

Constitution and Bylaws of

Agoura High School Theatre Arts Boosters

ARTICLE 1 – NAME, PURPOSES AND OBJECTIVES Section 1.1. Name. The name of this organization shall be Agoura High School Theatre Arts Boosters, hereafter referred to as TAB.

Section 1.2. Purpose. The purposes of TAB is to increase support for the Agoura High School (AHS) Theatre Department, which is dedicated to the arts education of all students, through instruction, application and exposure to a depth of artistic talent from around the globe. Our community support and involvement has been a consistent factor for the AHS Theatre Department from parent volunteers and groups of engaged parents, which can provide a foundation for our successful Theatre Program and AHS. The purpose of TAB, in cooperation with the school administration, the student body and the community, is to encourage interest and participation in AHS Theatre programs.

Section 1.3. Objectives. As the Theatre Arts Booster organization we aim to enrich the lives of our students through arts. The objectives of TAB are as follows:

- a) Develop an organization with an active and involved membership that is concerned with the total AHS Theatre program and all of its participants regardless of sex, race or socio-economic status
- b) Promote school spirit and encourage attendance at all AHS Theatre events
- c) Encourage and support the theatre arts endeavors of the AHS students
- d) Provide supplementary financial support for the various theatre arts activities at AHS
- e) Aid the AHS staff in organizing and staging special event and projects
- f) Aid and support the AHS school staff in the areas of theatre promotion, publicity, and program development

Section 1.4. Non-profit status. Notwithstanding any other provisions of these bylaws, TAB shall carry out activities permitted by an organization exemption from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE 2 – POLICIES Section 2.1. The programs of TAB shall be educational, fundraising or social, and shall be developed through meetings, committees and/or projects.

Section 2.2. The organization shall be noncommercial, nonsectarian and nonpartisan and individual members will not derive profit therefrom. The name of the organization and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest of for any other purpose other than the regular work of the organization.

Section 2.3. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall even inure to the benefit of any faculty, administrator, director, officer or member thereof or to the benefit of any private persons.

Section 2.4. The organization and its members may not engage in any act that this in conflict with the proper discharge of their official duties including the uses of their position for personal gain. Members shall disclose conflicts of interest and excuse themselves from voting on measures related to such matter.

Section 2.5. No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislations. The organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 2.6. No part of the activities of the organization will include electioneering in connections with ballot measures and under no circumstances shall the organization engage in political activity either for or against any candidate for

public office.

Section 2.7. The organization may cooperate with other agencies and organizations active in Theatre Arts support provided they make no commitments that bind TAB beyond the next fiscal year.

Section 2.8. The organization must hold approximately one third of the annual operating expenses in reserve, not be allocated for any other use except to pay outstanding obligations prior to imminent dissolution of TAB. ARTICLE 3 – MEMBERSHIP Section 3.1. Membership of TAB shall be open to any parent or community member interested in the objectives of the organization.

Section 3.2. Payment of annual dues shall be a condition for membership. Dues for the next school years will be determined by the membership no later than the last regular TAB meeting of the current school year.

Section 3.3. All members shall agree to uphold the bylaws and policies of the organization.

Section 3.4. No member, advisor, faculty, administrator, acting whole or in part, shall make any commitments that will bind the organization without prior approval from the officers of the TAB.

ARTICLE 4 – OFFICERS Section 4.1. Composition. The officers of TAB shall be the:

- a) President
- b) Vice President
- c) Treasurer
- d) Recording Secretary
- e) Corresponding Secretary
- f) Vice President of Technology
- g) Vice President of Fundraising
- h) Vice President of Membership and Volunteers

i) Vice President of Marketing and Publicity The membership may also elect such other officers and assistant officers and agents as it may deem necessary to

perform such duties as the membership may prescribe.

Section 4.2. Election. Successive Directors shall be elected each year at the annual meeting of the Board by the affirmative vote of a majority of the Directors then in office, this will generally occur at the last regular AHS TAB meeting of the current school year. Such election will occur by secret written ballots unless, by unanimous consent of the membership present, the President dispenses with written ballots for such election and does a hand count.

Section 4.3. Duties. Officers shall assume their official duties at the close of the last regular meeting of the school year and shall serve for a term continuing until the last regular meeting of the following year and the election of their successors. Duties of the officers shall include, but are not limited to: President.

- The President shall be the principal executive officer of TAB.

- Supervise and control business and affairs.

Coordinate the work of the officers and committees to stay in focus of the purpose of the organization.

- Prepare and distribute the agenda for, and preside at

all meetings of the organization and the Executive Committee.

- Represent the organization as needed. Act as communication liaison between other faculty, administration and the Executive Board.
- Review all marketing, publicity or other communications prior to publication.
- Review all requests for AHS TAB funding before submission to the Executive committee for its review.

Vice President.

- The Vice-President shall assist the President and perform the duties of the President in his or her absence, or in the event of the President's refusal or inability to act.
- Preside at all meetings in the absence of the President.
- Act as aide to the President.
- Act as communication liaison between other booster clubs and other support organizations.
- Supervise and control business and affairs.

