

BYLAWS OF THE ARBOR VIEW HIGH SCHOOL BAND BOOSTERS

Article I NAME AND FISCAL YEAR

The organizations shall be known as Arbor View High School Band Boosters and is a Nevada nonprofit corporation approved by the Internal Revenue Service to operate as a 501(c)(3) tax exempt organization hereafter referred to as the “Band Boosters”.

The Fiscal Year for Band Boosters shall be from July 1st – June 30th of each year.

Article II PURPOSE

The Band Boosters shall support the Arbor View High School Band program, in Las Vegas, Nevada, which includes the marching band, color guard, indoor drumline, concert band, jazz band, pep band, percussion and all related ensembles (collectively known as the “Band”) by:

1. Supporting the financial needs of the Band;
2. Assisting with Band events;
3. Maintaining an enthusiastic interest in the students, staff, parents, and community in all aspects of the Band; and
4. Provide the highest quality and most positive experience to all Band members by supporting the Band and its directors.

Article III MEMBERSHIP

Membership shall be open to everyone within the community who are interested in the purposes and objectives of the organization.

Membership of the Band Boosters shall consist of two classes of members “Voting Members” and “Nonvoting Members”.

Voting Members shall be established each Fiscal Year and consist of all parents and legal guardians of students enrolled in the Arbor View High School Band during the current school year.

Nonvoting Members shall be established and consist of any interested persons from the community.

To consent to membership, a Member must submit written registration that includes the Member's name, email and phone number.

Article IV **MEETINGS**

There shall be a minimum of six (6) regular meetings of the general membership from August through May of each Fiscal Year.

The Band Boosters shall hold its Annual Meeting in May each year, at which time the elections of officers for the next year shall take place.

General Meetings shall be held on the third Tuesday of the month. Alternate and additional times as deemed necessary by the Executive Board to be in the best interest of the Band and Band Boosters.

All general members must be notified no less than twenty-four (24) hours prior to a general meeting of any date change.

The Executive Board shall meet monthly, which shall be held at a different time as the general membership meeting during those months when a general membership meeting is held.

A quorum for all general membership meetings other than Officer Elections at the Annual Meeting shall be a quorum of the Executive Board and at least five (5) voting members.

Article VI **FINANCES**

The President may authorize expenditures for budgeted items, not to exceed the amount approved by the membership in the annual budget. The President shall have the authority

to approve non-budgeted expenditures not to exceed \$200 per month. Expenditures of non-budgeted funds expected to exceed \$200, but less than \$400, shall be presented to the Executive Board for approval by majority vote. This shall be limited to \$400 per month.

Financial records shall be submitted no later than June 1st of each year. Transfer of records to the new officers shall take place within fifteen (15) days following the date which their successors assume office.

The expenses of the Band Boosters shall be borne by the revenues from fundraising, donations, and membership dues, when applicable.

At every general meeting, a status of the current budget shall be presented along with any proposed changes.

Article VII **FINANCE PROCEDURES**

Drafts, checks, transfers, or withdrawals involving any accounting of the Band Boosters must be signed by two (2) members of the Executive Board, specifically the Band Booster Treasurer and or/ Associate Treasurer or President or 1st Vice President. All checks must have two (2) authorized signatures.

The following duties are requirements to be followed in order to ensure accurate financial record keeping.

1. Reconcile bank statement to the band checkbook ledger each month. Provide a reconciliation at every Executive Board meeting.
2. Keep checkbook balance current at all times.
3. No check shall be issued without a completed "Check Request Form" and invoice for documentation.
4. Any monies collected shall be verified by the Treasurer and other elected board members. Deposit slips shall be initialed by both parties.
5. Deposits of monies must be made within two (2) business days (Monday thru Friday) excluding holidays.

6. All authorization of “startup” disbursements must be initiated by the Treasurer and one Executive Board Member. Startup banks would be checked out with a filled out form.
7. Any returned check shall be forwarded to the President, Treasurer and Band Director for any further action.
8. Any donation to the band boosters or band program will require a “Report of Gifts” to be filled out and sent to the donor.
9. An audit shall take place one (1) time per year, or at the discretion of either the band director or two-thirds ($\frac{2}{3}$) of the Executive Board.

