

BYLAWS OF BELLEVUE WOLVERINE DRAMA BOOSTERS

ARTICLE 1 – NAME, PURPOSE AND OBJECTIVES

Section 1.1. Name. The name of this organization shall be the Bellevue Wolverine Drama Boosters, hereafter referred to as BWDB.

Section 1.2. Purpose. The purpose of the BWDB is to increase support for Bellevue High School Drama Department, which is dedicated to the arts education of all students, through instruction, application, and exposure to a depth of artistic talent from around the globe. Our community support and involvement has been a consistent factor for the Bellevue High School Drama department from parent volunteers and groups of engaged parents, which can provide a foundation for our successful Drama program at BHS.

Section 1.3. Objectives.

As the Drama Booster organization we aim to enrich the lives of our students through the Arts. The objectives of the Club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the total Bellevue High School Drama program and all of its participants regardless of sex, race, or socio-economic status.
- (b) Promote school spirit and encourage attendance at all Bellevue High School Drama events.
- (c) Encourage and support the Drama endeavors of Bellevue High School's students.
- (d) Provide supplementary financial support for the various Drama activities at Bellevue High School.
- (e) Aid the Bellevue School staff in organizing and staging special events and projects.
- (g) Aid and support the Bellevue school staff in the areas of Drama promotion, publicity, and program development.

Section 1.4. Non-profit Status. Notwithstanding any other provisions of these By-Laws, the Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE 2 - POLICIES

Section 2.1. The programs of the BWDB shall be educational, fundraising or social, and shall be developed through meetings, committees and/or projects.

Section 2.2. The BWDB shall be noncommercial, nonsectarian and nonpartisan. The name of the BWDB and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose other than the regular work of the organization.

Section 2.3. The BWDB may not seek to direct the administrative activities of the school or to control its policies.

Section 2.4. The BWDB may cooperate with other agencies and organizations active in Drama support provided they make no commitments that bind the BWDB beyond the next fiscal year.

Section 2.5. No part of the activities of the BWDB will include electioneering in connection with ballot measures and under no circumstances shall the BWDB engage in political activity either for or against any candidate for public office.

Section 2.6. The BWDB will adhere to and follow all rules and regulations placed upon it by the Bellevue School District and the State of Washington.

Section 2.7. The BWDB and its members may not engage in any act that is in conflict with the proper discharge of their official duties including the use of their position for personal gain. Members shall disclose conflicts of interest and excuse themselves from voting on measures related to such matter.

Section 2.8. The BWDB, the Executive Board, and standing or special committees, and any person or person representing the BWDB in any manner, shall not discriminate on the basis of gender, race, national origin, religious beliefs, age, marital status, disability, or sexual orientation at any time.

ARTICLE 3 - MEMBERSHIP

Section 3.1. Membership of the BWDB shall be open to parents, teachers, and staff of Bellevue High School, and individuals interested in the objectives of the organization.

Section 3.2. All members shall agree to uphold the bylaws and policies of the organization.

Section 3.3. The membership year shall commence and coincide with the typical school year, from September 1 through August 31.

Section 3.4. Payment of dues shall be a condition for membership. Dues for the next school year will be determined by the membership no later than the last regular BWDB meeting of the current school year.

ARTICLE 4 - OFFICERS

Section 4.1. Composition. The officers of the BWDB shall be the President, Vice-President, Secretary, and Treasurer. The membership may also elect such other officers and assistant officers and agents as it may deem necessary to perform such duties as the membership may prescribe.

Section 4.2. Election. Successive Directors shall be elected each year at the annual meeting of the Board by the affirmative vote of a majority of the Directors then in office, this will generally occur at the last regular BWDB meeting of the current school year. Such election will occur by secret written

ballot unless, by unanimous consent of the membership present, the President dispenses with written ballots for such election and does a hand count.

Section 4.3. Duties. Officers shall assume their official duties at the close of the last regular meeting of the school year and shall serve for a term continuing until the last regular meeting of the following year and the election of their successors.

