

CONSTITUTION AND BY-LAWS SAGUARO HIGH SCHOOL BAND BOOSTERS CLUB

CONSTITUTION

ARTICLE I

The name of this organization shall be the Saguaro Band Boosters Club, Inc. (hereinafter referred to as **BAND BOOSTERS**), a non-profit corporation formed pursuant to the laws of the State of Arizona. The Saguaro High School Band Booster Club, Inc. is organized and exists under and by virtue of the laws of the State of Arizona within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

ARTICLE II

The object shall be:

1. to render service to the Saguaro concert, symphonic, jazz, and marching music ensembles including all units, groups or guards (all being hereinafter referred to as **SAGUARO BAND**) through the encouragement of and leadership in voluntary community efforts;
2. to provide an avenue of communication between the members of the aforementioned **SAGUARO BAND** and community;
3. to conduct fund-raising activities in such manner satisfactory to the Saguaro High School Administration, to supplement purchases of instruments, music, accessories and flags, to defray expenses of travel and transportation of members for the aforementioned **SAGUARO BAND** and their equipment, to finance awards, scholarships and similar forms of recognition and defray all reasonable **SAGUARO BAND** expenses for promotion, advancement of purposes, maintenance and otherwise.

ARTICLE III

Membership:

Section 1. Parents and/or Guardians of students enrolled in the Saguaro High School band program are automatically granted membership status.

Section 2. Anyone interested in the progress and development of the band program is eligible to apply to the Band Boosters for membership. The Band Booster Executive Board shall review membership applications within 60 days of receipt of the application by the Secretary. Membership will be granted based on the determination by the Executive Board of the ability of the candidate to support the objectives of the Band Boosters.

BY-LAWS

ARTICLE I

Duties of Officers:

- Section 1. The President shall preside at all meetings of the organization and of the Executive Committee and shall be a member ex-officio of all committees except the nominating committee and shall perform all other duties usually pertaining to the office.
- Section 2. The Vice-President shall act as aide to the President and shall perform the duties of the President in the absence of that officer.
- Section 3. The Secretary shall keep a correct record of all meetings of the organization and of the Executive Committee, and shall perform such other duties as may be delegated.
- Section 4. The Treasurer shall keep an accurate record of all receipts and disbursement, showing each activity separately as well as a complete record of all funds, and shall receive all funds due the organization and deposit same in the authorized depository. All proposed expenditures shall be presented to the Executive Board for approval. All approved bills will be paid once authorized by the Executive Board by check signed by two officers. Officers shall not sign checks that are payable to themselves. Surplus funds shall be placed at the discretion of the Executive Board in an account which offers the most favorable terms for the Band Boosters as determined by the Executive Board. The Treasurer shall be responsible for filing any documentation, including but not limited to any federal or state tax forms and annual Arizona Corporation Commission submittals, required to ensure the operation of the Band Boosters complies with all applicable federal or state regulations and laws.
- Section 5. The books of the Band Boosters shall be audited annually by an auditor appointed by the Executive Board. The auditor shall not be a member of

the Executive Board. The results of the audit shall be made available to the Band Booster membership no later than May 1 of each year.

Section 6. In the event of a vacancy in any office, the remaining Executive Board members shall appoint a replacement to serve the remaining portion of the term.

ARTICLE II

The Executive Board

Section 1. The Executive Board shall be composed of the officers of the organization.

Section 2. The Director of Bands shall be a non-voting ex-officio member of the Executive Board and all committees.

Section 3. The High School Principal or a delegated Assistant Principal shall be an honorary member of the Executive Board.

Section 4. The Executive Board shall have general supervision of the affairs of the organization.

Section 5. It shall be the President's duty to call a meeting of the Executive Board prior to each regular meeting or as deemed necessary by the affairs of the organization.

Section 6. The Band President or his/her representative shall be an honorary member of the Executive Board.

ARTICLE III

Meetings

Section 1. There shall be at least five regular organization meetings per year.

Additional meetings may be called at the discretion of the Executive Board.

