

Liberty High School  
Drama Boosters By-Laws  
Amended October 2<sup>nd</sup>, 2017 \*

**Section 1: Mission Statement**

“The mission of the LHS Drama Boosters is to serve as a non-profit volunteer organization providing support and services to promote the continued development and growth of the Liberty High School Theatre Program.”

**Section II: Name**

This organization shall be known as the : LHS Drama Boosters  
5855 Bartholow Road  
Eldersburg, MD 21784  
410-751-3560

**Section III: Objectives**

- + To maintain interest and morale in the Theatre Program of Liberty High School
- + To support the production and activities of the Liberty High School Theatre Program
- + To assure mutual communication between the school administration and the Liberty High School Theatre Program
- + To provide scholarships towards higher education for qualified seniors

**Section IV: Membership**

- + Parents and/or guardians of students participating in the Liberty High School Theatre Program are eligible for membership
- + Membership is open to anyone 18 years of age or older who is interested in the objectives of the Liberty High Drama Boosters, subject to action of the Executive Board
- + Membership must be confirmed by attending a Drama Booster meeting and signing the roster

**Section V: Meetings**

- + Meetings of this organization will be held prior to productions and special events
- + Meetings will be held at Liberty High School
- + Ten days notice shall be given to schedule a regular meeting
- + Special meetings may be called by the executive board with 5 days notice.

- + A quorum shall consist of 5 of the 7 Executive Board Members, one of which must be the President or Vice-President, and 5% of the general membership listed on the roster

## **Section VI: Officers**

- + The officers of the organization shall be President, Vice-President, Secretary, Treasurer, Publicity Chair, Front of House, and Back of House. The Theater Program Director shall be chairperson Ex-Officio
- + The officers shall serve for the term of one school year. After the Drama Awards Celebration the out-going officers will serve ex-officio and will complete any and all activities or old business of the current school year as they relate to the Drama Boosters and Theater Program at Liberty High School such as the participation in the International Thespian Festival or similar events
- + The out-going officers will make arrangements to turn over all materials in a timely manner and assist with the transition in any way possible
- + The new officers shall assume their official duties ten days after the Drama Awards Celebration and will be responsible for new upcoming school year activities and new business. The new board will be announced at the Drama Awards Celebration
- + A vacancy occurring in any office shall be filled for the unexpired term by a person or persons elected by a majority of the Executive Board

## **Section VII: Duties of the Officers**

### **Theatre Program Director**

Requirements: Contract with the Board of Education-- Carroll County Public Schools  
Contract with Liberty High School

Responsibilities:

- + Accountable for all aspects of the Liberty High School Theatre Program
- + May exercise the right of first refusal on any Executive Board/Drama Boosters issue which in his/her opinion, will jeopardize the integrity of the Liberty High School Theatre Program
- + Member ex-officio of all committees
- + Develop and present anticipated fund/budget requirements for each committee and program
- + Develop events calendar based on selection of participatory events
- + May attend all Executive Board and Booster meetings
- + Remain the liaison between the Drama Boosters and the Liberty High School Administration

## **President**

Requirements: A drama parent elected through approved procedures

Responsibilities:

- +Presides at all meetings of the LHS Drama Boosters and the Executive Board
- + Appoints all Committee Chairpersons
- + Member ex-officio of all committees
- + Oversees all Drama Booster activities
- + Responsible for fostering the pride and spirit of the Liberty High School Theatre Program
- + Performs all other duties as prescribed in these by-laws or assigned to him/her by the LHS Drama Boosters or its Executive Board
- + Evaluates the year's activities and informs the incoming board of the standing of the committees

## **Vice President**

Requirements: A drama parent elected through approved procedures

Responsibilities:

- +Assists the President as requested
- +Assumes the responsibilities in the absence of the President
- +Member ex-officio of all committees
- + May oversee all Drama Booster activities
- + Responsible for fostering the pride and spirit of the Liberty High School Theatre Program
- + Performs all other duties as prescribed in these by-laws or assigned to him/her by the LHS Drama Boosters or its Executive Board

