this 10th day of April, 2017



President: Jennifer Norton
Printed Name




Vice President: Brian Tantor
Printed Name



Treasurer: Elizabeth Scherer
Printed Name



Secretary: Margaret Sager
Printed Name



Historian/Parliamentarian: Amanda Shaw
Printed Name