Coordinate the work of the officers and committees to stay in focus of the purpose of the organization.

- Execute other AHS TAB duties as assigned or required. Treasurer.
- The Treasurer shall receive all monies of TAB.
- Keep an accurate record of all disbursement requests, receipts and expenditures.
- Pay out funds in accordance with the approved budget as authorized by the Executive Committee.
- Present a financial statement at Executive Committee meetings and at regular

meetings during the school year.

- Ensure that all organization funds are maintained in a bank or savings and loan association insured deposit account as directed by the Executive Committee.
- Work with the Executive Committee to create the next school year's budget.
- Execute other TAB duties as assigned or required.

Recording Secretary.

- The Recording Secretary shall record all proceedings of the meetings and the Executive Board.
- Record the minutes of all meetings of the organization.
- Present minutes from previous meetings at every general and board meeting.
- Execute other TAB duties as assigned or required.

Corresponding Secretary.

- Sent correspondence and directed by the Executive Board including but not limited to, meeting notices, reminders of upcoming activities, etc.
- Act as communication liaison between TAB and the theatre community made up of parents, students, faculty and administration.
- Execute other TAB duties as assigned or required.

Vice President of Technology.

- Focus on the TAB website.
- Ensure that website content is updated in a timely fashion, including but not limited to updating the calendar of events and posting approved meeting minutes.
- Work with the board to create valuable content including links for online forms, payments, etc.

- Maintain library of key documents and forms including check request form, membership form, district required forms, and inventory of approved meeting minutes.
- Oversee functionality of the website by simplifying navigation, ensuring fast and secure content, and optimal availability for users.
- Assume the duties of the Recording Secretary in the event of an absence, including taking meeting minutes and circulating for approval.
- Execute other TAB duties as assigned or required.

Vice President of Fundraising.

- Oversee fundraising plan for the year, including any anticipated out of pocket expenses and projected income from fundraising activities.
- Plan and coordinate fundraising proposals at the start of each school year that are required to fulfill the TAB annual budget.
- Work with the board to re-plan budget gaps.
- Recruit committee chairs for additional fundraisers as needed.
- Coordinate with fundraising committees as needed throughout the year.
- Monitor fundraising in-flows to ensure budget needs are met.
- Monitor and chair fundraising events, work closely with any subcommittees for events and report progress at meetings.
- Work with the board to coordinate marketing and publicity of fundraising events.
- Execute other TAB duties as assigned or required.

Vice President of Membership and Volunteers.

- Focus on soliciting new members and coordinating volunteers.
- Keep a record of membership levels, names and contact information.
- Furnish new members with necessary information to become familiar with TAB.
- Receive and disperse dues to the Treasurer in a timely manner.
- Solicit and coordinate volunteers as needed to support various activities including but not limited to donations of food, water or other concession items, front of house ushers, ticket scanners, etc.
- Execute other TAB duties as assigned or required.

Vice President of Marketing and Publicity.

- Focus on publicity and social media.
- Create verbiage for, update and coordinate all public communications with student body, parents, school staff, and community. These communication platforms include but not limited to email, local newspapers, Instagram, Facebook, Nextdoor, Remind, other communication boards, etc.
- Work with the board and committee chairs to publicize theatre arts events, activities and fundraisers. Create verbiage, flyers, etc. as agreed upon with the board and/or committee chairs.
- Come up with new ways to publicize the theatre program and its fundraising events.
- Execute other TAB duties as assigned or required.

Section 4.4. Executive Committee. The Executive Committee shall consist of the elected officers (refer to Section 4.1) of TAB. The Executive Committee shall transact necessary business in the intervals between

regular meeting and such other business as may be referred to it by the organization. They shall also create committees as necessary, which may include budget development, nomination of officers, and fundraising. The Executive Committee will approve committee activities and receive final reports of the committees. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee and shall be given three (3) days notice.

Decisions of the Executive Committee shall be carried by a majority vote of the members of the Executive Committee present. The Executive Committee shall have final review of all fund requests submitted to TAB. The Executive Committee will make the final decision for approval and denial of the requested funds by majority vote of its qualified members in attendance.

Section 4.5. Vacancy of Office. Any officer may resign at any time by delivering written notice of such resignation to the President or Recording Secretary of TAB. Provisions for removal of officers will require a two-thirds vote of members present at a regular meeting provided there has been at least two weeks notification of the proposed removal to all members of the organization. Upon resignation, removal or death of any Officer or the creation by TAB of a new officer position, TAB may elect an Officer to fill such office upon the nomination of any member at either a regular meeting or a special meeting of TAB or may allow such office to remain vacant until the regular election meeting, the last regular TAB meeting of the current school year. If a vacancy occurs in the office of President, the Vice President shall fill out the remaining term of office and serve until the next election.

Section 4.6. Powers and Responsibilities of Officers. The Officers will have sole responsibility for the management of the business of TAB. In the management and control of the property, business and affairs of TAB, the Officers are vested with all of the powers possessed by TAB itself, so far as this delegation of power is not inconsistent with the California State Nonprofit Corporation Act, the Articles of Incorporation, or these bylaws. TAB is not organized for profit, and no part of the net earnings shall inure to the

benefit of any member. Each Officer is expected to attend all meetings of TAB and participate in all discussions and votes.

