

WEST ANCHORAGE HIGH SCHOOL THEATRE BOOSTER CLUB

BYLAWS

Accepted September 11, 2022

ARTICLE I - NAME

The name of this organization shall be West Anchorage High School Theatre Booster Club.

ARTICLE II - PURPOSE

The purposes of this Booster Club are to assist with the endeavors of the West Anchorage High School Theatre (WAHST) and to assist Thespian Troupe #700 through both volunteer and monetary support.

ARTICLE III - MEMBERSHIP

Section A. Membership shall be:

1. Parents of students.
2. West Anchorage High School staff.
3. West Anchorage High School graduates.
4. Members of the West Anchorage High School community
5. Responsible for the financial and service obligations established by these Bylaws.

ARTICLE IV - OFFICERS

Section A. Elected officers of this organization shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

Section B. Non-Elected officers of this organization shall be:

1. The WAHST Sponsor

Section B. Vacancies

1. Vacancies of Elected officers occurring during the year shall be filled by appointment of the President and approved by the Officers.
2. Vacancy of the Sponsor shall be filled by a replacement Sponsor newly appointed by the West Anchorage High School principal.

ARTICLE V- DUTIES OF OFFICERS

Section A. General

1. Officers shall maintain organization bylaws.
2. Officers are expected to maintain the Club finances in good order and distribute appropriate funds to address WAHST and Thespian Troupe #700 needs.
3. Officers are expected to attend WAHST productions.
4. Officers are expected to support WAHST activities and initiate at least one yearly fundraising activity.
5. Officers shall set up a transition date for the transfer of duties for the incoming officers.

Section B. President

1. Presides at all meetings of the Booster Club and is an Ex-officio Member of any Committee.
2. Appoints all Chairpersons of Committees.
3. Communicates directly with the WAHST Sponsor.

Section C. Vice President

1. Responsible for organizing or delegating all Executive Board approved fundraising events and committees.
2. In the President's absence acts for the President.

Section D. The Secretary

1. Keeps, in permanent form, the minutes of all meetings of the Booster Club meetings.
2. Posts the minutes of meetings on the WAHST website within two (2) weeks of the meeting; corrections may be submitted and, given none, the minutes need not be read at the next meeting.
3. Maintains a list of Booster Club Members with their correct contact information and is responsible for contacting the membership with meeting reminders, special notices, etc. that the Booster Club might need to send.

Section E. The Treasurer

1. Receives deposits and disburses and signs checks for withdrawals to/from the Booster Club.
2. Keeps a record of all receipts, deposits and disbursements of the Booster Club.
3. Collects and records monthly account statements of the Booster Club and maintains these records permanently.

4. Submits a balance statement and cash flow report at each regular meeting and furnishes the Board with a duplicate copy.
5. All disbursements over \$2000.00 need to be approved by the Board, signed by the Treasurer and countersigned by the President. In the event that the President and Treasurer are spouses, then another designated board member needs to be the counter signer.

Section F. The Sponsor

1. Runs the activities of the West Anchorage High School Theatre.
2. Communicates needs of WAHST and Thespian Troupe #700 to the Board.
3. Reports on WAHST activities and financials to the Board
4. Deposits all donations from WAHST to the Booster Club either directly, if under \$2000.00, or through the Booster Club Treasurer.
5. Uses Booster Club credit card for purchases under \$2000.00 and Performance Licensing in a financially responsible manner.

ARTICLE VI - MEETINGS

Section A. Regular meetings

1. The Booster Club Board shall meet once each school quarter, on dates selected in September, November, February and April.
2. Meeting dates and time are selected at the discretion of the Booster Club Officers.
3. All Booster Club members may attend Board and Committee meetings and may be heard in discussion at the discretion of the Chairpersons.

Section B. Order of business

The order of business at the regular business meeting of this club shall be governed by Robert's Rules of Order, Revised, or similar structure as selected by the President.

ARTICLE VII – FINANCIAL OBLIGATIONS

Section A. Fiduciary Responsibilities

1. Disbursements from the Booster Club may be used only for:
 - Operating Expenses of the Booster Club
 - Direct needs of Thespian Troupe #700 or the West Anchorage High School Theatre.

- Reimbursement or Payment to the Sponsor approved by unanimous consent of the Board
- 2. Completion of one Fund Raising activity each fiscal year.
- 3. Financially sound maintenance of Booster Club funds in order for the organization to be able to support its purposes in perpetuity or until such time as West Anchorage High School ceases to exist.

