

**HABERSHAM CENTRAL HIGH SCHOOL
DRAMA BOOSTERS CLUB, INC.
BY-LAWS**

ARTICLE I

Name of Organization

The name of this organization shall be the Habersham Central High School Drama Boosters Club, Inc of Habersham County, Georgia, hereinafter designated as "DBC".

ARTICLE II

Purpose of Organization

The purpose of the DBC is to promote and lend support to the growth and development of the drama program of Habersham Central High School (HCHS) and more specifically:

- a) To support and encourage the interest of the students and parents in the drama program of the school.
- b) To raise funds for the enhancement of the HCHS drama program.
- c) To stimulate the interest of the community in the HCHS drama program.
- d) To cooperate with the Troupe Director and the school administration in the advancement of the drama program.

The purposes of the organization are exclusively charitable and educational within the meaning of section 501 (c)(3) of the Internal Revenue Code.

ARTICLE III

Policies

Section 1. Organization

The DBC is a 503 (B) non-profit corporation and shall not be used by any individual or group for personal or political gain.

Section 2. Indebtedness

The DBC shall not assume any indebtedness made by anyone other than that voted and approved by the membership in a General Member meeting or Executive Board meeting.

Section 3. Commitments

The DBC shall accept no responsibility for commitments made by individuals unless voted on and approved by the corporation at a General Member meeting or Executive Board meeting, except those acting under the authority of these by-laws.

Section 4. Meetings

Proper notice shall be given the General Membership of each General Member meeting or other called meeting. The President or Vice President shall be the presiding officer and shall not vote except in the case of a tie.

Section 5. Dissolution of Corporation

The decision to dissolve the Corporation shall be voted and approved by two-thirds majority of the General Membership at a General Member meeting. In the event the Corporation dissolves, all outstanding debts shall be paid in full. Any remaining funds or property shall be disposed of as voted by the Executive Board.

Section 6. Quorum

Members present at any General Member meeting or other called meeting, at which proper notice has been given, shall constitute a quorum.

Section 7. Prohibition Against Discrimination

The DBC shall not discriminate or determine membership on the basis of sex, national origin, race, religion or sexual orientation.

ARTICLE IV General Membership

Section 1. Qualifications

- a) Any person, 21 years or older, may become a General Member of the DBC.
- b) Membership dues shall be five dollars (\$5) payable by the September General Member meeting. This shall qualify the member as an active and/or current member.
- c) Any dispute as to qualification of membership or good standing shall be decided by the Executive Board.

Section 2. General Member Meetings

- a) General Member meetings shall be held every month during the school year from September through May or as called by the Executive Board.
- b) Voting privileges at a General Member meeting or other called meeting shall be given only to those members:
 - 1) in good standing and
 - 2) with an active and/or current membership.

Section 3. Membership Roll

A membership roll shall be kept by the Secretary.

- a) The membership roll shall be revised/updated at the October General Member meeting.
- b) The membership drive shall begin June 1.
- c) Membership will run from June 1 through May 31 for a period of one year.
- d) Any person may be removed from the membership roll for cause as determined by a majority vote of the Executive Board. Membership dues shall be refunded if the removed individual requests such.

ARTICLE V

Executive Board Officers

Section 1. Executive Board

- a) The voting Officers of the Executive Board shall consist of the Troupe Director, President, Vice-President, Secretary and Treasurer.
- b) Officers must be in good standing and have a current membership in the DBC.
- c) Members of the Executive Board shall hold office for a period of one term year, from the May installation. (see ARTICLE V, Section 4.b)
- d) Officers interpret and act in accordance with the By-Laws of the DBC.
- e) Officers manage the operations of the DBC and control the assets thereof.
- f) Officers maintain and present a budget to the General Membership at the September, December & March General Member meetings.
- g) The Executive Board shall meet a minimum of eight (8) times between June 1 and May 31 and hold additional meetings as called by the President and/or the Troupe Director.
- h) Three (3) members of the Executive Board, one of which must be the President or Vice-President and one of which must be the Troupe Director, constitute a quorum at an Executive Board meeting.

