

Falcon High School Instrumental Music Boosters Bylaws

Article I: Name

1.1 The name of this organization shall be the Falcon High School Instrumental Music Boosters, hereinafter referred to as “the Boosters”.

Article II: Purpose

2.1 “The Boosters” operates to promote and encourage the development of instrumental Music skills in students at Falcon High School who participate in instrumental music by providing financial and logistical support for competitive, education and enrichment activities. “The Boosters” also encourage parental involvement in the support of instrumental music students and programs at Falcon High School. “The Boosters” also: Provide social activities for the benefit and enjoyment of such students and their families; provide a means for recognition of the efforts and accomplishments of such students; encourage community awareness of the needs of the performing arts programs at the High School and involvement in meeting such needs; encourage and promote communication and cooperation between the administration of the High School, the staff of the school, the parents of the students, the students and the directors of the various performing arts organizations within the school.

Article III: Membership

3.1 Qualifications:

There shall be two classes of members: Active members and Associate members.

Active membership shall be open to any parent or guardian of any student participating in at least one Instrumental Music activity at Falcon High School during the year of membership. Active membership provides the privileges of participation in the activities of the organization, holding office and voting.

Associate membership shall include all director(s) and participating students involved in Instrumental Music programs at Falcon High School. With board approval, Associate membership shall be extended to such other individuals with a direct relationship to the organization, including, but not limited to, Instrumental Music alumni, parents of Instrumental Music alumni, other adult family members of current Instrumental Music students and individuals who have made significant

contributions to the organization, either financial or material. Such membership provides the privileges of participation in the activities of the organization.

No members shall seek to direct the administrative activities of the Instrumental Music groups or school or control the policies of either.

3.2 Dues

Membership dues for active members shall be \$10.00 per member per membership year of June 1 to May 31. Annual dues shall be deposited in the General Fund of “The Boosters” and shall be used to finance Instrumental Music activities.

3.3 Voting and Quorum

A quorum of a general meeting shall consist of 15% of the general membership.

Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any general meeting of the organization at which he/she is present, on each matter submitted to a vote of the membership. Proxy voting shall not be permitted.

3.4 No member shall have any right or interest in any of the property or assets of “The Boosters”.

3.5 No members of “The Boosters” shall be personally liable for the debts, liabilities, or obligations of “The Boosters”.

Article IV: Meetings

4.1 Meetings for the general membership shall be held as scheduled every month during the academic school year unless otherwise ordered by the organization.

4.2 The dates and times of regular meetings of the members of this organization shall be determined by a vote of the newly elected Board of Directors each year at their May meeting, and verbal, written and electronic notice of said dates and times shall be made to the members prior to the August meeting.

4.3 Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President or by a majority of The Board of Directors. In the case of a special meeting, verbal, written and electronic notice of the purpose(s) for which the meeting is called, as well as the date and time of the meeting shall be made to the members with at least two (2) days notice given.

Article V: Board of Directors

5.1 The business and affairs of “The Boosters” shall be managed by its Board of Directors, herein known as The Board, except as otherwise provided in the Colorado Nonprofit Corporation Act and these Bylaws.

In addition, duties of The Board shall be:

- a) To transact necessary business as may be referred to it by the organization or by the Instrumental Music Directors
- b) To create standing and special committees as it may deem necessary and to oversee the work of these committees
- c) To present a report at the regular meetings of the organization
- d) To develop and approve an annual budget and to approve payment of bills for any items not contained within the budget

The Board shall not seek to direct the administrative activities of the Instrumental Music groups or school or control the policies of either.

5.2 The Board shall be comprised of four (4) elected officers, and the standing committee chairpersons, the Instrumental Music Directors at Falcon High School, and a designated representative of the school. Elected officers and chairpersons must meet the qualifications of Active membership as stated in Section 3.1.

Each of the elected board positions may be held by only one person.

Members of The Board shall serve for a term of one (1) year or shall remain in office until their successors assume office. No officer or standing committee chairperson shall be eligible for the same office or chairmanship for more than three (3) consecutive terms.

5.3 Meeting of The Board shall be held monthly during the school year or as deemed necessary.

5.4 Special meetings of The Board of Directors may be called by the President and shall be called at the request of a majority of The Board Members.

5.4 Presence of at least fifty percent (50%) of all Board of Directors positions shall constitute a quorum.

5.5 Each Board of Directors position shall be entitled to one (1) and only one (1) vote.

5.6 The vote of 3/4ths of the Board members present in person at a meeting at which a quorum is present shall be the act of The Board of Directors.

5.7 Any member of The Board who misses three (3) consecutive regularly scheduled meetings may be removed from The Board by a vote of the remaining board members.

Any member of The Board may resign at any time by giving notice to the President or Secretary of the Boosters. Resignation from office or from chairmanship of a standing committee shall constitute resignation from The Board and shall take effect at the time specified in the notice of resignation.

A vacancy in any office or chairmanship of a standing committee, however occurring, may be filled by a vote of the remaining board members, though less than a quorum, for the unexpired portion of the term. Similarly, The Board may appoint a new agent for a resigned agent and a new chairperson for any ad hoc chairperson who has resigned.

