

# **BASHA HIGH SCHOOL BAND BOOSTER CLUB BYLAWS**

## ARTICLE I: NAME

The name of the organization shall be the Basha High School Band Booster Club (hereafter referred to as “**Club**”).

## ARTICLE II: OBJECTIVES

1. To broaden and enhance the band program (comprised of Marching, Drumline, Guard, Symphonic, Jazz I, Jazz II, Concert and/or any other ensemble led by the Basha High School band director(s), hereafter referred to as “**Program**”) and support high caliber education by supplementing the school’s curriculum with diverse educational items that would otherwise be unavailable because of financial constraints.
2. To assist the Basha High School Band Director(s) in creating a vital and productive school experience for each student.
3. To provide a process for ensuring effective communication between the parents of the band students and the Basha High School Band Director(s).
4. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involve students and their families.
5. To collaborate with the community, taking advantage of community resources which benefit family involvement and student learning.
6. To raise funds and provide volunteers to extend, strengthen and support the purpose of the Club.

## ARTICLE III: POLICIES

1. The Club shall operate under the umbrella of the Chandler Unified Boosters, Inc., an Arizona non-profit corporation, and adhere to the rules and guidelines for tax-exempt 501(c)3 organizations.
  - A. The Club will select a Representative and Alternate Representative (hereafter referred to as “**CSB Representatives**”) for the Chandler School Boosters, Inc. (CSB). Selection of the CSB Representatives will be made by appointment by The Board (as defined in Article IV No. 6). Voting members of the Club will be eligible for such appointment. Duties of the CSB Representatives will be governed by the bylaws of the CSB.
2. The purpose of this Club shall be supportive and shall be developed through conferences, committees and projects.
3. This Club is an independent organization and shall not seek to direct administrative activities of the program or control its policies, except in an advisory capacity.
4. This Club shall be non-commercial, non-sectarian and non-partisan. The names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.

5. This Club shall follow the policies and standards of the Chandler Unified School District (hereafter referred to as “**District**”).
6. The District reserves the right to countermand any decision affecting the District children or property.
7. In case of dissolution of the organization, the assets of the Club shall be deposited to the Basha High School Student Activity Fund.
8. When Club and student-led band clubs (Band Council) are involved in joint fundraising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The Band Director and a majority of the Board are responsible for determining that effort and related allocation.

#### ARTICLE IV: MEMBERSHIP

1. Membership requires that all persons are willing to uphold the policies and subscribe to the bylaws of the Club.
2. Any parent or legal guardian of a student currently active in the Program shall be considered a member with full voting rights during Club meetings.
3. Any person interested in the objectives of the Club shall be considered a member, but will have no voting rights during Club meetings unless (s)he meets the requirement listed in Article IV No. 2.
4. The Basha High School Band Director(s) shall serve in an advisory capacity to the Club; he/she shall not be considered a member of the Club and will have no voting rights.
5. This Club shall require no monetary dues for membership.
6. The Club will consist of an Executive Board (hereafter referred to as “**Board**”), Member(s) at Large, Committee Chairpersons, and General members.
7. The privilege of holding office, making motions, debating and voting shall be limited to members of the Club who meet the requirements listed in Article IV No. 2, above.
8. All members with voting rights may vote only once on each item.

#### ARTICLE V: BOARD OFFICERS AND ELECTIONS

1. The Board shall include:
  - A. President (elected), required
  - B. Vice President (elected), required
  - C. Secretary (elected), required
  - D. Treasurer (elected), required
  - E. Members at Large, required (one position to be elected; Board reserves the right to appoint up to two additional positions as needed to fill the need for a particular skill set).
2. Nomination of officers shall be taken during the December General Club meeting (hereafter referred to as “**Club meeting(s)**”) and will be accepted up until the time of election during the January meeting. Elections of new Board members shall occur during the January Club meeting. The winner of each Board position

is determined by earning a majority of the votes cast by members present and voting at the January meeting. Installment of new Board members shall be the last order of business at the last Club meeting of the school year.

