

Arbor View High School Band Boosters Bylaws and Constitution (adopted March 1, 2020)

Article I – Name and Fiscal Year

- A. The organization shall be known as the Arbor View High School Band Boosters.
- B. The fiscal year shall be July 1st – June 30th.

Article II – Purpose

- A. The purpose of this organization shall be to promote the entire band program of Arbor View High School, by assisting the band directors in the development of an outstanding band program.
- B. The organization shall provide financial support not otherwise provided within the school's budget to supplement equipment, accessories, and supplies.
- C. The organization is organized exclusively for charitable, religious, educational, or scientific purposes under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Furthermore, the activities must be consistent with the Guidelines and Procedures established by the Clark County School District.
- D. The organization intends to operate year over year on an on-going basis.

Article III – Membership

- A. Membership in this organization shall be open to all adults who wish to show support for the marching, concert, and jazz bands and colorguards affiliated with Arbor View High School.
- B. Regular membership will consist of the parents and guardians of children participating in the current year's program.
- C. Sustaining membership will consist of community members who do not qualify for regular or alumni membership. Sustaining members support the program either financially or by volunteering their time. Sustaining members will be appointed by the Executive Board and must obtain a CCSD volunteer badge.
- D. Alumni membership will consist of those persons and family members who have graduated from the program.
- E. Voting members consist of those who have volunteered and/or attended five (5) or more meetings and events each fiscal year.
- F. Membership can be terminated at any time by the recommendation of the Executive Board, Band Directors, or Arbor View High School Administration.

Article IV – Meetings

- A. Regular meetings of the organization shall be held at least six times annually. The Executive Board shall set the dates of the meetings. Any meeting requiring a vote to be taken by the general membership must have 10-day advance notice of meeting date and time.

- B. Executive Board meetings shall be held once per month unless agreed by the majority of the Board that there is no business to address. The President will set the dates of the Executive Board meetings.
- C. All general members should be notified no less than 72 hours prior to a general meeting of any date change.
- D. Quorum for regular meetings – not less than 17 members shall constitute a quorum.
- E. Quorum for an Executive Board Meeting – at least three elected officers plus one non-voting executive board member shall constitute a quorum.

Article V – Officers and Elections

- A. The following elected officers shall serve a term of one-year, beginning June 1 through May 31. They may be re-elected for a maximum of two consecutive additional terms in the same position in a 4 year period.
 - 1. President
 - 2. Vice President
 - 3. Director of Operations
 - 4. Director of Student Fundraising
 - 5. Secretary
 - 6. Treasurer (may not be an Arbor View High School employee)
 - 7. Assistant Treasurer (may not be an Arbor View High School employee)
 - 8. School Liaison (Current Instructional Assistant of Band)
 - 9. Parliamentarian
- B. At a January or February general meeting, a nominating committee will be selected. The nominating committee will contain an odd number of members, not less than 5. The President may not be an acting member on the Nominating Committee. The school Liaison will serve on the committee as a non-voting member. The Nominating Committee will present a slate of officers to be posted on the organization website at least 15 days prior to the election.
- C. No two family members shall serve on the board in the same term.
- D. 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.)
- E. Officers will be elected at a general meeting in April or May and will assume Executive Board duties no later than June 1st. May will serve as a month of transition for the Executive Board.
- F. In the event an office becomes vacant, a replacement shall be selected by a majority vote of the Executive Board.

Article VI – Duties of Officers

- A. All Executive Board members are volunteers and will not gain compensation from their work on the board. All Executive Board members shall serve to help the program and organization in any way possible where needed.
- B. President
The President shall preside over meetings and look over the general welfare of the band boosters.
- C. Vice President
 - 1. Oversee all fundraising and community outreach for the organization.

