



# George Ranch High School Longhorn Players Booster Club By-Laws



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## **Article I: Name and Purpose**

### **Section 1. Name**

The name of the booster club shall be the George Ranch High School Longhorn Players Boosters (LPB). The boosters shall be called either the Longhorn Players Boosters or the "LPB".

### **Section 2. Purpose**

The mission of the LPB is to provide support and assistance to the George Ranch High School Theatre Department and its activities. We will meet this mission by:

- A. Providing support for the students and faculty of the George Ranch High School Theatre Program.
- B. Providing support for the productions and activities of the George Ranch High School Theatre Program.
- C. Enhancing the image and fundraising for the George Ranch High School Theatre Program.
- D. Creating and maintaining a scholarship program to recognize outstanding senior theatre students at George Ranch High School.

## **Article II: Basic Policies**

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization, or the names of any members in their official capacities, shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the organization as stated in Article I, Section 2.
- C. The organization shall not, directly or indirectly, participate or intervene in any way (including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- D. No part of the net earnings of the organization shall be distributable to, or in the benefit of, its members, directors, trustees, officers, or any other private persons except that the organization shall be authorized and empowered to pay reasonable reimbursement, compensation for services rendered, and make payments and distributions in furtherance of the purposes set forth in Article I, Section 2.
- E. Notwithstanding any other provision of these articles, the LPB shall not carry on any other activities not permitted to be carried on (I) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (II) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- F. The LPB is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.
- G. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Activity Fund Account for the George Ranch High School Theatre Department.

- H. The organization shall conduct its business in compliance with the rules of the University Interscholastic League (UIL).
- I. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the LPB in all cases where they are applicable and in which they are not in conflict with these by-laws or UIL rules.

### **Article III: Membership and Dues**

- A. Membership in the George Ranch High School PTO is a requirement prior to membership in the LPB. A LPB member who chooses to disregard this requirement forfeits all voting privileges and becomes ineligible for any and all LPB scholarships.
- B. The Executive Board will set annual membership dues.
- C. Membership in the LPB shall be open to the following:
  - a. Parents of a current George Ranch High School Theatre student
  - b. Past Parents or Members of the George Ranch High School Theatre Program
  - c. Any other interested patron or business who subscribes to the Purpose as stated in Article I, Section 2 of these by-laws.
- D. Membership is necessary to cast a vote at a general meeting or to hold office, but non-membership does not preclude participation in any activities sponsored by this organization.
- E. Members will refrain from posting disparaging online content, in any format (social media, web sites, online forums, chat boards, etc.), with regards to the LPB and the George Ranch High School Theatre Department. Doing so damages the reputation of the program and inhibits the ability of the LPB to realize its mission. Any member engaging in this kind of online activity will have their membership in the LPB unequivocally revoked.
- F. Membership is by family/business. When voting occurs, only family members who are responsible for the custodial and financial support of the household (parent, step-parent, legal guardian, etc.) are eligible to cast a vote. A company representative of a business sponsor is also eligible to cast a vote on behalf of that company/business.
- G. Memberships may be received at any time during the year. The membership fees will not be prorated.
- H. The LPB Treasurer is responsible for collecting membership forms and annual dues. They will maintain a current roster of membership.
- I. Honorary memberships shall be conferred to the George Ranch High School Principals, the George Ranch High School Theatre Directors, the George Ranch High School Fine Arts Department Chair, Lamar Consolidated ISD Superintendent, and the LPB Past President. George Ranch High School Faculty and Staff are encouraged to join as regular members.
- J. All members of the LPB may receive a copy of the by-laws upon request to the Secretary or the President.

### **Article IV: Board of Officers**

#### **Section 1. Executive Board**

The Executive Board shall consist of the LPB Executive Officers. The George Ranch High School Theatre Directors and the George Ranch High School Principal serves as ex-officio members of the Executive Board.

## **Section 2. LPB Executive Officers**

The elected officers of the LPB Executive Board shall consist of a President, Vice President, Director of Communications, Secretary, and Treasurer.

## **Section 3. Committee Leaders and Members**

- A.** Committees may be created or dissolved by the President and the Executive Board as required to ensure effective and efficient operation of the LPB.
- B.** The Vice President is responsible for appointing all committee Leaders. The Committee Leaders report to the Vice President, who will represent them to the Executive Board, as their voting member. Committees are responsible to the Membership and Executive Board.
- C.** Examples of such Committees include (but are not limited to):
  - a. Banquets/Awards
  - b. Concessions
  - c. Fundraising
  - d. Historian
  - e. Hospitality
  - f. Membership
  - g. Promotions
  - h. Publicity
  - i. Special Projects
- D.** A Committee Leader may be removed from the position by a simple majority vote of the Executive Board for:
  - a. Failure to perform duties
  - b. Conduct unbecoming
  - c. Failure to attend a majority of LPB meetings and activities.

