

PERRY HIGH SCHOOL BAND BOOSTER BY-LAWS

Amended April 2022 to reflect updates to membership description, election timeframe,
and duties of officers

Article I – NAME

1. The name of the organization shall be Perry High School Band Boosters

Article II - OBJECTIVES

1. To provide a process for ensuring effective communication between parents and the director of the Perry High School Band Director.
2. To provide a means for actively involving parents and extending the level of participation in planning and implementing band activities that involves students and their families.
3. To raise funds and provide volunteers to extend and strengthen the purpose of the Perry High School Band program.

Article III – POLICIES

1. The organization shall operate under the umbrella of the Chandler School Boosters, Inc., an Arizona non-profit corporation, and adhere to the rules and guidelines for tax-exempt 501(c)3 organizations.
2. This organization shall follow the policies and standards of the Chandler Unified School District.
3. The District reserves the right to countermand any decision affecting the District children or property.
4. In case of dissolution of the organization, the assets of the organization shall be deposited to the Perry Bands Activity Fund.
5. When the Band Boosters and Band Council are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on efforts devoted by each. The band director is responsible for determining that effort and related allocation.

Article IV - MEMBERSHIP

1. Any parent or legal guardian of a student currently active in the Perry High School Band program shall be considered a member.

- a. It is expected that parents or legal guardians of students in the Perry High School Band program participate in volunteer opportunities to support the Perry High School Band program.
2. This organization shall have no monetary dues.
3. The Booster Board will consist of Executive Board Members, Committee Members, and members at large.
4. The privilege of holding office, making motions, debating and voting shall be limited to the members of the Booster Board.

Article V – OFFICERS AND ELECTIONS

1. Officers shall be as follows:
 - a. President or Chairperson (elected)
 - b. Vice President or Vice Chairperson (elected)
 - c. Secretary (elected)
 - d. Treasurer (elected)
 - e. CSB Representative AND Alternate (appointed)
 - i. The Perry High School Booster Board will appoint the CSB Representative and Alternate from the general Booster Club membership.
 - ii. The CSB Representative and Alternate can also be members of the Booster Board.
2. Nomination of officers shall be taken during the Winter general Band Booster meeting. Elections and installment of new Board members shall be during the April general Band Booster meeting.
3. Election shall be by ballot.
4. Officers shall begin their term(s) immediately following elections.
5. Outgoing officers shall transfer books, bank accounts to the newly elected board upon reconciliation of June bank statement, or upon the discretion of both boards.
6. The Executive Board shall fill vacancies by appointment.
7. All positions are volunteer positions. Officers are expected to devote time in the day-to-day operations, attend general and Executive Board meetings, participate in Band Booster fundraising efforts and sponsored events.
8. District employees may hold office.
9. All Board members shall serve one-year terms but are eligible for re-election. Treasurers may serve a maximum of two consecutive one-year terms.

10. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if they have three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons, including, but not limited to, unethical, disruptive, obstructive, destructive or demoralizing behavior or failure to perform duties outlined in the bylaws, by a three-fourths (or unanimous) vote of the remaining directors.
11. Executive Board will meet before every general Band Booster meeting and set agenda
12. Executive Board will set the Band Booster budget before the first general Band Booster Meeting

Article VI – DUTIES OF OFFICERS

1. PRESIDENT

- a. Attend Booster Club meetings.
- b. Chair Booster Club meetings.
- c. Enforce all by-laws and policies.
- d. Assist and coordinate chairpersons, as needed.
- e. Outline and supervise all Booster Club fundraising efforts.
- f. Set general and Executive Board meeting times.
- g. Regularly meet with directors to discuss Booster Club activities.
- h. Resolve any conflict that may arise regarding Booster Club activities.

2. VICE PRESIDENT

- a. Will attend and chair Booster Club meetings.
- b. Will chair Booster Club meetings in the absence of President.
- c. Attend Executive Board meetings.
- d. Assist and coordinate with Director of Operations and Director of Events.
- e. Conduct after-event performance reviews and provide updates to planning guides to Secretary.
- f. Perform ad-hoc duties as outlined by President.

