

Marcus High School Theatre Arts Booster Club
Standing Rules
2019 - 2020

The Standing rules may be amended by a majority vote provided notice of the proposed amendment is given at a previous meeting; or they 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by the amount of the insufficient funds and, in the case of MHSTABC membership, the check writer’s membership will be rescinded.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 one or more scholarship(s) to Marcus High School Seniors. 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. 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. Membership of the scholarship committee will be three with an alternate, not counting Sponsors. Executive Board members and general members may be on the committee as long as they are not a relative of an applicant. A chairman of the committee is immediately selected. 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 applications. In the event that the President, VP 1 and VP 2 are all relatives of applicants, any member of the Executive Board that is not a relative of an applicant may collect the applications. The selection committee will receive all supporting documents of applications with identifying information redacted so that the scholarship committee has "blind" copies. The amount and number of scholarship(s) shall be determined 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 Executive Board and Lead Director.
- B. Be an official check signer, unless he or she is prohibited based on employment. Although it is not expressly prohibited for an employee of LISD to be a check signer, it is strongly encouraged that other board members sign checks if at all possible.
- C. Verify that the organization has the adequate Liability and Bonding Insurance.
- D. Verify that Financial Reconciliation Report is approved by membership.
- E. Verify the MHSTABC is current with Parent Booster, USA.
- F. Schedule and lead board meetings and booster association meetings with set agendas for all meetings.
- G. Work with the Secretary to create and distribute booster membership packets.
- H. Present Director Gifts & Presentation at shows
- I. Oversee all other positions and tasks, according to the role of President in the bylaws of the organization.

- J. Oversee and coordinate with special committee chairs: Parliamentarian, Banquet Chair, and Scholarship Committee
 - a. PARLIAMENTARIAN
 - Have a current copy of the bylaws, standing rules and a copy of Robert's Rules of Order at all regular meetings of the association. Keep the MHSTABC bylaws current by sending any changes to Parent Booster USA. Review duties, restrictions, and qualifications of all elected officers with the Nominating 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.
 - b. BANQUET CHAIR
 - Develops a plan and gathers bids for venue and meal, and shares info with Lead Director and Executive Board for final selection and approval. Oversees a committee to implement plans for meal, drinks, dessert, and decorations. Works with directors and students to determine other needs, such as DJ or music, PA and A/V needs, awards to be ordered, presentations, and photo/video slide show.
 - c. SCHOLARSHIP COMMITTEE
 - Applications created by Lead Director. Scholarship fund proposed by treasurer and approved by Executive Board. Executive Board determines number of scholarships and amounts to be given. Scholarship Chair/Committee sets criteria, reads applications, and chooses recipients.

RULE 7: VICE PRESIDENT 1 (PROMOTIONS) SHALL:

- A. Work with Board and Directors on Promotional Needs
- B. Act as a liaison for T-Shirt orders with Show Director and T-shirt Company; order and distribute shirts when received.
- C. Work as a liaison between Show Directors and printing company on Playbill cover and show posters. Pick-up and deliver items from printing company to directors.
- D. Research and order, upon director approval, promotional novelty items to sell at shows, i.e., wristbands, kid toys, headbands, etc.
- E. Work with videography company to set up recording of the musical and other shows as decided upon by directors or when videography licensing is available.
- F. Be an official check signer, unless he or she is prohibited based on employment. Although it is not expressly prohibited for an employee of LISD to be a check signer, it is strongly encouraged that other board members sign checks if at all possible.
- G. Oversee and coordinate with special committee chairs: Website Chair, Special Events Chair, and Poster Committee.

- a. WEBSITE CHAIR
Updates website throughout the year to keep it current with information and pictures. Requires weekly/bimonthly updates to keep as current and informative as possible.
- b. SPECIAL EVENT CHAIR
Coordinate and lead 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.
- c. POSTER COMMITTEE
Help hang show posters around the community.

