

# Leesville Road High School Pride Productions Booster Club By-Laws

These By-Laws of Leesville Road High School Pride Productions Booster Club (the Agreement) are made and effective May 21, 2012.

## Article I. ORGANIZATION

- A. The name of the organization shall be Pride Productions Booster Club. (Hereby referred to as Pride Productions.)
- B. The organization may at its pleasure by vote of the membership body change its name.

## Article II. PURPOSE

- A. The following are the purposes for which this organization has been organized:
  - a. To help develop an outstanding Drama Program at Leesville Road High School. (LRHS)
  - b. To promote the LRHS Drama Department to the community and the State of North Carolina.
  - c. To educate the public with respect to the study and culture of theatre and the wholesome utilization thereof.
  - d. To solicit, collect and otherwise handle and dispense funds in the promotion of activities of the LRHS Drama Program with the advice and counsel of the Drama Director, the Technical Director and the LRHS Principal or his/her representative.
- B. Pride Productions organization is created exclusively for the educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 © (3) of the Internal Revenue Code of 1954 (or of the corresponding provisions of any future United States Internal Revenue Law).

## Article III. MEMBERSHIP

- A. General membership in this organization shall be open to any person regardless of race, color, and creed, national or ethnic origin, who is interested in advancing the Purpose of Pride Productions. Membership term shall be for one school year and renewable each year.
- B. Voting Rights: Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the general membership. A member shall be present to vote.
- C. Members in good standing is herein defined as a member whose has paid their annual membership dues.
- D. Termination of Membership: Members may resign at any time by notifying the current president. Members are expelled upon motion by the president and verified by majority of a quorum of the membership. Before such action is taken, the member concerned shall

receive written notification at least two weeks prior to, and be granted an opportunity to be heard at, a regular meeting of Pride Productions.

#### **Article IV: Meetings: Annual, General, Executive Board, Board of Directors and Special**

- A. The Annual Membership meeting of this organization shall be held at the Spring meeting of the International Thespian Society (ITS) at LRHS in May, each and every year except if such a day is a legal holiday or otherwise not available, then and in that event, the Board of Directors shall fix a day but it shall not be more than two weeks from the date fixed by these By-Laws.
- B. General Membership meetings shall consist of the Board of Directors and the membership at large and shall be held quarterly or as determined by the Board.
- C. Executive Board Meetings will be held once a month or as determined necessary by the Executive Board.
- D. Special Meetings of this organization may be called by or at the request of the president, the Principal (or his/her designee), the Drama Director or the Technical Director when deemed in the best interest of this organization. Notices of these meetings shall be mailed/e-mailed to all members at their address as they appear in the membership roll book at least seven (7) days prior to the scheduled date set for such special meeting. Such notices shall state the reason such meeting was called the business to be transacted at such meeting and by whom it was called. At the request of 50% of the Board of Directors or 33% of the members of the organization, the president shall cause a special meeting to be called but such request must be made in writing fourteen (14) days prior to the scheduled date when allowed.
- E. The presence of not less than 10% of the members, provided that two (2) members of the Executive Board (one of whom shall be the president or vice-president), shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than one week from the date scheduled by these By-Laws and the secretary shall cause a notice of this scheduled meeting to be to all those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.
- F. The secretary shall cause to be mailed and/or e-mailed to every member in good standing at his/her address as it appears in the membership roll book in this organization a notice telling the time and place of such meetings.
- G. No other business other than that specified in the notice may be transacted at special meetings without the unanimous consent of all present at such meeting.
- H. All meetings of this organization shall be held at LRHS unless otherwise designated by the Executive Board.

## Article V. Voting

- A. At all meetings except for the election of officers, all votes shall be by voice unless a vote by ballot is called for by the president. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast the vote.
- B. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner or style provided for the election of officers and Board of Directors. At said meeting, all votes by ballot, the chairperson of such meetings shall, prior to the commencement of such balloting, appoint a committee of three (3) who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the chairperson the results and the certified copy shall be affixed in the minute book to the minutes of that meeting.
- C. No "Inspectors of Election" shall be a candidate of office or shall be personally interested in the question voted on.

