

LaVilla Drama Boosters

Bylaws Updated Fall 2022

ARTICLE I - NAME

The name of this organization shall be LaVilla Drama Boosters.

All Booster correspondence should be mailed to:

LaVilla School of the Arts
Attn: Drama Boosters
501 N. Davis St.
Jacksonville, FL 32202

ARTICLE II - PURPOSE

The purpose of this organization shall be to financially and operationally support the LaVilla Drama Department, teachers, and students in a fiscally responsible manner with passion and enthusiasm through fundraising, volunteering, and organizing events.

ARTICLE III – POLICIES

Drama Boosters shall be nonsectarian and nonpartisan.

ARTICLE IV – MEMBERSHIP

Membership is open to anyone interested in promoting the purpose of this organization, providing they are current parents or guardians of a student within the LaVilla Drama Department. While all parents or guardians of students in the LaVilla Drama Department can become members of the booster club, only active members in good standing shall be permitted to hold office or vote on any matter of business of the boosters.

DUES

There are no monetary dues.

MEETINGS

Regular meetings of the general membership shall be held at least twice a year on scheduled Mondays. All Meetings are posted on the website during the school year. General membership meetings begin at 6:30 p.m. and location will be announced in advance.

Special meetings of the general membership may be called by the president or Board of Directors for specified purposes.

Notification of all general membership meetings will be by email, social media and shall be posted on the Drama Boosters website. Notification must be made at least seventy-two (72) hours prior to the meeting.

VOTING

Each member present at a meeting is entitled to one vote.

ARTICLE V – GOOD STANDING

A member with a student currently enrolled at LaVilla School of the Arts remains in good standing by payment of the Enrichment Fee by November 30th of each fiscal year.

ARTICLE VI – BOARD OF DIRECTORS

The Board of Directors of this organization shall be the elected officers as follows:

President
Treasurer
Secretary
Vice President of Communications
Vice President of Patrons & Special Events
Vice President of Show Support
Vice President of Concessions
Vice President of Merchandise
Vice President of Fundraising
Volunteer Coordinator
Thespians Chair

Ex-officio members of the board shall be the teachers of the Drama Department, and they shall have full participatory rights in all activities of the board of directors.

GENERAL RESPONSIBILITIES

The affairs of the organization shall be managed by the Board of Directors. The board shall authorize requests for funds which fall within the approved budget. The board shall reject proposals that are not in keeping with the purpose of the organization. The board shall assist the president in determining the agenda for the meetings. Nothing shall be undertaken in the name of the organization unless it is first brought before the Board of Directors for discussion and reported to membership at the next meeting.

TERMS

The term of the board of director positions will be one year, to begin June 30th.

BOARD MEETINGS

The Board of Directors shall meet monthly during the school year. Board meetings shall be held on scheduled Mondays, at 5:30 p.m. in classroom number 129 (tech room). Board meetings are posted on the website during the school year.

In addition to regular monthly board meetings, meetings of the Board of Directors may also be called by or at the request of the president or any two board or ex-officio members at a place and time that is agreeable to the majority of board members.

PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the meeting in all cases in which the rules are applicable.

QUORUM

A majority of the eleven (11) Board of Directors will constitute a quorum.

VACANCY

A vacancy among the officers will be filled by appointment of the Board of Directors members at the first meeting after such vacancy occurs.

DUTIES

The President, as the executive officer of the organization, shall act as liaison between the Drama Department teachers and Boosters, shall preside at all membership and board of director meetings, and shall appoint all committees and serve as ex-officio member for all. The President shall sign checks for expenditures along with the Treasurer; all checks shall require the signature of either of these two officers.

The Secretary is responsible for maintaining all records of reporting, taking minutes at meetings and reporting at meetings. This individual is also responsible for responding to and/or redirecting all emails sent to the Drama Booster email box.

The Treasurer shall collect monies earned by the organization and shall deposit such money in a timely manner in a bank account that has been set aside for the use of the Booster Club. The treasurer shall make a report of collections and expenditures at each monthly meeting to be approved by the members, with a copy of such to be given to the secretary for attachment to the minutes of that meeting. He/she will also sign checks for approved expenditures, along with the president and co-treasurer. Anyone receiving money on the behalf of the boosters will be responsible to the treasurer to keep accurate and complete records. Money collected must balance with the records presented to the treasurer and shall be reflected on the monthly report.

The Vice President of Communications, along with his/her committee members is responsible for communicating Drama Booster related action items as well reminders for upcoming meetings and shows. This person along with their committee shall be responsible for emailing monthly newsletters to all theatre parents, update Drama Booster social media channels and the LaVilla Drama Booster website regularly and ensure the LaVilla school calendar includes important Drama Department dates. This individual is also responsible for updating and maintaining the drama department parent contact information.

The Vice President of Patrons & Special Events, along with his/her committee members is responsible for providing updates on all Patron related needs/status, is accountable for recruitment management of new and former Patrons through email communication and outreach to encourage participation. This person shall maintain a spreadsheet of Patrons, dinner attendance, ticket orders, and payment confirmation and follow-up with Patrons-related questions as needed. This person shall send reminder emails with deadlines for Patrons to provide reserve tickets and coordinate with Ms. Malkewitz for seating reservations as well as coordinate the dinner reception needs including food donation, table setup, volunteers for setup/serve/breakdown, etc.