3. District employees may hold office but may not serve as signatory on any Club banking accounts.
4. Election shall be by ballot.
5. Elected Board officers will have executive voting rights that allow them to conduct Club business (ie. creation of Club budget, approval of expenditures, organization of Booster events, etc.).
6. Outgoing officers shall transfer all books and bank accounts to the newly elected board upon finalization of June bank statement, or at the discretion of incoming and outgoing boards.
7. The Board shall fill officer vacancies by a special election of the Club as per Roberts Rules of Order Revised. Nominations will be accepted and nominees elected by a majority of the membership present and voting at Club meeting within 45 days of the vacancy. In the absence of a nomination to fill a vacancy, the Board reserves the right to appoint an individual to fill the vacancy, provided the individual meets all criteria as established in Article IV No. 2.
8. All positions are volunteer positions. Officers are expected to devote time in the day-to-day operations, attend Club and Board meetings, participate in Club fundraising efforts and sponsored events, and provide oversight of committees.
9. Board members shall serve a term of one year, and may serve no more than two consecutive terms in the same officer position.
10. No two parents or legal guardians of the same band student may serve concurrently in a Board officer or Member at Large position.
11. Board will meet prior to every Club meeting to review the Club budget and set agenda for upcoming Club meeting.
12. Board will propose the Club budget prior to the start of the upcoming season for approval by the general membership.
13. Appointed Members at Large shall be appointed for the upcoming school year by the incoming Board officers. This shall occur when the officers are installed after the last Club meeting of the school year. Appointed Member(s) at Large shall serve a term of one year, beginning at the last Club meeting of the school year. Appointed Member(s) at Large may be reappointed each year when new officers are installed.

## ARTICLE VI: DUTIES OF OFFICERS

Officer duties common to all positions include: attendance at Club meetings; attendance at Board meetings; upholding of Club bylaws and policies; coordination of and assistance to committee chairpersons, as needed; gathering of data for input on Club budget; voting on all business matters of the organization (business matters will be decided by a majority vote of the Board); serving as signatory on outgoing checks.

1. President
  - A. Will serve as chairperson for Club meetings.
  - B. Will enforce all Club bylaws and policies.
  - C. Will set general and Board meeting times.
  - D. Will outline and supervise all Club fundraising efforts.
  
2. Vice President
  - A. Will assume all duties of the President if aforementioned is unable to perform his/her duties
  
3. Secretary
  - A. Will record and maintain written documentation of all Board and Club meetings.
  - B. Will present a written (electronic) report of Club meeting minutes following current month's meeting, to be reviewed and approved by membership at following month's Club meeting. As a minimum, minutes must include a list of all expenses (amount, date expended, description and check number, if applicable) since the last minutes were approved.
  - C. Will maintain responsibility for correspondence of the Club.
  - D. Will provide names and email addresses of incoming Board officers to CSB and other agencies, as directed by District.
  
4. Treasurer
  - A. Will coordinate and maintain financial records for all Club-sponsored fundraising activities.
  - B. Will maintain all Club bank accounts and keep accurate records of all receipts and expenditures.
  - C. Will receive all monies of organization, make deposits into bank account, and serve as signatory on disbursed checks.
  - D. Will present a current detailed report of financial status at all Club meetings for review and approval by the general membership. This report will be included in the meeting minutes.
  - E. Will prepare monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
  
5. Member at Large
  - A. Elected Member at Large will have executive voting rights.
  - B. Appointed Member(s) at Large will not have executive voting rights and may not serve as signatory on any Club accounts.
  - C. Additional duties as assigned by Board.

## ARTICLE VII: REVENUE AND EXPENDITURES

1. Bank Accounts
  - A. The Club shall establish and maintain a FDIC insured checking account for the sole use of receiving and disbursing funds.

- B. At least three Board members, preferably four, shall be authorized signatories on Club accounts; the Treasurer must serve in this role. Board members/officers shall be authorized to sign checks, unless the Board member/officer is a District employee.
- C. Two signatures shall be required on all disbursed checks.
- D. Bank account shall be reconciled by Treasurer monthly, reviewed by a non-signatory, and included in Club meeting minutes.
- E. All bank statements must be mailed to the school office, not to an officer's home or business address.

2. Budget

- A. The Club budget for the upcoming school year shall be prepared by the Board and presented to the Club for approval (requires a two-thirds vote of the members present and voting).
- B. Once approved, the budget shall become effective at the mandatory Parent/Student Orientation meeting, to be held in the spring prior to the end of the school year.