The President shall be the principal executive officer of the BWDB and shall, in general, supervise and control its business and affairs; prepare and distribute the agenda for, and preside at all meetings of the organization and the Executive Committee; prepare the agenda for such meetings, be a member ex-officio (non-voting) of all committees except when needed to break a tie; represent the organization as needed; convene Executive committee meetings when necessary; review all requests for BWDB funding before submission to the Executive committee for its review; and perform other duties as assigned by the Executive Committee.

The Vice-President shall assist the President and perform the duties of the President in his or her absence, or in the event of the President's refusal or inability to act; supervise and coordinate activities of committees; perform other duties as assigned by the President or the Executive Committee; and perform other duties as assigned by the President or the Executive Committee.

The Secretary shall keep the minutes and records of all the meetings of the BWDB and other official business of the BWDB, including a list of members in attendance; have available for reference a copy of the bylaws, Articles of Incorporation, Roberts Rules of Order, the minutes of the previous meetings, and a list of all committees and their chairpersons; prepare a summary of each BWDB meeting for distribution to the membership and for posting in a location accessible to any interested party; keep the minutes for a minimum of five (5) years and they shall be open to examination by the membership at all reasonable times; and perform other duties as assigned by the President or the Executive Committee.

The Treasurers shall receive all monies of the BWDB; keep an accurate record of all disbursement requests, receipts and expenditures; pay out funds in accordance with the approved budget as authorized by the Executive Committee, with the provision that all checks must be cosigned by another member of the Executive Committee; present a financial statement at Executive Committee meetings and at regular meetings during the school year; ensure that all organization funds are maintained in a bank or savings and loan association insured deposit account as directed by the Executive Committee; chair the budget committee to create the next school year's budget, members of which shall be appointed by the Executive Committee; maintain financial records dating back a minimum of seven (7) years and they shall be open to examination by the members at all reasonable times; file required state and federal reports and tax returns at the direction of the Executive Committee; and perform other duties as assigned by the President or the Executive Committee. To ensure the safety and accountability of all funds of the BWDB, financial activities conducted by the Treasurer will be consistent with the BWDB Finance Procedures.

Section 4.4. Executive Committee. The Executive Committee shall consist of the elected officers (President, Vice-President, Treasurer, Secretary) of the BWDB. The Executive Committee shall transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization. They shall also create committees as necessary, which may include budget development, nomination of officers, and fundraising. The Executive Committee will

approve committee activities and receive the final reports of the committees. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee and shall be given three (3) days notice. Decisions of the Executive Committee shall be carried by a majority vote of the members of the Executive Committee present. All Executive Committee meetings shall be open to the membership of the BWDB.

The Executive Committee, together with optional participation by a designated representative of each duly recognized school activity, referred to as "Booster Club Representative," shall have final review of all fund requests submitted to the BWDB. The Executive Committee will make the final decision for approval or denial of the requested funds by majority vote of its qualified members in attendance. The Principal of Bellevue High School and the Drama Department teacher or their designee may serve as an ex-officio non-voting member of the BWDB.

Section 4.5. Vacancy of Office. Any officer may resign at any time by delivering written notice of such resignation to the President or Secretary of the BWDB. Provision for removal of officers will require a two-thirds vote of members present at a regular meeting providing there has been at least two weeks notification of the proposed removal to all members of the organization. Upon the resignation, removal, or death of any Officer or the creation by the BWDB of a new officer position, the BWDB may elect an Officer to fill such office upon the nomination of any member at either a regular meeting or a special meeting of the BWDB or may allow such office to remain vacant until the regular election meeting, the last regular BWDB meeting of the current school year. If a vacancy occurs in the office of President, Vice-President shall fill out the remaining term of office and serve until the next election.

Section 4.6. Powers and Responsibilities of Officers. The Officers will have sole responsibility for the management of the business of the BWDB. In the management and control of the property, business and affairs of the BWDB, the Officers are vested with all of the powers possessed by the BWDB itself, so far as this delegation of power is not inconsistent with the Washington State Nonprofit Corporation Act, the Articles of Incorporation, or these bylaws. BWDB is not organized for profit, and no part of the net earnings shall inure to the benefit of any member. Each Officer is expected to attend all meetings of the BWDB and participate in all discussions and votes.