## **Article V: Election of Officers**

### **Section 1. Nominating Committee**

- A.** There shall be a Nominating Committee consisting of two Executive Officers (preferably outgoing) and two LPB Members. The committee shall be formed at the March Executive Board Meeting. The George Ranch High School Theatre Directors shall serve as ex-officio members and advisors to the committee.
- B.** The Nominating Committee shall accept nominations from the LPB Membership and recommend one or two eligible persons for each Executive Officer position for the following year.
- C.** Nominees for the LPB President must have served on the LPB Executive Board for at least one year prior to taking office.
- D.** Members of the Nominating Committee may be nominated for an elected position. That nominee must remove him/herself from committee discussions for that position.
- E.** The Nominating Committee will present the slate of nominees to the LPB Executive Board at the April Meeting.

- F. The LPB ex-officio members may review all nominations. The ex-officio members may, or may not, at their discretion, accept or reject a nomination.
- G. The Nominating Committee shall post the slate of nominees through normal publicity channels at least 7 days prior to the election.
- H. The election will take place at the May LPB Meeting. The results will be certified by a George Ranch High School faculty member.

## **Section 2. Executive Officers**

- A. All Executive Officers shall be elected to a one-year term of office by a majority vote of the membership in attendance.
- B. Officers shall serve for a period of one year to coincide with the fiscal year.
- C. Officers may be re-elected at the end of their current term with no limitations on consecutive terms or offices.
- D. No business of the organization may occur after the end of the fiscal year unless LPB Executive Officers have been elected.
- E. All nominated members for an Executive Officer position must be members of the LPB prior to the day of the election.
- F. Nominees for President of the association must have served on the LPB Executive Board for at least one year prior to taking office. This can be excepted by a 2/3 majority vote by the LPB membership.
- G. All LPB Executive Officers MUST maintain a notebook to pass to new officers each year.

## **Section 3. Vacancies**

- A. A vacancy occurring in any elected office shall be filled for the unexpired term by a person nominated by the Executive Board and elected by a majority vote of the Members, with 7 day notice of such election having been given.
- B. The President may appoint an interim nominee, with the approval of the LPB Executive Board, to fulfill that position until a general membership meeting may be held.

## **Section 4. Reason to remove**

An officer may be removed from office by two-thirds (2/3) vote of the Executive Board for:

- A. Failure to perform duties
- B. Conduct unbecoming
- C. Failure to attend a majority of LPB meetings and activities.

## **Article VI: Duties of Executive Officers**

### **The President shall:**

- A. Coordinate the work of the officers and committees to stay in focus with the purpose of this organization as stated in Article I, Section 2.
- B. Preside at all meetings of the LPB.
- C. Be authorized to sign on bank accounts.

- D. See that all by-laws are adhered to
- E. Shall call additional meetings as required.
- F. Oversee the Scholarship Plan and Committee
- G. Be present at all meetings of the LPB Executive Board and Membership.
- H. Act as the liaison between George Ranch High School faculty and the LPB Executive Board

**The Vice President shall:**

- A. Act as the PTO liaison and sit in on the Parent Organization meetings.
- B. Preside at all meetings of the LPB in the absence of the LPB President.
- C. Be present at all meetings of the LPB Executive Board and Membership.
- D. Act as Volunteer coordinator for theatre activities.
- E. Oversee committees, appoint Committee Leaders, and act as point person between the Committee Leaders and the LPB Executive Board.

**The Director of Communications shall:**

- A. Maintain and promote the George Ranch High School Theatre Program website and social media accounts.
- B. Oversee the Publicity Committee and lead publicity efforts by working as a liaison to and with all local and internet media outlets, including print, online and social media networks.
- C. Be present at all meetings of the LPB Executive Board and Membership.
- D. Coordinate theatre related email communications with George Ranch High School administration and PTO.

**The Treasurer shall:**

- A. Have custody of all funds of the LPB accounts.
- B. Maintain accurate records of all bank accounts and documentation of all cash receipts and disbursements.
- C. Establish policies and procedures to ensure safe, efficient and accurate management of cash receipts and disbursements.
- D. Make disbursements as authorized by the LPB Executive Board and Membership, in accordance with the budget.
- E. Sign on bank accounts.
- F. Present a current financial statement at all meetings, and at other times when requested by the LPB.
- G. Construct a full report of the year's activities at the end of the fiscal year.
- H. Be responsible for the maintenance of such books of accounts and records, including financial statements, budgets, bank statements, receipts, invoices, cancelled checks and tax returns for 7 years.
- I. Submit books to the Audit Committee as requested.
- J. Work with the Executive Board in establishing an annual budget, to be presented at the last LPB Membership meeting of the year.
- K. Ensure Texas sales taxes are collected and submitted to the state comptroller, by September 15<sup>th</sup>.
- L. Ensure that Federal form 990 is filed by September 15<sup>th</sup>.
- M. Be present at all meeting of the LPB Executive Board and Membership.
- N. Oversee the receipt of all membership dues and maintain membership roster.