3. Expenditures

- A. All expenditures requiring reimbursement must be approved by a majority of the Board in advance of expenditure.
- B. All expenditures/check requests must have two Board signatures of approval.
- C. All invoices submitted for reimbursement must be supported by an invoice/receipt attached to a Requisition for Funds form (see Appendix A).
- D. All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
- E. Expenditures over \$250.00 that arise outside of the approved budget must be voted on and approved at a Club meeting.
- F. Expenditures under \$250.00 that arise outside of the approved budget may be approved, in advance, by a majority of the Board.
- G. All expenditures must be listed and approved in the minutes/Treasurer's Report. The detail should include:
  - 1) amount of expenditure
  - 2) date of expenditure.
  - 3) description of goods or services
  - 4) check number, if applicable.

4. Revenues

- A. At least two Board members must count and verify all monies received and prepare bank deposits. A duplicate deposit slip (photocopy) must be created.
- B. Deposits will be prepared by the Treasurer and reconciled by at least one Board member. The funds will be deposited in a timely manner.

- C. Treasurer or an account signatory will make all deposits.
5. Financial Statements
- A. The following financial statements should be prepared monthly and presented to members for approval at all Club meetings. Financial reports for the 12 months ending June 30th must also be presented for approval at the final Club meeting of the school year:
    - 1) Balance sheet (see Appendix B)
    - 2) Statement of activities showing revenues, expenses and fund balance or net assets (see Appendix B)
6. An annual financial report must be provided to the treasurer of CSB and/or District upon request, in a format to be determined by either organization. Such information shall be used for consolidated tax return preparation.

#### ARTICLE VIII: MEETINGS

1. Board Meetings
- A. Board meetings shall be attended by the Board President &/or Vice President, Secretary, Treasurer, Member(s) At Large, and Band Director(s).
  - B. Board meetings shall occur in advance of every general Club meeting.
  - C. Agenda for upcoming Club meeting will be set during Board meeting
  - D. A quorum must be achieved in order for the Board to conduct the business of the organization. A quorum constitutes a majority of the elected Board members.
2. General Booster Club Meetings (“**Club meetings**”)
- A. Club meetings shall be held monthly, with the first occurring in August and the last in May (unless otherwise decided upon by the Club or Board).
  - B. Special Club meetings may be called as deemed necessary by the Board.

#### ARTICLE IX: COMMITTEES

1. The Board shall create committees as deemed necessary, to promote the objectives of the Club and to assist the Basha High School Band Director(s) in creating a vital and productive school experience for each student.
2. A designated chairperson will be appointed for each committee; each chairperson will report directly to a designated Board member/Board representative.
3. The chairperson of each committee shall present a plan of work to their specific Board representative for approval. No committee work shall be undertaken without prior consent of the Board.
4. All fliers intended for public communication on behalf of a specific committee must have the approval of the committee’s Board representative and Band Director(s) before distribution.

5. Since a specific committee is created for a specific purpose, it is automatically disbanded when its work is done and its final report is submitted in writing to the Board.
6. Committee chairperson shall submit a written report to his/her Board representative of committee's outcome upon completion of committee's activities, or at the end of band season, whichever comes first (see Appendix C).

#### ARTICLE X: PARLIAMENTARY PROCEDURES

1. *Roberts Rules of Order Revised* shall govern this organization in all cases to which they are applicable.

#### ARTICLE XI: AMENDMENTS

These bylaws must be reviewed by the Board and approved annually by the general membership. It is suggested that bylaws be available for review at one general meeting to be voted on at the next general meeting. These bylaws may be amended at any general meeting of the Club by a two-thirds vote of the members present and voting.

APPENDIX A: See attached pdf *Requisition for Funds*

APPENDIX B: See attached pdf *Sample PTO/Booster Club Proposed Budget YR 20xx/20xy*

APPENDIX C: See attached pdf *Committee Report*

**Approved 11/4/14**









**Name of Committee:**

**School Year:**

**Contact Information:** (name, email)

**General Description of Committee Activities:**

**Timeline:** (if applicable)

**Expenses:** (if applicable) (general estimates OK; was amount provided sufficient for needs?)

**Ideal # of Volunteers to Assist With Committee:**

**What You Learned:** (what worked, what didn't work, what would you do differently?)

*\*Please use back side to include any other useful information not addressed above\**