

# **BY-LAWS OF THE DOUGLAS HIGH SCHOOL MUSIC BOOSTER CLUB**

## **ARTICLE I – NAME**

The name of the organization shall be The Douglas High School Music Booster Club.

## **ARTICLE II – PURPOSE AND MISSION**

### Purpose

The purpose of The Douglas High School Music Booster Club, herein after referred to as the BOOSTERS, shall be to provide support to the students and professional staff of the Douglas High School Music Department. The BOOSTERS support shall consist of providing funding, volunteer services and organizational coordination as requested by the Music Director.

### Scope of Support

The BOOSTERS shall provide support to all groups comprising the Music Department including, but not limited to, the marching band, the color guard the concert band, the jazz band, the honor band, the choir and the Madrigals (the PROGRAM). In the pursuit of these objectives the BOOSTERS will neither seek to direct the administration activities of the Music Department or control its policies.

### Mission

The mission of the BOOSTERS shall be to work together with the Music Director and professional staff to:

- Promote and encourage the program to reach its full potential
- Support the music and performance program as defined by the Music Director
- Promote the interests of the program within the local community
- Promote and encourage musical excellence, teamwork, and cooperation in an environment of mutual respect and dignity.
- Operate with professionalism and transparency in the spirit of collaboration, cooperation and teamwork.

### Organization

The BOOSTERS is a tax exempt organization operating in compliance with, and under the auspices of, The Douglas County School District (DCSD). The BOOSTERS fiscal year is July 1 to June 30, and is consistent with the DCSD fiscal year.

### Physical Address

The principal office for the transaction of business by the BOOSTERS is located at Douglas High School, 1670 Highway 88, Minden, NV 89423.

## Mailing Address

The mailing address for the BOOSTERS is Douglas High School Music Boosters Club, c/o Douglas High School, PO Box 1888, Minden, NV 89423.

## ARTICLE III – MEMBERSHIP

### Membership

Membership in the BOOSTERS shall be open to all parents and legal guardians of students currently enrolled in the PROGRAM and others who support the purposes and mission of the BOOSTERS. The BOOSTERS shall have two classes of Membership: Associate Members (MEMBERS) and Friends of the Music Department (FRIENDS).

### Associate Membership and Privileges

Associate Membership shall be granted to each parent or legal guardian of a student or students currently enrolled in a program of the DHS Music Department. Associate Members will be granted full voting privileges, may be elected to Executive Board offices and may serve on and chair any support committee.

Associate Membership shall automatically revert to FRIENDS membership status when such member's student(s) cease to be enrolled in the PROGRAM.

### Friends of the Music Department Membership and Privileges

FRIENDS membership shall be granted to all other individuals who desire to serve and support the purpose and mission of the BOOSTERS. FRIENDS members shall not be granted voting rights and shall not be granted voting membership on the Executive Board. FRIENDS members may serve on any support committee.

### Fees and Dues

No fees and dues may be levied against MEMBERS or FRIENDS without a quorum vote of the Executive Board.

### Property Rights

No individual member of the BOOSTERS shall have any rights or interest in any of the property or assets of the BOOSTERS.

### Non-Liability

No individual member of the BOOSTERS shall be personally liable for the debts, liabilities or other obligations of the BOOSTERS.

### Membership Register

The BOOSTERS shall maintain an opt-in Membership Register identifying the relationship between parent(s) and/or legal guardian(s) and individual students currently enrolled in the PROGRAM. The

Membership Register will contain the following information: student name, student class/participation, parent and/or legal guardian name, mailing address, telephone number and e-mail address.

The Membership Register shall constitute the list of MEMBERS of this organization and shall not be used, in whole or part, by any person for any purpose not reasonably related to the MEMBER'S interest in support of the PROGRAM.

#### ARTICLE IV – MEETINGS

##### Meeting Location

Meetings of BOOSTERS shall be held at the principal office of the BOOSTERS or at such other places in the County of Douglas, State of Nevada, as may be designated by resolution of the Executive Board.

##### Business Meetings

There shall be a minimum of six (6) business meetings of the BOOSTERS per school year.