Section 4.7. Compensation. The Directors shall receive no compensation for their service as Directors but may receive reimbursement for reasonable expenditures incurred on behalf of the corporation.

ARTICLE 5 – MEETINGS AND OPERATING YEAR Section 5.1. Notice of Meetings. The number, dates, and time of meetings shall be determined by the Executive Committee. There shall be no less than six (6) regular meetings each year. The Corresponding Secretary shall, at least one week prior to the annual meetings of elections and budget approval, give written notice of the date, place and time of the meetings generally provided to members in newsletters or other publications. Written notice stating the purpose or purposes of a meeting shall be given to members at least 48 hours prior to any regular or special meeting at which the members will be asked to consider approval of any amendments to TAB's Articles of Incorporation or these bylaws. Email may be used in place of written notifications.

Section 5.2. Conduct of Meetings. Meetings of TAB's members shall generally be conducted in accordance with Roberts Rules of Order, provided, however, that the President, or in the absence of the President, the presiding officer at the meeting, shall have the final decision on all matters of procedure. Member of the Board or any committee designated by the Board may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 5.3. Voting. TAB members present at the membership meetings shall constitute a quorum. A membership quorum must consist of at least five (5) members. Motions shall be carried by a majority vote of

TAB members present at a membership meeting. TAB members at the first meeting of the Fiscal Year shall vote on the annual budget, generally in August. Quorum shall consist of no less than three (3) Directors in order to vote on matters of business. Voting by email may occur as long as all Directors are given notice with sufficient time to respond generally three (3) business days. Additionally, when voting by email all Directors must vote for a quorum to be obtained.

Section 5.4. Operating Year. The fiscal year of the organization shall begin on July 1 and end on the succeeding June 30. The administrative year of the organization shall begin on the day of the last membership meeting of the current year and end at the last regular meeting of the succeeding school year.

Section 5.5. Attendance at AHS TAB Meetings. Meetings of TAB are open to any person who is interested in the activities of TAB. However, the President or, in the absence of the President, the presiding officer at the TAB meeting, shall have the power to order the removal of any person who is disrupting the orderly conduct of business of the meeting. In addition, the Officers shall be entitled to go into executive session to consider any matter which the Officers believe to be of a sensitive nature.

ARTICLE 6 – COMMITTEES Section 6.1. Committees and Appointments. The Executive Committee may designate standing, fund raising, budget, audit, nominating, scholarship, graduation night, and ad hoc committees which shall have such authority and responsibilities as may be delegated and assigned by the Executive Committee. Each committee shall consist of a chairperson appointed by the Executive Committee, except as otherwise provided herein, and such other persons who are interested in the activities of TAB and volunteer to become involved in the activities of the committee. Any committee chairperson may resign at any time by delivering written notice of such resignation to the President or Recording Secretary of TAB. The Executive Committee may remove any committee chairperson from office by the vote of a majority of the

Executive Officers then in office. A vacancy in any chair of any committee, for whatever reason, may be filled by the Executive Committee for the unexpired term. Committees will be inactive during any period in which the committee does not have a chairperson.

Section 6.2. Limitation on Powers of Committees. No committee shall have the authority to authorize distributions, approve dissolution, merger or the sale, pledge or transfer of all or substantially all of TAB's assets, adopt, amend or repeal TAB's Articles of Incorporation or bylaws or take any other action prohibited by the California State Nonprofit Corporation Act or contrary to the policies or actions of the members. Each committee chairperson shall be asked to file with the Executive Committee a monthly written report of all activities including a summary of pre-approved expenses. Committee chairpersons shall report to TAB on the activities of their committees monthly or upon the request of the President and Vice President.

No Committee work shall be undertaken without the approval of the Executive Committee. Unbudgeted or over budget expenditures must be approved by a majority vote of the membership in attendance at a regular AHS TAB meeting.

ARTICLE 7 – FUNDRAISING TAB is a 501 (C) (3) Federally Tax Exempt entity. We follow Federal tax guidelines (which corporations also adhere to for what is considered to be a charitable donations or a corporate gift-matching item. Past years revenues have been mainly derived from ticket sales, membership dues, and miscellaneous fundraising. Overall expenses are mainly for fall play and spring musical productions, festivals, conferences, student aid, end of year Theatre Banquet.

ARTICLE 8 – AMENDMENTS These bylaws may be amended or repealed by the members at any regular meeting or at any special meeting called for that purpose, provided that advance notice of any such meeting be given to members and shall state that the purpose or one of the purposes of such meeting is

to consider a proposed amendment to these bylaws accompanied by a copy or summary of the proposed amendment or state the general nature of the amendment.

Any proposed amendment must be approved by two- thirds of the voting members present.

ARTICLE 9 – DISSOLUTION In the event that TAB is dissolved, all of its assets shall be distributed to the Agoura High School Associated Student Body to benefit the Agoura High School Drama Club. AHS TAB Constitution and Bylaws Page 10 of 10 Revised 02/14/18