



BY-LAWS OF
ACTING TROUPE OF LAMBERT BOOSTER CLUB, INC.

Revised: 7 July 2015

ARTICLE I
Name and Purpose

- 1.1 The name of this non-profit organization shall be *Acting Troupe of Lambert Booster Club, Inc.* (“ATL”).
- 1.2 The purpose of this non-profit, voluntary organization shall be to assist Lambert High School and its community by promoting, supporting, and sustaining theater and dramatic arts at Lambert High School in an atmosphere that is consistent with the educational philosophy of the school community.
- 1.3 ATL shall not exist without authorization of the principal of Lambert High School and all modifications of the bylaws must receive prior approval from the principal or his designee.

ARTICLE II
Membership and Dues

- 2.1 There are no members of ATL.
- 2.2 Any parent, teacher or administrator at Lambert High School, any coach of any sport, any director of any activity, all students, and any interested business entity shall be eligible to participate in ATL. An annual or lifetime fee may be assessed by the Board of Directors for participation privileges. All coaches and directors shall be automatic members with any applicable fee waived, so long as they remain a member of ATL staff.
- 2.3 The Board of Directors of ATL shall at all times have the full power and authority to expel from participation any entity, person, or persons whose activities are deemed detrimental to, or inconsistent with, the by-laws or the basic principles of ATL.
- 2.4 ATL shall at all times observe all local, state, and federal laws which apply to non-profit organizations as defined in Article 501(c)(3) of the Internal Revenue Code.

ARTICLE III
Meetings

- 3.1 An annual meeting for the purpose of the election of officers for ATL shall be held. It is recommended that candidates for officers be parents of children involved in ATL.

- 3.2 The Board of Directors will meet with the administration of Lambert High School twice per year, the first at the beginning of the school year and the second near spring break. The Purpose is to review the budget and financial information from the current school year and planned ATL activities for the following school year.
- 3.3 Additional meetings of the Board of Directors may be held as called by the president or two (2) other officers, with at least one week's notice.
- 3.4 A majority of the officers of ATL shall constitute a quorum for the transaction of business at a meeting as long as sixty percent (60%) of the officers are present.
- 3.5 A special meeting of all participants may be called for any lawful purpose, provided any two (2) or more officers call the meeting.
- 3.6 Notice of the time and place of regular and special meetings shall be given not less than seven (7) days prior to the date set for any such regular or special meeting. Attendance at a meeting shall itself constitute waiver of notice and waiver of any and all objection to the time and location of the meeting or the manner in which the meeting has been called or convened, except when a participant attends a meeting solely for the purpose of stating at the beginning of the meeting such objection to the transaction of business.
- 3.7 A student representative from the ATL Drama Club shall be present at each general participant meeting.

ARTICLE IV **Governance**

- 4.1 Four (4) participants will be elected on an annual basis as officers and members of the Board of Directors of ATL. Officers of ATL shall consist of a director, president, vice president, secretary, and treasurer.
- 4.2 Each officer shall serve without compensation or financial remuneration in any regard. Each officer specifically is prohibited from profiting personally in any transaction with ATL.
- 4.3 The officers shall accept the responsibility for setting policies as they pertain to the direction of ATL. The president, vice president, secretary, and treasurer shall be vested with the responsibilities of the ongoing implementation of policies of ATL.

The officers shall:

- a) Approve the expenditure of all general funds up to \$10,000.00 per request. Any expenditure of general funds above \$10,000.00 shall be presented at a general participant meeting for approval.

- b) Approve the president's creation and dissolution of all necessary committees and chairpersons.
- c) Set the time and date of general participant meetings and give participants timely notification of said meetings.
- d) Be in regular attendance at all meetings or inform the president or vice president of the absence from such meeting. Failure to inform of absence or failure to attend meetings without just cause may result in removal of an officer by virtue of an affirmative vote of the majority of the members of ATL Board of Directors at any called meeting.
- e) Approve goals and budget targets annually.
- f) Review the annual budget with the purpose of creating a budget for the following school year. The newly created budget draft will be presented to the incoming president for approval and adoption by the incoming Board of Directors.

4.4 The director:

- a) Shall be a staff member of Lambert High School.
- b) Shall receive automatic membership to the Board of Directors and shall be an ex-officio member of all committees established by ATL.
- c) Shall provide leadership to ATL. A designee, such as president of ATL, may serve to facilitate the business of ATL, although authority of ATL resides with the director, a certified employee of Lambert High School.
- d) Will report to the administration of Lambert High School regarding all ATL issues.
- e) Must give final approval of purchases over \$500 and decisions concerning ATL.

4.5 The president:

- a) Shall be charged with the duty of supervising all ATL functions subject to policy direction from the Board of Directors.
- b) Shall be responsible for the implementation of the total ATL program.
- c) Shall ensure that the policies set forth by the Board of Directors are implemented by all participants.
- d) Shall have the power to appoint standing and special committees and shall be an ex-officio member of all committees established by ATL.

