

## BYLAWS

### Article I CLUB TITLE & Logo

The name of or the reference to the association shall be: CCSA FAN CLUB. The logo for the club is consistent with the Cab Calloway branding and should be used on all official documents.

### Article II PURPOSE

The purposes for which the association is organized are to:

- Provide support and services for the drama and musical productions of the Cab Calloway School of the Arts, located in Wilmington, DE
- In the delivery of support and services the Fan Club will:
  - Support the school curriculum and activities;
  - Promote student leadership and responsibilities;
  - Engage in those activities that the Producer and Director determine are appropriate and necessary and consistent with these purposes.

### Article III MEMBERS

Section 1: The association shall have only one class of members. The members of the association shall be all that contribute the annual dues and whose interest is to further the purpose of the association.

Section 2: The annual dues of the association membership shall be determined by the Executive Board each year. If there is a change in dues the change shall be presented to the membership at the first organized meeting.

Section 3: Each member of the association shall have only one vote on any matter under consideration by the membership of the association at a meeting of the membership. The right to vote shall be exercised only once by each member. There is no absentee voting or delegation of voting rights to another member.

### Article IV EXECUTIVE BOARD

Section 1: The officers of the association and school Producer (appointed by school administration) shall constitute the Executive Board.

Section 2: The Executive Board shall have general supervision of the affairs of the association, make recommendations of the association, be subject to the association, and none of its acts shall conflict with the actions taken by the association.

Section 3: The Executive Board shall fix the time and place of each meeting.

Section 4: A majority of the Executive Board shall constitute a quorum

Section 5: When an officer vacancy occurs during a school year such a vacancy shall be filled by a majority vote of the Executive Board.

Section 6: The Producer is a member of and appointed by the administration of Cab Calloway School of the Arts; in addition to being a voting member of the Executive Board, the Producer is the representative of the administration who works with the Fan Club Executive Board to ensure that the association is appropriately executing its Bylaws. The Producer is accountable for the Production budget, Concessions, School Shows, Advance Ticket sales, and reconciling and recording of ticket sales amounts, functions that are not part of the accountability of the association or any of its officers unless otherwise specified by the Producer. The Producer has the ultimate accountability for all association related activities as well as additional activities that may need to be executed for a particular production and works with the Digital Media teachers to execute all aspects of show support that is executed by the Digital Media teacher or his/her students (ie, program, artwork, signage). The Producer all arranges for student support for Front of House activities on show nights.

#### Article V OFFICERS

Section 1: The officers of this association shall be a President, Secretary, Treasurer and two Directors at Large. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted. The officers of this association shall serve without compensation. Officers are elected to one (1) year terms.

Section 2: The President shall be the Chief Executive Officer of this organization and shall preside at all of the membership and Executive Board meetings; he/she shall actively direct the affairs of this association and shall perform such other duties as directed by the Executive Board. Some of the additional responsibilities and duties of the president are:

- Coordinate monthly meetings by canvassing the board members to select the best date and time to fit schedules;
- Circulate the date and time of each general meeting to all Fan Club members at least one month in advance of the meeting;
- Provide an agenda to the membership in advance of the monthly general meeting;
- Turn over all Fan Club materials to the incoming President or Secretary upon departure.

Section 3: The Secretary shall keep a current copy of the bylaws, record the minutes of the business meetings of the Executive Board and of the association and will keep a complete record of the minutes available for the duration of term of office; maintain a membership list with addresses, telephone numbers and email addresses; organize and maintain complete records of all association activities to be provided to all incoming officers, and serve as a repository for various committee reports and other documentation that needs to be maintained on file (may be electronically maintained). Some of the additional responsibilities and dues of the Secretary are:

- Maintain Fan Club membership list

- Ensure that all communication methods such as email account, Volunteer sign up software, Fan Club webpage, social media, and on the school home page are kept current and are accessible to all Executive Board members (distribution lists can be maintained via email)
- Maintain and circulate meeting minutes in advance of meetings or at the beginning of the next meeting
- Turn over all association materials to the incoming Secretary or President before departing their role

