

Lake Mary High School Drama Boosters Club, Inc.
Bylaws and Operating Guidelines
Updated: October 2021

Article I: Organization

Section 1. The name of this organization shall be the Lake Mary High School Drama Boosters, Inc., hereinafter referred to as the LMHSDBC, INC. This organization will operate as a 501(c)(3) non-profit organization as governed by the United States Internal Revenue Service. This organization will adhere to the rules, requirements, and guidelines established by the IRS for 501(c)(3), and these shall be binding as part of these Articles.

Section 2. The organization shall operate on a fiscal year beginning June 1st of the current year and ending on May 31st of the following year.

Section 3. The operating address and the mailing address of the LMHSDB, Inc. shall be:

Lake Mary High School Drama Boosters
655 Longwood Lake Mary Road
Lake Mary FL 32746
407-320-9550

Article II: Purpose

Section 1. This organization shall provide the planning, volunteers, fundraising, and execution of events as needed to support the performance, social, fundraising, and educational activities as set by the Lake Mary High School Drama department.

Section 2. This organization shall function as a support for the Theatre Director; however, the Director will have sole discretion as to the selection of plays and musicals, as well as the selection of the cast and crew for all Theatre classes and performances.

Article III: Membership

Section 1. Membership shall consist of any theatre parents or guardians who are in good standing, meaning they have met all of their contractual and volunteer commitments.

Section 2. Any member in good standing who is affiliated with students in the Theatre Program is eligible to vote.

Section 3. There shall be no proxy voting.

Section 4. Any member has the right to file a grievance by making such a complaint in writing and submitting it to the Executive Board, Principal, and Theatre Director. The Principal and Theatre Director will make the determination as to whether the complaint has merit and should be pursued or dismissed.

Article IV: Meetings

Section 1. The Executive Officers shall be President, Vice President, Treasurer, and Secretary.

Section 2. All candidates for office must be in good standing and must have a student currently participating in the Lake Mary High School Theatre program.

Section 3. At the last General Membership meeting of the school year, the outgoing executive board shall be given the option to renew their current position or fill another executive board position if continuing. The outgoing executive board shall seek volunteers for the general board positions. If there is more than one (1) volunteer for an executive or general board position, then the general membership at that meeting will elect the office for that position.

Section 4. Officers shall be named at the last General Membership meeting to be held in April or May.

Section 5. The terms for all officers shall begin on June 1 and end on May 31 of the following year.

Section 6. All officers shall attend either in person or virtually for a minimum of 80% of the regularly scheduled board meetings. Any officer whose absence exceeds 20% of regularly scheduled board meetings shall be subject to removal from the board.

Section 7. Should a vacancy occur during the office term, the Executive Board should fill the vacancy for the remainder of the term. In the event of a vacancy of the President, the Vice-President shall become President and the Vice-President vacancy will be filled or assigned by the Executive Board.

Article V: Officer Duties

Section 1. The President shall preside at all Drama Boosters meetings; oversee all aspects of the Drama Boosters program; call meetings of the membership and Executive Board in accordance with Article IV, Section 2; prepare the agendas for the general membership and the Executive Board meetings; appoint committees, serve as cosigner on the Drama Boosters funds; and perform other duties as requested by the Executive Board.

Section 2. The Vice President shall oversee the fundraising committee. They will assume the duties of the President in the absence of the President; assist the President as requested; and perform other duties as requested by the Executive Board.

Section 3. The Treasurer shall record all financial matters of the Drama Boosters; serve as cosigner on Drama Boosters funds; collect receipts or bills for all disbursements; report on financial matters to the Executive Board, file the appropriate forms to the IRS in order for the LMHSDB, Inc. to be in good standing as a nonprofit organization; and perform other duties as requested by the Executive Board.

Section 4. The Secretary shall record minutes of all Executive Board and General membership meetings; submit the minutes for approval; and perform other duties as requested by the Executive Board.

Article VI: Executive/General Board

Section 1. The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer.

The General Board will consist of the Executive Board and the following Chair people (and others as deemed necessary):

- Cast and Crew Party Chair
- Concessions Chair
- Fundraising Chair
- Special Fundraiser Chair (e.g., flowers or stars)
- Website Chair
- Junior Thespians Tournament Chair (if relevant)
- Ticket Sales Chair

Section 2. A quorum of the Board shall be defined as five (5) members and must include at least two (2) officers. The President or Vice President must be one of the officers present.

