**BYLAWS**

**OF**

**Rambunctious Theatre Company Boosters**

1. **Purpose:** The organization is organized and operated for charitable and educational purposes supporting the Drama Department of Robinson Secondary School in Fairfax, VA.

2. **Membership:** Membership is defined as a person who has become a paid member of the boosters. All parents, guardians, community members (adults) and those interested in supporting the Robinson Drama Department are invited to be members. The Principal, Assistant Principals, Drama teachers, and Department Chairman will be advisory, nonvoting members.

3. **General**: These By-Laws and rules cover the operation of the Robinson Drama Department’s Rambunctious Theatre Company Boosters (hereafter called the RTCB). The RTCB are promulgated for the information and guidance of all concerned about the Robinson Secondary theatrical arts program and associated activities. They should be reviewed every two years.

4. **Executive Board:** The Executive Board includes the Officers and Committee Chairperson. The Executive Officers include the President, two Vice President(s) (one representing middle school and one representing high school), Treasurer and Secretary.

5. **RTCB Account**: Those accounts will be administered by the treasurer in accordance with IRS requirements for non-profit organizations. All financial transactions will be reviewed by the Executive Board on a monthly basis. The treasurer and one other board member (typically the president) will have signature privileges with the banking institution.

6. **Funds**: The Treasurer is the contracting officer for the RTCB and is authorized, with the prior approval of the Executive Board, to execute contracts obligating the RTCB. Other officers may sign contacts with the Board’s approval if the treasurer is not available. Expenses exceeding $250 must be approved by the Board for budget areas without a clearly defined purpose. Such areas include but are not limited to the Misc. fund, the Department Chairman’s fund and administration.

7. **Duties of Officers and Committee Chairmen**:

a. **President**: To conduct the business of the organization by presiding at all general and Executive Board meetings and coordinate activities with the Drama Department Chairman or their designee and appropriate school administration. To be qualified, the president will have served on the Executive Board for no less than two years. The nominating committee with Executive Board approval may waive this requirement for a candidate with appropriate experience.

b. **Vice Presidents**: To assist the President and serve as President in their absence. One vice president will be nominated from the Robinson Secondary middle school and the other from the high school to represent those specific age group drama programs. Each vice president may be given special assignments or responsibilities by the President as needed to support RTCB.

c. **Treasure**r: To safeguard the funds of the organization; to report financial status at each general meeting and at the Executive Board meeting; to submit, with the assistance and approval of the Executive Board, a proposed budget annually to the Executive Board., to disburse the funds as authorized herein and as directed by the President in response to Executive Board. To be qualified, the treasurer will have served on the Executive Board no less than one year and have appropriate financial experience. The experience may come in the form of professional or volunteer.

d. **Secretary**: To serve as recorder for the minutes of General Membership and Executive Board meetings, to maintain for record purposes this Constitution and By-Laws, to keep a roll of active membership for quorum and other purposes, to conduct the written correspondence of the organization and to perform any other duties the President may direct.

e. **Committee Chairman** — The President will prescribe duties of the Committee Chairman. Committees may change from year to year with the approval of the Executive Board.

8. **Election of Officers**: A nominating committee comprised of the president and at least

two (2) additional members will nominate officers and committee chairmen to the Board. Members may self nominate and must submit their nomination no less than two weeks before the vote. A vote will be conducted at the May Executive Board Meeting with notice to all members no less than two (2) weeks prior announcing the slate, inviting attendance. A vote is conducted using a majority vote of member attendees and may be conducted by voice or ballot vote. Each member is entitled to a single vote. Executive Board meeting quorum rules apply.

9. **Term:** Officers and Committee Chairman shall serve one-term. Officers may be elected for up to two consecutive terms in the same office. A vacancy occurring in any office shall be filed for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

10. **Distribution to Members**: Copies of the minutes may be provided to members upon request.

11. **Salaries and Remuneration**: Elected officers and Committee Chairman will serve without salary or other remuneration.

12. **Executive Board Meetings**: Members of the Board may participate in meetings via conference call or similar communications equipment. A meeting may be called by the president at any time. The Board must meet in person at least 4 (four) times a year. Actions of the Board may be achieved through email or other electronic devices as long as all members of the Board are notified and able to participate.

13. **Membership Meetings:** There will be an annual general membership meeting with the date to be determined by the Board.

14. **Meeting Quorums:** A quorum to conduct business at a general membership meeting will consist of seven (7) active members including three (3) officers present at the meeting as recorded by the Secretary or a member acting in place of the secretary, if absent. A quorum of the Executive Board meeting will consist of the President, two (2) other officers plus any two (2) of the Chairpersons of the Standing Committees.

15. **Organizational Changes:** Decisions pertaining to changing the by-laws or the name of the organization requires a vote of the general membership with the aforementioned quorum in place.

16. **Dissolution**: Upon dissolution of RTCB, funds in the treasury will be used to pay any and all outstanding debts. The balance remaining, if any, is to he credited to another nonprofit, arts related organization supporting Robinson Secondary.

The bylaws are hereby approved by the RTCB membership and adopted, this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 20XX and take effect immediately.

Signed,

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Secretary, Robinson Theatre Company Boosters