

BY-LAWS

Douglas Anderson Theatre Boosters Inc. BY-LAWS (Revised July 2023)

ARTICLE I

Section 1. The name of the organization shall be Douglas Anderson Theatre Boosters Inc., hereinafter in the document referred to as Theatre Boosters.

The Douglas Anderson Theatre Boosters, Inc. is a non-profit 501(c)3, parent driven organization that supports the programs of Douglas Anderson School of the Arts Theatre Department. Our organization's EIN for tax purposes is 81-1344321.

ARTICLE II – OBJECTIVES

Section 1. The objectives of the Theatre Boosters shall be to conduct various activities to help support, both through finances and volunteer work, for the Theatre program at Douglas Anderson School of the Arts.

ARTICLE III – POLICIES

Section 1. The Theatre Boosters shall be non-sectarian and non-partisan.

ARTICLE IV – MEMBERSHIP

Section 1. Membership shall include parents, alumni, parents of alumni, family members of students/alumni, community business partners and individuals who support the objectives of the Douglas Anderson School of the Arts Theatre Boosters and are approved by the Theatre Booster board, as defined by Article VII, section1, below.

1. Voting members to include parents, guardians, and family members of current students.
2. Non-voting members to include alumni, parents of alumni, family members of alumni, and community business partners.

ARTICLE V – ENRICHMENT FEE

Section 1. The annual Enrichment Fee amount shall be voted on at the April Booster meeting to determine the amount of Enrichment Fee for the next year.

Section 2. A member with a student currently enrolled at Douglas Anderson School of the Arts is encouraged to pay their Enrichment Fee by April 1st of each fiscal year. For families with more than one student enrolled in the Theatre Department, the annual Enrichment Fee for the first student shall be the full amount of Enrichment Fee, and for siblings 50% of the Enrichment Fee. The Enrichment Fee amount for students enrolling in the second semester of the school year shall be 50% of the full Enrichment Fee.

Enrichment Fee Rollover Criteria

1. Students may rollover any overage above the current Enrichment Fee agreed for that year to the next year.
2. If a student leaves the Theatre Department to go to another department their Enrichment Fee may not be taken with them. This is also the case if a student leaves or graduates Douglas Anderson School of the Arts, their Enrichment Fee will not be paid back to them but remain with the Theatre Boosters.
3. If a student is financially not able to pay their Enrichment Fee, they must confidentially discuss it with the Theatre Department Chair or a member of the Theatre Boosters President/Treasurer, as defined by Article VII, section1, below, to make payment arrangements. The Theatre Department Chair and Booster President/Treasurer, as defined by Article VII, section1, below, will review and approve all payment plans.
4. A student may assign their overage to another student in need in the Theatre Department.

5. A student may use their overage of Enrichment Fee for that year to pay for student Booster sponsored events, district and/or state thespian events. To do this the Treasurer must be informed in writing before the event.

ARTICLE VI – FISCAL RESPONSIBILITIES

Section 1. The fiscal year shall start on the first day of July and shall end on the last day of June.

Section 2. An auditor, or three selected Booster voting members, shall be appointed by the President to audit the financial accounts in July of each fiscal year. A written report shall be made available for the upcoming school year and a copy shall be submitted to the school bookkeeper.

ARTICLE VII-OFFICERS

Section 1. The Officers shall include:

- President
- Vice President of Operations
- Vice President of Finance
- Vice President of Education
- Vice President of Fundraising
- Vice President of Events and Hospitality
- Vice President of Show Support and Marketing
- Vice President of Communications

These Officers shall perform the duties prescribed by these by-laws, in Article IX, below, and as determined by the membership.

Section 2. Officer terms shall be for one (1) fiscal year.

Section 3. Rules and Regulations.

1. Officers and Committee Chairs shall be committed to supporting the vision and goals of the Theatre Boosters as defined in the Douglas Anderson Theatre Boosters Handbook and Mission Statement. Therefore, Officers and Committee Chairs are required to pay their Enrichment Fees in full OR make arrangements with the VP of Finance to pursue other means of fulfilling their Enrichment Fee obligation no later than December of the current school year.
2. Officers and Committee Chairs can be removed from their position by a simple majority vote of the current Officers. Subsequent vacancies of these positions shall be handled according to Article VII, Section 4, stated below.

ARTICLE VIII-NOMINATIONS AND ELECTIONS

Section 1. Officers shall be elected at the May meeting of the Theatre Boosters. Following election, Officers shall assume their duties on July 1st, as provided in Article VII, Section 2, above.

