

REDDING SCHOOL OF THE ARTS THEATER BOOSTERS CLUB

RULES AND REGULATIONS

ARTICLE I

NAME

The name of the Advisory Committee/ Organization shall be Redding School of the Arts Theater Booster Club, hereinafter referred to as RSA TBC.

ARTICLE II

PURPOSE/OBJECTIVES

The objectives of this Advisory Committee/ Organization shall be:

- (a) The Theater Booster Club is a parent Advisory Committee/ Organization that seeks to support the performing arts programs within Redding School of the Arts and to reach out to the greater Redding community through the performances available to schools and other Advisory Committee/ Organizations. This Advisory Committee/ Organization will include parents or community members who have an interest in, personal experience with, and/or talent in the performing arts who wish to contribute to the overall quality of the performances of Redding School of the Arts.
- (b) This Advisory Committee/ Organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code and shall be non-commercial, non-sectarian, and non- partisan.
- (c) The name of this Advisory Committee/ Organization or the names of any members in their official capacities shall not be used in connection with the commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purpose of this Advisory Committee/ Organization.
- (d) No substantial part of the activities of this Advisory Committee/ Organization shall consist of carrying propaganda, or otherwise attempting to influence legislation, and the Advisory Committee/ Organization shall not participate or intervene in any political campaign (including publishing or distributing statements) on behalf of or in opposition to any candidate for public office.
- (e) This Advisory Committee/ Organization shall work with the school to provide quality education for all children and shall seek to participate in the decision-making process

establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people, to the Advisory Council.

- (f) The property of this Advisory Committee/ Organization is irrevocably dedicated to educational, literary, or charitable purposes and no part of the net income or assets of this Advisory Committee/ Organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person.
- (g) Upon dissolution of the Advisory Committee/ Organization, after paying or adequately providing for the debts and obligations of the Advisory Committee/ Organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501 (c)(3) of the Internal Revenue Code and which has established its tax exempt status under that section . In the event of dissolution of this Advisory Committee/ Organization, its assets shall be turned over to the Foundation for Promoting Arts Education.
- (h) The fiscal year of this Advisory Committee/ Organization shall begin on the first day of July of each year, and end on June 30 the following year.

Notwithstanding any other provision of these Articles, the Advisory Committee/ Organization shall not carry on any other activities not permitted to be carried on (a) by an Advisory Committee/ Organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by the Advisory Committee/ Organization's contributions which are deductible under 170 (c) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United State Internal Revenue law).

ARTICLE III

MEMBERSHIP

Membership in this Advisory Committee/ Organization shall be categorized as Active and Associate.

Section 1 Active: Membership in this Advisory Committee/ Organization shall be made available to any individual who subscribes to the proposed and basic policies of this Advisory Committee/ Organization without regard to based on actual or perceived characteristics of nationality, race, ethnicity, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law(AB9). This includes, but is not limited to parents or guardians of Redding School of the Arts students and staff of Redding School of the Arts.

Section 2 Associate: The Associate Membership of the Advisory Committee/

Organization shall consist of those interested in the overall aims and objectives of the Advisory Committee/ Organization. Associate members shall not be eligible to vote or to hold elected offices or positions. It is not required of an individual to be a member of this Advisory Committee/ Organization in order to attend meetings or participate in its events.

Section 3 Each member present at any regular or special meeting shall have one vote for each motion brought to the floor. All motions must be approved by a simple majority vote unless otherwise stated herein.

ARTICLE IV

Executive Committee

The governing body of this Advisory Committee/ Organization is the Executive Committee consisting of the designated administration of RSA, Theatrical Director, and elected officers: President, Co-Vice Presidents, Secretary, and Treasurer and additional officers. There is no limit to the number of terms a member may run for or serve as an officer. Elected officers shall receive no compensation.

General Meetings

General meetings of the Advisory Committee/ Organization shall be held once a month August through May. A standard day of the week and week of the month shall be chosen by vote each May for the following school year. A change of any monthly meeting's dates shall be properly posted at least two weeks in advance.

