

BYLAWS OF THE O'CONNOR DRAMA MAMAS AND PAPAS

ARTICLE I-GENERAL

- Section 1 The name of the organization shall be the O'Connor Drama Mamas And Papas.
- Section 2 Above said organization is formed for the educational, charitable, and spirit support of the O'Connor High School Theatre Arts Department individuals, groups, and their activities.
- A. To provide assistance and support to the theatre director and the school authorities in pursuance of the program and objectives.
 - B. To promote and maintain enthusiastic interest in the various phases of the Theatre Arts Department.
 - C. To support financial fund raising activities for special programs and activities.

Section 3 These Bylaws shall govern all proceedings of the Drama Mamas and Papas, except as otherwise provided by the rules and regulations of Sandra Day O'Connor High School and/or Northside Independent School District.

Section 4 In the event of conflict between these Bylaws and the rules and regulations of Sandra Day O'Connor High School, University Interscholastic League (UIL) Constitution, Texas Educational Theatre Association (TETA), and/or Northside Independent School District the latter rules and/or regulations shall prevail.

Section 5 This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association 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 an association to which contributions are deductible under section 170 (C)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Upon the dissolution of this association, 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 tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principle office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II-MEMBERSHIP AND DUES

Section 1 Parents and guardians of students enrolled in all Theatre Arts courses of Sandra Day O'Connor High School may become Voting Members of the O'Connor Drama Mamas and Papas by paying membership dues. Voting Members may vote, hold office and participate in all O'Connor Drama Mamas and Papas activities, except as otherwise provided by these Bylaws.

- Section 2 Interested adults who are not parents or guardians of students enrolled in the Theatre Arts courses of Sandra Day O'Connor High School, may become Associate Members of the O'Connor Drama Mamas and Papas by paying membership dues. Associate Members are entitled to all privileges of Voting Members.
- Section 3 The Director of Theatre, additional staff Theatre Director(s) and or Technical Director(s) and the Principal of Sandra Day O'Connor High School (or the designated representative of the Principal, other than the Theatre Director) shall be ex-officio members of the O'Connor Drama Mamas and Papas and all Committees, Board or other subdivisions of the organization.
- Section 4 Annual membership dues shall be recommended by the Executive Board. Dues for the following year shall be adopted by a majority of the Voting Members present at a regular or special meeting of the O'Connor Drama Mamas and Papas at the end of the school year.

ARTICLE III OFFICERS AND EXECUTIVE BOARD

- Section 1 The elected Officers of the O'Connor Drama Mamas and Papas shall be a President, Vice President, Secretary, and Treasurer.
- Section 2 The following duties shall be required of the Officers.
- A. The President shall:
1. Serve as Executive Officer of the O'Connor Drama Mamas and Papas and shall represent the interests of the organization as necessary to: the Administration of Sandra Day O'Connor High School and\or Northside Independent School District, to other clubs and organizations and to the community.
 2. Preside at meetings of the O'Connor Drama Mamas and Papas and of the Executive Board.
 3. Countersign checks drawn on the O'Connor Drama Mamas and Papas' account(s) within the requirements of these Bylaws.
 4. Serve as an ex-officio member of all Committees, except the Nominating Committee.
 5. Appoint individuals to serve as Chairpersons of the Standing Committees whose chairs are not otherwise specified by these Bylaws. All appointed individuals will be approved by the elected officers.
 6. Appoint any special committees that may be required from time to time.
 7. Report actions of the Executive Board at each meeting of the O'Connor Drama Mamas and Papas.
 8. Serve as custodian of the Bylaws and see that each Officer and Standing Committee Chairperson is provided with a copy of the Bylaws and a written list of specific duties for which each is responsible.
 9. Notify the Internal Revenue Service of any and all changes in sources of support, purposes, character, method of operation, name, address and amendments or changes in the Bylaws. This shall be done in writing immediately upon changes being made.
- B. The Vice President shall:
1. Have oversight of all fund raising activities.
 2. Maintain records of funds raised by the organization for the distribution to the General Fund.
 3. Serve as Chairperson of the Budget Committee (consisting of the elected officers of the O'Connor Drama Mamas and Papas) and present a budget for approval at the first meeting of the membership.

4. Perform the duties of the President in the absence of the President or in the case of the inability of the President to act.

