

Franklin Theatre Association

Franklin High School Theatre Company Production
Beauty and the Beast -- 2009



Franklin Theatre Association
In Support to the Franklin High School Theatre Company

OPERATING RULES

Elk Grove Unified School District

Franklin Theatre Association

Operating Rules

Supporting the
Franklin Theatre Company



Of
Franklin High School
Elk Grove Unified School District
Elk Grove, California

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FRANKLIN THEATRE ASSOCIATION OPERATING RULES

Introduction

The Franklin Theatre Association Operating Rules are established to provide structure of an organization to support the Franklin Theatre Company and to support the Teacher in charge of the Franklin Theatre Company who operates under the authority of Franklin High School. These Operating Rules are not intended to supersede the authority of the Teacher or School policy but operate in harmony with the Franklin Theatre Company to support and provide necessary funds and personnel to enhance the Franklin Theatre Company as a premier theatre group in the Sacramento area. Under the jurisdiction of the Franklin High School Booster Club, these Operating Rules establish an organized structure to provide a meaningful process in which the Franklin Theatre Association can function and provide support to the Franklin Theatre Company.

RULE I – Name

Section 1: Name

This organization is known as the **Franklin Theatre Association** (FTA).

RULE II -- Mission, Vision and Strategy

Section 1: Mission

The Mission of the FTA is to support and promote the Franklin High School Theatre Company in its quest to become the premiere high school theatre program in the Sacramento region.

Section 2: Vision

The Vision of the FTA is to support and improve the Theatre Company at Franklin High School to enrich the development of student participants.

Section 3: Strategies

Strategies employed in support of the mission and vision include:

- A. Developing and conducting fund raising activities. Allocation of funds is for the sole purpose of improving the quality of the Theatre Company and its events.
- B. Organizing and/or supporting activities that promote student and community spirit for the Franklin High School Theatre Company.

RULE III -- Membership

Section 1: Membership Categories

Membership is defined in five categories.

- A. *Family Members* are considered to be any parent or guardian or the relatives of Franklin High School (and Toby Johnson) Theatre Company students.
- B. *Interested Members* are people who are not related to students but express a willingness to participate and support the FTA Mission, Vision, and Strategy.

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- C. *Student Members* are those who are registered as an active current year student in Franklin High School Theatre Company.
- D. *Franklin High School Teachers* affiliated in supporting the Franklin Theatre Company.
- E. *Ex Officio Members* are the Franklin High School Principal and Student Activities Director and elected Board Members of the Franklin High School Boosters Club.

Section 2: Member Registration

All active *Family, Interested, and Student Members* are required to complete a registration form.

RULE IV -- Meetings

Section 1: General Membership Meetings

General membership meetings shall be held monthly during the calendar school year. These meetings will be held on the second Wednesday of each month to begin at 7:00 P.M.

- A. These meetings are held to present activities, enlist help for projects, and for school personnel to present information relating to the Franklin Theatre Company.
- B. All votes of general membership will be referred to the Executive Committee for final approval or resolution except election votes which are final.
- C. The Annual May meetings will be held to elect an Executive Committee for the next calendar school year.

Section 2: Executive Committee Meetings

The Executive Committee shall meet monthly throughout the school calendar year.

- A. The Chairman will announce the first meeting of the new Executive Committee; and thereafter, the next Executive Committee meetings shall be determined at the first meeting of the newly elected Executive Committee.
- B. The Executive Committee shall govern all affairs of FTA with the advice and council of the Franklin Theatre Company Teacher.
- C. The purpose of Executive Committee meetings is to review votes from general membership meetings, project status, receive accounting reports, and to meet with Franklin Theatre Company personnel to determine requirements to support the yearly activities of the Theatre Company at Franklin High School or other such business required to support Mission, Vision, and Strategy of the FTA.
- D. A quorum is defined as a simple majority of the Executive Committee. A quorum must be present at all meetings to bring an issue to a vote.
- E. Special meetings will be called at the Chairman's discretion or at the request of any 2 members of the Executive Committee to the Chairman.
- F. The Executive Committee will establish an operating Budget by the first school day after election.

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RULE V -- Elections and Executive Committee

Section 1: Elections

An election for the Executive Committee is held at the May General Membership Meeting.