Article V
OFFICERS AND THEIR DUTIES

The officers of the Band Boosters shall come from the General Membership. No elected officer shall serve in the same office for more than four (4) consecutive years. No elected officer shall succeed any family member in any elected position (family members shall be defined as husband, wife, brother, sister, in-laws, etc.). No two (2) family members shall serve as officers together in the same term. No spouse or family member of any elected officer shall assume or “take over” the responsibilities of the officer. Band Booster officers as follows:

1. The President shall:
 - a. Preside over all meetings of the Band Boosters and of the Executive Board.
 - b. Serve as the Executive Officer of the Band Boosters and shall represent the interest of the organization as necessary to the Administration of Arbor View High School and the community.
 - c. Perform all other duties pertaining to the President’s office and shall represent the Band Boosters at the meeting of the Band Boosters.
 - d. Serve as Ex Officio member at all committees.
 - e. Form any special committees that may be required from time to time and appoint coordinators for those committees.
 - f. Report actions of the Executive Board at each General Meeting of the Band Boosters.
 - g. Serve as the custodian of the Bylaws and see that each officer and standing committee chairperson is provided a copy of the Bylaws and a written list of specific duties for which each is responsible.

- h. Shall perform and/or coordinate any other task assigned by the Band Directors.
 - i. Oversee the Treasurer and all finances for the Band Boosters along with the Vice President of Operations.
 - j. Must be available to attend all Executive Board Meetings and Band Booster Meetings.
 - k.
2. Vice President
- a. Preside in the absence of the President and shall fill the office of the President should a vacancy occur in that position;
 - b. Serve as a coordinator for booster activities which includes Levy Fundraising Events and assisting the Fundraising coordinator to get volunteers for concessions.
 - c. Coordinate all chaperone needs.
 - d. Shall perform any other task assigned by the President or Band Directors.
 - e. Must be available to attend all Executive Board Meetings and Band Booster Meetings.
3. Vice President of Operations
- a. Preside in the absence of the President and shall fill the office of the President should a vacancy occur in that position where the Vice President is unable to assume the role of President.
 - b. Oversee the Treasurer and all finances for the Band Boosters.
 - c. Purchase and promote merchandise and sale of the Band Booster spirit items; account for funds collected; maintain an accurate inventory. Maintain a record of all sold items and monies collected.
 - d. Shall perform any other task assigned by the President or Band Directors.
 - e. Must be available to attend all Executive Board Meetings and Band Booster Meetings.
4. Fundraising Coordinator
- a. Serve as coordinators of the Fund-Raising Committee and will be responsible for the research and implementation of fundraising that benefits the students IBA's as well as the Band Booster General Account
 - b. Shall oversee the Concession Committee
 - c. Recruit and coordinate manning the operation of the concession stand for each home football game.
 - d. Shall perform any other task assigned by the President or Band Directors.
 - e. Must be available to attend all Executive Board Meetings and Band Booster Meetings.

5. Community Outreach Coordinator
 - a. Shall coordinate all sponsorships, both local and corporate that benefit the Band Booster General Account.
 - b. Provide a plan of sponsorships for the new fiscal year.
 - c. Provide monthly date down reports of any and all sponsorship actions.
 - d. Shall create and maintain relationships with all sponsors of the boosters.
 - e. Shall perform any other task assigned by the President or Band Directors.
 - f. Ensure all sponsors receive the designated Donation Tier Benefits per the Contract of Donation.
 - g. Must be available to attend all Executive Board Meetings and Band Booster Meetings.

6. Treasurer
 - a. Shall manage any and all funds of the band boosters which include deposits of all cash following any event.
 - b. Shall present a monthly budget to the booster general membership.
 - c. Shall perform any other task assigned by the President or Band Directors.
 - d. Must be available to attend all Executive Board Meetings and Band Booster Meetings.