##### General Meetings

General meetings shall be held at a time and place designated by the Executive Board. These meeting dates will be included in the band calendar and posted on the BOOSTERS website. The purpose of general meetings shall be for the conduction of business transactions requiring a vote of the BOOSTERS and for conveying information about the BOOSTERS and the PROGRAM.

##### Election Meeting

An election meeting shall be held annually each April for the purpose of electing officers to the Executive Board. The election meeting shall provide the same function as a general meeting in all other respects. The overlap with board-elects will provide a transitional training period for new Executive Board officers.

##### Budget Meeting

A budget meeting shall be held each August for the purpose of approving the BOOSTERS operating budget for the current fiscal year. The budget meeting shall provide the same function as a general meeting in all other respects.

##### Special Meetings

The Executive Board may call special meetings of members for any purpose at any time. Special meetings may also be held upon written request to the Executive Board by not less than ten percent (10%) of the voting members of the BOOSTERS.

##### Notice of Meetings

Notice of all BOOSTER meetings will be posted on the BOOSTERS website not less than five (5) Days in advance of the meeting. In addition, reminder notice for meetings will be provided at least two (2) days in advance either in writing, by e-mail or by telephone to the addresses and/or telephone numbers listed on the Membership Roster.

## Voting

The voting rights of all MEMBERS are equal. Each MEMBER shall be entitled to one vote on all matters. Voting shall not be allowed by proxy or by absentee ballots. Cumulative voting shall not be allowed.

## Conduct of Meetings

Meetings of BOOSTERS shall be conducted in accordance with Robert's Rules of Order. Rules governing BOOSTERS meetings may be revised insofar as rules are not inconsistent with or in conflict with these by-laws or with state and federal laws.

These meetings shall be presided over by the President of the BOOSTERS or, in their absence, the Vice-President. The Secretary of the BOOSTERS shall act as secretary at all meetings, or in their absence, the presiding officer shall appoint another person to act as secretary of the meeting.

## Quorum

A minimum of five percent (5%) MEMBERS must be present at any general meeting of the BOOSTERS to constitute a quorum for the transaction of business.

## ARTICLE V – EXECUTIVE BOARD

### Membership

The Executive Board shall consist of the elected officers and the Immediate Past-President. The Music Director is a non-voting Ex-Officio member of the Executive Board.

The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer

### Powers

The Executive Board shall exercise the powers of the BOOSTERS, control its property and conducts its affairs, except as otherwise provided by law and the Article of Incorporation or by these by-laws.

### Voting Rights

Each Executive Board position will be entitled to one, and only one vote, even if the position is filled by more than one (1) individual or the individual filling the position has more than one child in the PROGRAM.

### Eligibility

Any MEMBER of the BOOSTERS, who is in good standing with the organization, shall be eligible for positions on the Executive Board as provided by these by-laws.

### Term of Office

Officers shall serve a term of one (1) year. No officer shall be eligible for the same office more than two (2) consecutive years. The term of office coincides with the fiscal year. In the event an Executive Board Member's student leaves the PROGRAM, the Executive Board member could be allowed to continue in the position by majority vote at an Executive Board meeting.

## Executive Board Meetings

Executive Board meetings shall be held during the school year at a date, time and place designated by the Executive Board.

## Quorum

At least three (3) of the five (5) Executive Board members must be present at an Executive Board meeting in order to constitute a quorum for the transaction of business.

## Vacancies

Any vacancy in the Executive Board caused by a board member's departure shall be filled by appointment of the Executive Board with confirmation by the majority vote of the Executive Board meeting. Appointment for the position of President, Vice-President and Treasurer must be ratified by a vote of the MEMBERS at a general meeting.

## Removal of an Officer from the Executive Board

When an officer fails to attend three (3) consecutive meetings or fails to perform his or her duties without adequate reason for a period of sixty (60) days, the Executive Board may remove the officer and declare the position vacant by a majority vote of the Executive Board.

An officer of the Executive Board may be removed from office for cause.