Section 4: The Treasurer shall keep the accounts of the association in a true and accurate manner; shall have charge of all receipts and disbursements and shall make financial reports at all meetings of the Executive Board and the association. Some of the additional responsibilities and duties of the treasurer are;

- Submit all production related expenses of the association for the school shows to the school treasurer for reimbursement
- Have primary accountability for any and all association credit cards, online or financial accounts to which the association subscribes
- Provide guidance to all committee chairs on appropriate spend and the submission of receipts and other paperwork for timely reimbursement
- Manage all “bucket collections” (charitable organization collections by the cast immediately after performances) including working with the Producer to manage the collection of the money, record the collection amount, and disburse the money to the appropriate charitable organization
- Turn over all association materials to the incoming Treasurer or President upon departure

The Treasurer has accountability for the finances of the association only; Production budget (ie, money spent on show productions) is the accountability of the school and is not related to the funds held or managed by the association.

Section 5: The Directors at Large shall perform special projects as requested by the members of the executive board including acting as a liaison between the board and school administration, Dean, and teachers on matters assigned by the executive board. Directors at Large may also serve in formal committee chair roles.

## Article VI COMMITTEES

Section 1: There are several standing committees for the association; key accountabilities are listed below and may vary by show. Work of the committees is subject to approval of the Producer and show Director. All standing committees will be chaired by a leads who serve on behalf and the Fan Club. Committee chairs may be different for different shows during an academic year. Committee chairs are assigned based on interest and any association member may lead one or more of these committees. All committee chairs are accountable to recruit the volunteers they need to support their activities and are accountable to keep track of all volunteers and provide those names to the program chair to be included in the program if possible. Committee chairs are also accountable to maintain all receipts and submit to the Treasurer for reimbursement. Committee chairs who do not submit receipts in a timely manner risk

not being reimbursed. No Committee chairs or members should be asked or expected to pay for any expenses out of their own pocket. However, Committee chairs or members who do not first seek approval for costs for which they spend their own money risk not being reimbursed for any or all of the cost. All spend needs to be consistent with the guidelines in this document. The Committees and Key accountabilities are as follows:

- Costumes—Read the script, propose designs for each character for each scene and present them to the Director for approval or changes; check the costume closet for usable items, measure actors and arrange fittings and assist with fittings and alterations and costume changes during performances; rent or purchase any pieces necessary with the permission of the Director/Producer to ensure alignment with production budget; make arrangements for any costumes that need to be made well in advance of the show and will clean and return all costume pieces to the costume closet at the end of the run and return any rented or borrowed pieces; accountable for the association treatment of the costumes used in the show and the use of the costume room before and during the shows for activities related to the shows; all other accountability for the costume room lies with the school Arts Teachers and Administration
- Front of House—Responsible for recruiting volunteers from the school community to usher patrons to their seats, hand out programs, and check tickets at the door; in advance of the show recruit help to sell tickets and association merchandise; works with Producer to ensure pre event and event ticket sales are managed effectively
- Head shot board—Create electronic and/or paper posters with photos to display cast and crew photos before and during shows; work with Digital Media teacher to coordinate the timing for the availability of the headshots for use on the headshot board
- Meals—Work with the Executive Board to determine a meal budget for use by the show Director; coordinates with Stage Manager to get list of those in cast as well as food preferences and allergies; acquire food for agreed on meals considering food preferences and dietary requirements of the cast as much as possible
- Program—Acquire program advertising including canvassing local community for interest in advertising, sets deadlines and acquires payment, and trades advertising space with other theatres and organizations; ensure that the Digital Media teacher has the information for which the association is accountable needed to produce the program including advertisements
- Props-- Read the script make prop list and check it with the Director; gather, purchase, create or borrow all props needed, and oversee the maintenance of props before and between shows; talk to the producer/director about items needed to be purchased and determine the budget; return all borrowed items promptly after each production and return props to the props closet and store them in an orderly manner
- Publicity—Accountable to work with the Producer to acquire show poster content to create signage; distribute posters created by Producer to members of the association and cast members for distribution into the community; contact local radio stations, theatres, schools, papers, etc to advertise show and show dates.
- Set build (includes Set design and dressing)-- Coordinate the set building, design and dressing work scheduled with the show Technical Director; work with the administrative calendar to determine the dates available for stage construction in the theater; acquire all necessary materials to build and dress the set; strike the set and stores materials for future shows