## Article VI: Order of Business:

- A. Roll Call
- B. Reading of the minutes of the preceding meeting
- C. Report of Committees
- D. Report of Officers
- E. Old and unfinished business
- F. New business
- G. Adjournments

## Article VII: Executive Board:

- A. The Executive Board shall be the initial officers of the organization as follows and parents/guardians of students currently enrolled at LRHS:
  - a. PRESIDENT
  - b. VICE PRESIDENT
  - c. SECRETARY
  - d. TREASURER

- B. The President shall preside at all membership meetings. He/she by virtue of office shall be the Chairman of the Board of Directors. He/she shall present at the annual meeting of the organization an annual report of the work of the organization. He/she shall appoint all committees, temporary or permanent. He/she shall see that all reports, books, certificates required by law are properly kept or filed. He/she shall be one of the officers who may sign the checks or drafts of the organization. He/she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
- C. The vice President in the event of absence or inability of the president to exercise his/her office shall become acting president of the organization with all the rights, privileges and powers as if he/she had been duly elected president. Duties of the vice president shall include but not be limited to maintaining the membership roll book and the organization of the ITS inductions dinners.
- D. The secretary shall keep the minutes and records of the organization in appropriate books. It shall be his/her duty to file any certificate required by statute, federal or state. He/she shall give and serve all notices to members of this organization. He/she shall be the official custodian of the records and seal (if there is one). He/she shall present to the membership at any meetings any communications addressed to him/her as secretary of the organization. He/she shall attend to all correspondence of the organization and shall exercise all duties incident to the office of secretary.
- E. The treasurer shall have the care and custody of all the monies belonging to the organization and shall be solely responsible for such monies and securities of the organization. He/she shall cause to be deposited in a regular business bank or trust company all monies and the balance of the funds of the organization shall be deposited in a savings bank except that the Board of Directors may cause such funds to be invested (i.e.: the Jerry Mohn's Scholarship Funds) in such investments as shall be legal for non-profit organizations in the State of North Carolina. He/she shall be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the treasurer to sign the checks issued upon it. He/she shall render at monthly periods, as the Board of Directors shall determine, a written account of the finances of the organization and such report shall be physically attached to the minutes of each meeting. He/she shall exercise all duties incident to the office of treasurer. Records kept shall reflect accepted accounting practices and these records shall be available for review at the request of the Board of Directors.
- F. Officers by virtue of their office are members of the Board of Directors.
- G. No officer shall for reason of his/her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or Board member from receiving compensation for the organization for duties other than a board director or officer.

## Article VIII. Board of Directors:

- A. The business of this organization shall be managed by a Board of Directors consisting of the Executive Board and Committee chairpersons with the advice of the Drama Director, the Technical Director and the LRHS Principal or his/her designee.
- B. The Board of Directors chosen for the ensuing year shall be chosen at the annual meeting of this organization in the style and manner as the officers of this organization and they shall serve a term of two (2) years in one position.
- C. The Board of Directors shall have the control and business of the affairs and management of this organization. Such Board of Directors shall only act in the name of the organization. 60% of the members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held regularly on the 2<sup>nd</sup> Thursday of each month or as deemed necessary by the Executive Board.
- D. Each Director shall have one vote and shall not be done by proxy. The Theatre Director, the Technical Director and the LRHS Principal or his/her designee shall not have voting rights.
- E. The Board of Directors shall make such rules and regulations covering its meetings as it may in its discretion deem necessary.
- F. The vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.
- G. The president of the organization by virtue of his/her office shall be the Chairperson of the Board of Directors.
- H. The Board of Directors of Pride Productions shall be elected at the annual meeting in May by the general membership of Pride Productions. Candidates for offices shall be submitted by the president or by nomination from the floor. Term of office shall be two (2) years. Officers may be re-elected but may not serve two (2) consecutive terms in the same position.
- I. A Director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain such charges against any director. A director may be represented by counsel upon any removal hearing. The Board shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interest of the organization.
- J. Each member of the Board of Directors shall submit in writing a summary of their activities for the year in a report to the president at the end of their term. Each report shall be made part of the public record and passed on to the new officers.
- K. All voting members of the Board of Directors shall be parents/guardians of students of LRHS at time of election.

## Article IX. Salaries:

- A. The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of business of the organization. An example of this may be an outside auditor of the books.

## **Article X. Committees:**

- A. All committees of this organization, with the exception of the scholarship committee, shall be appointed by the Executive Board and their term shall be for a period of one year or less if determined by the action of the Executive Board.
- B. The permanent committees shall be:
  - a. Concessions Committee
  - b. Ticket Sales Committee
  - c. Marketing and Advertising/Playbill Committee
  - d. Web Maintenance and Design Committee
  - e. Production Week Food Committee
  - f. Backstage Committee
  - g. Fundraising Committee
  - h. Gala Committee
  - i. Scholarship Committee
  - j. Financial Committee
  - k. Volunteer/Membership Committee
- C. Appointment of Committee Chairpersons shall be by the president or a nominating committee.
- D. The president shall have the power to appoint any special or temporary committee as the need arises in order to effectively conduct the business of Pride Productions. The exception being the Scholarship Committee which shall consist of past presidents and/or officers of Pride Productions as deemed necessary.
- E. Each committee chair shall submit in writing a summary of their activities for the year to the president at the end of their term. Each report shall be made part of the public record and passed on to the new committee chairs.
- F. The powers and duties of the standing committees shall be determined by the Executive Board at their first meeting and put on record with the secretary.