Election of Officer at General Meeting

The general meeting in March shall be the annual nomination for officers for the following school year with a vote in April. Officers will be elected by a majority vote of the Advisory Committee/ Organization members present.

ARTICLE V

ELECTIONS AND TERMS OF OFFICE

Section 1 Members may nominate candidates, including themselves, for the offices of President, Vice President, Treasure, Secretary and two additional officers.

Section 2 If a position does not have a nomination, that position will not be voted on at the membership meeting but appointed by the RSA Administration and Executive Board at a later date.

Section 3 TBC Elections will be held no later than the 31th of May.

- Section 4 Only Active members present at the meeting may vote. There shall be no voting by proxy.
- Section 5 The candidate who receives a majority of the votes for each office is declared elected to that office.
- Section 6 Terms of office will extend from June 1st through May 31st the following year.
- Section 7 Any officer, who, without legitimate cause, misses three consecutive general and/or Executive meetings, shall be removed from office and a replacement appointed by administrator and the TBC Board.
- Section 8 In the event of a vacancy in the office of President, an appointed Vice-President will assume the office. If a vacancy occurs in the office of Secretary or Vice Presidents, the Board from the Active membership will appoint a replacement and that appointment will be ratified at the next meeting of the Advisory Committee/ Organization.
- Section 9 Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the President, without delay, all records, books and other materials pertaining to the office and shall return to the Treasurer without delay all funds belonging to the Advisory Committee/ Organization.

ARTICLE VI

APPOINTED POSITIONS

- Section 1 A separate Treasurer may be appointed by the School Director and the Executive Team of the Advisory Committee/ Organization from the Active membership. This appointed treasurer does not have voting privileges. Qualified Active membership shall be given first consideration. The appointment will be ratified by the TBC at the first meeting of the club in May. In the event of a vacancy in this office, the Director and Executive Team shall appoint another Treasurer.

ARTICLE VII

DUTIES OF THE BOARD

- Section 1 a) The Executive Team: The Executive team shall determine the policies and activities of this Advisory Committee/ Organization, approve all expenditures and authorize all disbursements, take counsel with committees, and have general management of the Advisory Committee/ Organization and its affairs.
b) The Executive Team may hire, or authorize the services of an independent contractor and fix the terms and conditions of such services when expenditure is approved within the budget at a general meeting.
c) In the event that expenditure outside of the adopted budget must be approved/disapproved between regular meetings, the Team can approve amounts

between \$25 to \$100 with a minimum of three officers. Expenditures over \$100 but less than \$300 require Team approval with a minimum of four officers. In no instances shall expenditures between meetings exceed a total of \$300. In the event the need for more than \$300 is needed before a regular scheduled meeting, the Team will notify all members 24 hours prior to an “open” meeting to handle such a request. The expenditure limits set forth in Section 3 above apply to those expenditures not previously authorized by a vote of the members of this Advisory Committee/ Organization.

d) The Advisory Committee/ Organization will annually approve through a vote on the budget for each performance. The Advisory Committee/ Organization’s RSA advisor and/or Executive Team may approve or make individual expenditures within the approved budget without prior approval of the membership. Requests for expenditure reimbursement shall be submitted with receipts and approval from Directors when submitted by parents to the Executive Team.

Section 2 **Theatrical Director:** The Director shall be fully responsible for creating the show budget of the current year, general overseeing of the show, and will call upon the officers and membership of TBC for support as needed. He She work with the TBC Board to appoint chairpersons and committees of the show. He She shall be the spokesperson for the Advisory Committee/ Organization in its external, professional and public relations. Because the director is such a crucial piece of the TBC he/she will be held to the same expectations and commitments of the Executive Team and will make all meetings a priority being present for the entire duration of said meetings.

Section 3 **President:** The President shall serve as presiding officer of all general meeting of the Advisory Committee/ Organization and of the Executive Team. He/she will carry out duties as assigned by the Director and shall perform such other duties as usually pertain to the office of President. They will chair all meetings of the current school year.