ARTICLE IV

Standing Committees

- Section 1. All standing committee chairpersons shall be appointed by the President.
- Section 2. The members of each standing committee shall be appointed by the chairmen of that committee.
- Section 3. All standing committees shall present plans of work to the Executive Board and no work shall be undertaken without the approval of the Executive Board.
- Section 4. The **Communications Committee** will consist of three committee chairs (e.g. the Telephone/E-Mail Chair, Newsletter Chair, and Publicity Chair) and their respective members.
- a. The **Telephone/E-Mail Chair** will assist the Executive Board by notifying members of meetings, special events and all other pertinent information.
 - b. The **Newsletter Chair** will prepare and distribute the monthly newsletter.
 - c. The Publicity Chair will publicize all activities and projects of the Band Boosters and the Saguaro Band to both members and to the community at large through the use of appropriate media channels.
- Section 5. The Band Camp Committee will coordinate the yearly band camp activities with the band director.
- Section 6. The **Ways and Means Committee** will consist of two committee chairs

(e.g., the Ways and Means Chair and the Concession Chair) and their respective members.

- a. The **Ways and Means Chair** will develop and execute plans for financing the various band activities.
- b. The **Sporting and Special Events Concessions Chair** will establish sub-committees to set-up, supply, sell, and clean-up refreshment stands during football season and additional fund raisers that may occur during the year.

Section 7. The **Student Coordinating Committee** will assist the Band Director with student fund raising in distribution, inventory and bookkeeping of student fund-raising projects.

Section 8. The **Uniform Supervision Committee** will assist in the fitting, altering, distribution, cleaning coordination, collection and inspection of uniforms and equipment. This committee will make recommendations to the Executive Board on purchase and replenishing of stock as needed for maintenance of uniforms.

Section 9. The **Event Coordination Committee** will provide adult chaperones for the band activities including auxiliary functions and hospitality support for band events, and will consist of four committee chairs (e.g. the Chaperone Chair, the Trip Coordination Chair, Auxiliary Chair, and the Hospitality Chair).

- a. The **Chaperone Chair** will provide parent support on busses and during events as needed by the band director, assist with band and auxiliary field equipment for performances, distribute water and supplies at performances, insure appropriate first aid materials are available, and give additional assistance when requested by the Band Director.
- b. The **Trip Coordination Chair** will assist the Band Director in coordinating band trips upon request.

- c. The **Auxiliary Chair** will consist of appointed or volunteer member(s) of the Event Coordination Committee who will assist the auxiliary units with uniforms and equipment and will assist in communication among the auxiliaries, and the Band Boosters.
- d. The Hospitality Chair will consist of appointed member(s) of the Chaperone Committee who will plan and organize the annual band banquet event, prepare and distribute Band Booster related information at concerts and activities, and assist with parent and student coordination at invitationals and special events hosted by the Saguaro High School band.

ARTICLE V

Quorum

- Section 1. A majority of the members of the Executive Board shall constitute a quorum for its meetings.

ARTICLE VI

Elections

- Section 1. A nominating committee shall be appointed by the Executive Board at the January meeting of the membership. The Nominating Committee shall develop a slate of candidates for the following year's Executive Board and secure the consent of the nominees to serve if elected. The Director of Bands shall be a member of the nominating committee. If there is no general meeting of the membership during the month of January, the President shall convene a special meeting of the Executive Board by January 31 for the purpose of appointing the nominating committee. This committee shall make their report at the general meeting of the membership during the month of March. If there is no general meeting of the membership during the month of March, the nominating committee shall make their report at the next general meeting of the membership. Nominations may be made from the floor at that time.

