

Proposed on September 26, 2024

**LAKE TRAVIS HIGH SCHOOL  
THEATRE ARTS PROGRAM BOOSTER CLUB  
CONSTITUTION AND BY-LAWS**

**Article I - Name & Article of Organization:**

The Organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law.) and shall be a non-profit body chartered in the State of Texas, with the name Lake Travis Theatre Arts Program (hereinafter called LTTAP or the Organization).

**Article II - Purpose:**

The Organization shall be organized and operated to support the theater arts program of the Lake Travis High School, Lake Travis Independent School District in Austin, Texas, with the resources of its members including volunteer and financial support while fostering positive and effective relationships between school staff, teachers, and parents. In pursuance of this purpose, the Organization may engage in any or all lawful purposes.

**Article III - Duration & Dissolution:**

The duration of the Organization's existence shall be perpetual. Upon dissolution of the Organization, the Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all the assets of the Organization in such a manner or to such other organization(s) that are organized or operated exclusively for charitable purposes that qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

**Article IV - Membership:**

*Section 1 - Qualified Member:* Membership shall be available to any parent, family member, or guardian of any member of the theatre arts program of Lake Travis High School. Honorary membership may be bestowed at the discretion of the Executive Board.

*Section 2 - Dues:* Payment of dues to the Organization is optional, but highly encouraged. Any amount donated in support of the Organization is greatly appreciated.

*Section 3 – Participation:* To remain in good standing, active members within LT TAP shall donate time and/or resources in support of theatre programs and club needs throughout the year.

*Section 4 – Grievances:* Any member has the right to file a grievance by making such a complaint in writing and submitting it to the Executive Board and Theatre Arts Director. A majority of the members of the Executive Board along with the Theatre Arts Director will determine whether the complaint has merit and should be pursued or dismissed. A grievance may be escalated to the Principal after Board review and response.

## **Article V - Meetings of the Members:**

*Section 1 - Regular Meetings of Members:* Regular meetings of the Organization shall be held in the months of August through May, but at least five (5) times per year. The time and date to be established by Executive Board at its first meeting of the year.

*Section 2 - Annual Meeting:* The regular annual meeting of the members of the Organization shall be held in May of each year.

*Section 3 - Special Meetings:* The President, or in their absence, the 1st Vice-President, or by a majority of the Executive Board, may call special meetings of the members.

*Section 4: Meeting Notice:* Five (5) days' notice shall be given for each meeting or if change of date is needed. Notice of the meetings may be given via email, text, social media, in writing or by telephone; however at least two (2) platforms shall be used to provide notice of meetings to its members. The President may call emergency meetings as necessary with at least 48 hours' notice to the general and/or Executive Board.

*Section 5 - Quorum:* Three (3) Executive Board members and two (2) general members shall constitute a quorum at any meeting of the members and all matters shall be decided by a majority of the total members present.

*Section 6 - Place of Meetings:* All meetings of members shall be held in a mutually agreed upon location. Meetings may be offered through a digital virtual application, such as Zoom, Google Meet or other digital platforms. The Rules of Quorum still apply to all virtual meetings.

*Section 7 – Robert's Rules of Order:* All meetings of the Organization shall be conducted as prescribed in Robert's Rules of Order. For reference, the Roberts Rules of Order establish an effective and efficient way to run a meeting. The Rules are based on the procedures used in the British parliament. The principles included are applicable to any decision-making organization, from Congress to community club committees. The Rules set the guidelines for such issues as leading debates; recognizing speakers; defining the role of the chair and other officers; proposing, seconding, and voting on motions; and writing and amending constitutions and by-laws.