3. SECRETARY(s)

- a. Attend Booster Club meetings.
- b. Attend Executive Board meetings.
- c. Record and maintain written documentation of all meetings, executive and general. As a minimum, minutes must include a list of all expenses (amount, date expended, description and check number, if applicable).
- d. Present a written report of previous Booster Club meeting minutes.
- e. Handle correspondence of the organization.
- f. Ensure Booster Club attendance at CSB quarterly meetings and present a written report of meeting minutes.

4. TREASURER(S):

- a. Attend Booster Club meetings.

- b. Attend Executive Board meetings.
- c. Coordinate and maintain financial records for all Booster Club sponsored fund-raising activities.
- d. Maintain all Booster Club bank accounts, keeping accurate records of all receipts and expenditures.
- e. Receive all monies of organization, and make deposits into bank account
- f. Present a current report of financial status at Booster Club meetings.
- g. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
- h. File annual financial records with CSB at the end of each fiscal year.

Article VII – REVENUES AND EXPENDITURES

1. BANK ACCOUNTS

- a. The Band Boosters shall establish and maintain a checking account for the sole use of receiving and disbursing funds.
- b. The account shall have at least three signatures, preferably four, on the account. Board members/officers shall be authorized to sign checks, unless the Board member/officer is a District employee.
- c. Two signatures shall be required on all checks disbursed
- d. Bank account shall be reconciled by Treasurer monthly. The reconciliation shall be reviewed by a non-signatory and included in the minutes.

2. EXPENDITURES

- a. A Budget must be presented at the first general Booster Club meeting of the school year.
- b. All expenditures/check requests must have two signatures.
- c. All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
- d. Expenditures over \$500.00 of non-budgeted purchases must be voted on and approved at a general Booster Club meeting.
- e. Expenditures under \$500.00 may be approved by at least two Executive Board members.
- f. All expenditures, including online payments and bank fees/charges, must be listed and approved in the minutes. The detail should include:
 - i. Amount of expenditure.
 - ii. Date of expenditure.
 - iii. Description of goods or services purchased.

iv. Check number, if applicable.

3. REVENUES

- a. At least two members of Band Boosters must count and verify all monies received and prepare bank deposits. A duplicate deposit slip must be created.
 - b. Treasurer must make all deposits in a timely manner.
4. The following financial statements should be prepared monthly and presented to members for approval at all regular meetings of the general membership. Financial reports for the 12 months ended June 30th must also be presented for approval at a regular meeting of the general membership.
- i. Balance sheet
 - ii. Statement of activities showing revenues, expenses and fund balance or net assets
5. An Annual Financial Report must be provided to the treasurer of the Chandler School Boosters, Inc. upon request. The format of this report shall be determined by the Chandler School boosters, Inc. Such information shall be used for consolidated tax return preparation.

Article VIII – MEETINGS

1. Executive Board Meetings

- a. Executive Board members shall consist of the Booster Club President, Vice President, Secretary(s), Treasurer and Band Director.
- b. Executive Board members shall meet prior to every general Booster Club meeting, setting agenda.
- c. Special Booster Club meetings may be called by the Executive Board members.
- d. The budget for the new school year shall be decided upon by the Executive Board members and presented at the first general Booster Club meeting.

2. General Booster Club Meetings

- a. Regular meetings of the organization shall be held a minimum of two times per school year
- b. The last meeting of the school year shall have election and installment of new Executive Board members.

Article IX – COMMITTEES

1. The Executive Board shall create committees, as deemed necessary, to promote the objectives and carry on the work of the organization.
2. A designated chairperson will be appointed for each committee.
3. No committee work shall be undertaken without the consent of the Executive Board.

Article X – PARLIAMENTARY PROCEDURE

1. Roberts Rules of Order Revised shall govern this organization in all cases which they are applicable.

Article XI – BYLAW AMENDMENTS

1. These Bylaws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting. It is suggested that Bylaws be available for review at one general meeting to be voted on at the next general meeting.