

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;
- Collaborating with other schools and local theatres 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 one another;
- Encouraging the spirit of volunteerism; and
- Generating the necessary resources and efficiently managing them in support of all of these 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

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 theatre 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, as 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 Club shall be open to anyone interested in the theatre program and willing to uphold the bylaws of the Club and who meet all the eligibility requirements.

Section 2 – Eligibility. Membership in the Club shall be open to those individuals who subscribe to its purpose and objectives, have expressed their desire to be members and who are:

- a) Parents, grandparents or legal guardians of students enrolled at RPHS without regard to race, color, creed, national origin, or religion.
- b) Members of the faculty, staff and their families without regard to race, color, creed, national origin, or religion.
- c) Interested adults who do not qualify under a) or b) above, may petition its governing Board of Directors, herein referred to as the Board, to become members of the Club.



Section 3 – Annual Dues or Donations. The annual dues or donations for members shall be determined by the member donating to the Club at any membership level they choose, as to be determined by their own discretion.

Section 4 – Members in Good Standing. Only current members who have met the donation requirements and are considered in good standing shall have the privilege of making motions, voting, or holding office. The Treasurer shall maintain a list of current members of the Club throughout the year.

Section 5 – Additional Members. General enrollment of members shall be conducted annually at the beginning of each school year. Additional members shall be accepted at any time by fulfilling the donation requirement.

ARTICLE V: MEETINGS

Section 1 – An Annual Meeting will be held in the Spring semester, which will include the election of officers and committee chairs for the coming year. Other meetings will be held throughout the year as set by the Board of Directors, not to be fewer than two (2) per semester including the Annual Meeting.

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

ARTICLE VI: BOARD OF DIRECTORS

Section 1 – Titles of Office. The Board will consist of President, Vice President, Secretary, Treasurer, Publicist(s), and the Theatre Director(s).

Section 2 – The Board 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 meetings. Each member shall have one equal vote in all voting matters.

Section 3 – Board members must meet the same membership criteria as other Club members as outlined in Article IV.

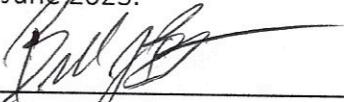
ARTICLE VII: DISSOLUTION

Section 1 – In the event of the dissolution of the Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(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.

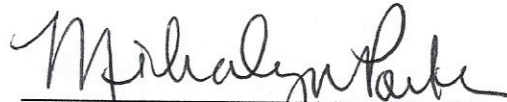
Section 2 – The funds in the treasury, less any outstanding obligations of the Club, shall be delivered forthwith to the Ridge Point Theatre Activity Fund.




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 meeting on this day the 26th of June 2023.



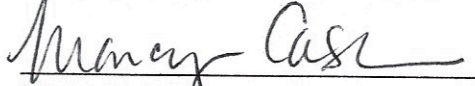
Brandon Benton – President




Michalyn Porter – Vice President



Madelon McGreener – Treasurer



Marcy Cashion – Secretary



Melissa Bland – Publicist



RIDGE POINT HIGH SCHOOL THEATRE BOOSTER CLUB BYLAWS

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

Section 3 – Meeting dates once determined will be posted on the Club website, social media and in an email sent to all members with adequate notice.

Section 4 – Unscheduled meetings of the Board of Directors may be called by or at the request of the Theatre Director(s), the President, and/or the Vice President, Treasurer, and/or Secretary.

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Section 3 – Board members must meet the same membership criteria as other Club members as outlined in Article IV.



ARTICLE VII: DUTIES OF ELECTED OFFICERS

Section 1 – The President shall preside at all meetings of the Club, shall be a member ex-officio of all committees, and shall perform other duties usually pertaining to the office. The President shall maintain parliamentary procedure according to Robert's Rules of Order, Revised, at all regular and unscheduled meetings of the Club.

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, 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, and deposit all funds in the name of and to the credit of the Club. The Treasurer shall present a financial statement at each meeting of the Club 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, an annual budget to be approved by the general membership. The Treasurer is responsible for coordinating the submission of the annual Form 990, Return of Organization Exempt from Income Tax prior to the 15th of November of that fiscal year ending June 30th. The Treasurer is responsible for submission and payment of Sales and Use Tax due after December 31st and before January 20th of the calendar year he/she holds the office.

Section 5 – The Publicist(s) shall be responsible for publicity for all events of the Club and Theatre Department via the Club Website and all social media accounts; act as a liaison between the Club and the media, and perform other duties assigned by the President or the Board.

ARTICLE VIII: 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 by a voice vote. Election shall be by simple majority of the members of the Club present at the meeting, provided a quorum is present.

Section 2 – Officers shall be elected to serve a one-year term during the Clubs fiscal year starting on July 1st and ending on June 30th.

Section 3 – No Officer, either elected or appointed, may serve in the same position for more than three years.

Section 4 – 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 from



the Board preferably who will not be returning to the Board the following fiscal year, who shall serve as Chairperson; the Theatre Director(s); three from the Club at large who are not members of the Board. The Nominating Committee shall report at the election meeting the names of the candidates for each elected office. The President and Vice President shall be filled by a returning member of the Board 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 5 – 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. Such action shall be read into the minutes of the next Club meeting.

Section 6 – 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 next Club meeting.

