

Marcus High School Theatre Arts Booster Club
Standing Rules
2017 - 2018

The Standing rules may be amended by a majority vote provided notice of the proposed amendment is given at a previous meeting; or them may be amended without notice by a two-thirds vote of the membership present and voting.

EXPENDITURES:

RULE 1:

- A. This Booster club shall reimburse the Marcus High School Musical account provided the club does not lose money on the musical.
- B. Reimbursement for conventions, conferences, seminars, etc for sponsors are subject to advance board approval and available budgeted funds

RULE 2: The unit will not purchase any alcoholic beverages for any association sponsored activity.

RULE 3: Non-Sufficient Funds Checks

The Treasurer is responsible for collecting all checks deposited by the Booster Club and returned as “insufficient funds” by the bank. The following steps should be taken:

- 1. All insufficient funds check writers are to be contacted and the effort made to collect the funds and the administrative fee charged to the Booster Club by the bank.
- 2. Funds recovered and administrative fees collected are to be immediately deposited by the Treasurer.
- 3. If repeated attempts to obtain the said funds are unsuccessful, the corresponding budget item shall be reduced by the amount of the insufficient funds and, in the case of MHSTABC membership, the check writer’s membership will be rescinded.
- 4. The check writer will then be put on a “cash-only” basis and no further checks will be accepted until the item of insufficient funds is cleared by a cash replacement.

RULE 4: The unit will not reimburse for sales tax paid on purchases for which the Booster club is sales tax exempt. Sales tax will be reimbursed only if the merchant refuses by policy or in writing to honor our Tax Exemption certificate. For example, Sam’s Club purchases are eligible for Sales Tax reimbursement.

RULE 5: The Booster Club shall award a scholarship(s) to Marcus High School Seniors who are pursuing higher education in the field of Theatre Arts. The scholarship will be publicized on Marcus Theatre website and social

media. The scholarship(s) will be made payable to the college that the recipient(s) will be attending after the recipient provides proof of enrollment. No money will be made payable directly to the recipient(s) unless the school will not accept payment; in which, case payment will be made directly to the recipient proving proof of enrollment. Each applicant is voted on, by criteria. Payment of Scholarship to recipient's college must be made by January 1 of the following year. The selection of the Scholarship Committee is based on volunteers selected at a general membership meeting. A chairman of the committee is immediately selected. There are to be no relatives of the applicants able to participate on the selection committee. The applications will be given to the President, unless the President is a relative of an applicant in which case VP 1 or VP 2 will prepare the application. The selection committee will receive all supporting documents of application with identifying information redacted so that the scholarship committee has "blind" copies. The committee may consist of general membership or Executive Board as long as there are no relatives of the applicants. Membership of the scholarship committee will be three with an alternate not counting Sponsors. The amount amount and number of scholarship(s) shall be approved each year by the executive board. The purpose of this one-time scholarship is to assist Theatre students with future college expenses.

EXECUTIVE BOARD OFFICERS:

Attendance: A board member shall give the President prior notice if they are unable to attend an upcoming board meeting.

RULE 6: PRESIDENT SHALL:

- A) Be the primary point person of contact and communication between Board and Head Director.
- B) Be an official check signer.
- C) Verify that the organization has the adequate Liability and Bonding Insurance.
- D) Verify that Financial Reconciliation Report is approved by membership.
- E) Designate two tax free days in the minutes.
- F) Designate a bank statement opener as required for insurance protection.
- G) Verify the MHSTABC is current with Parent Booster, USA.
- H) Schedule and lead board meetings and booster association meetings with set agendas for all meetings.
- I) Work with the Secretary to create and distribute booster membership packets.
- J) Email communication to theatre and show families and students through Charms
- K) Director Gifts & Presentation at shows
- L) Oversees all other positions and tasks, according to the role of a

president in the bylaws of the organization.

M) Oversees and Coordinates with Special Committees and Chairs: In House Photographer, Banquet Chair, Scholarship Committee, and UIL Baskets Chair

a) IN HOUSE PHOTOGRAPHER

Head shots, cast photos, scene shots (when professional photographer is not hired), provides printed head shot photos to LOBBY DISPLAY CHAIR for Show Head Shot Display in Lobby, Shares photos with LEAD DIRECTOR for Social Media, uploads photos to Walgreens.com, provides password to parents, helps with Banquet Video/Slide Show

b) UIL BASKETS CHAIR

Buy baskets, lead kids in gathering of goods and coordinate assemblage. Works with LEAD DIRECTOR for contents and direction

c) BANQUET CHAIR

Bids venues and shares info with LEAD DIRECTOR and Board for final selection and approval. Leads proposal of food, dessert, Sets up DJ or music, and confirms PA and A/V needs are met, Leads theme and decoration, Confirms award needs from LEAD DIRECTOR, Confirms order of ceremony, presentations, and photo/video slide show. Works with Lead Director and In House Photographer to confirm creation of slide show and video presentation. (Video usually presented by a senior who received that passing of the torch)

d) SCHOLARSHIP COMMITTEE

Applications created by head director. Scholarship fund proposed by treasurer, approved by Board. Scholarship Chair/Committee sets criteria, reads applications, and chooses recipients and amounts received.

