

## **DB of OHS By-laws: Proposed Substantive Revisions**

**February 14, 2017**

The following is a summary of the substantive revisions to the Drama Boosters of Oakton High School's (DBOHS) By-laws being offered to the current membership by the designated volunteer review committee. These revisions reflect the current practices of the organization. A copy of the By-laws with all proposed changes is listed on the Oakton Theatre website (<http://www.oaktondrama.org/>). Volunteer committee members include: Rebecca Wolff, Cyndi Branciforte, Carol Stuart, Leigh Ann Lemons and Cynthia Bailey.

### **Article III: Articles of Organization**

- Annual membership expanded to include guardians of children enrolled in the theatre arts program, not just parents.
- Instead of also extending membership to season pass holders, membership will include anyone who has provided written notification that they would like to join the organization by October 1st of each academic year.
- Either the President or the Director will maintain a list of booster membership.

### **Article IV: Officers**

- Term limits changed from 2 years to 4.
- Election of Officers has been changed to the following: Instead of using a nominating committee, nominations for officers may be put forward before or at the 4<sup>th</sup> quarter meeting. The current board will approve the slate and present it to the membership for voting at the 4<sup>th</sup> quarter meeting.
- To be nominated or elected as an officer the nominee must be the parent or guardian of a child who will be enrolled in the drama program in the following year. If no such person is available, then an officer position may be filled by another Drama Booster member.

### **Article V: Duties of Officers**

- The organization shall maintain Officers' and Directors' Insurance as determined by the Executive Board.

### **Article VI: Budget**

- A budget will be prepared by treasurer and submitted to the membership for approval by the 1<sup>st</sup> quarter meeting.
- Approval of non-budgetary expenses amount changed from \$100 to \$250.
- Budget amount needed to trigger an audit changed from \$5000 to \$20,000.

### **Article VII: Executive Board**

- Removed requirement to meet monthly.
- Removed committee heads from executive board (we have no permanent standing committees).

#### **Article VIII: Meetings**

- Changed the number of members needed for a quorum at a special meeting from 4 to 6 .
- Simplified the notification process for special meetings.

#### **Article IX: Parliamentary Procedures**

- Removed the reference to Roberts Rules and added the following procedures: The executive board will establish procedures for conducting meetings each year, which must include a written agenda, recorded minutes and the discussion and the voting of motions (which shall require a second).

#### **Article X: Adoption and Revision of Bylaws**

- Changed review period from 3 to 5 years.

#### **Article XII: Indemnification of Directors and Officers**

- Simplified language and removed extraneous language.

#### **Article XIII: Contracts, Checks and Other Instruments**

- Changed amount of check that must be signed by 2 officers from \$250 to \$500.

#### **Article XIV: Miscellaneous**

- Added this section which now reads: Whenever a notice is required under these By-laws, publication on the official Drama website and email notification shall be sufficient.