D. The Secretary shall:

1. Be responsible for membership enlistment and record keeping.
2. Complete a roster of all O'Connor Drama Mamas and Papas members (name, address, phone number and email) and maintain throughout the school year. Provide roster to elected officers.
3. Record, maintain and make available to any member, upon request, minutes of all meetings of the O'Connor Drama Mamas and Papas and the Executive Board.
4. Maintain all records of the organization, except such as are specifically assigned to other Officers or members.
5. Conduct correspondence for O'Connor Drama Mamas and Papas and the Executive Board.
6. Maintain a roster of Officers and Standing Committee Chairpersons, including names, addresses, telephone numbers, and email and make it available to all members of the O'Connor Drama Mamas and Papas at the first meeting of the school year. This roster shall be revised as necessary.

E. The Treasurer shall-

1. Have custody of all O'Connor Drama Mamas and Papas funds and pay debts by check in accordance with the procedures specified in the Bylaws or approved by the Executive Board.
2. Maintain an accurate and permanent record of all receipts and disbursements.
3. Present a report of current financial status at each regular meeting of the O'Connor Drama Mamas and Papas.
4. Countersign checks drawn on the O'Connor Drama Mamas and Papas account(s) in accordance with the requirements of these Bylaws.
5. Prepare Form 990, Return of Organization Exempt from Income Tax, on or before July 15th of each year immediately following term of office. The incoming treasurer shall file this Form 990 with the Internal Revenue Service on or before October 15th of each year.
6. Attach to the final treasurer's report before audit, the compensations paid January 1st through June 30th each year so that this information is available for filing of Form 1099 to the Internal Revenue Service.

Section 3

There shall be an Executive Board composed of the Officers, the Director of Theatre, additional staff Director(s) and/or Technical Director(s), and the Principal (or the designated representative of the Principal). Upon their appointment, the Chairpersons of the Standing Committees also shall become members of the Executive Board. The duties of the Executive Board shall be to:

- A. Act on behalf of the O'Connor Drama Mamas and Papas between regular meetings.
- B. Recommend programs and activities to accomplish the purpose of the O'Connor Theatre Arts Department, including a budget and other financial plans, if necessary or desirable.
- C. Perform any additional duties directed by the O'Connor Drama Mamas and Papas.

Section 4

All Officers and Standing Committee Chairpersons shall be Voting Members of the O'Connor Drama Mamas and Papas. In addition, only individuals who have been Voting Members of the O'Connor Drama Mamas and Papas for at least one full year shall be eligible to serve as elected Officers.

Section 5 An elected officer who fails to attend a meeting on three consecutive occasions without apparent reason shall be asked to withdraw from the position.

ARTICLE IV-MEETINGS

Section 1 The O'Connor Drama Mamas and Papas shall have a minimum of six meetings during each school year on the first Tuesday unless otherwise specified by these Bylaws or changed by the Executive Board.

Section 2 Special meetings may be called by the President, or at the written request of eight (8) Voting Members. Notice and purpose of such special meetings shall be advised to each member by email, as circumstances permit.

Section 3 Business at all regular and special meetings shall be conducted in accordance with a majority vote of the members present. A quorum shall consist of eight Voting Members to transact business.

Section 4 Written notice shall be sent to parents and guardians of all Theatre Arts students at Sandra Day O'Connor High School prior to the first regular meeting of the school year, advising them of the date, times and location of the regular meetings.

Section 5 A minimum of six meetings of the Executive Board shall be held during the months of August through May. The date and time of meetings shall be determined by the Board. Two-thirds of the Executive Board shall constitute a quorum. The President or any two members of the Board may call special meetings of the Executive Board. Meetings of the Executive Board shall be open to all members of the O'Connor Drama Mamas and Papas.

Section 6 In all instances not provided for in these Bylaws, the rules of order and parliamentary procedure contained in Robert's Rules of Order Revised shall govern conduct of meetings.

ARTICLE V-FINANCES

Section 1 The expenses of the O'Connor Drama Mamas and Papas shall be borne by membership dues, revenues from fund raising and donations.

Section 2 The O'Connor Drama Mamas and Papas shall operate on a budget adopted by a majority vote of the Voting Members present (see Article II, Section 2) at the first meeting of the school year. The budget may be amended during the school year by a majority vote of the Voting Members present.

Section 3 The President shall have authority to approve non-budgeted expenditures, which are expected not to exceed \$300.00. Non-budgeted expenditures expected to be between \$300.00 and \$1,000.00 may be approved by a majority vote of the Executive Board. Non-budgeted expenses expected to exceed \$1,000.00 must be approved by a majority of the Voting Members present at a regular or special meeting of the O'Connor Drama Mamas and Papas at which such a proposed expenditure is presented. .