7. Secretary
 - a. Shall keep a current and active list of general members.
 - b. Shall take minutes at all meetings held by the boosters. Type and upload meeting minutes, after President approval, to the Band Booster Website as well as email out to General Booster Members.
 - c. Maintain and distribute Newsletter after approval by the Band Directors and Booster President.
 - d. Shall perform any other task assigned by the President or Band Directors.
 - e. Must be available to attend all Executive Board Meetings and Band Booster Meetings.

8. Advisory
 - a. Shall have held a previous Executive Board position for more than one (1) year.
 - b. Shall serve and advise the Executive Board in any way possible.
 - c. Shall perform any other task assigned by the President or Band Directors.
 - d. Must be available to attend all Executive Board Meetings and Band Booster Meetings.

Article VIII
EXECUTIVE BOARD

The Executive Board shall consist of seven (7) elected officers. The executive board shall have no less than six (6) positions and no more than fifteen (15).

The Executive Board shall meet for the first time within fifteen (15) days of the elections after the May General Meeting.

The Executive Board shall conduct all affairs of the Band Boosters in accordance with these Bylaws.

Any tie vote shall be broken by the vote of either the Band Director or their assistant, but not both.

Article IX
COMMITTEES

The Executive Board shall appoint coordinators from the General Membership to coordinate the activities of the standing committees. Committee coordinators will be invited to the Executive Board meetings as needs arise, but will not have a vote. These coordinators will serve at the discretion of the Executive Board.

Article X
ELECTION OF OFFICERS

The following officers will be elected at the May Annual meeting of each year.

1. President
2. Vice President
3. Vice President of Operations
4. Fundraising Coordinator
5. Community Outreach Coordinator
6. Treasurer
7. Secretary
8. Advisory

Nominations shall be made by an appointed Nominating Committee formed at a Spring meeting. The Nominating Committee shall consist of two (2) Executive Board Members,

three (3) voting members, who shall be nominated at the Spring General Meeting. The Nominating Committee shall select at least two (2) nominee for each of the offices.

Nominations will be accepted beginning five (5) days or less prior to the Spring meeting. Nominations will be anonymous and will close fifteen (15) days after opening.

The Nominating Committee will interview and prepare a list of Nominees.

The Nominating Committee must post the nominations at least seven (7) days prior to the election in a conspicuous place.

Officers elected shall hold office from July 1st – June 30th of each year.

Article XI **DISSOLUTION**

Upon the dissolution of the Band Boosters, the property and assets shall revert to the Clark County School District or as in accordance with public law.

Article XII **AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Band Boosters by two-thirds (2/3) vote of eligible members present and voting, provided that notice of the proposed amendment(s) shall have been given at the previous meeting and that the proposed amendment(s) has (have) been reviewed by the Executive Board for presentation to the General Membership. The proposed amendment(s) shall be made available in writing to the General Membership at least thirty (30) days prior to the meeting when the voting will occur.

Article XIII **ENACTMENT**

The Bylaws Review Committee shall be formed and a coordinator appointed by the President of the Band Boosters at least, but not limited to, once every one (1) year. The function of the committee shall be to review the Bylaws and recommend revisions or amendments as required.

These Bylaws shall be adopted by vote of the Band Boosters General Membership and shall become effective when signed and dated by each member of the Executive Board.

During the year when Bylaws are enacted, the Band Booster Officers who are holding office at the time of enactment shall continue to do so and shall be considered as members of the Executive Board. The duties of officers are governed by the enacted Bylaws; however, if there are officers whose functions are not defined in the enacted Bylaws, the Executive Board shall determine those functions, in writing and inform the General Membership.

Article X
REMOVAL OF ELECTED OFFICERS

By a two-thirds (2/3) vote of the Executive Board, an officer or chairperson may be removed from office for failure to perform his/her duties as outlined or breach of confidentiality agreement in these Bylaws. An officer or chairperson who misses three (3) consecutive meetings may be removed from office.

Article XI
APPROVAL SIGNATURES

PRESIDENT

VICE-PRESIDENT

VICE-PRESIDENT OF OPERATIONS

FUNDRAISING Coordinator

Community Outreach Coordinator

TREASURER

SECRETARY

ADVISOR

By-laws revised: 24 March 2019

By-laws adopted: XX Month YYYY