Section 2. General Duties and Responsibilities

- a) An officer absent from three (3) General Member and/or three (3) Executive Board meetings may be removed from office by a majority vote of the remaining Executive Board members. An officer may also be removed from office for cause as determined by a majority vote of the remaining Executive Board members.
- b) Approve normal/regular expenditures of DBC funds at Executive Board meetings.
- c) Act in a reasonable capacity to expend appropriate monies as requested by the Troupe Director to address a situation requiring immediate resolution. Any expenditure under \$500.00 shall require the approval of the Troupe Director and the President or Vice-President. Any expenditure over \$500.00 shall require approval of the Troupe Director and two (2) Executive Board members, one of which must be the President or Vice-President. Either action and justification for either action shall be presented to the General Membership at the next General Member meeting.
- d) Keep the General Membership informed via newsletter, website or email as directed by the President or the Troupe Director, of all actions, programs, activities, and functions of the DBC.
- e) If a vacancy occurs on the Executive Board, any remaining officer may nominate a qualified member, per ARTICLE V, Section 1.b, to fill the unexpired portion of the term. A vote of those nominated shall take place within six (6) weeks at a General Member meeting or other called meeting by the Executive Board. If the vacancy occurs within three (3) months of the Executive Board elections, then the vacancy need not be filled as decided by the remaining members of the Executive Board.

Section 3. Nominations

a) Nominations shall be made by a Nominating Committee consisting of three (3) general members in good standing as appointed by the Vice-President. The Vice President shall also appoint the Chair to this committee.

b) The Nominating Committee shall be appointed at the February General Member meeting.

c) Nominations must be received by the March General Member meeting.

Section 4. Election and Installation

a) Election of officers shall take place at the April General Member meeting. If a tie occurs, the Troupe Director (not the presiding officer) shall cast a vote to break the tie.

b) Officers shall be installed at the May General Member meeting and begin their term year.

Section 5. Ballot Election

Election shall be by ballot when there is more than one nominee for an office.

ARTICLE VI

Specific Duties of Executive Board Officers

Section 1. The President

a) Shall be the executive head of the DBC with full power to enforce and uphold the By-Laws of the DBC.

b) Shall plan and preside at all Executive Board and General Member meetings and govern with proper parliamentary procedure - Robert's Rules of Order.

c) Shall compile and provide an agenda for all Executive Board and General Member meetings.

d) Shall be the Ex-officio member of all DBC committees except the Nominating Committee.

e) Shall cast a single vote at Executive Board and General Member meetings only when necessary to break a tie vote. (Exception for elections: See ARTICLE V, Section 4.a)

f) Shall have the power to appoint committees not otherwise provided for in the By-Laws. Such committees, too, shall be governed by ARTICLE VII.

g) Shall have the power to make temporary rulings in concurrence with the Troupe Director pending the approval of the Executive Board.

h) Shall serve in concurrence with the Troupe Director as the liaison for the DBC.

Section 2. The Vice-President

a) Shall assume the duties of the President in cases of the President's absence or incapacity.

b) If the President is unable to fulfill the specified term of office, the Vice-President shall assume the unexpired portion of the office.

c) Shall administer the yearly financial review of the DBC, as well as the filing of the DBC's State and/or Federal tax returns as required under Section 501 (c)(3), by:

- 1) setting a date of completion in compliance with Federal and State tax guidelines,
 - 2) appointing three (3) members to the Financial Review Committee (one of which must be the CPA below and two (2) nonexecutive board members),
 - 3) contracting a licensed Certified Public Accountant (CPA) that meets the approval of the Executive Board,
 - 4) obtaining, by a specified date, all pertinent financial information from the DBC Treasurer, and
 - 5) presiding, as Chairperson, over all meetings of the Financial Review Committee.
- d) Shall provide a copy of the DBC By-Laws and Rules of Order governing parliamentary procedure to each Executive Board member upon the assumption of office.
- e) Shall keep on file a current copy of the DBC By-Laws and, upon a member's request, provide a copy of the DBC By-Laws.

Section 3. Secretary

- a) Shall keep detailed and authentic minutes of the proceedings of all Executive Board and General Member meetings.
- b) Shall provide minutes of each Executive Board and General Member meetings for approval at the subsequent meeting of each respective body.
- c) Shall, upon request, provide a copy of approved DBC minutes to members of the Executive Board or General Membership.
- d) Shall provide timely notice to the Executive Board, The General Membership, and/or the Troupe Director of all upcoming dates, meetings, and/or By-Laws obligations.
- e) Shall read, compose, and/or maintain on file all correspondence called for by or pertaining to the DBC.
- f) Shall provide, upon request, mailing labels, DBC stationery, or contact information to any Executive Board Officer or Committee Chairperson.

