

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

## **Article I: Name**

1. The name of the organization shall be the *Basha High School Band Booster Club*.

## **Article II: Objectives**

2. To broaden and enhance the band 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.
3. To assist the Basha High School band director in creating a vital and productive school experience for each student.
4. To provide a process for ensuring effective communication between the parents of the band students and the Basha High School band director.
5. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involves students and their families.
6. To collaborate with the community; taking advantage of community resources, which benefit family involvement and student learning,
7. To raise funds and provide volunteers to extend, strengthen and support the purpose of the Basha High School Band Booster Club.

## **Article III: Policies**

1. The program of the organization shall be supportive and shall be developed through conferences, committees and projects.
2. This organization is an independent organization and shall not seek to direct administrative activities of the program or control its policies, except in an advisory capacity.
3. This organization 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.
4. This organization shall follow the policies and standards of the Chandler Unified School District.
5. In case of dissolution of the organization, the assets of the organization shall be deposited to the Basha Student Activity fund.
6. When booster clubs and student clubs are involved in joint fund-raising, the Attorney general has concluded that proceeds must be allocated proportionately between the two entities, based on effort devoted by each.
7. The district reserves the right to countermand and decision affecting the District children or property.

#### Article IV: Membership

1. Any person interested in the objectives of the organization and willing to uphold its policies and subscribe to its by-laws shall be considered a member, but with no voting rights.
2. Any parent or legal guardian of a student currently active in the Basha High School band shall be considered a member with full voting rights.
3. The Basha High School band director shall be considered a member.
4. This organization shall have no monetary dues.
5. This organization will consist of Executive Board Members, Committee Members and members at large.
6. The privilege of holding office, making motions, debating and voting shall be limited to the members of the organization.
7. All members with voting rights may only vote once on each item.

#### Article V: Officers and Elections

1. Officers shall be as follows:
  - a. President (elected), required
  - b. Vice-President (elected) required
  - c. Secretary (elected) required
  - d. Treasurer (elected) required
  - e. Others as appointed by the executive board.
2. Nomination of officers shall be taken during the December general Booster Club meeting. Elections shall take place in January. Installment of the new Executive Board shall be during the May general Booster Club meeting.
3. Elections shall be by ballot.
4. Officers shall begin their term(s) following the last Booster Club meeting of the year. (May)
5. Outgoing officers shall transfer books and bank accounts to the newly elected board upon finalization of the June statement or upon the discretion of both boards.
6. The Executive Board shall fill vacancies by appointment.
7. All positions are volunteer positions. Officers are expected to devote time in the day-to-day operations, attend general and Executive Board meetings, participate in Booster Club fund-raising efforts and sponsored events.
8. Executive Board members shall serve for a one year term. There shall be no limits on the number of terms a board member can serve.
9. Executive Board will meet before every general Booster Club meeting and set agenda.
10. An Executive Board member must have a currently enrolled student in the Basha High School Band program.
11. The Executive Board will approve the director-proposed Basha Band Booster Club budget in August and December.

12. The Basha Band Booster Club budget will be presented at the first general meeting.

#### Article VI: Duties of Officers. (These are minimums)

1. President
  - a. Will attend Booster Club meetings.
  - b. Will chair Booster Club meetings.
  - c. Will enforce all by-laws and policies.
  - d. Assist and coordinate chairpersons, as needed.
  - e. Outline and supervise all Booster Club fund-raising efforts.
  - f. Set general and Executive Board meeting times.
2. Vice-President
  - a. Assist duties of the president.
  - b. Fill in for president in absence.
3. Secretary (s)
  - a. Will attend all Booster Club meeting.
  - b. Attend Executive Board meeting.
  - c. Record and maintain written documentation of all meetings; General and Executive.
  - d. Present a written report of previous Booster Club minutes and post them on the website.
  - e. Responsible for correspondence of the organization.
4. Treasurer (s)
  - a. Will attend all Booster Club meetings.
  - b. Attend Executive Board meetings.
  - c. Coordinate and maintain financial records for all Booster Club sponsored fund-raising activities.
  - d. Maintain all Booster Club bank accounts, keeping accurate records of all receipts and expenditures.
  - e. Receive all monies of organization, and make deposits into bank account.
  - f. Present a current report of financial status at all Booster Club meetings.

#### Article VII: Revenue and Expenditures

1. Bank Account
  - a. The Booster Club shall establish and maintain a checking account for the sole use of receiving and dispersing funds.
  - b. Account shall have at least three signatures on the account.
  - c. Two signatures are required on all requisition for funds on non-budgeted expenditures.
  - d. Bank account shall be reconciled by Treasurer monthly and included in minutes.
  - e. Elected board members shall be authorized to sign checks.
2. Expenditures

- a. All expenditures/check requests must have two signatures.
  - b. All expenditures must be supported by an invoice/receipt.
  - c. Expenditures over \$250 must be voted on and approved at a general Booster Club meeting.
  - d. Expenditures under \$250 may be approved by the elected executive board.
  - e. All non budgeted expenditures must be listed in the minutes.
3. Revenues
- a. Deposits will be prepared and deposited in a timely manner.
  - b. Treasure or designee will make all deposits.
  - c. At least two members of Booster Club must count and verify all monies received.

### Article VIII: Meetings

1. Executive/Board Meetings
  - a. Executive /Board member meetings shall consist of at least three elected members.
  - b. Executive/Board members may meet prior to every general Booster Club meeting.
  - c. Special Booster Club meetings may be called by the executive/board members.
  - d. Special Booster Club meetings may be called by the executive/board members.
2. General Booster Club Meetings
  - a. Regular meetings of the organization should be held monthly, with the first being in August and the last in May, unless otherwise decided upon by the organization or executive board members.

### Article IX: Committees

1. The Executive Board members shall create committees as deemed necessary to promote the objectives and carry on the work of the organization.
2. A designated chairperson will be appointed for each committee.
3. The chairperson of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.
4. All flyers and correspondence of committees must have approval of President or Vice President or Chairperson before distribution.
5. Since special committees are created for a specific purpose, it is automatically disbanded when its work is done and its final report is submitted in writing to the executive board.

## Article X: Parliamentary Procedures (Mandatory)

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

## Article XI: Amendments

1. These bylaws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting. It is suggested that bylaws be available for review at one general meeting to be voted on at the next general meeting