## **Secretary**

Requirements: A drama parent elected through approved procedures

Responsibilities:

- +Assists the President and Vice-President as requested
- +Assumes the responsibilities in the absence of the President and Vice-President
- +Member ex-officio of all committees
- +May attend all Drama Booster activities
- + Responsible for fostering the pride and spirit of the Liberty High School Theatre Program
- +Organizes the minutes of the Drama Booster meetings
- +Responsible for all correspondence from the Drama Boosters
- +Maintains student and parent roster to include phone, and email

### **Treasurer**

Requirements: A drama parent elected through approved procedures

Responsibilities:

- +Member ex-officio of all committees
- + Responsible for fostering the pride and spirit of the Liberty High School Theatre Program
- + Custodian of all funds of the organization
- + Maintains all financial records for the Drama Booster Program
- + Submits written monthly financial statement to the President
- + Keeps a full and accurate accounting of receipts and the expenditures
- + Gives a verbal report at scheduled meetings
- + Performs all other duties as prescribed in these by-laws or assigned to him/her by the LHS Drama Boosters or its Executive Board
- + Writes and distributes checks
- + All checks need to be signed by treasure and either the President or Vice President
- + Prepares records for an annual audit to be conducted at the end of the school year

### **Publicity Chair**

Requirements: A drama Parent elected though approved procedures.

Responsibilities:

- +Writes and distributes Press Releases with Director's approval
- +Submits show and other event (i.e. fundraisers) information to newspapers, websites, schools, libraries, etc.
- +Creates and/or orders signs, posters and other advertising materials
- +Distributes advertising materials throughout the community and surrounding areas
- +Submits Club announcements to LHS front office and prepares items for school newsletter
- +Contacts news media to secure timely coverage of shows
- +Maintains an updated contact list
- +Pursues new means of publicizing events
- +Performs all other duties as prescribed in these by-laws or assigned to him/her by the LHS Drama Boosters or its Executive Board

### **Front of House**

Requirements: A drama Parent elected though approved procedures.

Responsibilities:

- +Coordinates the volunteers and set up and take down of the front of house for all shows
- +Researches and presents possible items for sale at shows

+Performs all other duties as prescribed in these by-laws or assigned to him/her by the LHS Drama Boosters or its Executive Board

### **Back Of House**

Requirements: A drama Parent elected through approved procedures.

Responsibilities:

- + Assure hallways and designated areas are kept clean and safe on performance nights
- + Assists with any medical emergencies back stage
- + Assures that there is plenty of water available and cast and crew are hydrating
- + Assists with costume fixes, makeup and props as needed
- +Assists with assuring that costumes/props are returned to appropriate place
- +Provides moral support for actors and crew
- +Monitors hall and backstage areas for noise
- +Assists non-production adults and parents to the appropriate areas
- + Provides a Liaison to Director for concerns and compliments
- +Performs all other duties as prescribed in these by-laws or assigned to him/her by the LHS Drama Boosters or its Executive Board

### **All Officers and Committee Chairs**

- +Shall deliver to their successors all of the official materials not later than ten days following the drama awards celebration
- +Shall perform the duties defined above in accordance with the parliamentary authority as outlined in these by-laws
- +Shall provide and foster positive morale in the Theatre Program of Liberty High School

### **Section VIII: Election of Officers**

- +The President shall appoint a Nominating Committee of three members at the fall meeting. This committee will secure possible candidates for the next school year.
- +The nominating committee shall give a report at a spring meeting for the members to consider, and place those names in nomination
- +Nominations from the floor will be accepted at a Spring meeting
- +All nominees must have given their consent prior to having their names placed in nomination
- +If there are no opposing candidates, the vote shall be for the slate as a whole by acclamation. If any office is contested, that office shall be elected by secret ballot with the candidate receiving a simple majority of those voting declared the winner.
- +Election of the officers shall take place during the spring meeting. The newly elected officers shall assume their duties ten days after the drama banquet.