Section 2. At the April meeting of the Theatre Boosters, the current President shall appoint a nominating committee of at least three members. The committee shall present a slate of candidates at the May meeting.

Section 4. Vacancies in officer positions shall be handled as follows:

1. In the event of the death, resignation or incapacity of the President, the Vice-President of Operations shall assume the office of the President.
2. Vacancies that occur in other offices shall be filled by decision of the President, with the approval of the remaining Board members.

ARTICLE IX – DUTIES OF OFFICERS

Section 1. Each officer shall be responsible for maintaining accurate records that shall be transferred to the successor upon expiration of term of office.

Section 2. The President shall preside at all meetings, bring attention to the Boosters all pertinent information via the Theatre Department head concerning the needs of the department, serve as the liaison to the theatre department head, call meetings of the Boosters, and serve as an ex-officio member of all committees.

Section 3. The Vice President of Operations shall perform the duties of the President in the absence of the President and serve in other capacities as assigned by the President. In addition, the VP of Operations will provide support to the other Vice Presidents, ensure up-to-date volunteer status records of members, and has oversight responsibilities for the following committees/events:

- Box Office
- Patron Program
- Program Ad Coordinator
- Volunteers

Section 4. The Vice President of Education shall be responsible for coordination of educational events, and shall have oversight responsibilities for the following committees/events:

- Master Classes and Guest Artists
- College Prescreens, Headshots, and Unifieds
- District Thespians
- Scholarships

Section 5. The Vice President of Fundraising shall have oversight responsibilities for the following committees/events:

- Merchandise & Branding
- Concessions
- Silent Auction
- Poinsettia Sales and other small fundraisers
- Open Mic Nights

Section 6. The Vice President of Events and Hospitality shall have oversight for the following committees/events:

- Senior Banquet
- New Student Events
- Patron Dinners
- Event Meals

Section 7. The Vice President of Show Support and Marketing is responsible for coordinating all theatre productions needs with the director and stage manager of the show. Responsibilities include coordinating and disseminating show information, as well as oversight for the following committees:

- Program Designer/Editor
- Program Support
- Backdrop Design, Show Shirt Design, Show Promotions, etc.
- Photography, Photo journaling

Section 8. The Vice President of Finance shall have charge of all monies of the Boosters, collect Enrichment Fee payments, pay all bills upon authority of the Board, keep an itemized record of all receipts and expenditures, provide a financial summary at each general Theatre Booster meeting of financial standing as related to the budget, and deposit and maintain monies in a local bank. Must maintain current/all corporate documents and filings required for the State of Florida and for federal 501c3 status.

Section 9. The Vice President of Communications shall conduct correspondence of the Theatre Boosters when requested by the President and preserve a permanent file on all records and letters of value to the Theatre Boosters. The Vice President of Communications shall also be responsible, with the President, for communications to the membership and have oversight over the Secretary, who shall take accurate minutes of the meetings and keep a record of the members attending the meetings. The Vice President of Communications shall have oversight for the following committees/events:

- Website
- Social Media
- Newsletter & Contact Maintenance
- Secretary
- Calendar Maintenance

ARTICLE X – MEETINGS

Section 1. A general membership meeting shall be held at the beginning of each school year. Additional meetings shall be scheduled by the Officers and announced to the membership at the first general meeting.

Section 2. Meeting of the Officers shall be called at the discretion of the President, with due consideration given to the provisions of Article XI, Section 2, below.

ARTICLE XI

Section 1. The Officers shall transact business for the Boosters organization.

Section 2. Officers shall meet prior to the general membership meeting to receive, study and compile suggestions and recommendations for determining the policies, procedures, and practices of the Theatre Booster organization.

Section 3. The Officers shall approve any request for expenditures of funds which exceed \$500 and for which there is not a budget provision to determine if such expenditure should be paid.

ARTICLE XII – VOTING BODY

Section 1. All members shall be entitled to vote at any Theatre Booster meeting.

ARTICLE XIII – AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by the Board or a Bylaw committee.

Section 2. All proposed amendments shall be made available in writing to every member at least five (5) days before they are to be voted on.

Section 3. These bylaws may be amended by a two-thirds vote of the members attending any regularly scheduled Theatre Booster meeting.

ARTICLE XIV – DISSOLUTION

Upon dissolution of this organization, all assets remaining after payment of all costs and expenses of such dissolution shall be distributed to Douglas Anderson School of the Arts, where said assets will be deposited in a school account for use by the Theatre Department's use as approved by the school principal. None of the assets may be distributed to any former member or officer of this organization following dissolution.