

THE ROBINSON SECONDARY SCHOOL RAMBUNCTIOUS THEATRE COMPANY BOOSTER BY-LAWS

These By-Laws cover the operation of the Robinson Drama Department's Rambunctious Theatre Company Boosters (hereafter called the RTCB) and are established for the information and guidance of all concerned about the Robinson Secondary theatre arts program and associated activities. They should be reviewed every two years or sooner if needed.

These By-Laws were presented to the membership of Rambunctious Theatre Company Boosters via email on May 15, 2022 (final draft) and approved at the May 18, 2022 membership meeting..

ARTICLE I NAME

The name of this organization is the Rambunctious Theatre Company Boosters located in Fairfax, Virginia.

ARTICLE II PURPOSE

Section 1: The Rambunctious Theatre Company is a 501(c)(3) organization that is separate from the Robinson Secondary School department and serves to encourage the growth and development of all theatre activities at the school. These activities may include assisting and supporting the directors and staff primarily through marketing and financial backing, providing volunteer staffing, consulting on community concerns to ensure students and audiences have positive experiences, and helping to build community interest in department activities. The Boosters serve to support theatre arts at Robinson Secondary School, create opportunities for our students to participate in educational and enriching theatre experiences, and promote community interest in theatre.

Section 2: The purposes of the organization are achieved through committees, projects, special programs and events that are governed and qualified by the basic policies set forth in Article III.

Section 3: The organization is organized exclusively for educational purposes under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III BASIC POLICIES

Section 1: The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2: The organization or members in their official capacities shall not engage in activities unrelated to promoting the purposes of the organization.

Section 3: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and empowered to make payments and distributions in furtherance of the purpose set forth in Article II above.

Section 4: In the event of dissolution, the organization will adhere to the enacted governing Fairfax County Public School's policies regarding funds distribution.

ARTICLE IV MEMBERSHIP AND DUES

Section 1: All persons having an interest in Robinson Secondary School theatre arts programs are eligible for general membership in the organization at any time through the payment of yearly dues concurrent with the school year. Each membership shall be extended in the name of an individual person or in the name of a family unit.

Section 2: Membership shall be made available without regard to race, color, religion, gender, national origin, disability, or age.

Section 3: Each membership in good standing, defined as being a current member of the Rambunctious Theatre Company Boosters including the purchase of annual Booster membership, whether family or individual, shall be entitled to one vote in any meeting of the General Membership.

Section 4: Dues shall be established yearly by the Executive Board.

ARTICLE V EXECUTIVE OFFICERS AND THEIR ELECTION

Section 1. The RTCB Executive Officers shall consist of:

- a. President
- b. 1st Vice President: Membership
- c. 2nd Vice President: Middle School
- d. Treasurer
- e. Secretary

Section 2. Only members in good standing shall be eligible to hold office, serve on the Executive Board, or serve on standing or special committees.

Section 3. Nominating Committee. A nominating committee composed of the RTCB President in a non-voting capacity and at least three (3) additional members will oversee the Executive Committee nominating process.

a. Members may self-nominate and must submit their nomination no less than two weeks before the vote. At the general membership election meeting, additional nominations may be made from the floor.

b. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

Section 4. Officers shall be elected at the May General Membership meeting with notice to all members no less than two (2) weeks prior to announcing the nominees and inviting attendance.

a. A vote may be conducted by voice, electronic, or written ballot. A majority of the votes cast shall decide which nominees are elected.

b. Each membership is entitled to a single vote.

c. General Membership meeting quorum rules apply.

Section 5. Executive Officers are elected for a one-year term but may be elected for up to two consecutive terms in the same office.

Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board except in the case of the president, then the 1st Vice President shall automatically become president.

ARTICLE VI DUTIES OF OFFICERS

Section 1. President. The President shall conduct the business of the organization by presiding at all Executive Board and General Membership meetings, and coordinate activities with the Drama Department Chairperson or their designee and appropriate school administration. To be qualified, the president will have served on the Executive Board for no less than two years. The nominating committee, with Executive Board approval, may waive this requirement for a candidate with appropriate experience.

Section 2. 1st Vice President: Membership. The 1st Vice President shall assist the President and serve as President in their absence. Responsible for coordinating membership recruiting, maintaining all organizational membership data, and serving as High School Liaison. Coordinates internal organizational communications.

Section 3. 2nd Vice President: Middle School. The 2nd Vice President shall serve as the Middle School Liaison. May be given special assignments or responsibilities by the President as needed to support RTCB.

