

MISSION STATEMENT OF THE RIDGE POINT HIGH SCHOOL THEATRE BOOSTER CLUB

The mission of Ridge Point High School Theatre Booster Club is to create opportunities for our students to participate in as many enriching, educational and inspirational theatrical experiences as possible.

We will accomplish our mission by:

- Providing educational experiences in all aspects of theatre by attending professional productions;
- Enabling participation in theatre conferences and competitions;
- Providing hands-on experiences in producing quality presentations for our school and community;
- Joining with other schools and local theaters for mutual assistance and enrichment;
- Creating opportunities for students to develop talents, self confidence and self esteem through cooperation, collaboration and respect for the art and each other;
- Developing the spirit of volunteerism; and
- Generating the necessary resources and efficiently managing them in support of all of our goals.

**RIDGE POINT HIGH SCHOOL THEATRE BOOSTER CLUB
ARTICLES OF ASSOCIATION**

ARTICLE I: NAME

The name of this club shall be the “Ridge Point High School Theatre Booster Club” herein referred to as the Club.

ARTICLE II: MISSION

Section 1 – The mission of this club is to promote, encourage and support The Ridge Point High School (RPHS) Theatre and its director(s). The Club will furnish personnel to assist in the functions of the theatre and in raising necessary funds for the theater activities, both operational and social.

ARTICLE III: PURPOSE

SECTION 1 – The Club shall be a non-profit organization. This Club is organized exclusively for one or more of the purposes as specified in Section 501 (c)(3) of the Internal Revenue Code, including for such purposes, the making of distribution of organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue code of 1986, as amended, corresponding provision of any future U.S., Internal Revenue law.

Section 2 - No part of the new earnings of the Club shall inure to the benefit of or be distributed to any trustee, officer, or other private person. The Club shall be empowered and authorized to pay reasonable compensations for services rendered.

Section 3 - The activities of the Club shall not conflict with the policies of Fort Bend ISD and shall be sanctioned by the school authorities.

ARTICLE IV: MEMBERSHIP

Section 1- Membership in the Ridge Point High School Theatre Booster Club shall be open to anyone interested in the drama program and willing to uphold the policies and bylaws of the RPHS Theatre Booster.

Section 2 - The annual dues for all members will be determined by the Board of Directors annually.

ARTICLE V: MEETINGS

Section 1 – An annual meeting will be held in the spring and will include the election of officers for the coming year. Other meetings will be held throughout the year as set by the Board of Directors not to be less than two (2) per semester including the annual meeting.

Section 2 – A quorum will consist of twenty percent (20%) of the registered voting members of the club.

ARTICLE VI: OFFICERS

Section 1 - The elected officers of the Club shall be the President, Vice-President, Secretary, and Treasurer.

SECTION 2- The Board of Directors will consist of elected officers, the theatre director(s), and the chairperson(s) of the Standing Committees.

Section 3 – The Executive Officers shall consist of the elected officers and the theatre director(s).

Section 4- The direction and management of the affairs of the Club and the control and disposition of its assets shall be vested in the Board of Directors.

ARTICLE VII: DISSOLUTION

Section 1 – In the event of the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 2 – The funds in the treasury, less any outstanding obligations of the Club, shall be delivered forthwith to the _____ Theatre Account.

These Articles of Association are hereby adopted by the majority vote of the members of the Ridge Point High School Theatre Booster Club presented at the initial meeting on this day the 7th of July 2016.

Jen Rizzo – President

Kristi Jones – Vice President

Kelli Boylan - Treasurer

**RIDGE POINT HIGH SCHOOL THEATRE BOOSTER CLUB
BY LAWS**

ARTICLE 1: NAME

The name of this organization shall be the “Ridge Point High School Theatre Booster Club”.

ARTICLE II: PURPOSE

The purpose of this Booster Club is to assist with the endeavors of the Theatre and Technical Theatre Departments of Ridge Point High School and to assist in Thespian Troupe 7678 through both physical and monetary support.

ARTICLE III: DUTIES OF ELECTED OFFICERS

SECTION 1 – The President shall preside at all meetings of the Club, the Board of Directors and of the Executive Committee and shall be a member ex-officio of all committees and shall perform other duties usually pertaining to the office.

SECTION 2 – The Vice President shall act as aide to the President and shall perform the duties of the president in the absence of that officer.

SECTION 3: The Secretary shall keep a correct record of all meetings of the Club, the Board of Directors, and the Executive Committee, conduct all correspondence of the Club, when asked, and shall perform such other duties as delegated by the Board.

SECTION 4: The Treasurer shall have custody of all funds, keep full and accurate accounts of receipts and disbursements in the books and records, deposit all funds in the name of and to the credit of the Ridge Point High School Theatre Booster Club. The Treasurer shall present a financial statement at each meeting of the Board of Directors and at the regular meetings of the Club. The Treasurer shall prepare the financial books for audit at the close of the fiscal year and shall prepare, in conjunction with the Board of Directors, an annual budget to be approved by the general membership.