## **Article VI - Executive Board:**

*Section 1 - Number and Term of Office:* The Executive Board shall manage the business and affairs of the Organization and shall be five (5) Officers in number and shall be composed of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer and Secretary. Each Board Member shall hold office for one (1) year from August 1 through July 31. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served a full term. Executive Board members may serve more than one (2) term in any office if so voted by the general membership. Duties of the Officers shall include, but are not limited to, the following:

- A. President: shall preside at all LT TAP General member and Executive Board meetings, appoint special committees as may be needed and serve as liaison member of all committees except the nominating committee or scholarship committee (if student is a Senior).
- a. Coordinate the work of the officers and committees to conduct the business of this Organization.
  - b. Confirm that a quorum is present at each meeting of Organization.
  - c. Preside at all meetings of the Organization.
  - d. Act as liaison with school administration, campus organizations and other governing groups.
  - e. Be authorized to sign on bank accounts.
  - f. Be in possession of the Organization's passwords.
- B. 1<sup>st</sup> Vice-President: shall assume the duties of the President in their absence and shall assume the office of president for the unexpired term in the event of vacancy.
- a. Act as aide to the President.
  - b. Support the Treasurer as needed.
  - d. Act as the liaison between other booster clubs and other support organizations.
  - c. Act as liaison to the following Committees & Chairpersons:
    - i. Decorations & Celebrations Committee
    - ii. Meals & Concessions Committee
    - iii. Costume Committee
    - iv. Audit Committee
- C. 2<sup>nd</sup> Vice-President: shall assume the duties of the 1<sup>st</sup> Vice-President in their absence & shall assume the office of 1<sup>st</sup> Vice-President for the unexpired term in the event of vacancy. 2<sup>nd</sup> Vice-President shall also serve as the business & community sponsorship coordinator.
- a. Act as liaison between the Organization & the area businesses for booster club sponsorship & awareness of shows & events.
  - b. Act as liaison between the Organization & Thespian Chapter 4535 for community activities
  - c. Coordinate Organization members to serve on the scholarship award committee.
  - c. Act as liaison to the following Committees & Chairpersons
    - i. Communications Committee
    - ii. Technology Communications Committee
    - iii. Photos & Video Committee
    - iv. Scholarship Committee
    - v. Nominating Committee
- D. Treasurer: shall collect all monies & other funds for the Organization, including but not limited to dues, sponsorship fees, show fees, miscellaneous booth revenue earned during show performances, care for the LTTAP funds & keep accurate records of and payments made. Prepares procedures for purchases of goods and/or services, authorizes

disbursement of funds per an approved/amended budget & disbursements in excess of an approved/amended budget with prior approval of the Executive Board.

- a. Have custody of all funds of the Organization.
- b. Keep books of account & records including bank statements, receipts, budgets, invoices, paid receipts & canceled checks for a period of seven (7) years.
- c. Make disbursements as authorized by the President, Executive Board or other member of the Organization in accordance with the budget.
- d. Make hardship disbursements to students within the theatre arts program that would otherwise not be able to attend events or audition for performances but for the hardship disbursement. All such disbursements are to be kept confidential and shall be approved by the Theatre Director and President.
- e. Ensure all disbursements follow UIL guidelines.
- f. Sign on bank accounts.
- g. Be responsible for the maintenance of such books of account and records.
  - h. Be responsible for training of volunteers handling money during performances or other Organization fundraising events.
- i. Submit a financial report at each general member and Executive Board meeting and at other times when requested by the Organization.
- j. Construct and submit an annual financial report at the conclusion of each fiscal year of the Organization.
- k. Submit a final accounting report to the new Treasurer upon the close of their term of office.
  - l. Submit books of account for auditing as requested.
- m. Construct and submit along with the Executive Board an annual budget to be presented to the general membership at the 1<sup>st</sup> meeting of each school year.
- n. Ensure Texas sales taxes are collected & disbursed.
- o. Ensure all federal tax forms are timely filed.
- p. Ensure Insurance is updated and timely payments submitted.

**E. Secretary:** shall record all proceedings of the general member meetings and the Executive Board member meetings, and shall handle all organization correspondence. Works as logistical liaison between the Executive Board, general membership, committees and middle school representatives.

- a. Notify the membership of all regular and/or emergency meetings, as per guidelines noted earlier within the by-laws.
- b. Record and post the minutes of all meetings of the Organization.
- c. Present the minutes from the previous meetings at every General and Executive Board meeting for approval.
- d. Send emails to membership as needed.
- e. Update and keep current information on LT TAP Google Drive and/or other digital platforms.
- g. Keep and post a current copy of the by-laws.
- h. Perform necessary Organization correspondence.