- Section 2. Officers are to be elected at the March meeting of the general membership for a term of one (1) year. If there is no general meeting of the membership during the month of March, officer elections shall be conducted at the next general meeting of the membership. Installation of the officers-elect will be at the final meeting of the membership during the school year and terms of office will be effective with installation.
- Section 3. To be elected an officer, the candidate must receive a majority vote of the members present at the general meeting of the membership.
- Section 4. The election of each officer shall be by ballot unless there is only one candidate for the office, then by motion from the floor, such election may be by voice.
- Section 5. No officer shall be eligible to the same office for more than two consecutive years unless recommended by the nominating committee.
- Section 6. Officers must be a parent or guardian of a member of the band program.
- Section 7. The voting membership of the Band Boosters shall be defined as follows.
- a. Each family of a Saguaro Band student will be allocated one vote per student. In the event that a single Saguaro Band student is represented by two families at a general meeting (i.e. Step-Parents), each of the families will be allocated one-half (1/2) vote.
 - b. The number of votes allocated shall equal the number of students enrolled in the Saguaro Band program. The Band Director will provide the number of students enrolled in the Saguaro Band Program to the Executive Committee prior to each vote of the general membership.
- Section 8. In the event that a member of the Band Boosters cannot attend a scheduled meeting of the membership, the member may choose to cast their vote(s) by proxy by so indicating in writing. Proxies must include the date of the membership meeting for which it is to be valid. Proxies are only valid for a single meeting and must be signed by the originating

Band Booster member. Signed proxies must be submitted to the Band Booster Secretary for validation prior to the start of a meeting of the membership.

Proxy voting may be accomplished by either (a) or (b) below:

- a. A member of the Band Boosters will clearly specify in writing how their vote should be cast for a specific vote or votes of the membership at a meeting. The Band Booster Secretary will execute the proxy vote for the member per their direction.
- b. A member of the Band Boosters will clearly specify in writing that they designate another Band Booster member as their proxy for voting at a meeting of the membership. The Band Booster member who has been named as the proxy will vote for the absent member.

ARTICLE VII

Removal from Office

Section 1. Any Officer may be removed from office for any valid cause including, but not limited to, failure to carry out the duties of his/her office, gross neglect or misfeasance in office, inappropriate behavior, or the performance of unlawful acts while performing the duties of their office.

Section 2. To remove an officer, a petition documenting which of the reason(s) listed in Section 1 is the basis for the request. The petition must be signed by at least 10% of the total voting membership and presented to the Executive Committee. The Executive Committee shall call a meeting of the general membership within 30 days of the receipt of a petition with the purpose of voting on the petition. To be removed from office, the petition must receive a two-thirds (2/3) vote of the members present at the general meeting of the membership.

ARTICLE VIII

Authority

Section 1. The rules contained in Roberts Rules of Order, revised, shall govern this organization in all cases in which they do not conflict with the rules of this organization.

ARTICLE IX

Fiscal Year

Section 1. The fiscal year of the Band Boosters shall begin on July 1 and end on June 30 of each year.

Fiscal Authority

Section 1. For expenses that do not directly impact the ability of the band(s) to meet their performance commitments or the safety/welfare of the band members, the Executive Board shall not, without a vote of the membership:

- a. Appropriate greater than \$300 for any non-budgeted expense
- b. Appropriate more than \$300 above an approved budgeted line item.

A vote of the membership for expenditures exceeding these thresholds may be conducted via electronic means (email, website, etc.) if the Executive Board determines the decision cannot wait until the next meeting of the general membership.

Section 2. For all expenditures made by the Band Boosters shall be disclosed to the general membership in monthly financial summary statements. Statement may be distributed to the general membership at meetings, by US Mail, by electronic means (email, website, etc.), or any combination of these methods.

ARTICLE X

Conflict of Interest

Section 1. If an Executive Board Member is aware that the Board is considering an

issue involving any transaction between the Band Boosters / Board and:

- a. Board Member or a Board Member's family member, including spouse, parent, sibling, child, stepchild, grandparent, grandchild, or domestic partner or
- b. Company or organization in which the Board Member is an officer, director, trustee, partner or employee;

The Executive Board Member has a duty to take the following actions:

- a. Immediately disclose the existence and circumstances of the transaction to the Board in writing;
- b. Refrain from using his/her personal influence to encourage the Board or other individual members of the Board to enter into the transaction; and
- c. Physically excuse himself/herself from votes involving the transaction.

ARTICLE XI

Amendments

- Section 1. The Constitution and By-Laws may be amended by the affirmative vote of two-thirds of the members at a general meeting of the Band Boosters, and written notice thereof shall have been given at least thirty (30) days prior thereto.

Revised : February 26, 2007

Presented to the Saguaro Band Booster Membership: February 27, 2007

Date approved by the Saguaro Band Booster Membership: _____

Version Approved by Membership: 3.0