**The Secretary shall:**

- A. Record the minutes of all LPB Executive Board and Member meetings.
- B. Present minutes from previous meetings at every Executive Board and Member meeting or provide the Executive Board with an electronic version, via email, prior to meetings.
- C. Perform LPB correspondence, when necessary.

- D. Keep a written record of attendance at Executive Board and Member meetings and confirm quorum requirements are met.
- E. Maintain a current copy of the LPB By-Laws, Robert's Rules of Order, UIL Booster Club guidelines and meeting minutes from all Executive Board and Member meetings.
- F. Be present at all meetings of the LPB Executive Board and Membership.
- G. Oversee the Nominating Committee

**All (Non-Executive Officer) Committee Leaders shall:**

- A. Be a leader of their committee and steer their committee to accomplish the goals and purposes of the LPB.
- B. Maintain good records of their activities to report to the Vice President and pass on to the next Committee Leader.
- C. Be present at all meetings of the LPB Membership.

**Article VII: Meetings**

**Section 1. General Membership Meetings**

- A. A minimum of 5 general membership meetings of the LPB shall be held during the academic school year. The Executive Board, at its first meeting of the year, will establish the schedule for the year. Five days notice shall be given if a change of date is needed.
- B. Additional meetings of the LPB may be called by the President or by a majority of the Executive Board with 48 hours notice given. The meetings will be announced by any of the following: Local newspaper, email, web site, social media, SMS text or telephone.
- C. All meetings of the LPB shall be open to the general public.
- D. A quorum for the purpose of voting on motions or elections shall consist of 10 (ten) or more members. A quorum must be established before a vote may take place. Once a quorum has been established, a majority vote rules.

**Section 2. Executive Board Meetings**

- A. LPB Executive Board meetings shall be held monthly, as determined by the Executive Board.
- B. A majority vote at the Executive Board meetings shall rule.
- C. Additional meetings may be called by the President or by a majority of the Executive Officers with 48 hours notice given.
- D. A quorum for the purpose of voting on motions shall consist of two-thirds (2/3) or more Executive Board members. Once a quorum has been established, a majority vote rules.
- E. Emergency requests that require approval of the Executive Board can be handled electronically, via email or web conferencing. All Executive Board members are required to respond and a majority vote rules.

## **Article VIII: Financial Policies**

### **Section 1. Fiscal Year**

The fiscal year of the LPB shall run from June 1<sup>st</sup> to May 31<sup>st</sup>.

### **Section 2. Annual Audit**

- A. An audit committee shall be appointed by the Executive Board at least 30 days before the end of the fiscal year.
- B. The committee shall consist of not less than three (3) members who are not authorized signers on the bank accounts.
- C. The audit committee shall perform an audit of the accounts and records within 30 days of the end of the fiscal year.
- D. The checkbooks and records may not be turned over to a new treasurer prior to the annual audit.
- E. The audit report will be presented at the first LPB Member meeting of the new fiscal year and be adopted by the LPB Members.

### **Section 3. Budget**

- A. No business of the LPB may be conducted until a budget has been adopted by the general membership.
- B. The Executive Board shall appoint a budget committee no later than March 1<sup>st</sup>. The committee shall include the President, Treasurer and one other Executive Officer.
- C. The budget committee shall present a budget for the next fiscal year to the Members at the last meeting of the fiscal year.
- D. The proposed budget shall include Cash Carried Forward of no less than \$3000.
- E. The proposed budget shall be posted through normal communication channels no less than seven (7) days prior to the general meeting.
- F. The Members shall adopt the budget by a majority vote once quorum has been established.
- G. Amendments to the budget must be approved by the LPB Members.

### **Section 4. Check Signing**

- A. Up to three (3) Executive Officers may be authorized signers on the LPB checking account.
- B. Signer's shall include the Treasurer and the President. Other signers may be determined by the Treasurer, with the approval of the LPB Executive Board.
- C. Checks exceeding \$2500.00 will require any two (2) signatures.

### **Section 5. Fundraising**

Primary fundraising for the LPB shall come from membership dues. Other sources may include, but are not limited to, corporate sponsorships, concession sales, paraphernalia sales, fundraising special events and donations. George Ranch High School and Lamar Consolidated ISD administration must approve all fundraising activities.



## **Article IX: Amendments to By-Laws**

The procedure for amending these by-laws will be as follows:

- A. These by-laws may be amended at any LPB Member meeting, providing a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendments shall be given through normal communication channels seven (7) days prior to the meeting at which the amendment(s) will be voted upon.
- B. Proposed changes shall be approved for presentation to the Members by the Executive Board.
- C. The change will become effective immediately, unless otherwise indicated.
- D. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws. The committee may only be appointed by a majority vote of the Members or a two-thirds (2/3) vote of the Executive Board. The requirement for adoption of a revised set of by-laws shall be the same as in the case of amendments.

## Revision History

<b>Changes Made</b>	<b>Changed By</b>	<b>Changed Date</b>
Reformatted: Removed headers/footers, added cover page, condensed page breaks.	McGee	5/9/2019