Banquet

Accountable for all aspects of the End of Year Banquet.

Cast & Crew Meals

Responsible for working with the teachers to oversee the procurement of food donations for events such as Cast and Crew Meals.

The Vice President of Show Support, along with his/her committee members, coordinates all the needs of Drama Department productions by creating a calendar with required deadlines, meets with the show director to discuss marketing material needs, procurement needs, Playbill needs, determines Cast & Crew meal date, etc. This person shall collect Playbill/Program bios, ads, etc. and design the show program and poster. This person shall also be responsible for coordinating with a photographer to schedule Tech Week photo shoot, including both cast and crew. This person will also be accountable for cross-checking received ads with Patrons VP.

The Vice President of Fundraising, along with his/her committee members, is accountable for updates of all aspects of fundraising including merchandise, concessions, fundraising events and campaigns like silent auction, Cabaret Night, etc. This person shall determine creative ways to fundraise (online store, online/in-person silent auction, raffle, photo sales, etc.) This person shall obtain the budget from Booster Officers and quotes from vendors to submit for approvals to both Treasurer and President prior to any purchases being made.

The Vice President of Concessions, along with his/her committee members, is responsible for ensuring that inventory of concession items is conducted a few weeks prior to every event to determine if a call to action is needed for donation. This person also shall provide a list of needs to the Volunteer Coordinator and ensure that donated concessions items are brands permitted by DCPS.

The Vice President of Merchandise, along with his/her committee members, ensure that merchandise inventory is conducted at least once annually to plan for orders of needed items. This person shall be accountable for completing required school forms for merchandise tables as needed and coordinate with the Tech Dept for table setup and any needed equipment. This person shall obtain the budget from Booster Officers and quotes from vendors to submit for approvals to both Treasurer and President prior to any purchases being made.

The Volunteer Coordinator shall be responsible for coordinating the volunteer needs with faculty or booster event, setup and maintain Sign Up Geniuses to recruit and schedule volunteers for shows, dinners, concession donations, donations, etc. This person shall work closely with Communications to promote and ensure all slots are filled, track status and communicate any vacancies at least one week prior to event date. This person shall also work with the school to ensure that all parents have registered/cleared with DCPS as volunteers (clearance good for 2 years).

The Thespians Chair shall be accountable for coordinating with the Junior Thespians school representative and providing thespian related updates to Boosters. This person shall coordinate with faculty all aspects of troupe participation in District Thespian Festival and competitions including arranging food/drink, chaperones, communications, etc.

COMMITTEES

The board of directors shall establish standing or special committees as it deems necessary, i.e. nominating, finance and goals, fundraising, spring and fall banquet. The president shall appoint committee chairs and committee members from among the members of the LaVilla Drama Boosters, subject to the approval of the board of directors

ARTICLE VII – FINANCES

The LaVilla Drama Boosters shall be a self-supporting unit. All funds used to finance the activities of the organization shall be raised by projects approved by the board of directors. All expenses incurred as a result of the board approved activities shall be paid by the organization.

FISCAL YEAR AND BUDGET

The fiscal year of the organization shall be from July 1 through June 30. An annual budget of estimated income, expenditures, and goals shall be presented by the treasurer at the first regular meeting of the school year (September). No expenses shall be incurred in excess of budgeted appropriations without approval of the board of directors.

FINANCIAL REPORTS

A financial report shall be made at each regular meeting and given to the secretary to become attached to the monthly minutes. An annual audit of the Booster finances will be performed by the auditor.

FUNDS

All available funds raised by the LaVilla Drama Boosters shall be spent, as and if available, for the purchase of needed concessions items and merchandise, equipment, necessary repairs and supply needs of the Drama Department, guest workshops, gratuities, and special fundraising projects and professional development opportunities for drama teachers with the intent of enhancing student experiences. Funds are to be a direct benefit to the teachers and students of the LaVilla School of the Arts Drama Department. All monies received by the organization shall be deposited into the organization's bank account in a timely manner.

ARTICLE VIII – AMENDMENTS

These bylaws may be amended by a majority vote of the members present, after approval by the board of directors of the organization, and any regular or called membership meeting. Any amendment must be approved by a two-thirds majority vote of members present. The amendment to the bylaws must be presented in writing to the general membership at least five (5) days prior to the vote.

These bylaws were accepted by the Board of Directors on 9/19/2022
(date)

President – Melanie Moore

Treasurer – Vania Goldman

2022-23 BOARD OF DIRECTORS

President: Melanie Moore

Treasurer: Vania Goldman

Secretary: Melissa Kolterjohn

Vice President, Communications: Emily Carpenter

Vice President, Patrons & Special Events: Kate Chung

Vice President, Show Support: Jackie Tabony

Vice President, Fundraising: Angela Turk

Vice President, Concessions: Rachel Gunter-Shapard

Vice President, Merchandise: Rebekah Hutto

Volunteer Coordinator: Nicole Holloman

Thespians Chair: Romecca Terrones