RULE 8: VICE PRESIDENT 2 (VOLUNTEERS) SHALL:

- A. Work with Board and Lead Director on volunteer needs
- B. Help communicate volunteer needs and open Chair positions to membership and help recruit volunteers for all positions and events.
- C. Set up (or provide support to others setting up) Sign Up Genius for all volunteer needs, including open Chair positions, lunch ticket sales, tech meals, concessions, box office.
- D. Be an official check signer, unless he or she is prohibited based on employment. Although it is not expressly prohibited for an employee of LISD to be a check signer, it is strongly encouraged that other board members sign checks if at all possible.
- E. Oversee and coordinate with special committee chairs: Tech Meal Chair, Concessions Chair, and UIL Baskets Chair
 - a. TECH MEAL CHAIR
Coordinate Tech Meals for shows. Determine specific meal item needs and set up, or work with VP 2 to set up, the Sign-Up Genius to gather the meal items and helpers.
 - b. CONCESSIONS CHAIR
Coordinate Concession Stand for all shows. Work with VP 2 to set up the Sign-Up Genius for volunteers. Set up food and drinks and coordinate volunteers at the shows to sell concessions before shows and during intermission. Maintain tablecloths for concessions and box office.
 - c. UIL BASKETS CHAIR
Buy baskets, lead kids in gathering of goods and coordinate assemblage. Works with Lead Director for contents and direction.

RULE 9: SECRETARY SHALL:

- A. Work with the President to create and distribute booster membership packets.
- B. Maintain membership registry and contact information in Charms. Set up groups of members for shows and other subsets needed. Communicate to membership about upcoming events and booster club meetings.
- C. Take minutes at all booster club meetings and make them available for approval by email and/or at next general meeting of the association. After minutes are approved, send to Website Chair for posting to the website.
- D. Responsible for all correspondence and mail.
- E. Oversee and Coordinate 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. Create budget for Board and Booster Club approval.
- B. Track budget.
- C. Make available reimbursement vouchers.
- D. Designate two tax free days in the minutes.
- E. Keep a running tally of taxable sales and the amount owed to the Texas Comptroller. File taxes yearly.
- F. Keep records to ensure the accurate filing of the 990 forms.
- G. Verify designated minimum carry over PLUS any outstanding scholarships awarded in the previous fiscal year.
- H. Prepare budget amendments, as needed, for membership approval.
- I. Produce financial statements and analysis as needed.
- J. Keeps all financial records for handover to Financial Reconciliation Committee at end of fiscal year.
- K. Receive all payment collections and make deposits to bank.
- L. Set up cash boxes for Box Office & Concessions at all shows; oversee collections at shows.
- M. Make payments on Invoices and Check Requests for Reimbursements.
- N. Offer Lead Director report on show fees unpaid and those students who

have not submitted ads.

O. Disburse scholarships.

P. Oversee and Coordinate with Special Committees and Chairs: Monthly Statement Reviewers, Financial Reconciliation Committee and Box Office Chair

a. MONTHLY BANK STATEMENT REVIEWERS

Two (2) non-signers, one (1) of which should be a member of the booster club, will meet with the Treasurer monthly to open and review bank statements.

b. 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. Additionally, 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 process, in case the committee should need their help in locating or deciphering records. After the annual financial reconciliation has been completed, the Financial Reconciliation Committee 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 or the Treasurer 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.

c. BOX OFFICE

Work with Assistant Director to set up online ticketing and determine number of tickets to be sold at the door. Communicate to the VP of Volunteers all volunteer needs for Sign Up Genius, including door sales. Work with assistant director to help determine cut off of online sales.

SPECIAL COMMITTEES

RULE 11:

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

FINANCIAL:

RULE 12:

- 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 persons' signatures shall be on file with the bank for signature on checks issued by the Booster Club unless prohibited by employee agreement with LISD. Two signatures shall be required on all checks. No officer shall sign a check being issued to him or her.
 - a. President
 - b. Treasurer
 - c. Vice President 1
 - d. Vice President 2
 - e. Secretary
- 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 (this number may change from year to year)
\$550 Parent Booster USA
\$200 990 Tax Filing
\$600 Liability Insurance
\$100 Miscellaneous Expenses
- H. Contracts: Written contracts are required with any business regarding fundraising, significant expenditure for services or non-returnable merchandise. Only contracts signed by the President, or the President's designee, are considered by MHSTABC to be valid and binding. Contracts must have been reviewed and approved by the board before signing by the President or the President's designee.

MISCELLANEOUS:

RULE 13:

- 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.

EMERGENCY VOTING BY THE EXECUTIVE BOARD:

RULE 14:

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.