## **Article XI. Dues:**

- A. Dues for membership categories may be increased or decreased by the Executive Board and by a majority vote of the general membership present at the start of each school year.

## **Article XII. Finances, Contract, Deposits, Checks, Funds:**

- A. The Executive Board may authorize any officer, officers, agent or agents of Pride Productions, in addition to the officers authorized in these By-Laws, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of Pride Productions.
- B. Deposits shall be carried out by the treasurer as stated above.
- C. Checks, drafts or orders for payment or requests for monies, notes or other evidences of indebtedness, issued in the name of Pride Productions shall be put in writing prior to

Executive Board meetings, voted on and recorded. Such instruments shall be signed by the treasurer and countersigned by the president or his/her authorized designee.

- D. The Board of Directors shall accept on behalf of Pride Productions, any contributions, gifts or devices for any purpose of Pride Productions but shall also retain right of refusal of any gifts, contributions or devices that would not serve the purpose or would tarnish the reputation of Pride Productions."
- E. Fiscal year for Pride Productions shall begin on the first day of July and end on the last day of June.
- F. The treasurers books and records shall be audited as determined by the Executive Board by an independent individual(s) or organization who never has or nor intends to hold an office or Board position with Pride Productions.
- G. A credit card or prepaid credit card may be obtained by the Board of Directors in the name of Pride Productions for the express use of purchasing goods and materials as deemed necessary for theatrical productions.
  - a. A spending limit will be pre-set in writing prior to use.
  - b. Use of the credit/prepaid card is a privilege. Misuse or loss of credit/prepaid card will constitute immediate termination of use.
  - c. Use of the credit/prepaid card will be by the Drama Director, Technical Director or any officer of the Board of Directors. Requests will be made in writing two (2) weeks prior to spending for spending outside of the approved budget.
  - d. Possession of the credit /prepaid card will remain with the treasurer or president between shows and when school is not in session.
  - e. During show productions, credit/prepaid card use must be logged in and out by each individual person and returned with receipts at the end of that day.

### **Article XIII. Amendments:**

- A. These By-laws may be altered, amended, repealed or added to by an affirmative vote of not less than 60% of the eligible voting members.
- B. Amendment requests must be made in writing one (1) week prior to scheduled general membership meeting and submitted to a member of the Executive Board.
- C. Duplicate copies of the LRHS Pride Productions Booster Club by-laws will be kept by the president and the secretary of Pride Productions and the LRHS Principal and or his/her designee. A copy of the By-Laws, minutes and list of Executive Officers will also be made available on the Pride Productions website at <http://prideproductions.info/lrhs> .

### **Article XIV. Activities:**

- A. No part of the receipt of Pride Production shall inure to the benefit of , nor be distributed to its members, officers, directors or other private persons except that Pride Productions shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose of Pride Productions. No substantial part of the activities of Pride Productions shall be the carrying on for propaganda

or otherwise attempting to influence legislation. Pride Productions shall not participate in, or intervene in, (including in the publishing or distribution of statements) any political campaign on behalf of any political candidate for political office.

- B. Notwithstanding any other provision of these articles, Pride Productions shall not carry on any activities not permitted to be carried on by (A) an organization exempt from Federal Income Tax under Section 501 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (B) any organization, contributions which are to be deductive under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**Article XV. Dissolution:**

- A. The Leesville Road High School Pride Productions Booster Club, by two third (2/3) vote of its members may be dissolved or disbanded.
- B. In the event Leesville Road High School Pride Productions Booster Club dissolves or disbands, the Executive Board shall, after paying or making provisions for the paying of the liabilities of Leesville Road High School Pride Productions Booster Club dispose of all the assets of Pride Productions exclusively for the Purpose of the Club, or to such organization(s) created and operated exclusively for the Purpose of the Club as the time shall qualify as an exempt organization of Leesville Road High School under Section 501 (c) (3) of the Internal Revenue Law as the Executive Board shall determine.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first above written:

PRESIDENT:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Printed name and title

VICE PRESIDENT:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Printed name and title

SECRETARY:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Printed name and title

TREASURER:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Printed name and title