- e) Shall report to the director of ATL.
- f) May provide a co-signature on all ATL checks over \$500.

4.6 The vice president:

- a) Shall assume the duties of the president when conditions prevent him/her from the completion of said duties.
- b) Shall assist the president in the completion of his/her duties as required by the president.
- c) May provide a co-signature on ATL checks over \$500.

4.7 The secretary shall:

- a) Be responsible for maintaining all books and records of ATL including the minutes of the meetings of its Board of Directors.
- b) Be responsible for coordinating the time and location of Board of Directors and participant meetings.
- c) Serve as a parliamentarian at these meetings or shall appoint another participant to serve in this capacity.
- d) Provide such other assistance to the president and vice president as deemed necessary.

4.8 The treasurer shall:

- a) Be the chief financial officer of ATL.
- b) Maintain accurate financial records of disbursements and receipts of all money received by ATL or its committees from all sources.
- c) Coordinate the receipt and deposit of all fund-raising money and provide a co-signature on all checks.
- d) Submit an updated financial report to ATL participants at least once per year and provide an auditing of all fund raisers and other money producing events when necessary.
- e) Provide such assistance to the president, vice president, and secretary as deemed necessary.

- 4.9 Nothing contained herein is intended to abrogate the powers of the administration and the principal of Lambert High School nor to set policy and make decisions for the Lambert High School community.
- 4.10 Directors who have received or may receive direct financial benefits as a result of any decision of the Board of Directors shall not vote on such matters affecting said benefits.
- 4.11 ATL shall indemnify each person who acts as an officer of ATL against expenses incurred in the defense of any action, suit, or proceeding in which such officer is made party by virtue of service as such officer.
- 4.12 No permanent structure is to be built on the Lambert High School facility without approval from the principal of Lambert High School.

ARTICLE V
Elections

- 5.1 The president will notify the participants of yearly elections for officers and request submission of names. After concurrence of the Board of Directors, these nominees will be presented to all participants in good standing and a vote by ballot will select the next school year's officers. Additional candidates may be nominated from the floor at the annual meeting.
- 5.2 The president, with the approval of the Board of Directors, shall appoint a participant to fill any officer vacancy, other than the presidency. A vacancy in the office of the president shall be filled by a majority vote of the Board of Directors at the first meeting after the vacancy occurs.
- 5.3 Should an officer resign a position during the term without extenuating circumstances forcing such a decision, he/she may not be appointed or elected to an office for one calendar year from that date. The Lambert High School administration may review matters to determine if such extenuating conditions existed.
- 5.4 A term is from June 1 through May 31. An individual may not serve in the same elective capacity for more than three consecutive terms.

ARTICLE VI
Finances

- 6.1 Funds shall not be disbursed except by a bank draft. Any bank draft over \$500 must be signed by at least two (2) authorized agents, at least one of whom is the treasurer, and as approved by the director. For amounts under \$500, Treasurer shall issue and sign bank draft.
- 6.2 Financial statements must be submitted to the Lambert High School administration at the end of the school year.
- 6.3 The fiscal year will be July 1 through June 30 in accordance with the 501 (c)(3) tax year document.

ARTICLE VII
Committees

- 7.1 Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the president, subject to the approval of the Board of Directors. Chairpersons do not have the authority to use or remove any funds from the ATL banking accounts unless directed and approved by the Board of Directors.
- 7.2 Special Committees are those required to perform a specific function. Chairpersons shall be appointed by the president, subject to the approval of the Board of Directors. Chairpersons do not have the authority to use or remove any funds from the ATL banking accounts unless directed and approved by the Board of Directors.

ARTICLE VIII
Compliance

ATL agrees to comply with all rules and regulations set forth by the Forsyth County Schools and the principal of Lambert High School and/or his designee.

ARTICLE IX
Amendments

The by-laws may be amended by a majority less abstentions of the participants present at the annual meeting provided the amendment shall have been submitted in writing to the officers at least two (2) weeks prior to the meeting. Amendments must be approved by two-thirds (2/3) vote of the participants at a regular meeting and by the Lambert High School administration.

ARTICLE X
Dissolution

In the event of dissolution of ATL, all monies and property will be provided to Lambert High School to be used exclusively for the benefit of drama students of Lambert High School. The principal may dissolve ATL at any time should he/she determine such action is necessary for the benefit of Lambert High School.

ARTICLE XI
Logo, Colors & Mascot

The official colors of ATL are maroon, black, and white. The pantone number, or PMS, for the maroon color is 201. The official mascot is the Longhorn. The Longhorn silhouette is copyrighted and trademarked by Lambert High School to protect the integrity and identity of the mascot and logo. No changes shall be made to any of these items unless approved by the principal of Lambert High School or his designee. Below is the silhouette of the longhorn with various color combination examples.