- A. All active Parents and Interested members may declare their intention to run for election for the Executive Committee at the April General Membership Meeting and recorded into the minutes of that meeting. Individuals must be members of the FTA.
- B. At the May General Membership meeting, a vote will be taken for any position that has more than one declared interested persons. A secret ballot will be taken and counted with a simple majority of the members present to elect. Any position with only one interested person may be confirmed by a voice vote.
 - 1) At the time of elections, nominations will be open to the general meeting. Those nominated will be subject to a vote for election.
- C. Any positions on the Executive Committee not filled by and elected vote, volunteers will be solicited and confirmed or denied at a meeting of the Executive Committee but no later than 30 days after the first day of school after election.
- D. The term of office for each Executive Committee member is for the term of 1 year commencing on June 1 after election.
- E. The newly Elected members of the Executive Committee will assume responsibilities on June 1 following the elections.

Section 2: FTA Management

The Executive Committee is responsible for the general management of the FTA and supporting the Mission, Vision, and Strategy of the FTA. The Executive Committee is responsible to Franklin School staff and must work with the Franklin Theatre Company personnel to meet the requirements of the FTA Mission, Vision, and Strategy.

Section 3: Executive Committee Duties

Each member is responsible to the functions of their duties and to report to the general monthly meeting of members about activities and solicitation of help to support the various activities of the Franklin Theatre Company. The Executive Committee shall be composed of the following members and their responsibilities. These are elected positions except for the Ex Officio position of Student Advisor that is appointed by Franklin Theatre Company Teacher.

Chairman	Responsible for the conduct of the FTA. Conduct meetings, coordinate with other school organizations, interact with Theatre Company Teachers and FTA Committees. Appoint the standing committee Coordinators with the approval of the Franklin Theatre Company Teacher.
Vice Chairman	Assist Chairman and act in the absence of the Chairman, responsible for fund raising events. Serve notice to Booster

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	Club of planned fund raising activities. Serve as an ex officio member of any committee formed for the current school year.
Secretary	Log meeting activities and keep records of those meetings prepare and send to members and school groups a monthly newsletter about the FTA & Theatre Company activities.
Treasurer	Working in harmony with the Franklin Theatre Company Teacher, assist with Associated Student Body (ASB) and Booster Club accounting policies and procedures to manage the deposit and disbursement of authorized funds. Maintain an accounting record of funds and ensure that the records are valid with ASB and Booster Club accounts. Provide a monthly statement to FTA meetings. Coordinate with Teacher for the processing of authorized disbursements. Communicate to FTA membership as necessary for proper procedures for handling and processing deposits and disbursements.
Volunteer Planner	Responsible for maintaining a membership and contact list. Coordinate with all events and committees to ensure volunteers are available to aid, assist, work or support the Franklin Theatre Company activities. Maintain Booster Club volunteer hour work sheets and turn into Booster Club. Keep a log of these hours.
Student Advisor	The Teacher of the Franklin Theatre Company appoints the student Advisor. This is an Ex Officio Member of the Executive Committee. The Student Advisor is to help advise and relate the student viewpoint to the Executive Committee.

Section 4: Removal of an Executive Member or Members

Any school official or by vote of Executive Board, a Member or Executive Board Member may be removed from FTA membership roster and not allowed to further participate. All decisions are final for current school year. Replacement of an Executive Committee Member for the current term remaining is completed according to RULE XII of these Operating Rules. Replacement shall be completed within 30 days of removal of an Executive Committee Member.

RULE VI -- Committees

Section 1: Standing Committees for Theatre Productions

The following standing committees are appointed by the Executive Committee Chairman with the discretion of the Franklin Theatre Company Teacher based on support required for a theatre production. An individual will be appointed as the committee coordinator whom is responsible for securing members as needed to help and serve the functions of the committee. These

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positions serve to support various areas of a theatre production. If required, more than one coordinator may be appointed to support theatre productions. A coordinator and committee members may serve a term of one or more productions. While each Coordinator's task is unique to a production, introductory support and counsel is provided to inform them of their responsibility by Franklin Theatre Company staff and Teacher.

Costume

Coordinator

In order to provide costumes for the Franklin Theatre Company productions, a Costume Coordinator is appointed to oversee a group of persons that develop, design, sew, or obtain costumes for a theatre production. Primary responsibilities include: receive advice and counsel from the Sacramento Music Circus Costume Designer, Coordinate costume loans or purchases, supervise costume fittings, assist with the organizing and inventory management of the Franklin Theatre Company wardrobe closet, and ensure all costumes are ready for a production. This Coordinator is responsible to the Franklin Theatre Company Teacher and Director with all aspects of costume administration.