- Show Liaison—Work with Director and Stage manager to be a liaison between the show and the association to ensure that all committees are staffed appropriately with volunteers and all necessary work is being executed in a timely manner; may attend rehearsals and/or meet with the Director on a regular basis to determine ongoing show needs. If a Director does not want to work with a Show Liaison, the association President will take on the responsibilities listed here.
- Merchandise –Work with vendor to acquire t-shirts and/or other items for sale at shows; use show artwork provided by Producer/Director/Digital Media; work with Executive Board to determine appropriate pricing both for purchase and sale and any special items for the cast and crew
- Website Administration—Submit all association documents that are suitable to share broadly to the school Librarian for posting on the association webpage (part of the school webpage); documents to include but not limited to: bylaws, shows, meeting minutes, and ticket and advertisement sales and volunteer sign up webpages

Section 2: The president shall appoint other committees and create other volunteer assignments as he/she deems necessary. This includes all activities related to the purpose of the association and determined by standing and unique needs of specific shows.

Section 3: The President shall be an ex-officio member of all committees.

Section 4: The activities of all committees shall be subject to the approval of the Executive Board

## Article VII

### FINANCE

Section 1: The fiscal year of the association shall begin in September of each calendar year.

Section 2: Any obligation or expenditure of the association's assets in excess of five hundred dollars (\$500) shall require the prior approval of the Executive Board except for those for which a specific fundraising event occurs or for expenses which are considered to be allowable show expenses.

Section 3: Any obligation or expenditure of the association's assets in excess of three thousand dollars (\$3000) shall require the prior approval of the membership (in the form of a vote) except for those for which a specific fundraising event occurs or for expenses which are considered to be allowable show expenses. The vote for spend in excess of \$3000 requires notification to all association members a minimum of 2 weeks in advance of the vote; the vote shall be held among those present at a regularly scheduled or special meeting will be called if no regular meeting is scheduled and a speedy decision is needed.

Section 4: All funds of the associate shall be deposited in a local banking institution designated by the Executive Board.

Section 5: All disbursements of funds of the association shall be made by checks signed by the Treasurer. Only in the absence of the treasurer will checks be signed and submitted by other members of the board.

Section 6: The Producer, as the primary school administrator accountable for the association, can request an audit of the association finances at any time by an independent auditor who is not a member of the association.

## Article VIII ELECTIONS

Section 1: The President shall appoint a Nominations Chair in April of each year. The chair will be responsible to solicit and document names of individuals who are interested in running for Executive Board positions for the following year. The slate will be presented to the membership at the general meeting in May during the last general meeting of the association for the year. The Nominations chair may not be a current member of the Executive Committee.

Section 2: Nominations may be made by any member of the association and submitted to the Nomination Chair not less than two (2) days before the meeting at which the officers are to be elected.

Section 3: The Producer shall work with the President to ensure that the nominees for roles have the appropriate qualifications and interest to be successful in the roles for which they are interested. The purpose is for continuity in governance of the association and alignment of interest with appropriate roles.

Section 4: All officers of the association shall be elected at the last meeting of the association for the year by a majority of the membership present and voting.

Section 5: All executive board terms term shall begin at noon (12:00pm) on the last day of school in June.

## Article IX MEETINGS

Section 1: The general meeting of the associations will be held monthly starting in September and ending in May unless otherwise directed by the Executive Board.

Section 2: The May meeting may be considered the annual election meeting.

Section 3: Special meetings may be called by the President or other members of the Executive Board.

Section 4: Written notice shall be sent to all members 2 weeks prior to the annual election meeting.

## Article X AMMENDMENTS TO THE BYLAWS

These bylaws can be amended at any regular meeting of the association by a majority vote provided that the amendment has been submitted in writing at the previous regular meeting.

## Article XI PARLIAMENTARY AUHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the association may adopt.