ARTICLE VIII - DISBURSEMENTS

4. The Sponsor may make purchases for WAHST activities at their discretion for any expense under \$2000.00 or for Performance Licensing. This may be done through the Booster Club credit card, or through checks signed by the Treasurer.
5. The Sponsor may make deposits directly to the Booster Club account if under \$2000.00. All other deposits must be made through the Treasurer.
6. Expenses that are \$2000.00 or over must be approved by simple majority of the Board and signed by the President and Treasurer as described above.
7. The Sponsor may NOT reimburse themselves or receive any other funds directly from the Booster Club without unanimous consent of the Board.

ARTICLE IX - COMMITTEES

Section A. General

The Committees shall be Standing and Special. At the request of the President, the Officers may create any Standing or Special Committees consisting of officers or non-officers, as it deems necessary. Such committees shall have the powers, duties, and existence as determined by action of the Officers.

Section B. Standing Committees

1. Publicity : Assists the Sponsor in promoting WAHST Activities.
2. Elections : Oversees the election of officers.

Section C. Standing Committee Responsibilities

1. "Standing Committee" is a committee, which has continuing existence to handle routine duties needed to be carried out on a regular basis.

2. The chair of each committee shall be appointed by the President, subject to the approval of the Officers. Each committee chair shall:
 - 2.a. Submit all proposed plans to the Officers for approval.
 - 2.b. Be invited to attend officer meetings to give reports but shall neither discuss nor vote if not an authorized Officer.
 - 2.c. Maintain records of committee activities
 - 2.d. Except where otherwise designated in these Bylaws, committee members shall be selected by the chair of the respective committee and subject to approval of the officers.
 - 2.e. Vacancies on committees shall be filled by appointments made in the same manner as provided in the case of the original appointments.

Section D. Special Committees

1. A “Special Committee” is a committee, which has a temporary existence and is established to accomplish a particular task. The committee ceases to exist as soon as the specified task is completed.
2. In addition to those Standing Committees specified in these Bylaws, the Officers may create any Standing or Special Committees consisting of officers or non-officers, as it deems necessary. Such committees shall have the powers, duties, and existence as determined by action of the Officers.

Section E. Special Committee Responsibilities

1. The chair of each committee shall be appointed by the President, subject to the approval of the Officers. Each committee chair shall:
 - a. Submit all proposed plans to the Officers for approval.
 - b. Be invited to attend officer meetings to give reports but shall neither discuss nor vote if not an authorized Officer.
 - c. Maintain records of committee activities
 - d. Except where otherwise designated in these Bylaws, committee members shall be selected by the chair of the respective committee and subject to approval of the officers.

- e. Vacancies on committees shall be filled by appointments made in the same manner as provided in the case of the original appointments.

ARTICLE X - VOTING PROCEDURES

Section A. Quorum

1. Two thirds of the eligible voting members shall be represented in person or by electronic attendance (phone or internet) to constitute a voting quorum at a meeting of the Board or committees.
2. In the absence of a voting quorum, any meeting may be adjourned to another time by the vote of a majority of the votes represented in attendance.
3. Each eligible voting member is entitled to one vote.
4. Voting by email or electronic attendance (phone or internet) is permitted. Proxies are not permitted.
5. If a quorum is present, the affirmative vote of the majority of the voting members and voting on any matter shall be the act of the members.

ARTICLE XI – ACTIVITIES NOT PERMITTED

Section A. Interference in WAHST activities.

1. This Booster Club is established solely to provide support, especially financial, for WAHST activities. In no case may this Booster Club interfere in the actions of WAHST or the Sponsor including but not limited to: play selection, scheduling, venue selection, advertising, influencing the selection of the Sponsor, selection of cast and crew members, censorship, etc.

ARTICLE XII - AMENDMENTS

Section A. Amendments for Compliance

1. A simple majority of the authorized number of officers, at any duly called meeting, may amend these Bylaws to comply with state and federal laws.

Section B. Other Amendments

1. New Bylaws may be adopted or these Bylaws may be amended or repealed by a two-thirds affirmative vote of the Board at any regular meeting of the Booster Club, provided that a written copy of all proposed amendments or proposed new Bylaws has been submitted in writing to the membership no less than 15 business days prior to the meeting.