

# **Kingston High School Band Boosters**

## **Bylaws**

**Adopted 10/10/2007**

### **Article I: Name**

The name of this organization is the Kingston High School Band Boosters.

### **Article II: Purpose**

The purpose of this organization shall be to promote, support and assist in the betterment of the Kingston High School Band program.

### **Article III: Organization**

Section 1. This organization shall be nonprofit, noncommercial, nonsectarian, and nonpartisan. All efforts are voluntary. No member, officer, or any other person associated with the organization shall receive remuneration (cash, materials or services) for time and effort expended on the organization's behalf.

Section 2. Membership in the organization shall be extended to parents and guardians of students enrolled in the Kingston High School Band Program (and Flag Team, should one exist), the Band Director, and the Administration and Staff of Kingston High School.

Section 3. Membership shall be extended to members of the community (including corporations) who wish to support the organization and its purpose, and who agree to the stipulations of the Bylaws.

### **Article IV: Dissolution**

Upon the dissolution of the organization, the Board of Directors shall, after paying or making provision for payment of all liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1986, As Amended (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

## **Article V: Basic Policies**

Section 1. The organization shall:

- a. Promote the involvement of parents in band-oriented activities;
- b. Provide approved supplemental funds for needs of the band that are not budgeted or paid for by the school or school district;
- c. Cooperate with the Kingston High School administrators and instructors to promote the band and the education of band students. The organization may take no action which conflicts with school policy.

Section 2. No individual is authorized to obligate the organization in any manner, financially, or otherwise, without the prior approval of the Executive Committee.

Section 3. The raising of funds will be through voluntary contributions and projects developed by the Ways & Means Committee or, in the absence of a Ways & Means Committee, projects developed by the Executive Committee.

Section 4. All purchases of band equipment by the organization will be donated to the Kingston High School Band Program as directed by School Board policy.

Section 5. All fundraising projects that are developed and initiated will benefit the band and be used in a way determined by the band director and the organization.

## **Article VI: Membership and Dues**

Section 1. Membership shall commence upon the first day of school and will terminate on Labor Day of the following calendar year.

Section 2. There are no annual dues required to be a member of the organization. The dues schedule per member may be changed at any time with an amendment to the bylaws. When a monetary annual dues exists, they are to be paid in full at the first meeting of the year .

Section 3. Each member must complete and sign a membership form indicating his or her desire to belong to the organization and agreeing to the stated purposes of the group.

Section 4. Membership shall be extended to:

- a. Any parent or guardian of a registered band student;
- b. The School Principal (ex-officio);
- c. The Band Director (ex-officio);
- d. Faculty members of Kingston High School who are not a parent or guardian of a registered band student but wish to assist/support the organization.
- e. Members of the community, including corporations, who wish to support the band program and agree to the purposes and bylaws of the organization.

Section 5. All members in good standing may hold elective office and serve on committees.

Section 6. No person under the age of eighteen (18), or any person currently enrolled in the North Kitsap School District, may be a member of the Band Boosters.

Section 7. A member may join at any time during the school year except in June. No memberships will be accepted at the June meeting.

Section 8:

The membership and all rights of membership shall automatically terminate on the occurrence of any of the following causes:

- a. The voluntary resignation of a member with or without notice;
- b. Where a membership is issued for a period of time, the expiration of such period of time, unless renewed in timely fashion;
- c. The death of a member.
- d. The dissolution of the corporation.
- e. The non-payment of dues in a timely fashion as set forth by these Bylaws.
- f. Upon a vote of the Board of Directors if the member has engaged in conduct which is contrary to the purpose of the corporation.

## **Article VII: Officers and Their Election**

Section 1. Any member in good standing will be eligible to hold office.

Section 2. The officers of this organization shall be a

- a. President
- b. Vice-President / Membership
- c. Vice-President / Committees (optional)
- d. Secretary
- e. Treasurer

Section 3. These officers shall be nominated and elected by ballot at the June general meeting. However, if there is but one nominee for any office, the election for that office (or offices) may be made by voice vote.

- a. Newly elected officers will assume office effective July 1, allowing for a transition period.
- b. The term of office will be one (1) year. No officer may serve in the same office for more than two (2) consecutive years.

## Section 4. Vacancies

- a. A vacancy occurring in any office or chairmanship shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Committee.
- b. In case of a vacancy occurring in the office of President, the Vice-President (or one of the Vice-Presidents, when there are two) shall serve temporarily until such time as a new election is held.
- c. Any officer or chairman who is absent for three (3) consecutive meetings without notifying the President prior to the meetings, shall be replaced. Such absence shall vacate the office and the vacancy shall be filled as soon as possible by a unanimous appointment by the remaining Executive Committee.

## **Article VIII: Duties of Officers**

### Section 1. President

- a. The President shall preside at all regular, special and executive meetings of the organization.
- b. Liaison to the band director.
- c. The President shall also be the official organization spokesperson. He/she shall represent the organization in dealing with school officials.