Section 4. Treasurer. The Treasurer shall safeguard the funds of the organization, report

financial status at each General or Executive Board meeting; and submit, with the assistance and approval of the Executive Board, a proposed budget annually to the Executive Board and General Membership. The Treasurer shall make disbursements as authorized by the President, Executive Board, or general membership in accordance with the budget adopted by the general membership. Responsible for annual tax submissions and audits as necessary. To be qualified, the treasurer must have served on the Executive Board no less than one year and have appropriate financial experience, either as a professional or volunteer. The nominating committee, with Executive Board approval, may waive this requirement for a candidate with appropriate experience.

Section 5. Secretary. The Secretary shall serve as recorder for the minutes of General Membership and Executive Board meetings, to maintain for record purposes this Constitution and By-Laws, verify quorum and record votes for quorum and other purposes. Coordinates with committees to oversee and maintain the correspondence of the organization for archival purposes. Perform any other duties the President may direct. Provide copies of the minutes to members upon request.

Section 6. All officers shall perform the duties outlined in these By-Laws. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other material pertaining to the office.

ARTICLE VII EXECUTIVE BOARD

Section 1. The RTCB Executive Board includes the elected Executive Officers and Committee Chairpersons. The chairpersons of the standing committees shall be appointed by the President with the support of the Executive Officers following election. The Robinson High School and Middle School Drama Department Chair or their designees may serve as non-voting members of the Executive Board.

Section 2. The Executive Board shall:

- a. Transact necessary business in the intervals between general membership meetings and such other business as may be necessary.
- b. Create standing, special, and Ad-Hoc committees and approve their plans of work.
- c. Approve the proposed budget to be presented to the general membership.
- d. Approve and report to the general membership any expenditures over \$250 not included in the adopted budget.
- e. Review all financial transactions monthly. The Treasurer and one other board member (typically the President) will have signature privileges with the banking institution. Banking accounts will be administered by the Treasurer in accordance with

IRS requirements for a non-profit organization.

f. The Treasurer is the contracting officer for the RTCB and is authorized, with the prior approval of the Executive Board, to execute contracts obligating the RTCB. Other officers may sign contracts with the Executive Board's approval if the Treasurer is not available.

Section 3. The Executive Board shall reserve the right to vote on and conduct business via electronic communications and voting. The established quorum of the Executive Board shall prevail. Results must be recorded in the minutes and presented at the next general membership meeting.

ARTICLE VIII COMMITTEES

Section 1. The President, with support of the Executive Officers, may designate committees: standing, ad hoc, or otherwise as deemed necessary to promote the purposes and carry on the work of the RTCB. Committee Chairs will be appointed for a one-year term by the Executive Officers and may be re-appointed at the discretion of the President and Executive Officers.

Section 2. Elected officers and Committee Chairman will serve without salary or other remuneration.

ARTICLE IX MEETINGS

Section 1. The Executive Board must meet in person at least 4 (four) times a year which may be satisfied by a quorum of Executive Board attending a general membership meeting as outlined in Article IX Section 3. Special meetings of the Executive Board may be called by the President as needed and members may participate in meetings via conference call or similar communications equipment.

Section 2. There will be a minimum of one general membership meeting annually with the date to be determined by the Executive Board and announced to the membership as a general membership meeting.

Section 3. Quorums. A quorum of the Executive Board meeting will consist of the President, two (2) other officers, plus any two (2) Chairpersons of the Standing Committees. A quorum to conduct business at a General Membership meeting will consist of seven (7) active members including three (3) Executive Officers present at the meeting as recorded by the Secretary or a member acting in place of the Secretary if absent.

ARTICLE X AMENDMENTS

Section 1: These By-Laws may be amended at any meeting of the Executive Board and presented at a General Membership meeting for approval by a two-thirds majority vote of the members present and voting. Notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the revision or the amendments are to be voted upon. A quorum shall be established at the meeting in which voting takes place.

Section 2: The By-Laws of this organization shall be reviewed every two years by an Ad-Hoc Committee consisting of at least three Executive Board members, including the President and/or one Vice President.

The By-Laws are hereby approved by the RTCB membership and adopted, this 18th Day of May and take effect immediately.

Signed,

A handwritten signature in black ink, appearing to read 'Christina McCormick', is written over a horizontal line.

Christina McCormick

Secretary, Robinson Theatre Company Boosters