

**By-Laws of the
East Lake High School Drama Booster Club, Inc.
(Revised 5/15/2022)**

East Lake High School Drama Booster Club, Inc. is a Florida non-profit corporation and an IRS 501(c)(3) charitable organization.

Article I-Name and Address

The name of this organization shall be East Lake Drama Booster Club, Inc. (otherwise known herein as ELHS Drama Booster). The mailing address shall be the address of East Lake High School- 1300 Silver Eagle Lane, Tarpon Springs, Florida 34688.

Article II-Mission/Purpose and Authority

- A. Mission- The mission of the ELHS Drama Booster is to support and promote educational activities offered at East Lake High School in it's Theatre Department. Additionally, the club will endeavor to raise supplemental funds for items not provided by the Pinellas County School Board budget or allocations. Funds raised shall be used to promote and enhance the theatre performing arts education received by students at East Lake High School and to promote awareness of the important relationship between success in the arts and academics.
- B. Authority- ELHS Drama Booster exists under the authority granted by the Pinellas County School District. ELHS Drama Booster recognizes that it is not an autonomous entity and is subject to rules, regulations, and intent of granting authorities and must comply with the Pinellas County School Board OSO rules and policies, as well as those of East Lake High School.

Article III- Membership

- A. The membership of this club shall include any parent, guardian, and/or family member of current ELHS drama students upon payment of dues (if assessed) and shall automatically be voting members.

- B. Officers of the executive board are voting members and may only hold office if they are a parent or guardian of a current student in the drama program. No such parent or guardian may hold the same office for more than 4 consecutive years.
- C. Drama Students shall automatically be non-voting members.
- D. The Drama Director shall automatically be a non-voting member.
- E. Alumni and other persons interested in the advancement and development of the ELHS Drama program shall be welcome as non-voting members.

Article IV- Board of Directors

- A. Board Membership - the ELHS Drama Booster shall be governed by an Executive Board (“Board”). The board shall consist of the elected officers, and shall not exceed 9 in number. The Executive Board will have the duty of transacting necessary business between club meetings and such other business as sent to it by the club, and to present reports at the club meeting. Each member shall have one equal vote in all voting matters. If a situation were to occur that needed an immediate decision, the Executive Board is vested with that authority providing a $\frac{2}{3}$ majority approves of the action. The matter will then be brought to the full membership for ratification as soon as possible.
- B. Nominations/Elections - Candidates for the Executive Board shall be presented by the officers to the regular membership at least 72 hours in advance of the May booster meeting. At the May meeting, the lists of nominees shall be read and officers shall accept additional nominations from the floor, if any. A written ballot vote shall be conducted in the event that there is more than one candidate for a board position. If there is only one nominee for the position, election of the following year’s officers shall then be held by a simple majority vote of the members present at the ELHS Drama Booster meeting.
- C. Nomination Requirements - If a nominee is not present at the booster meeting, the nominee must have agreed to serve. Nominees shall also be subject to the following rules:
 - 1. To be eligible as a nominated candidate, the individual is required to have been a member of the ELHS Drama Booster or equivalent board such as PTA, other booster organizations, or a SAC committee for a minimum of 3 (three) months. In order to serve as booster president, the

individual must be an ELHS Drama Booster member for a minimum 6 (six) months.

2. Board members can not serve as an independent contractor, employee, or other paid position for the ELHS Drama Booster unless a majority vote by the remaining board members approves.
 3. Only one member shall be elected from any family or business to serve on the board as President, Vice-President, or Treasurer during any term.
 4. The members of the board shall strive to represent the students involved in the Theatre Department at ELHS.
- D. Vacancies- Vacancies occurring on the board during an elected term may be filled by appointment of the President and approved by the Executive Board. If the office of the President shall become vacant, the Vice-President shall assume the position until such time as regular elections are held. If there is no Vice-President, the position of President shall be filled by an election of the Executive Board.

Article V- Officers and Duties

A. General -

1. Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the By-Laws.
2. Officers are expected to attend ELHS Drama Booster meetings and participate in fundraisers.
3. Any of the officer positions listed below may be "job-shared" as needed as long as both parties are willing and have been approved by a vote.

B. Elected Executive Board Position

1. President - The President shall preside at all meetings of the booster club and the executive board. They shall be a member ex-officio of all committees and shall perform other duties usually pertaining to the office. The President shall be the official liaison between ELHS Drama Booster and Pinellas County School District officials/directors and perform such other duties as are set forth herein or normally incumbent with his/her office, including, but not limited to, drama booster website maintenance.

2. Vice-President - The Vice President shall, in the President's absence preside over membership meetings, and perform other duties as are normally incumbent upon his/her office to support the executive board's duties. The Vice President shall moderate electronic mail groups and social media, and assist with drama booster website maintenance. The Vice-President shall also send announcements as requested by officers, directors or committee chairpersons.
3. Treasurer - The Treasurer shall have custody of all funds, keep full and accurate accounts of receipts and disbursements in the books and records, deposit all funds in the name and to the credit of the East Lake High School Drama Booster Club and disburse funds of the organization upon authorization of the executive board and the ELHS Drama Booster Club. They will monitor, manage, and maintain the e-commerce portion of the drama booster website. The Treasurer shall prepare, in conjunction with the executive board, an annual budget to be approved by the general membership. The Treasurer is responsible for filing all tax forms required by law for a non-profit organization and for submitting financial record for audit in accordance with the Pinellas County School Board OSO requirements and requirements of East Lake High School and and generally perform such other duties as are normally incumbent upon his/her office.
4. Secretary - The secretary shall record the minutes of all meetings of the ELHS Drama Booster and the board meetings. The Secretary shall send out meeting reminders, post/email minutes of the meetings, and other relevant information through the Booster Club website, if available, once they have been checked/approved by the appropriate Board Members. The Secretary also maintains and distributes a list of member names and addresses. The Secretary shall also conduct such correspondence as may be directed by the President, Executive Board or booster members, and perform other such duties as are normally incumbent upon his/her office.
5. Vice President of Concessions/Hospitality: The VP of Concessions/Hospitality shall be responsible for organizing refreshments, snacks or meals at various ELHS Drama Booster events such as conferences and rehearsals. They will also be responsible for organizing all items sold at concessions during the ELHS Drama performances.