Section 4 The fiscal year of the O'Connor Drama Mamas and Papas of Sandra Day O'Connor High School shall be July 1 through June 30. Financial reports shall be submitted for audit

by July 15 of each year, or as soon as all invoices for that fiscal year have been received and paid. The incoming President shall appoint an Audit Committee of three Voting Members. A written report of the findings shall be presented to the President by August 15 and to the general membership at the first meeting of the school year.

Section 5 The Treasurer shall establish and maintain a checking account in a bank or savings institution. All monies received by the O'Connor Drama Mamas and Papas shall be deposited in a timely manner into an account in a Federally Insured Bank or Savings Institution. All expenditures or other disbursements shall be made by checks drawn on the checking account. The balance of any financial account shall not exceed the Federally Insured limit. Checks or drafts drawn on any financial account shall require the signatures of two of the Executive Officers - President, Vice President, Secretary or Treasurer.

ARTICLE VI-ELECTION OF OFFICERS

Section 1 The Officers listed in Article III, Section I shall be elected at the May meeting each year.

Section 2 Nominations shall be made by a Nominating Committee formed at the March meeting. The Nominating Committee shall consist of three (3) Voting Members. The President shall not be a member of the Nominating Committee. The first order of business of the Committee shall be to elect a Chairperson. The Nominating Committee shall select one nominee for each of the offices listed in Article III, Section 1. The consent of each nominee must be obtained before his/her name is placed in nomination. Members of the nominating Committee and incumbent Officers shall be eligible to become nominees for office unless otherwise prohibited by these Bylaws.

Section 3 The Nominating Committee shall present the names of proposed nominees at the April meeting.

Section 4 Voting for nominees will take place at the May meeting. Nominations may be made from the floor at the May meeting, provided that the nominees are Voting Members of the O'Connor Drama Mamas and Papas and that they consent to having their names placed in nomination.

Section 5 If there are two or more nominees for an office, the election for that office must be by ballot. Election by unanimous or general consent shall be permitted if there is only one nominee for an office.

Section 6 Officers shall hold office from July 1st through June 30th of the following year.

ARTICLE VII-COMMITTEES

Section 1 The following Standing Committees shall be formed at the beginning of the school year: Audit Committee, Scholarship Committee, Front of House Committee, Acquisitions Committee, and Publicity Committee, and any other committee deemed necessary by the Executive Board. The Chairpersons of the Standing Committees shall be appointed by the President and approved by the Executive Board. Committee members shall be selected by the Committee Chairperson, unless otherwise directed by these Bylaws. The Committee Chairperson may select a Co-chairperson. Standing Committees will function according to written guidelines and job descriptions (see Article III, Section 4). Chairpersons of the Standing Committees shall be members of the Executive Board (see Article III, Section 3) and shall attend all meetings of the Board. Absence of a Standing

Committee Chairperson or Officer from three (3) consecutive meetings shall be cause for removal by the Board.

Section 2 The President shall appoint special committees that may be required from time to time.

Section 3 Committee business shall be conducted by a majority vote of Committee members present.

Section 4 All Committees shall keep regular minutes of the proceedings and the chairperson shall report the same to the Executive Board when required.

ARTICLE VIII -AMENDMENTS

Section 1 These Bylaws may be amended by a two-thirds vote of the Voting members present at a regular or special meeting.

Section 2 Proposed amendments may be submitted by any Voting Member in writing to the President.

Section 3 Proposed amendments shall be presented in writing to the Voting Members at least one meeting in advance of the meeting at which they are to be acted upon.

Section 4 A Bylaws Review Committee shall be appointed by the President at least once every two years. The Committee shall review the Bylaws and recommend amendments, if necessary.

ARTICLE IX-SUSPENSION OF BYLAWS

Section 1 Individual Bylaws may be suspended only by unanimous consent of the Voting Members present at a regular or special meeting. Suspension of the individual Bylaw shall be applicable only to the meeting at which the vote to suspend is taken.

ARTICLE X-ENACTMENT

Section I These Bylaws were adopted by vote of the O'Connor Drama Mamas and Papas and become effective on July 18, 2005.

Section II These Bylaws were modified by majority vote of the O'Connor Drama Mamas and Papas on n/a .