RULE 7: VICE PRESIDENT 1 (PROMOTIONS) SHALL:

A) Work with Board and Directors on Promotional Needs

B) Acts as a liaison for T Shirt orders with SHOW DIRECTOR and tee shirt Company, orders and distributes shirts when received.

C) Researches and orders, upon director approval, promotional novelty items to sell at shows, i.e. – wristbands, kid toys, headbands, etc.

D) Work with videography company to set up recording of the musical and other shows as decided upon by directors

E) Oversees and Coordinates with Special Committee Chairs: Printing & Posters Chair, Silent Auction Chair, and Special Events Chair

a) PRINTING & POSTERS CHAIR

Works as a liaison between Show Directors and printing company on Playbill cover, show posters and yard sign design from director. Coordinates pick up and delivery of items from printing company to directors.

b) SILENT AUCTION CHAIR

Coordinates and sets up silent auction items prior to the start of each show, monitors auction, and communicates and coordinates with winners of each item for pick up and payment

c) SPECIAL EVENT CHAIR

Coordinates and leads a promotional event on a weekend day or evening of the show with opportunities to take pictures with cast and purchase tickets to upcoming show.

RULE 8: VICE PRESIDENT 2 (VOLUNTEERS) SHALL:

- A. Work with Board and Lead Director on Volunteer Needs.
- B. Helps Recruit and Communicate Volunteer Needs and Open Officer or Chair Positions to members
- C. Creates sign up form, collects, and coordinates.
- D. Oversees and Coordinates with Special Committee Chairs: Sign Up Genius Chair, Tech Meal Chair, and Concessions Chair for set up per show and as needed

a) SIGN UP GENIUS CHAIR

Sets up Sign Up Genius for show needs, including: Lunch Tickets Sales, Concessions, Box Office, Tech Meal, and Adult Ushers

b) TECH MEAL CHAIR

Coordinates Tech Meals for Shows, Emails Or Determine specific meal item needs. Works with VP of Volunteers and Sign Up Genius Chair.

c) CONCESSIONS CHAIR

Concession stand with tablecloths in hall toward Black Box Theatre or bathrooms: food, drink, t-shirts, misc.

RULE 9: SECRETARY SHALL:

- A) Work with the President to create and distribute booster membership packets.
- B) Maintains Membership registry with contact information, sets up email group of members, and communicates to association on upcoming events and booster meetings.
- C) Takes minutes at all booster club meetings, making them available for approval by email and/or at next general meeting of the association.

- D) Responsible for all correspondence and mail.
- E) Oversees and Coordinates with Special Committee Chairs: Lobby Display Chair and Nominating Committee

- a) LOBBY DISPLAY CHAIR

Gets headshot copies from In House Photographer to pass on to directors for student publicity crew. Coordinates setting up of lobby and possible decorating for select shows

- b) NOMINATING COMMITTEE

Minimum of 3 booster members that will assemble a list of willing candidates to fill the Executive Board Officer positions for the following fiscal year

RULE 10: TREASURER SHALL:

- A) Creates Budget for Board and Booster Association approval.
- B) Tracks budget.
- C) Make available reimbursement vouchers.
- D) Keep a running tally of taxable sales and the amount owed to the Texas Comptroller. Files taxes quarterly.
- E) Keep records to ensure the accurate filing of the 990 forms.
- F) Verify designated minimum carry over PLUS any outstanding scholarships awarded in the previous fiscal year.
- G) Prepare budget amendments, as needed, for membership approval.
- H) Produces financial statements and analysis as needed
- I) Keeps all financial records for Financial Reconciliation at end of fiscal year June 30.
- J) Receives all Payment Collections and makes Deposits
- K) Sets up Cash Boxes for box office & Concessions at all shows.
- L) Oversees Collections at shows and all collections
- M) Makes all payments on Invoices and Check Requests for Reimbursements.
- N) Offers Head Director report on show fees unpaid and those students who have not submitted ads.
- O) Scholarship disbursements
- P) Works with Special Committees and Chairs: Box Office Chair and Audit Committee