All petitions for the removal of an officer shall be presented to the Music Director for review. The Music Director shall perform an investigation and present the petition and findings to the Executive Board for consideration.

The Executive Board shall vote for removal upon presentation of findings by the Parliamentarian. An officer of the Executive Board shall be removed from office if at least two-thirds (2/3) of the Executive Board vote in favor of removal.

If the Executive Board votes for removal and the affected party desires to appeal to the entire BOOSTERS, that officer shall be given the right to have the petition presented at the next general meeting. The BOOSTERS shall then vote a final and binding vote on the petition for removal. The BOOSTERS shall be notified whenever a special vote to remove an Executive Board officer is scheduled at least five (5) days prior to the general meeting when the vote will take place. Removal must be by two-thirds (2/3) vote of the MEMBERS present and eligible to vote.

## Records

Upon expiration of the term of office or in case of resignation or termination, each Executive Board member shall turn over to a successor, without delay, all records, books and other material pertaining to the Executive Board position and shall return to the Treasurer, without delay, all funds belonging to the BOOSTERS. If no successor for the position exists, the Secretary shall accept all records, books and other material pertaining to the Executive Board position.

## Compensation

Officers shall serve without compensation.

## Code of Conduct

This organization is committed to the highest standards of responsibility and conduct and subscribes to the following guidelines:

To observe the highest standards of personal and professional conduct at all times;

To strictly uphold the BOOSTER by-laws and policies of the DCSD policies and procedures to safeguard people and property, and;

To guard against the use of the BOOSTERS for personal or financial advantage or special privilege and avoid conflict of interest with its policies and operations, including the acceptance of fees, commissions, or any other personal benefit from any person or business involved in any transaction with the BOOSTERS.

## ARTICLE VI – DUTIES OF OFFICERS

The duty of all Executive Board members is to be honest and use prudent business judgment in carrying out the business of the BOOSTERS.

President – The President shall be the chief officer of the BOOSTERS and shall act as the executive officer of the organization, set meeting agendas, preside over meetings, and make special committee appointments. The President or his/her designee shall be an ex-officio member of all committees (except the nominating committee). The President shall work together with the Music Director(s) to coordinate all booster organization activities and shall be responsible for identifying and coordinating event chaperones at the request of the Music Director.

Vice-President – The Vice-President shall aid the President. In the case of the President's absence or disability, the Vice-President shall perform the duties of the President. Additionally the Vice-President shall assume chairmanship of the Fund Raising Committee.

Secretary – The BOOSTERS Secretary shall keep a record of the proceedings of the regular, special, and Executive Board meetings. The Secretary shall provide all notices to the membership. Electronic mail, phone, or written notification is acceptable

Treasurer – The BOOSTERS Treasurer shall: account for all monetary transactions of the organization accordance with the policies and procedures established by the Executive Board, provide a statement of financial condition to the membership at each meeting, deposit and disburse the funds of the booster organization as directed by the Executive Board, and work closely with the school accounting secretary. Funds shall be deposited to the DHS Music Boosters account. Financial records shall be kept in a manner approved by the Douglas County School District Financial Advisor.

Immediate Past-President - The BOOSTERS Immediate Past President shall be an advisor to the President and booster organization in general, and shall attend general meetings and Executive Board meetings in order to provide continuity of operation based on past practice. The Immediate Past-President shall also

serve as the chair of the Nominating Committee. In the event of a second term President, the Immediate Past President shall serve a second term on the Executive Board. If the Immediate Past-President is unable or unwilling to serve, the Music Director shall appoint a past member of the Executive Board to serve in the position of Acting Past-President. If no past member of the Executive Board is willing to serve in this position the Music Director shall appoint a MEMBER in good standing to serve in the position of Acting Past-President.

## ARTICLE VII – ELECTION OF OFFICERS TO THE EXECUTIVE BOARD

### Nominating Committee

A nominating committee shall be selected from the MEMBERS, in January, three (3) months prior to the annual election meeting.

The Nominating Committee shall be chaired by the Immediate Past-President and comprised of a minimum of three (3) MEMBERS.