Section 4.7. Compensation. The Directors shall receive no compensation for their service as Directors but may receive reimbursement for reasonable expenditures incurred on behalf of the corporation.

ARTICLE 5 - MEETINGS AND OPERATING YEAR

Section 5.1. Notice of Meetings. The number, dates, and time of meetings shall be determined by the Executive Committee. There shall be no less than six (6) regular meetings each year. The Secretary shall, at least one week prior to the annual meetings of elections and budget approval, give written notice of the date, place and time of the meetings generally provided to members in newsletters or other publications. Written notice stating the purpose or purposes of a meeting shall be given to members at least 48 hours prior to any regular or special meeting at which the members will be asked to consider approval of any amendments to the BWDB's Articles of Incorporation or these bylaws. Email may be used in place of written notifications.

Section 5.2. Conduct of Meetings. Meetings of the BWDB's members shall generally be conducted in accordance with Roberts Rules of Order, provided, however, that the President, or in the absence of the President, the presiding officer at the meeting, shall have the final decision on all matters of procedure. Member of the Board or any committee designated by the Board may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 5.3. Voting. The BWDB members present at the membership meetings shall constitute a quorum. A membership quorum must consist of at least five (5) members. Motions shall be carried by a majority vote of the BWDB members present at a membership meeting. The BWDB members at the first meeting of the Fiscal Year shall vote on the annual budget, generally in September. Quorum shall consist of no less than three (3) Directors in order to vote on matters of business. Voting by email may occur as long as all Directors are given notice with sufficient time to respond generally three (3) business days. Additionally, when voting by email all Directors must vote for a quorum to be obtained.

Section 5.4. Operating Year. The fiscal year of the organization shall begin on July 1 and end on the succeeding June 30. The administrative year of the organization shall begin on the day of the last membership meeting of the current year and end at the last regular meeting of the succeeding school year.

Section 5.5. Attendance at BWDB Meetings. Meetings of the BWDB are open to any person who is interested in the activities of the BWDB. However, the President or, in the absence of the President, the presiding officer at the BWDB meeting, shall have the power to order the removal of any person who is disrupting the orderly conduct of business of the meeting. In addition, the Officers shall be entitled to go into executive session to consider any matter which the Officers believe to be of a sensitive nature.

ARTICLE 6 - COMMITTEES

Section 6.1. Committees and Appointments. The Executive Committee may designate standing, fund raising, budget, audit, nominating, scholarship, graduation night, and ad hoc committees which shall have such authority and responsibilities as may be delegated and assigned by the Executive Committee. Each committee shall consist of a chairperson appointed by the Executive Committee, except as otherwise provided herein, and such other persons who are interested in the activities of the BWDB and volunteer to become involved in the activities of the committee. Any committee chairperson may resign at any time by delivering written notice of such resignation to the President or Secretary of the BWDB. The Executive Committee may remove any committee chairperson from office by the vote of a majority of the Executive Officers then in office. A vacancy in any chair of any committee, for whatever reason, may be filled by the Executive Committee for the unexpired term. Committees will be inactive during any period in which the committee does not have a chairperson.

Section 6.2. Limitation on Powers of Committees. No committee shall have the authority to authorize distributions, approve dissolution, merger or the sale, pledge or transfer of all or substantially all of the BWDB's assets, adopt, amend or repeal the BWDB's Articles of Incorporation or bylaws or take any other action prohibited by the Washington State Nonprofit

Corporation Act or contrary to the policies or actions of the members. Each committee chairperson shall be asked to file with the Executive Committee a monthly written report of all activities including a summary of pre-approved expenses. Committee chairpersons shall report to the BWDB on the activities of their committees monthly or upon the request of the President and Vice-President. No Committee work shall be undertaken without the approval of the Executive Committee. Unbudgeted or over budget expenditures must be approved by a majority vote of the membership in attendance at a regular BWDB meeting.