- a) FINANCIAL RECONCILIATION COMMITTEE

No incoming treasurer shall be a member of this committee. The Financial Reconciliation Committee shall be expedient in its duty. Once formed, a reasonable date will be set for completing the financial reconciliation. A member of the financial reconciliation committee

will collect the financial books and records from the outgoing Treasurer. The MHSTABC minutes, reports and membership roster will be collected from the Secretary. In order to complete the financial reconciliation in a timely manner, the outgoing Treasurer should make themselves available during the financial reconciliation in case the committee should need their help in locating or deciphering records. After the annual financial reconciliation has been completed, the financial reconciliation will turn over the financial books and records directly to either the incoming President or the incoming Treasurer. The minutes, reports, and membership roster will be turned over to either the incoming President or the incoming Secretary. A copy of the financial reconciliation report will be given to the new Treasurer and kept with the financial records for reference for the next financial reconciliation committee. A representative of the Financial Reconciliation Committee will read aloud the report at the first regular meeting of the association of the new fiscal year or at the first meeting after a call for a financial reconciliation during a fiscal year. The President will ask for a motion/vote to approve the report as presented. This is the only financial report that requires a motion for approval of the report and a membership vote to accept the report.

b) **BOX OFFICE & HOUSE CHAIR**

Leads all aspects of Box Office & House Management with how it relates to seating and ticketing. Communicates to the VP of Volunteers, all Volunteer needs for Sign Up Genius, including Door Sales, & Adult Ushers. Works with directors to help determine cut off of online sales. Reports ATTENDANCE of All Shows to directors and the Board helps determine ADULT ushers needed within the house and communicates to Head Director and VP of Volunteers Assists with Door Ticket Sales on Show nights

RULE 11: PARLIMENTARIAN SHALL:

- A. Have a current copy of the bylaws, standing rules and a copy of Robert's Rules of Order at all board and regular meetings.
- B. Keep thE MHSTABC bylaws current by sending any changes to Parent Booster USA.
- C. Review duties, restrictions, and qualifications of all elected officers with the Nominating Committee.
- D. Serve as Chairman of the Bylaws Committee. Bylaws may be called to review, amend or revise at the request of the general Membership at any regular meeting with two-thirds vote of members present and voting.

SPECIAL COMMITTEES

RULE 12:

- A. Each committee is formed and chaired as stated in the Bylaws to serve a specific purpose.
- B. Each special committee chair must answer to the executive board before making purchases.

FINANCIAL:

RULE 13:

- A. No blank checks or cash advance requests will be issued.
- B. The president must be made aware of all voucher requests before being submitted to treasurer.
- C. The following person's signatures shall be on file with the bank of signature on checks issued by the Booster Club unless prohibited by employee agreement with LISD. Two signatures shall be required on all checks.
 - a. President
 - b. Treasurer; and
 - c. Vice President 1 or Vice President 2
 - d. Secretary
 - e. No officer shall approve or sign a check that is being issued to him.
- D. Two members must count incoming cash and also sign a deposit receipt.
- E. All monies shall be deposited in the bank and not in the school or personal safe.
- F. Sponsor approval is needed to purchase items for the school. Be sure the school will accept the gift and be responsible for the repair and upkeep in the future.
- G. There shall be a sum of no less than \$17,000 for carryover.
Budget Carryover Breakdown:
 - \$10,000 All School Musical Reimbursement
 - \$2,000 Ticket service
 - \$2,500 Scholarship
 - \$550 Parent Booster USA
 - \$200 990 Tax Filing
 - \$600 Liability Insurance
 - \$100 Mics. Expenses
- H. Contracts: Any business regarding fundraising, significant expenditure for services or non-returnable merchandise should require a written contract. Only contracts signed by the President are considered by MHSTABC to be valid and binding. Contracts must have been reviewed and approved by the board before signing by the President.

MISCELLANEOUS:

RULE 14:

- A. Executive board members and committee chairs shall not expect privileges or rights that are not due any other Booster member.
- B. Executive board members and committee chairs will not speak to school district personnel or media as representing the Booster club or LISD unless authorized to do so by the general membership and sponsors.
- C. The President and Sponsors must approve all printed materials for distribution to the membership.
- D. Contracts: Any business regarding fundraising, significant expenditure for services or non-returnable merchandise should require a written contract. Only contracts signed by the President are considered by MHSTABC to be valid and binding. Contracts must have been reviewed and approved by the board before signing by the President.

EMERGENCY VOTING BY THE EXECUTIVE BOARD:

RULE 15:

Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the president. Board members shall have at least 24 hours to respond. Such emergency voting requires a two-thirds vote of the entire board and shall be ratified at the next regular board meeting. A complete accounting of the number of votes cast, and ratifying the vote, shall be included in the minutes.