No MEMBER may serve of the nominating committee two (2) consecutive years, except as Past-President..

### Slate Selection

The nominating committee shall publicize the positions available and provide methods for securing feedback from MEMBERS on their interest in serving.

The nominating committee shall develop a slate of candidates for all Executive Board positions.

No member of the Nominating Committee is eligible for nomination.

Only those MEMBERS who have signified their consent to serve, if elected, shall be nominated.

The slate of officers shall be presented to the MEMBERS in March, prior to the election meeting.

In addition, the nominating committee will work to identify potential volunteers for committee chairs and participants at the same time as recruiting for the slate of officers.

### Election Process

Officers shall be selected at the annual election meeting or may be elected at any special meeting of the MEMBERS held for that purpose.

The Parliamentarian shall preside over all elections.

In addition to the slate of candidates provided by the nominating committee, nominations may be made from the floor at the annual election meeting. Only those members who have provided their consent to serve, if elected, shall be nominated.

If there is but one nominee for any office, the election is held by voice vote.

For any positions where there are multiple nominees, the Parliamentarian shall conduct a vote by ballot.

### New Executive Board Responsibilities

The newly elected Executive Board will be responsible for determining the budget for the following year which is presented at the Budget Meeting, as well as planning the calendar for the following year. A member of the current Executive Board will be present at all meetings held by the newly elected Executive Board to provide historical context, guidance and direction.

## ARTICLE VIII – COMMITTEES

### Establishment of Committees

There shall be such committees established by the Executive Board as may be required to carry on the business of the BOOSTERS.

### Committee Chairpersons and Membership

Committee Membership is open to all MEMBERS and FRIENDS. All committee chairpersons shall be current MEMBERS in good standing with the organization.

### Reporting Requirements

Committee Chairpersons shall attend all General Meetings and present plans of work and proposed budgets to the appropriate Executive Board member for approval. If a committee chair is unavailable to attend a General Meeting they shall appoint a member of the committee to represent the committee and report on committee activities.

### Removal

When a committee chairperson is not fulfilling their responsibilities as prescribed by these bylaws or engages in conduct injurious to the organization or its purposes, the Executive Board, by a quorum vote, may remove the individual from the position and declare the chair vacant.

### Records

Upon completion of their assignment, resignation or termination, each committee chairperson shall turn over to the Secretary, without delay, all records, books and other materials pertaining to the committee and shall return to the Treasurer, without delay, all funds belonging to the BOOSTERS.

### Establishment of Sub-Committees

The BOOSTERS, the Executive Board and Committee Chairpersons each have the power to establish special sub-committees in order to carry out specific programs and projects. In the event of the formation of a special sub-committee, the committee chairperson will report the terms of the formation of the sub-committee and its members to the Executive Board.

### Period of Service

Committee members, chairpersons, and members of special sub-committees shall serve until their assignments have been completed.



## Standing Committees

Budget Committee - The Budget Committee shall be comprised of the President, Vice-President, Treasurer and the Chairman of the Fundraising Committee. The Music Director is an ExOfficio member of the Budget Committee. The President shall be the acting chairman of the Budget Committee. All Executive Board members and Committee Chairmen will be contacted by the Budget Committee Chairman to provide information to enable the creation of a budget that is representative of anticipated activities. A proposed budget will be developed by the newly elected Executive Board and shall be presented to the Executive Board prior to the end of the current fiscal year.

. Fundraising Committee (plan and implement fundraising activities including capital campaigns)

Media & Publicity Committee (maintain website/FB page, relationships with local media)

Volunteer Committee (manages volunteer list, coordinates activities, assigns tasks)

Travel Committee (manages travel arrangements)

Advisory Committee (DHS staff & student representation)

Uniform Committee (tailor, maintain and repair uniforms)

Pit Crew Committee

## ARTICLE IX – FINANCIAL MANAGEMENT

### Collection and Disbursement of Funds

The BOOSTERS funds shall be obtained from five primary sources: Donations, Gifts, Contributions, Grants and Proceeds from Fundraising Activities.

The BOOSTERS shall disburse funds through the DHS Music Boosters Activity Account established at Douglas High School.

