Marvin Ridge Theatre Arts Boosters

By-Laws

Article I – Name

The name of this non-profit organization will be the Marvin Ridge Theatre Arts Boosters (hereafter referred to as MRTAB).

Article II – Purposes

The purposes of this organization are:

1. to foster and support a creative environment in which students, their families, teachers, and the local community may explore theatre arts at Marvin Ridge High School;
2. to raise money for and award merit scholarships to graduating seniors of Marvin Ridge High School;
3. to raise funds to provide financial support to the theatre programs of Marvin Ridge High School;
4. to be an advocate and resource regarding the theatre arts;
5. and to support the theatre arts performance program at Marvin Ridge High School.

Article III – Membership

Membership in this association shall consist of the dues-paying parents and of Marvin Ridge High School students, as well as interested adult school patrons. Membership is granted when the member’s application and dues are received and filed. Neither student membership nor membership by the Director is allowed.

Article IV – Officers

The officers of the association shall be President, Vice President, Secretary, Treasurer, and Director of Media Promotions. They shall comprise the Executive Board. If possible, there shall be named a President-Elect, a Vice-President-Elect, a Secretary-Elect, a Treasurer-Elect, and a DoMP-elect who will serve as non-voting “shadows” to their correlated seated positions.

Officers of the association shall be elected at the regular May meeting and shall assume their duties on June 1.

Nominations may be made from the floor. The expected term of service to the board shall be two years with a term limit of no more than three consecutive years in a single role.

Article V - Duties of Officers

Officers shall have the following duties, plus such other duties as may be assigned by the Board:

The **President** shall preside at all meeting of the association. He or she shall chair the Executive Board. The President will maintain the membership list and keep parents, members, and the Director informed as to meetings and needs of the association.

The **Vice President** shall support the president, be in charge of making and maintaining relationships in the community, creating sponsor partnerships, fundraising, and the face-to-face promotion of the program within the community.

The **Secretary** shall keep the minutes of all Executive Board and association meetings and make those available to the membership; shall be responsible for being in contact with parents of students attending fundraising “camp” activities; shall be general correspondent for the association.

The **Treasurer** shall be the custodian of all revenues received by the association, shall deposit the funds in a bank approved by the Board, shall pay all bills incurred by the association, shall keep accurate financial records, and shall make those records available to the membership on a regular basis; shall ensure the filing of all applicable taxes and respond to audit requests.

The **Director of Media Promotions** shall document all theatre events and keep booster membership aware by frequently updating social media sites and website, and by providing information to the MRHS webmaster; shall create and maintain relationship with headshot photographer.

A past MRTAB board member may serve ex-officio as a non-elected, non-voting consulting board member.

In the event that the offices of President-Elect, Vice-President-Elect, Secretary-Elect, Treasurer-Elect, and DoMP-elect are filled, it is the expectation that these non-voting members will attend board meetings to offer guidance and to further learn about the position they are to fill and the association which they will serve, with other duties as may be assigned by the Board.

Article VI – Executive Board

*Authority*: The Executive Board shall have full power and authority over the affairs of the MRTAB except for non-fiscal issues at the discretion of the board.

*Removal*: The Executive Board shall have the authority to remove any officer or committee chairperson by a majority affirmative vote of the Executive Board at two consecutive meetings.

*Voting*: A simple majority vote will decide. This vote may be in-person by a show of hands, or electronically submitted if a vote is necessary outside of scheduled meeting time. Any action taken based on a vote made electronically will be ratified at the next regularly scheduled meeting.

Article VII – Committees

*Standing committees* shall be those deemed necessary for the preservation and well-being of the association.

Budget Committee: The treasurer is the chairman of the budget committee, which will consist of the president, the treasurer, the theatre director, plus an interested booster member at the invitation of the president.

Bylaw and Policies and Procedures Review Committee: The President-Elect shall chair this committee, consisting of any existing “elect” office holders as well as interested volunteers. Committee meets in August to review the current bylaws and PPM and suggest any revisions. Committee will report to the general meeting in September.

*Ad hoc committees* shall be those which are necessary for a specific purpose of short duration. The committee may be disbanded after the purpose is achieved.