### Section 2. Vice-President / Membership

- a. This vice-president shall preside at all meetings when the President is unable to do so.
- b. The Vice-President/Membership will be responsible for maintaining a current list of contact information for members.
- c. The Vice-President/Membership will provide the Secretary with an updated membership list after each meeting.
- d. The Vice-President/Membership ensures that each member has signed a membership form for the current year and has paid his dues for that year.
- e. The Vice-President/Membership provides a current member count at each General Meeting.
- f. If there is no Vice-President/Committees for a given year, then the Vice-President/Membership assumes those duties also.

### Section 3. Vice-President / Committees

- a. The Vice-President/Committees is responsible for contacting all committee chairpersons prior to each General Meeting and receiving a status report, in writing, for each committee.

- b. The Vice-President/Committees reports at each meeting on the status of the various active committees.

#### Section 4. Secretary

- a. The Secretary shall keep a written transcript of the proceedings of all regular, special, and executive meetings.
- b. The Secretary shall also present a brief summary (minutes) of the proceedings from the immediate past meeting at each new meeting. The report may be done either vocally or in print.
- c. The secretary shall handle all correspondence received by or pertaining to the Band Boosters.
- d. He/she shall keep a current copy of the bylaws on hand for reference at meetings.
- e. The Secretary provides updated information to the members as needed, in the manner best suited to the issues (e.g. via the web site, via email, via postal mail, etc.)

#### Section 5. Treasurer

- a. He/she shall maintain custody of all funds, expending money only by check, which has been authorized by the Kingston High School Band Boosters Executive Committee.
- b. The treasurer will maintain a savings account (as needed) and checking account at a local financial institution.
- c. He/she will make deposits of all income in the proper accounts as designated in the budget.
- d. He/she is responsible for maintaining non-profit status for the organization.
- e. He/she is responsible for maintaining business license for the organization.
- f. Reports at every meeting.
- g. The books of the treasurer shall be audited annually by an auditor or auditing committee, which, satisfied that the report is correct, shall sign a statement to that effect at the end of the report.
- h. Ensures that signing arrangements are made for checks for the current executive, so that checks will require two (2) signatures of the elected Executives.
- i. Assists the incoming Treasurer in June with transition arrangements.

## **Article IX: Executive Committee**

Section 1. The Elected Officers shall constitute the Executive Committee.

- a. It shall be the responsibility of the Executive Committee to meet at the call of the President, as he/she deems necessary.
- b. This committee shall prepare and submit to the membership, by the first meeting of the school year, a Plan of Work for the coming year.
- c. The Executive Committee shall also submit the proposed budget for the membership's information at the first meeting of the school year.
- d. A majority of the members of the Executive Committee shall constitute a quorum at all meetings.

## **Article X: Meetings**

Section 1. Regular meetings will be held monthly on a schedule determined by the Executive Committee and published to the membership at the first meeting. Any necessary change in the meeting time or place will be announced at least five (5) business days prior to the regularly scheduled meeting. "Announcement" of such a change is taken to mean either an email and/or a phone call/message to the members and/or a notice posted on the organization's web site.

Section 2. Special meetings of the membership may be called by the Executive Committee if five (5) business days notice is given to members

Section 3. At every regular or special meeting the Order of Business shall be:

- a. Call to Order
- b. Report of the Previous Minutes
- c. Treasurer's Financial Report
- d. Vice President/Membership
  - a. Membership Count and Status
  - b. Member Announcements
- e. Vice President /Committees
  - a. Standing Committee Reports
  - b. Special Committee Reports
- f. Unfinished Business
- g. New Business
- h. Announcements
- i. Adjournment

Section 4. A quorum shall be defined as a majority of the Executive Committee being present at a meeting.

Section 5. The order of business may be set aside for any meeting with a majority vote of the Executive Committee. The reading of the previous minutes may also be dispensed with majority vote by the Executive Committee.

Section 6. All questions of parliamentary law shall be governed by ROBERT'S RULES OF ORDER NEWLY REVISED (ISBN: 0738203076).

Section 7. All votes regarding the business of the organization, except for Amendments to the Bylaws, are made on behalf of the members by the Executive Committee. Therefore passage of any item of business requiring a vote requires the support by a majority of the Executive Committee.

Section 8. Members vote on amendments to the Bylaws.

Section 9. Members vote to elect their representatives on the Executive Committee in the annual elections.

#### **Article XI: Fiscal Year**

Section 1 The fiscal year of the organization shall begin on July 1 and conclude on June 30.

Section 2. The financial records shall be audited during the last two weeks of the fiscal year.

Section 3. The auditor or audit committee shall be selected by the Executive Committee.

#### **Article XII: Amendments**

Section 1. Amendments to these bylaws may be proposed by ANY member at any regular meeting. The proposed amendments must be presented in writing to the presiding officer, and read to the attendees.

Section 2. The proposed amendments will be voted on at the **next** regular meeting. This requirement may **not** be waived under any circumstances.

Section 3. Passage of any amendment requires a 2/3 approval vote of members present. Upon its passage, an amendment comes into effect immediately.