Section 5- The President shall maintain a parliamentary procedure according to Robert's Rules of Order, Revised, at all regular and special Meetings of the Club.

ARTICLE IV: BOARD of DIRECTORS

SECTION 1 – The Board of Directors shall consist of the elected Officers, the theatre director(s) and the chairperson(s) of the Standing Committees.

SECTION 2- The Board of Directors will have the duty of transacting the necessary business between Club meetings and such other business as sent to it by the Club, and to present reports at the Club meeting. Each member shall have one equal vote in all voting matters. In the event of co-chairpersons, each person shall have an equal half vote.

ARTICLE V: EXECUTIVE COMMITTEE

Section 1 – The Executive Committee shall consist of the theatre director(s) and the elected officers.

Section 2 - The Executive Committee shall have the duty of Researching issues and topics to be brought to the Board of Directors and the Club.

Section 3 - If a situation were to occur that needed an immediate decision, the Executive Committee is vested with that authority providing a 2/3 majority approves of the action. The matter will then be brought to the Board of Directors for ratification at the earliest possible date.

ARTICLE VII: ELECTION of OFFICERS

Section 1 – The officers shall be elected by written ballot at the Annual Meeting if there is more than one candidate for any office otherwise; the election may be a voice vote. Election shall be by simple majority of the members of the Club present at the meeting, provided a quorum is present. Officers shall be elected to a one year term during the Clubs fiscal year and shall remain in office until their successors are elected.

Section 2- No officer, either elected or appointed, may serve in the same position for more than **three** years.

Section 3 - Nominations for officers shall be by a Nominating Committee at least one month prior to the election. The Nominating Committee shall consist of five members: one elected by and from the Executive Committee, who shall serve as chairperson; the Theatre Director(s); one from the Board of Directors but not on the Executive Committee; and two from the Club at large who are not on the Board of Directors. The Nominating Committee shall report at the election meeting the name of the candidate for each elected office. The President and Vice President shall be filled by a member of the Board of Directors whenever possible. The consent of each candidate must be obtained before a name is placed in nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained prior to the name being placed in nomination.

Section 4- In the event of a vacancy in the office of President, the Vice President shall become the President with proper title and all duties of the office for the remainder of the term in which the vacancy occurred.

Section 5- In the event of a vacancy in any office other than president, the President shall have the power to forthwith fill the vacancy by appointment and the person appointed shall assume the title and duties of said office for the remainder of the term in which the vacancy occurred. Such action shall be read into the minutes of the meeting.

ARTICLE VIII: MEETING

Section 1 – The Ridge Point High School Theatre Booster Club shall meet a minimum of two (2) times per year.

Section 2- Meeting dates can be changed at the discretion of the Executive Board.

Section 3 - Section 4. Special meetings of the Board of Directors may be called by or at the request of the Drama Teacher, the President, and/or the Vice President, Treasurer and/or Secretary.

Section 4 - No notice will be required for any regularly scheduled meeting of the Board of Directors. Unless waived, the RPHS Theatre Booster Club or any director thereof will give notice to each director of each special meeting stating the time and place of the meeting. Attendance by a director at a meeting will constitute waiver of notice of such meeting, except where the

director states, at the beginning of the meeting, his/her objection(s) to the transaction of the business at the meeting.

ARTICLE IX: FINANCIAL AND MISCELLANEOUS

Section 1 – The **Fiscal Year** shall end on June 30th of each year.

Section 2– All checks and drafts of other orders for payment of money issued in the name of the Ridge Point High School Theatre Booster Club shall be signed by two (2) of the four signatures on the account and/or approved in advance by issuance of the Board of Directors. The signatures on the account will be the Treasurer, President, Vice-President, and Secretary.

Section 3 – An audit of the books and records will be conducted and completed by July 31st of each year. The Audit Committee shall consist of at least three members of the Club and at least one non-officer member (who is not an authorized signer on the account). The Treasurer will not be on the Review Committee, however, s/he may meet with the committee to explain their records or answer questions.

Section 4 - These By Laws may be amended and changed at any regular meeting of the Club by a two-thirds (2/3) vote of the member present, provided a quorum has been established and maintained throughout the meeting. The amendment must have been presented and posted at least fifteen (15) days prior to the meeting and read at the meeting, prior to vote.

Section 5 – All votes whether by the club, the Board of Directors or the Executive Committee shall be settled by a simple majority vote except as provided for in article V, Section 3 and Article IX, Section 5 of these By Laws.

These By Laws were approved by a majority vote of the Ridge Point High School Theatre Booster Club presented at the initial meeting on the

_____.

Attest:

Jen Rizzo – President

Kristi Jones – Vice President

Kelli Boylan - Treasurer