2. In the absence of the President, the Vice-President shall preside at meetings of the organization and the Executive Board.
- D. Director of Operations
1. Oversee all financial procedures for the organization.
 2. Be responsible for all nominating committees.
- E. Director of Student Fundraising
1. Oversee all individual fundraising efforts for student benefit.
 2. Assist the Vice President in all fundraising matters.
- F. Treasurer
1. Maintain an accurate and permanent record of all receipts and Disbursements of the organization in accordance with the Guidelines and Procedures for Booster Clubs as detailed by the Clark County School District.
 2. Should present a monthly budget to the general membership.
 3. Cannot be an Arbor View High School Employee.
- G. Assistant Treasurer
1. Appointed by the current President and approved by a majority of the Executive Board.
 2. Non-voting member of the Executive Board.
 3. Responsible for assisting Treasurer as needed to implement accounting procedures and all other matters relating to the Treasurer.
 4. Assist the Treasurer in ensuring all financial accounting procedures comply with district requirements as listed above.
 5. Cannot be an Arbor View High School Employee.
- H. Secretary
1. Record the minutes of all Executive Board and General Membership meetings.
 2. Keep an accurate record of attendance at all meetings.
 3. Be responsible for correspondence.
 4. Maintain a membership list.
- I. Parliamentarian
1. Appointed by the current President and approved by a majority of the Executive Board.
 2. Non-voting member of the Executive Board.
 3. Parliamentarian will assist the Secretary.
 4. Will coordinate with the President to create meeting agendas.
 5. Provide training to all Executive Board members on bylaws.
 6. Facilitate all meetings and ensure they are conducted according to the agenda.
 7. Collect all photos and maintain records to be passed on to the following Executive Board.
- J. School Liaison
1. Current Instructional Assistant of the Arbor View Band Program.
 2. Non-Voting member of the Executive Board.
 3. Shall coordinate all chaperone needs.
 4. Shall maintain the calendar and website for the organization.

Article VII – Chairpersons and Committees

1. Ad Hoc committees may be formed as needed by any Executive Board member with the approval of the President.
2. A chairperson may be appointed as needed.
3. Committee members may be selected by chairpersons.

Article VIII – Financial Policies and Procedures

1. The Treasurer's records will include all items as required by the District's Guidelines and Procedures.
 - a. Checking account(s) should be established with two or more authorized signatures: Treasurer, President and one other elected officer (Directors and Arbor View High School employees may not be signers on any account).
 - b. Two authorized persons should sign all checks. Checks reimbursing an officer may not be signed by that officer.
 - c. Checks are never signed with a blank payee.
 - d. All expenditures are to be made by check or purchasing card, never cash.
 - e. Where the organization is not billed directly, there must be a completed check request documenting expenditure amount and type submitted with receipts to receive reimbursement. To be approved by the Executive Board.
 - f. All collected monies should be deposited as soon as practical – preferably within 72 hours.
 - g. All monies should be initially collected and counted by two board members. The counters and the Treasurer should sign a deposit form, which is kept as part of the Treasurer's annual records.
 - h. Bank Statements should be mailed to a Post Office Box maintained by the organization so that they can be reviewed prior to being given to the Treasurer. Bank Statements are to be reconciled monthly.
 - i. Treasurer reports will be given at each meeting detailing expenditures and receipts.
2. An audit shall take place one time per year or at the discretion of the band director or 2/3 of the Executive Board.
3. Rollover for the next fiscal year should be at least \$10,000.00.
4. Prior to the end of the current fiscal year, an operating budget shall be defined by the Executive Board for the upcoming year.

Article IX – Removal of Elected Officers

1. 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 in these Bylaws. An officer or chairperson who misses three (3) consecutive meetings may be removed from office.
2. An officer may be removed at the discretion of the principal or school district.

Article X – Dissolution

1. The organization may only exist with approval of the Directors and Principal. The organization may be terminated at the discretion of the Head Band Director in agreement with the Principal.
2. Upon the dissolution of the organization, all assets shall be distributed to the Clark County School District, specifically the Arbor View Band activity fund, provided it is exempt under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, at the time of dissolution.

Article XI – Amendments and Enactment

1. Bylaws of the organization may be amended by 2/3 majority vote of the members present at the annual bylaws meeting and the Executive Board. All bylaws and amendments will be posted on our website following approval.
2. The proposed amendment(s) shall be made available in writing to the General Membership at least ten (10) days prior to the meeting when the voting will occur.
3. 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 year. The function of the committee shall be to review the Bylaws and recommend revisions or amendments as required.
4. No part of the activities of the organization shall consist of participating in or intervening in any political campaign of a candidate for political office.

By action of the active membership of the Arbor View High School Band Boosters, the foregoing is adopted as Bylaws and in so adopting, the said Bylaws will govern the Arbor View High School Band Boosters accordingly.

Signed _____

Title _____