Set & Prop

Coordinator

The construction of set and props and their design for the Franklin Theatre Company productions is under the direction of the Franklin Theatre Company Stage Craft Manager. The Production Coordinator is appointed to assist the Stage Craft Manager to build sets and props along with acquisition of materials. Under the direction of the Franklin Theatre Company Stage Craft Manager, the Production Coordinator will coordinate with FTA members to help and assist with the construction, painting and completion of set and props required for a Franklin Theatre Company production.

Theatre

Coordinator

Before, during, and after a Franklin Theatre Company production, the theatre area requires the coordination of various aspects to support the production: such as audience seating, tickets, programs, ushers, and theatre maintenance. The Theatre Coordinator is appointed to assist the Franklin Theatre Company with the aforementioned activities. Working with the Theatre Company personnel and necessary FTA members, ensure the theatre is prepared for performances and personnel are in place to greet and assist theatre guest. Help with the development, printing, and distribution of programs and provide an accounting of total attendees for each production.

Event

Coordinator

The Event Coordinator is a special function to support a theatre production. The Event Coordinator is responsible to support activities to ensure a theatre production operates smoothly and staff is provided to

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manage and operate an event. The Event Coordinator assists with seeking volunteers to staff a production by working closely with the Executive Committee Volunteer Planner and other Standing Committee Coordinators. A primary responsibility is to obtain volunteer support for backstage adult supervision during all productions; and as required, with rehearsal supervision.

Supplies

Coordinator

The varied operations of the Franklin Theatre Company will require a means to obtain supplies of varying types. The Supplies Coordinator is appointed to help with the acquisition and coordinating to obtain necessary supplies to support a Theatre Production. Primary duty will be to support and assist with the staffing and planning of menu for the snack bar during Theatre Productions and snacks during Theatre Company rehearsals. The Supplies Coordinator is not responsible for the stagecraft operations.

Section 2: Ad hoc Committees

The Chairman or by approval of the Executive Committee may establish and appoint members to ad hoc committees necessary to support and promote the Mission, Vision, and Strategy of the FTA.

- A. Committees may comprise of one or more members. Their function is determined by their purpose and objectives established at the time of appointment.
- B. All committees will function for the time period required or until the end of the current school year.
- C. Committee membership should include at least one member of the FTA.

RULE VII -- Amendments

Section 1: Changes to Operating Rules

All changes to these FTA Operating Rules will be reviewed by a special ad hoc committee and submitted to the Executive Committee for review.

- A. The Executive Committee will review and discuss changes with the ad hoc committee.
- B. The Executive Committee must approve changes prior to submitting to the General membership meeting for approval. A simple majority of those in attendance will approve the changes.
- C. Notice of proposed Operating Rule changes must be announced one month prior to submitting to the membership for a vote.

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RULE VIII -- Budgeting and Expenditures

Section 1: Accounting Practices for all Funds

The Franklin High School ASB or Booster Club is the only source for depositing and disbursing funds. All funds that involve students must be deposited to the ASB account and any adult raising funds may be deposited with the Booster Club. Each source will establish an appropriate account for depositing and disbursing FTA funds. The policies and procedures of these source accounts must be followed to ensure proper processing of funds. All requests for funds must be submitted to the Treasurer or Teacher with appropriate documentation for processing.

Section 2: Budgeting

The Executive Committee and the Theatre Company Teacher will review planned objectives and determine a budget to meet those objectives for the school year at the first meeting of the newly elected Executive Committee in June with final budget adopted by the first day of school. Budgeting is accomplished with concurrence of the Theatre Company Teacher. This proposed budget must be filled with the Franklin High School Controller as prescribed in the ASB Policies.

Section 3: Authorized Spending

The Executive Committee based on the current budget will approve all expenditures or allocate authorized persons to spend monies based on budget-approved items. Expenditures must conform to the ASB or Booster Club financial procedures. The FTA Treasurer must obtain final approval from the Franklin Theatre Company Teacher of all expenditure requests.

Section 4: Non-Budget Items

Additional expenditures not included in the budget, will require budget review, revisions, and approval by the Executive Committee and Theatre Company Teacher.