Section 4. Treasurer

- a) Shall receive, record, deposit, and disperse all monies on behalf of the DBC within the term year.
- b) Shall be the designated Officer as a signatory on all DBC payments. In the absence of the Treasurer, the Secretary will be designated as the signatory.
- c) Shall receive, record, deposit, and disperse all monies assigned to student accounts on behalf of the members of the HCHS Drama department as authorized by the Executive Board and Troupe Director.
- d) Shall deposit monies only in institutions and accounts approved by the Executive Board.
- e) Shall disperse funds only as authorized by the Executive Board in accordance with the By-Laws.
- f) Shall provide a written, monthly financial report for all Executive Board meetings detailing the income, donations, expenditures, and assets of the DBC.

- g) Shall provide in detail all pertinent and necessary financial information as requested by the Vice-President for use by the Financial Review Committee.
- h) Shall serve as the Chairperson for the Ways & Means Committee.
- i) Shall be bonded with the approval of the Executive Board at the expense of the Corporation.

Section 5. The Troupe Director

The faculty representative to the DBC shall be the Drama Department head (Troupe Director) at HCHS responsible for the drama curriculum.

- a) The Troupe Director is a voting member of the Executive Board and is expected to attend Executive Board, General Member and called meetings.
- b) The Troupe Director shall work with the DBC President to generate an agenda for Executive Board and General Member meetings.
- c) The Troupe Director shall report to the Executive Board the activities of the drama department curriculum.
- d) Should the Troupe Director resign, or for any other reason be removed or suspended from faculty responsibilities in the Habersham County Schools, the Executive Board will carry on all business with the assistance of one administrative advisor appointed by the HCHS Principal. The administrative advisor shall have the same voting privileges as the Troupe Director had before.

**ARTICLE VII
Committees**

Any member in good standing per ARTICLE IV, Section 1, may perform duties of Standing, Special and/or Ad Hoc committees.

Section 1. Standing Committees

Standing Committees shall be as follows:

- a) Membership
- b) Scholarship
- c) Hospitality
- d) Uniforms/Costumes
- e) Publicity and Public Relations
- f) Ways and Means
- g) Performances/Shows Operations

Section 2. Tenure

Standing Committees shall serve for one term year, beginning June 1 and ending May 31.

Section 3. Special/Ad Hoc Committees

Special/Ad Hoc committees shall be appointed by the President and shall serve until that project is completed. The Executive Board shall vote to approve all committees appointed by the President.

Section 4. Chairmanship of Committees

- a) Chairmanship of a standing, special, and/or Ad Hoc committee shall be appointed by the President and approved by a majority vote of the Executive Board.
- b) A Chairperson must meet the qualifications of Article IV, Section 1.
- c) Each Chairperson (or a member of his/her committee) shall attend Executive Board, General Member, or called meetings as directed by the Executive Board when necessary to report on the status of their committee and/or project.
- d) The Executive Board, by majority vote, shall decide with cause to replace a Chairperson or fill vacancies as necessary.

**ARTICLE VIII
Rules of Order**

Robert's Rule of Order shall govern meetings in all cases to which they are applicable.

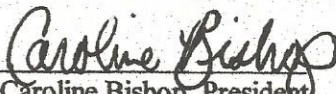
**ARTICLE IX
By-Laws**

A copy of the By-Laws shall be made available to each DBC member and shall be reviewed at a General Member meeting once a year for the benefit of new members. These By-Laws should be reviewed for revision/updating every three years by the Executive Board.

**ARTICLE X
Amendments**

The By-Laws may be amended at any General Member meeting of the DBC by a two-thirds vote of members present, provided proper notice of the meeting was given per ARTICLE VI, Section 3.d.

As approved by the Habersham Central High School Drama Boosters Club, Inc. Executive Board on 2 June 2014.


Caroline Bishop, President

Habersham Central High School Constitution and By-Laws Committee

Composed of the following officers:	Jeremy Bishop, Troupe Director
Caroline Bishop, President	Jennifer Sanders, Vice President
Felix Garcia, Treasurer	Alison Singer, Secretary

Submitted: June 3, 2014