ARTICLE 7 – BELLEVUE SCHOOL DISTRICT FUND RAISING (The color of money)

Section 7.1. General Fund. This is the official operating fund for BSD. Revenues for this fund are approved by voters via annual levy and are funded by your property tax assessments. An official annual fiscal budget for each school and administrative department is approved by the BSD School Board of Directors. Money from this fund pays for curriculum and supply materials for the students who are enrolled and receive class credits in Mr. Kline’s Drama classes. These productions are held on School property and are administered by BSD employees. The performance admission fees charged to view student class credit productions (i.e. Improvisation and Black Box shows) is deposited into the General Fund and helps offset production costs.

Section 7.2. Associated Student Body (ASB). The Bellevue High School ASB fund helps support many extracurricular activities, including Drama. Criteria for being considered an ASB activity include: is the venue on School District Property; is it open for the student population at large to be considered for participation; are employees of BSD participating in the activity; and are students actively involved in participation of the activity and collecting revenues from the activity. A specific example of an ASB funded Drama activity would be the School Production of Return to Forbidden Planet. ASB would bear the costs of the production (i.e. costumes, scenery, play rights, specialized non-district employee directors) and any revenues derived from ticket sales would be reimbursed to our Drama Club ASB account to offset expenses.

Section 7.3. The Drama Booster Club is a member of the overall Bellevue Wolverines Booster Club. Currently there are 13 distinct “sub booster” clubs, which are operated and financially independent under the “umbrella” booster club banner. The Wolverine Booster club is a 501 (C) (3) Federally Tax Exempt entity. While we generate our own Drama revenue and expenses separately from other clubs, we submit our overall books of account that are combined with the other clubs for tax/accounting purposes. We follow Federal tax guidelines (which corporations also adhere to for what is considered to be a charitable donations or a corporate gift-matching item. Any example of Drama Booster club activities would be any function or expense that is not covered under the General Fund or ASB Fund categories listed above. Past years revenues have been mainly derived from Membership Dues and Concession sales, and overall expenses are mainly for rehearsal and production food items for the students and the end of the year Graduation & Cast Party.

ARTICLE 8 - AMENDMENTS

These bylaws may be amended or repealed by the members at any regular meeting or at any special meeting called for that purpose, provided that advance notice of any such meeting be given to members and shall state that the purpose or one of the purposes of such meeting is to consider a proposed amendment to these bylaws accompanied by a copy or summary of the proposed

amendment or state the general nature of the amendment. Any proposed amendment must be approved by two-thirds of the voting members present.

ARTICLE 9 - SEVERABILITY/DISSOLUTION

If any provision of these bylaws is found, in any action, suit or proceeding, to be invalid or ineffective, the validity and the effect of the remaining provisions shall not be affected. In the event that the BWDB is dissolved, all of its assets shall be distributed in accordance with the decisions or plan made by the previous year's Executive Committee and consistent with the provisions in the Article of Incorporation.

These bylaws were provisionally approved by the founding members of the Bellevue Wolverine Drama Boosters (BWDB) on October 1, 2012 and adopted by the full membership on October 08, 2012.

Signed by the President of the BWDB: Gigi Baker 11-15-12

Date

Signed by the Vice President of the BWDB: Vikki Valdez 11/15/12

Date

Signed by the Vice President of the BWDB: Brian Wilkerson 11/15/12

Date

Signed by the Secretary of the BWDB: Frank Carstensen 11-15-12

Date

Signed by the Treasurer of the BWDB: Sandi Vankleeck-Claggett 11/15/12

Date

EXHIBIT A

2012 – 2013 Executive Board Members

President: Gigi Baker
Co-Vice President: Vikki Valdez
Co-Vice President: Brian Wilkerson
Secretary: Frank Carstensen
Treasurer: Sandi Vankleeck-Claggett

Adopted: Frank Carstensen 11-15-12

Date