Section 3. The Executive Board shall act for the organization as necessary between regular meetings; set meeting time and place; and make recommendations to the membership. No actions shall conflict with actions taken by the membership in regular or called meetings. In between meetings, the Executive Board may vote on issues via virtual meeting or email.

Article VII: Theatre Director

Section 1. The Theatre Director, as an employee of Seminole County Public Schools shall be designated as their duly appointed representative. As the duly contracted representative, the

Theatre Director shall maintain a permanent seat on the LMHSDB, Inc. General Board, revocable only by the school's Principal or through Seminole County Public School Board actions.

Section 2. In this capacity, the Theatre Director will have the right to:

- Become the deciding vote on Board decisions in the event of a tie
- Request the resignation of any member of the Board of LMHSDB, Inc. and accept said resignation, upon a quorum of Drama Boosters Executive Board members.
- Act as the main liaison between the LMHSDB, Inc. and the students.
- Reserve the right to veto any decision made by the Board deemed to be in conflict with the Theatre Director's duties as an educator or when said decision conflicts with the performance of his/her profession as contracted with the Seminole County Public Schools.
- Sole discretion over decisions regarding shows, casting, and curriculum.

Article VIII: Annual Budget

Section 1. The President, Treasurer, and Theatre Director shall prepare an annual budget available for viewing at or after the first annual meeting of the school year.

Section 2. Budgeted expenses will be considered pre-approved and will not require additional board approval at the time of payment.

Section 3. If an expense under a given line in the approved budget exceeds 15% of the budgeted amount, this expense will require Executive Board authorization.

Section 4. Any expenses that are not budgeted and are over \$200 must be approved by the Executive Board prior to commitment.

Article IX: Amendments to the By-Laws

Section 1. These By-Laws may be amended by a vote of three (3) Executive Board members or 75% of the General Board--whichever is greater of those present at any regularly scheduled LMHSDB, Inc. meeting (in person or virtually), upon the establishment of a quorum.

Section 2. All proposed amendments to these By-Laws must be posted and presented to the general membership at a regular meeting of the Drama Boosters so as to allow ample time for each member to read and be prepared to discuss and or adopt said amendments at the next scheduled meeting.

Section 3. Any active member in good standing can present proposed amendments to the Executive Board. The Executive Board shall review the proposed amendments and either provide comments or assign them as submitted as an agenda item for a regular meeting. The Secretary will post the agenda and highlight the proposed By-Law amendments for all upcoming meetings.

Section 4. All amendments shall be executed and signed by the officers of the board upon approval by majority vote per the requirements in Article XII, Section 1.

Article X: Provisions for Dissolution

Section 1. LMHSDB, Inc. shall not possess or exercise any power or authority, expressly by interpretation or by operation of the law, that will prevent it at any time from qualifying and continuing to qualify as a corporation described in section 501(c)(3) of the Code, nor shall it engage directly or indirectly in any activity which would cause the loss of such qualification.

Section 2. The organization shall never be operated for the primary purpose of carrying on a trade business for profit.

Section 3. At no time shall the organization engage in any activities which are unlawful under the laws of the United States of America, the State of Florida, or any other jurisdiction where its activities are carried on.

Section 4. Upon the termination, dissolution, or winding up of the affairs of the organization in any manner or for any reason, its assets, if any, remaining after payment (or provision for payment) of all liabilities of the organization shall be applied and distributed in accordance with the plan of distribution adopted by the Executive Board. Under such plan, the assets must be applied for purposes described in Article II from the By-Laws hereof, distributed to one or more organizations that are exempt from taxation under section 501(c)(3) and have purposes similar to those of the organization; or be distributed to one or more corporations, funds, or foundations that are exempt from taxation under section 501(c)(3) of the Code; or be distributed in any way that is not inconsistent with the Act or any provision or principle of tax law applicable to organizations described in section 501(c)(3) of the Code.

Article XI: Provisions for Change in Procedures Due to Any Unforeseen Force Majeure

Section 1. Should there be any causes beyond the control of the Executive Board that impacts the ability to carry out any and all events related to the school year or outside the school year, including but not limited to: Acts of God, fire, flood, or other catastrophes; any law, order, regulation, direction, action, or request of the US government, or of any other government, including state and local government, corporation, or other instrumentality of any one or more of these federal, state or local governments, or of any civil or military authority; national or local

emergencies; unavailability of materials or rights-of-way; insurrections; riots; wars; or strikes, lockouts, or work stoppages (collectively, “force majeure events”), the Executive Board reserves the right to change or alter any and all services, events, or other aspects of the LMHSDB, Inc and associated programs without a vote from the entire membership.