 Scholarship Committee: The committee is chaired by an Executive Board member, current or ex-officio, who is a non-voting member of the committee. The EB member acts as advisor and ensures that official policies and procedures are followed. The Scholarship Committee executes the primary reason for the existence of the association by rewarding graduating Marvin Ridge High School seniors based on merit. See PPM for a detailed description of procedures.

Article VIII – Meetings

Regular meetings of the general membership shall be held monthly during the school year, with a quorum of 3 Executive Board Members and any booster members in attendance at that meeting.

Article IX- Financials

At the beginning of the fiscal year or at any time thereafter, the Executive Board may determine a monetary expenditure threshold above which proposed disbursements must receive prior approval by the Executive Board. The Treasurer, the Vice President, and President shall be authorized to sign checks and disburse funds, filling the requirement of three authorized signatories on the MRTAB bank account.

All bank accounts shall be reconciled to book balances and signed by both the Treasurer and another Executive Board member on a monthly basis, no more than 30 days past end of the month.

The draft of the annual budget shall be presented to and approved by the Board prior to the end of September. The budget will be made available to the general membership.

Article X – Scholarships

The generation and awarding of merit-based scholarships to graduating MRHS students is the primary consideration of this association.

The MRTAB will inform MRHS guidance counselors when scholarships are available.

Scholarships must be announced at least 30 days prior to application being requested.

Deadline date must be noted on scholarship application. **There will be no acceptance of application after deadline date.** As stated on the scholarship application, no applications shall be collected by the theatre director, but only by Board members in-person or through the guidance office of MRHS.

Please see Procedures and Conflict of Interest Policy when clarification is needed.

Article XI - Distribution of Assets on Dissolution

In the event of the dissolution of the organization, its assets shall be given to another charitable organization at Marvin Ridge High School recognized by North Carolina laws, to be decided by majority vote of the existing board.

Article XII – Amendments

These bylaws may be amended by a two-thirds vote of the members present at the general meeting provided that a copy of the proposed amendments has been made available to every member electronically or, at request, physically, at least twenty-one (21) days prior to adaptation of the proposed amendments.

Article XIII – Government

*Roberts Rule of Order, Revised* shall govern this association in all cases to which they are applicable in so far as they are not inconsistent with these bylaws.

Amendments to Bylaws

May 6, 2014

By unanimous vote

Article V: the Theatre Director is no longer authorized to sign checks or to disburse funds

Article V: there must be three approved signatures on the MRTAB bank account

Article V: there must be 2 approved TAB signatures on all checks.

November X, 2016

A full revision of the bylaws was approved by a vote of x-y. Major changes include:

Article I

Added abbreviation for association

Article II

 Added point “b.”

 Removed dissolution clause

Article III

 Added “dues-paying”and “adult”

 Removed theatre director

Article IV

 Removed duties of officers

 Removed President-Elect; added Vice-President

 Added expected term of service and term limit

 Named “elect” positions

Created Article V: Duties of Officers

Removed information regarding the budget committee from the description of the president’s duties

Removed details regarding the duties of the treasurer: to be replicated in the Policy and Procedurals Manual

 Updated Historian’s duties and title to Director of Media Promotions
 Added duties of officers-elect

Article VI

 Added clarification of issues on which general members may vote

 Added clarification re: voting process for Board members

Removed old article VII, added to IV

Article VII

 Redefined budget committee; treasurer is now chair

 Defined bylaw review committee

 Added information on ad hoc scholarship committee

Article VIII

 Redefined quorum for regular membership mtg

Added Article IX-Financials

 Includes check writing amendment and redacted clause from previous Executive Board

 article as well as budget availability rule

 Replaced Theatre Director with Vice President as signatory

Article X

 Expanded to include role of scholarship committee

 Clarified collection of scholarship applications

Article XI

 Newly created distribution of assets on dissolution statement from previous Article II

 Clarified funds will go to MRHS organization

Article XII

Defined previous notice as 21 days, amendments made available electronically or physically upon request

Singularized all previously plural forms of “programs” and “directors.”