ARTICLE IX: STANDING AND AD HOC COMMITTEE(S)

Section 1 – Banquet/Awards. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet.

Section 2 – Concession. Responsible for managing, ordering, and coordinating all activities associated with the concession booth.

Section 3 – Spirit Nights. Responsible for organizing and coordinating spirit nights with restaurants where a percentage of the proceeds will benefit the Club. Not responsible for collecting the funds raised.

Section 4 – Spirit Wear. Responsible for organizing, ordering, and distribution of spirit wear. Not responsible for collecting or making payments for the spirit wear.

Section 5 – Volunteer Coordinator. Responsible for organizing and managing volunteers as needed for the Club, theatre, and fund-raising events.

Section 6 – Ad Hoc Committees. Ad Hoc Committees are created with approval of the Club when new projects are instituted or needs are identified. These committees are not permanent and may be established and disbanded on an as-needed basis.

Section 7 – The Chairperson(s) of these committees may attend Club meetings, but are considered non-voting members of the Club unless they have met the membership requirements as outlined in Article IV.



ARTICLE X: FINANCIAL

Section 1 – The Fiscal Year begins July 1st and ends June 30th of the following year.

Section 2 – All checks and drafts of other order for payment of money issued in the name of Ridge Point High School Theatre Booster Club requires two signatures. The account should have at least three authorized signers to allow at least one back-up signer in the case that one of the regular signers is unavailable. The signatures on the account will be the Treasurer, President, Vice-President, and Secretary.

Section 3 – A district employee may not serve in a financial capacity which is defined as President, Treasurer, Fund-Raising Chair, or check signer.

Section 4 – An audit of the books and records will be conducted and completed by August 31st of each year. The Audit Committee shall consist of at least three members of the Club with at least one of those being a non-Board member (who is not an authorized signer on the account). The Treasurer shall not be on the Review Committee; however, he/she may meet with the Committee to explain their records or answer questions.

Section 5 – For every expenditure over \$500, Board approval is required prior to disbursement and must be included in the minutes, including items approved in the budget. The approval can be handled via text or email if a vote is required prior to the next scheduled meeting.

Section 6 – Carry-over Money are any funds not used by the Club in that fiscal year, which carry over to begin the next year; however, all efforts should be made so that money fund-raised by/for students should be used for those students. The carry-over amount should only be enough for the Club to “begin business,” but should be no less than \$10,000.

Section 7 – The Club cannot require members or students to fund-raise or raise a certain amount. Fund-Raising revenues should be recorded in a group account where all members or students have the same opportunity to benefit equally. One member or student should not receive a larger benefit from the fund-raising than another. In addition, if a member or student chooses not to participate in the fund-raiser, that person still receives an equal benefit from the revenues generated.

Section 8 – The Board can specify that certain Fund-Raising revenues will be for a specific cost or event. In this case, members and students shall be notified prior to the commencement of said Fund-Raiser.



ARTICLE XI: VOTING

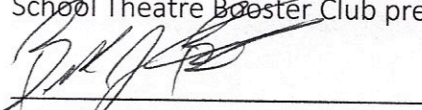
Section 1 – Voting members of the Club include the Board and all members in good standing as outlined in Article IV.

Section 2 – Email Voting. The Board shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all Board members. Any action so approved shall have the same effect as though taken at a meeting of the Board. The vote will be given at least 24 hours' notice for a motion, second and discussion of the topic at hand. The motion to be called for by the President and time limits will allow for adequate and reasonable response time from all Board members. Once the discussion period has ended, the President will call for a vote by email, with a time to respond clearly identified. After the time allotment has passed, the President will tally and record the votes, and will post them via email to all. Vote results will be recorded with minutes as an "Unscheduled Meeting" and as is required, will be voted on at the next regularly scheduled Club meeting.

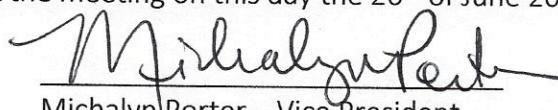
Section 3 – All votes by the Club and the Board shall be settled by a simple majority vote of the members present, provided a quorum is present as stated in Article V, Section 2.

Section 4 – These Bylaws may be amended and changed at any meeting of the Club by a two-thirds (2/3) vote of the members in good standing present, provided a quorum, as stated in Article V, Section 2, has been established and maintained throughout the meeting. Any proposed amendment(s) must have been presented and posted at least fifteen (15) days prior to the meeting and read aloud during the meeting prior to vote.

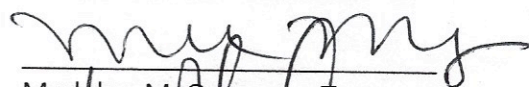
These BYLAWS are hereby adopted by the majority vote of the members of the Ridge Point High School Theatre Booster Club presented at the meeting on this day the 26th of June 2023.



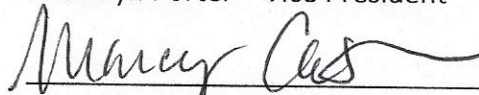
Brandon Benton – President



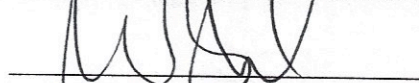
Michalyn Porter – Vice President



Madelon McGreenera – Treasurer



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