### **Section IX: Executive Board**

+The executive board shall be comprised of the officers and the Director of the Theater Program. The executive Board may invite other non-voting participants to the meetings as needed.

+The Executive Board shall meet at least once per calendar quarter in order to orient new members, develop a budget, and to schedule regular meetings and business for the year.

+A quorum is constituted of 5 of 7 members.

+ Consent of a quorum of the Executive Board is needed for non-budgeted expenditure over \$100. Consent may be obtained by email, verbal, or in a formal meeting.

#### General Duties of the Executive Board

+Transact necessary business between regular meetings of the organization

+Arranges for a yearly audit to be completed before the new Executive Board's term

+Meet before each major activity to assess budget and needs.

### **Section X: Standing Committee Chairs**

#### **Scholarship Committee Chairperson**

Requirements: A drama parent, who does not have a graduating senior, appointed by the executive board.

Responsibilities:

+ Assists the President, Vice President, and Secretary as requested

+ Appoints members, who do not have a graduating senior to the committee. The number of members to be appointed will be recommended by the executive board taking into consideration the number of applicants

+ Administers the scholarship program of the organization in accordance with the criteria presented to and approved by the Executive Board

### **Section XI: Amendments**

+ Amendments to the by-laws must be represented to the executive Board prior to a regular meeting of the organization. The Board will give its recommendation at the next regular meeting of the organization.

+ A motion to change the by-laws must be made and seconded at a regularly scheduled meeting.

+ An amendment must be approved by 5 of the 7 Executive Board and by 5% of membership on the roster.

### **Section XII: Indemnification of Officers**

Officers shall be indemnified as follows:

(a) The Boosters shall have the power, and hereby binds and obligates itself, to indemnify any officer, or former officer, of the Boosters for all expenses (including reasonable attorneys' fees) and court costs, judgments, liabilities, fines, and amounts paid in settlement in connection with or resulting from any claim, action, suit or proceeding asserted or threatened against him/her, by any civil, criminal, administrative or investigative action, threatened, pending, or completed, in any court, administrative agency or otherwise by reason of being or having been, such Officer, except in relation to matters as to which he/she shall have been guilty of negligence or intentional misconduct in respect of the matter in which indemnification is sought.

(b) If the Boosters have not fully indemnified any Officer, or former Officer, the courts in the proceeding in which any claim against any Officer has been asserted, or any court having the requisite jurisdiction of any action instituted by such Officer on his/her claim for indemnity, may assess indemnity against the Boosters for the amount paid by such Officer in satisfaction of any judgment or in compromise of any such claim (exclusive in either case of any amount paid to the Boosters), and any expenses and costs including attorneys' fees actually and necessarily incurred by him/her in connection therewith to the extent that the court shall deem reasonable and equitable, provided, nevertheless, that indemnity may be assessed under their Article of the Bylaws only if the court finds that the person indemnified was not guilty of negligence or intentional misconduct in respect of the matter in which indemnity is sought.

(c) Any indemnification in accordance with the foregoing (unless ordered by a court) shall be made by the Boosters upon a determination that indemnification of the Officer is proper in the circumstances because he/she shall not have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought; and such determination shall be made (1) by the Executive Board by a majority vote of a quorum consisting of the members who are not parties to such a claim, action, suit or proceeding, or (2) if such a quorum is not obtainable, or even if obtainable and a quorum of disinterested members so directs, by independent legal counsel in a written opinion.

(d) The indemnification provided by the Article shall not be deemed exclusive by any rights to which those seeking indemnification may be entitled under any Bylaw,

agreement, vote of members, principle of law or otherwise and shall inure to the benefit of heirs, executors, administrators and devisees of such person.

**Section XIII: Membership And Tax Exempt Status Certification**

This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation.

Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.