6. Vice President of Sponsorships/Programs: The VP of Sponsorships/Programs shall be responsible for the sale of ads sold in support of ELHS Drama and published in the theatre programs. The chairperson shall coordinate with the individuals responsible for both program and t-shirt production in a combined effort to produce a high quality program and t-shirt on behalf of ELHS Drama.
7. Vice President of Fundraising: The VP of Fundraising shall be responsible for the operation of all fundraisers that are set forth by the Theatre Director, per approval of the Principal of ELHS and the majority vote approval by the ELHS Drama Booster Board. They will work closely with the student fundraising officer and any ELHS Drama Booster Chairperson in charge of the event, such as Car Wash, or Valentine flower sale, etc.

Article VI - Standing CommitteesGeneral:

All standing committees will consist of the appointed chairperson and all volunteers who sign up to help on said committee. The chairperson will act as a liaison between their committee and the VP of Fundraising and the Executive Board. No committee may spend funds in excess of \$200 without approval from the Executive Board and/or approved via the approved annual budget. All contracts must be signed by the President or Treasurer. These committees are to serve specific a purpose, members may be authorized ELHS Drama Booster and appointed in the manner previously indicated. These committees may include, props, set, publicity, and costumes for productions.

Article VII Meetings -

- A. The ELHS Drama Booster Executive Board shall meet monthly at the discretion of the President and according to the needs of the ELHS Drama Booster Club. Reports from all Executive Board meetings shall be made at regularly scheduled member meetings and minutes from these meetings will be available for review by the membership.
- B. A quorum of 5 must be met in order to vote at the meetings.
- C. Emergency Action- The Executive Board may take any action necessary for the ELHS Drama Booster in between meetings as needed. This may include discussion among the Executive Board through email or text.

- D. Special meetings may be called by the President or Vice President with a minimum of 48 hours notice to the Board and booster members.

Article VIII - Revenues and Expenditures

- A. Booster Club revenues shall be derived from:
1. Various fundraising activities conducted throughout the school year in accordance with PTAPCC and ELHS regulations
 2. Monetary and or non-monetary donations (ie: time, expertise, goods or services) in support of its objectives.
- B. ELHS Drama Booster proposed expenditures shall be outlined in a draft budget and presented at the first membership meeting of the year, usually in September. A proposed budget will be presented at the second meeting of the year, usually in October. A $\frac{2}{3}$ vote of the executive board shall be required for budget approval. Subsequent budget amendments in excess of \$200.00 (two hundred dollars) shall require approval in the same manner as outlined above. Subsequent budget amendments up to \$200.00 (two hundred dollars) require approval by the President or Vice President.
- C. Purchases/expenditures made through the ELHS Drama Booster shall be made using the following criteria:
1. The expense is required for the operation of the booster club as required by the school district.
 2. The expense will directly benefit the drama students' educational opportunities in the performing arts.
 3. The expense will directly benefit the ELHS Drama Program productions such as set materials, props, costumes, technical devices, etc.
 4. The expense will support students by providing refreshments, snacks or meals during certain approved events such as conferences and rehearsals.
 5. Our Tax Exemption Certificate should be used when making purchases (sales tax will not be reimbursed)
 6. All ELHS Drama Booster Debit Card purchases must be approved in advance by the Treasurer.

7. Original receipts must be turned in to the Treasurer within 30 days of any purchase along with a reimbursement request form.
8. Any other purchases/expenditures not meeting the above criteria, will not be reimbursed without prior written approval from the executive committee.
9. Individuals who are hired to provide a service to the Drama Department or Drama Boosters must be approved by the Executive Committee 30 days in advance. The individual will provide the booster treasurer with an invoice including their name, address, and taxpayer identification number. Their pay is taxable and an IRS form 1099 will be issued.

Article IX- Basic Policies of Operation

The following section defines policy for the ELHS Drama Booster:

- A. The organization shall be non-political and non-sectarian.
- B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interests.
- C. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Executive Board.
- E. In the event of the dissolution of the club, its assets shall be distributed to the East Lake High School and in accordance with current Internal Revenue Codes

Article X -Amendments

Any amendment of these bylaws may be adopted by a two thirds majority vote of the members present at any meeting, provided two weeks advance notice of the proposed amendment and date of such meeting shall have been given to all club members. These By-Laws were presented to the membership of the ELHS Drama Booster Club via e-mail on May 1, 2022 and were approved by vote of the members present at the booster meeting on May 15, 2022. They shall be in effect for a term of three (3) years at which time they will be reviewed and revised for approval. A copy of the By-Laws shall be available upon request to the Secretary and a copy shall be filed in the ELHS administration office