Collection and Distribution of funds shall be managed in accordance with the policies and procedures of the organization as outlines in Appendix A.

### Financial Reports

Financial reports include income, expense, outstanding receivables, anticipated payables and cash on hand. The financial report shall represent financial status of no older than two (2) weeks. I think this should be changed to 1 month. It takes about 2 weeks for bills to get paid. If more coverage on information then more accurate report on in and out money.

Financial reports shall be prepared by the Treasurer and presented to the Executive Board at their scheduled Executive Board Meetings.

Financial reports shall be prepared by the Treasurer and presented to the BOOSTERS at their regularly scheduled General Meetings.

Annual financial reports, for the previous year, shall be presented at the first General Meeting of the fiscal year.

#### Signing of Purchase Orders

All Purchase Orders or other orders for payment of money from the DHS Music Boosters Activity Account shall be signed by the Music Director and the BOOSTERS Treasurer. In the event the Purchase Order requires immediate issuance and the Treasurer is not available, the order may be co-signed by another member of the Executive Board with a copy provided to the Treasurer within 48 hours.

### ARTICLE X – DISSOLUTION OF THE ORGANIZATION

The BOOSTERS may be dissolved by mutual agreement of the Douglas High School Administration and the Music Director if, at any time, they agree the BOOSTERS are not acting in the best interest of the students, the Music Program, Douglas High School or the Douglas County School District.

Upon dissolution of the BOOSTERS, the Executive Board shall pay, or make provisions for payment of, all outstanding liabilities approved by the Executive Board. Any and all uncommitted funds and/or assets shall be transferred into the District Account to support the Music Program at Douglas High School.

### ARTICLE XI - AMENDMENTS TO BYLAWS

These bylaws may be amended by a quorum vote of the MEMBERS at any General Meeting, provided notice has been given at the previous General Meeting OR thirty (30) days written notice has been given to MEMBERS.

## APPENDIX A

### **Policies and Procedures for the Collection and Distribution of funds on behalf of the Douglas High School Music Boosters Club**

#### Purchase Orders:

Purchase orders must be signed by the Music Director and the Treasurer before being submitted to the DHS Administration. In the event the Treasurer is unavailable, another member of the Executive Board may sign a Purchase Order provided a copy of the signed Purchase Order is left in the Treasurer folder inside the BOOSTER file in the office of the Music Director and Treasurer is immediately informed, in writing, of the date and amount of the Purchase Order.

#### Reimbursement for Expenses

From time to time it may be necessary for Members to incur expenses on behalf of the BOOSTERS and to have these expenses reimbursed. Pre-approval for all expenses to be reimbursed is required. Pre-approval may be obtained from the Treasurer or the President.

To request reimbursement, Member must submit a reimbursement form to the Treasurer within 30 days of the expense. A receipt clearly identifying the items purchased and the total attributable to the BOOSTERS must be attached to the reimbursement form. Upon approval, a reimbursement request will be submitted to the DHS Administration and a reimbursement check will be drafted from the BOOSTER account.

#### Collection of Funds

From time to time it may be necessary for Members to collect funds on behalf of the BOOSTERS and to submit these funds to the BOOSTERS. Whenever possible, the Committee Chair overseeing an event in which funds are collected will be responsible for the collection and accounting of the funds.

#### Deposits

All Deposits will be made through the Treasurer. Deposits are made to DHS Administration in accordance with the policies and procedures required by the school.

The MEMBER responsible for collecting funds will provide an accounting of the funds collected to the Treasurer, the Music Director and the Chair of the Fundraising Committee if the funds were collected as part of a fundraising activity.

The Treasurer will confirm the accounting of the funds before submitting the Deposit to the DHS Administration.

In the event the Treasurer is unavailable to make the Deposit in a timely manner, the Music Director may confirm the accounting and make the Deposit with DHS Administration, provided a copy of the deposit is left in the Treasurer folder inside the BOOSTER file in the office of the Music Director and the Treasurer is immediately informed, in writing, of the date and the amount of the Deposit.