Section 5: Expenditure Controls

Each Executive Committee Member or other appointed committee Chairman is responsible for planning and monitoring of their budget expenses authorized by the Executive Committee. Failure to maintain budget control will require any unauthorized expenditures incurred to be the liability of the responsible person who authorized those expenses without first obtaining budget approval. These types of expenditures may not qualify for approval.

Section 6: Fund Raising Events

The FTA executive committee and Franklin Theatre Company Teacher must approve any fund raising activity. Any planned fund raising event must be submitted on appropriate forms to the Franklin High School Activities Director and Controller for School approvals. If an event is for adult only participation, the Franklin High School Booster Club must be notified so that proper procedures are followed during the event. Regardless of the source to deposit fund raising monies, the FTA Vice Chairman will provide notice to the Booster Club of all fund raising events.

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RULE IX -- Rules of Order

Section 1: Roberts Rules of Order

The current issue of the Roberts Rules of Order will prevail at all meetings.

RULE X --School Officials

Section 1: Officials

For the purpose of recognizing certain School Officials whom may have authority over the continued operation of the Franklin Theatre Association, this RULE defines who has such authority.

- A. The Theatre Company Teacher, Franklin High School Principal and members of the principal's staff, the Student Activities Director, or other Elk Grove School District Administration personnel shall have the authority to address the Franklin Theatre Association of Franklin High School about improper conduct of its members or the entire Association.
- B. It is the responsibility of the Franklin Theatre Association Executive Committee to respond and to correct such improper conduct brought to their attention in a timely manner as introduced by those stated in RULE X, Section 1, subsection A of these FTA Operating Rules or be subject to the disbandment of the entire Franklin Theatre Association.
 - 1) Should the disbandment become the final outcome, all funds will be disbursed as outlined in RULE XI, Section 2 of these FTA Operating Rules.

RULE XI -- Termination of Franklin Theatre Association

Section 1: Disbandment

The Franklin Theatre Association may be disbanded at the discretion of its members or School Officials (as outlined in RULE X of these FTA Operating Rules).

Section 2: Asset Distribution

Upon the disbandment of the Franklin Theatre Association, all assets will become the property of the Franklin Theatre Company.

- A. All cash assets will be disbursed to the general funds of the Franklin Theatre Company.

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RULE XII -- ADOPTION OF OPERATING RULES

Section 1: Franklin Theatre Company Teacher Authority

Upon adoption of these Operating Rules, the Franklin Theatre Company Teacher shall appoint the initial Executive Committee Members. The Franklin Theatre Company Teacher shall have the authority to appoint persons to serve as the Executive Committee Member positions when no persons are elected at the annual elections or due to resignation.

Section 2: Adoption

The following affixed names serving as the appointed organizing committee adopts the attached nine pages to establish the Operating Rules of the named organization of Franklin Theatre Association consisting of Twelve Rules commencing on the 30 August 2005.

At an organizing meeting by unanimous consent of the members present on the 30th day of August 2005 in witness whereof we have hereunto subscribed our names.

John Hanrahan, John Hanrahan
Organizing Committee Chairman

Scott Horsfall Scott Horsfall

Vickie Horsfall Vickie Horsfall

Geri Keskeys Geri Keskeys

Anne Parkhurst Anne Parkhurst

Debra Switzgale Debra Switzgale

Attested by:
Cheryl Padilla, Cheryl Padilla
Organizing Committee Secretary

Approved,
Lisa Sandoval Lisa Sandoval
Franklin Theatre Company Teacher

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OPERATING RULES DISTRIBUTION LIST:

	<u>TITLE</u>	<u>QUANTITY</u>
1.	All members of the Executive Committee	6
2.	Franklin Theatre Company Teachers	2
3.	Franklin Theatre Company Stage Craft Manager	1
4.	Franklin High School Student Activities Director	1
5.	Franklin High School Booster Club President	1
6.	Public Copies for meetings	1
7.	Class Room Copy	1

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AMENDMENTS

Amendment changes

List all changes to the Franklin Theatre Association Operating Rules in this appendix.

I.E.:

RULE Number	Section Number	Subsection Number
New Text:		
RULE Number	Section Number	Subsection Number
New Text:		
RULE Number	Section Number	Subsection Number
New Text:		
RULE Number	Section Number	Subsection Number
New Text:		