- i. Coordinates with Volunteer Coordinator the sign-ups (paper or digitally) for all theatre events.
- j. Serve on the Nominations Committee to present slate of candidates at the General Meeting for vote.

*Section 2 - Election of the Executive Board:* The Executive Board shall be elected at the annual meeting of the members by majority vote of the members. The Executive Board shall be elected by ballot if there is more than one candidate for any office; otherwise, the election may be by voice vote by majority of the members present. In the event of a tie, such position would default to a Co position. A couple or any two (2) persons interested in holding a position as Co-Members or Chairs shall be considered as one (1) nominee for purposes of holding an Executive Board Member or Committee Chair position. Due to the extensive nature of the Treasurer position, this position may be best represented by Co-Officers.

*Section 3 - Ex-Officio:* An immediate previous Officer may serve as an Advisory member for one year in their role for their successor after the end of their term with voting as general member. The President shall appoint or dismiss such this role as needed.

*Section 4 - Meetings:* Meetings of the Executive Board may be held at any time or place upon call by the President or, in their absence, the 1<sup>st</sup> Vice President, or upon the call of three members of the Executive Board. Notice of the meetings may be given to the Executive Board via email, text, social media, in writing or by telephone; however at least two (2) platforms shall be used to provide notice of meetings to the Executive Board Members. Three (5) days' notice shall be given for each meeting or if change of date is needed.

*Section 5 - Quorum:* A quorum of the Executive Board shall consist of the majority of the members thereof.

*Section 6 - Vacancy of Office:* A vacancy occurs upon the resignation or incapacity to serve as one of the Executive Board members. In the event of a vacancy in the office of President, the 1<sup>st</sup> Vice President shall become President for the remainder of the term in which the vacancy occurs. Should a vacancy occur in any other office, the President shall appoint, with the approval of the Executive Board, an Organization member to assume the title & duties of the office for the remainder of the unexpired term. Such action shall be read into the minutes of the regular Organization meeting.

*Section 7 - Termination of Executive Board Member:* If any Executive Board member is incapable of performing the duties associated with their position, or is likely to be harmful or prejudicial to the purpose of the Organization, this shall be sufficient cause for termination of the officer's Executive Board membership. Termination requires an affirmative vote by 3 of the 5 members of the Executive Board.

*Section 8 – Coordination for Year End Celebration:* The Executive Board shall collectively work with District Admin for adequate on-campus space & personnel for the Thespian Induction Ceremony for all qualifying students & the Honor Banquet for Year End Celebration.

*Section 9 – Role of Lake Travis Theatre Arts Director:* The Lake Travis High School Theater Arts Director will serve in an advisory role. They will apprise officers & members of all theater activities, aid in communication, obtain district approval over fundraisers, provide "wish list" for budget approval & ensure Organization funds are used to support school activities per UIL booster guidelines. The Theatre Director does not act in the capacity of a board member nor do they participate in board votes. The Director should serve in an advisory capacity only to the booster club & should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds.

## **Article VII – Committees:**

*Section 1 – Specific Committees & Chairpersons:* Committees may be determined by the Executive Board at the beginning of each new year. The Executive Board may determine that no Committees will be formed for that year. It is not a mandate that Committees be used each year or that the same Committees are formed year-to-year. It is encouraged that each Chairperson seek additional general members to assist with the responsibilities of the individual committee. The suggested committees include, but are not limited to:

- A. *Communications Committee:* shall ensure prompt & efficient communication to all members of the Organization. The committee shall work in close contact with the 2<sup>nd</sup> Vice President & Secretary for community awareness & publicizing of upcoming productions throughout the year. The committee shall also assist in the order placement of community posters, postcards, Playbills and/or other Public Relations materials.
- B. *Technology Communications Committee:* shall ensure cohesive communication through all digital platforms (such as websites, social media & LTISD communication tools for general membership & students).
- C. *Meals & Concessions Committee:* shall organize, purchase & assign tasks to other members of the Organization when meals and/or concessions are being furnished to the students or sold to the public as part of preparation, practice & promotion for or during upcoming shows.
- D. *Photos & Video Committee:* shall work with photographer(s) & videographer(s) for headshots, still shots, action shots & video recording of productions. The Committee will also be responsible for the coordination of the sale of photos & videos in any format.
- E. *Decorations & Celebrations Committee:* shall plan & decorate show entryways. The Committee shall plan the decorations for the year-end celebration and/or other special events that may be hosted throughout the year. The Committee shall also create cast & Senior boards, along with Director & as-needed gifts.
- F. *Costumes Committee:* shall be responsible for measurements, organization, assist in procurement & assist in the turn-in of costumes.

- G. Scholarship Committee: shall be responsible for the update & management of the scholarship application & submission of forms. The Committee lead will also be responsible to assemble a group of Organization members for judging & selection of scholarship recipients. Parents of Seniors are not eligible to be part of the Scholarship Committee.
- H. Nominating Committee: shall be comprised of at least three (3) persons, not including Secretary. Committee members may include current organization members and officers, with the exception of the President. The Committee, along with the Secretary, shall be responsible for the coordination & proposed slate of the Executive Board for the coming year. The election process shall conclude at the annual meeting of the Organization.
- I. Audit Committee: The Committee shall be composed of the incoming and outgoing Treasurer plus two (2) general members of the Organization. The Treasurer shall provide all the books of account to the Audit Committee and the Audit Committee shall separately review and submit a full accounting to the Executive Board at the 1<sup>st</sup> meeting of the year.

*Section 2 - Election and Term of Office:* The Chairperson(s) of each Committee of the Organization shall be selected by the Executive Board at the first (1<sup>st</sup>) meeting of each year. A Committee Chairperson(s) may hold the position for multiple years with approval of the Executive Board per annum.

*Section 3. Vacancy of Office:* A vacancy occurs upon the resignation or incapacity to serve as one of the Committee Chairperson(s) of the Organization. In the event of a vacancy in any committee, the President shall appoint, with the approval of the Executive Board, another member of the Organization to assume the title and duties of the Chairperson(s) for the remainder of the unexpired term. Such action shall be read into the minutes of the next regular Organization meeting.

## **Article VIII - Finance:**

*Section 1 - The Fiscal Year:* The club's fiscal year shall be August 1<sup>st</sup> to July 31<sup>st</sup> and is based on the current academic year with final accounting measures completed through June and July of each year.

*Section 2 - Budget:* The Organization's final operating budget for the new fiscal year, upon recommendation of the proposed budget of the previous Executive Board, shall be submitted for approval to the membership at the first (1<sup>st</sup>) regular meeting of the school year.

*Section 3 - Finance:* LTTAP financial procedures and management will follow the UIL Texas guidelines. For a more detailed explanation of the UIL guidelines, see the link: [uiltexas.org](http://uiltexas.org).

- A. An annual audit shall be conducted after the election of the incoming year's officers and before August 31 by the incoming and outgoing Treasurer and three (3) volunteers from the Organization.
- B. No indebtedness in excess of \$300.00 per annum shall be carried over from one year to another, except upon recommendation of the Executive Board.

- C. All Organization funds will be maintained in federally insured financial institutions, and may be withdrawn by the signatures of the Treasurer, President or another Executive Board member.
- D. All funds and assets of the Organization shall at all times be the vested property of the Organization for the stated purpose of the Organization. No member or group of members shall have any severable right to all or any part of such funds or assets.
- E. All expenditures of the Organization will be as prescribed in the approved budget OR as approved by the majority of the members present at a meeting of its members.
- F. All tax returns and information returns shall be filed with the State of Texas comptroller of public accounts Texas Secretary of State and IRS.

### **Article IX – Ratification and Amendments:**

These By-laws may be amended by a majority of the total general members present at any regular meeting of the Organization provided the proposed amendment(s) has/have been submitted in writing at a previous meeting of the Organization. All members shall be notified of the proposed amendment(s) at least two weeks prior to the date of the general member meeting in which the vote to amend said By-laws is to be taken.

Proposed on September 26, 2024