Section 4 **Co-Vice-Presidents:** The Vice-Presidents shall, in the absence of, or because of incapability of the President, perform the duties and assume the responsibilities of the President. He/She shall oversee committees and their functions as well as communicate TBC/Committee needs to parents, staff and students. The Vice-Presidents shall perform such other duties as may be assigned by the President or Executive Team.

Section 5 **Secretary:** The Secretary shall have custody of and preserve all documents and property of this Advisory Committee/ Organization and shall be responsible for the recording of minutes of all regular and special meetings of the TBC and the Executive Team. The Secretary shall send out notices of meetings as required, prepare agendas and minutes, and ensure copies of the agendas and minutes are sent to the school secretary for posting 48 hours before the meeting dates. He/she shall be responsible for the monthly TBC update of current events that will be posted in the school’s monthly newsletter, and shall have charge of all

correspondence between the TBC and the School. He/She will also prepare copies of documents to be dispersed at all meetings.

- Section 6 **Treasurer:** The Treasurer shall have charge and custody of and be responsible for all funds and securities of this Advisory Committee/ Organization, shall receive and give receipts for monies and deposit, all expenses as authorized, and shall make a report at each meeting following the fiscal policies of the Advisory Committee/ Organization. He/she will have a working knowledge of accounting procedures and be well known by reputation to the Director and other offices of the board. He/She will keep permanent books of account and records over a twelve-month fiscal year from July 1 through June 30 and shall be sufficient to establish the items of gross income, receipts and disbursements of the Advisory Committee/ Organization. Such books of account and records shall at all reasonable times be open to inspection by any member of the Advisory Committee/ Organization. He/She will receive all moneys for the Advisory Committee/ Organization and deposit them in a timely manner. He/She will pay all bills as authorized by the Executive Committee.
- Section 7 **Other Officers:** He/She shall be available to perform such other duties as may be assigned by the President or Executive Team. These positions are considered positions to help train for future executive officer positions.
- Section 8 **School Representative:** He/She will be a current employee of Redding School of the Arts. They will be responsible for relaying information to and from the school.
- Section 9 **TBC Check Signers:** Up to three Executive Team members, and a teacher representative shall be authorized to sign the Advisory Committee/ Organization's checks. All checks will require two signatures. An annual review of signers for all TBC accounts will occur in August and amended at the Sept. Advisory Committee/ Organizational meeting.

ARTICLE VIII

MEETINGS

- Section 1 Annual Meeting. An annual mandatory parent meeting of this Advisory Committee/ Organization shall be held no later than September 30th.
- Section 2 The Executive Team shall meet once each month August through May, and/or at the call of the Director or President.
- Section 3 The Executive Team will not conduct business without a simple majority of officers in attendance.

- Section 4 All decision of the Executive team shall be final and binding upon this Advisory Committee/ Organization.
- Section 5 General meetings of the Advisory Committee/ Organization shall be held once a month August through May. Change of any monthly meeting's date shall be properly posted at least two weeks in advance.
- Section 6 Special meetings shall be called within the established guidelines pursuant to current Governmental Code. The presiding officer of the Advisory Committee/ Organization shall be the only member authorized to call for a Special Meeting and will properly post any and all notices required at least twenty-four (24) hours prior to the Special Meeting.

ARTICLE IX

- Section 1 The Advisory Committee/ Organization shall create committees as needed, such as fundraising, set building, stage crew, house team, costumes, public relations, props manager, etc. The Advisory Committee/ Organization appoints all committee chairs.
- Section 2 All committees shall be under the authority of its chairperson(s) who is under the authority of the Advisory Committee/ Organization. Committee Chairpersons will approve reimbursements relative to their committee's activities.

ARTICLE X

AMENDMENT OF RULES AND REGULATIONS

Any Amendment of these Rules and regulations and Accessory Document(s), if in conformity with the policies of Redding School of the Arts Theater Boosters Club, may be adopted by two-thirds vote of the membership present at a meeting. .

ARTICLE X

This committee will follow the Roberts Rules of Order.

ADOPTION

The forgoing Rules and Regulations were adopted on May 12, 2020, Vote: yea _8_ Nays _0_