5.8 Authority and Duties of Elected Officers

The elected officers of “The Boosters” shall have the authority and shall exercise the powers and perform the duties specified below and as may be additionally specified by the President, The Board of Directors or these bylaws, except that in any event each officer shall exercise such powers and perform such duties as may be required by law:

- A) **President** – The President shall preside at all meetings of the members and The Board of Directors and shall be a member ex-officio of all other committees, excluding the nominating committee. The President shall act as official representative of the Boosters organization. Subject to the authority of The Board, he/she shall sign all notes, obligations, contracts and other instruments required to be made for and on behalf of the Corporation; shall exercise general supervision over its entire properties, affairs and business; and shall perform all duties usually incumbent upon

such office or specifically directed by these bylaws or The Board of Directors. The President shall also prepare an end-of-year report to assist the incoming President.

- B) Vice President**—The Vice President shall aid the President and: maintain a roster of members and students; maintain communication between members, students, and the community; perform such other duties as may be assigned to him/her by the President, and prepare an end-of-year report to assist the incoming Vice President.
- C) Secretary** – The Secretary shall attend all meetings of the members and of The Board of Directors; shall keep and publish a true and complete record of the proceedings and attendance of such meetings; perform such other duties as may be assigned to him/her by the President, and prepare an end-of-year report to assist the incoming Secretary.
- D) Treasurer** – The Treasurer shall have responsibility for the custody and control of all funds of “The Boosters”; shall keep an accurate record of receipts and disbursements; shall pay out funds only as authorized by a majority vote of The Board; shall present a financial report at Board meetings; shall make a formal report at each general meeting; shall oversee preparation of the annual budget; shall perform such other duties as may be assigned to him/her by the President, and prepare an end-of-year report to assist the incoming Treasurer.

5.9 Authority and Duties of Chairpersons

The chairpersons of “The Boosters” shall attend all general meetings; shall attend Board meetings at the request of the President; shall have the authority and shall exercise the powers and perform the duties specified below and as may be additionally specified by the President, The Board of Directors or these bylaws, except that in any event each chairperson shall exercise such powers and perform such duties as may be required by law.

The following chairpersons of standing committees shall provide overall direction and leadership for their respective committees, recruit volunteers as necessary, coordinate activities of those volunteers, perform such other duties as may be assigned to him/her by the President. All committee chairpersons shall keep an accurate record in writing of expenses, methods of operation and other important information in a year-end or end-of-event report presented to the President to aid in the incoming chairpersons.

- A) Fundraising-** The Fundraising Committee Chairperson shall make recommendations and coordinate with The Board for all fund raising activities; shall prepare written and oral communication regarding selected fund raising activities to Instrumental Music students and families; and shall prepare oral and written communications within the school and community regarding fund raising activities.
- B) Hospitality-** The Hospitality Committee Chairperson shall coordinate all functions related to hospitality and meals for Instrumental Music trips, functions, and fund raisers, and may also purchase items for said functions and will be reimbursed by “The Boosters” upon approval of The Board.
- C) Logistics-** The Logistics Committee Chairperson shall coordinate transportation of students, equipment, and uniforms with “The Boosters”, The Board, and the Instrumental Music Directors.
- D) Uniform-** The Uniform Committee Chairperson shall provide assistance with sewing, fitting, and care of the band uniforms.
- E) Publicity-** The Publicity Committee Chairperson shall act as a liaison between Instrumental Music and the local media, and shall chronicle the year by taking pictures, videos, recordings, etc.

5.10 Ad Hoc Committees

The Board may establish ad hoc committees as necessary and appoint chairpersons of these committees. The duties of any ad hoc committee shall be determined by The Board.

5.11 Nominations

The Board of Directors shall appoint a nominating committee of one (1) Board member and two (2) non Board members in February, to nominate one person for each office and committee chairmanship. A slate of officers and standing committee chair nominees shall be presented at the April general meeting. Additional nominations may be made from the floor by any member in attendance provided that the persons so nominated do not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate.

Article VI: Finances

6.1 The fiscal year shall be from July 1 to June 30.

6.2 All funding of the Boosters shall come from donations of money or goods either from a private party or organization that wishes to support “The Boosters”. Monetary donations can be in the form of fundraising either as a group or as an individual.

6.3 Designated Contributions

“The Boosters” may accept any designated contribution, grant, bequest or devise. As so limited, donor-designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. However, “The Boosters” reserves all right, title and interest in and to and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purpose or use. Further, “The Boosters” shall retain complete control over all donated funds (including designated contributions) and shall exercise unlimited discretion as to their use so as to insure that such funds will be used to carry out “The Boosters” purpose.

6.4 The annual budget will be approved by a majority vote of “The Board”.

6.5 Compensation

Board members shall not receive compensation for their services rendered to or for the benefit of “The Boosters”. Board members may be reimbursed for expenses incurred in the performance of their duties if approved by a majority of The Board.

6.6 Disbursements of Funds

All funds of this organization shall be used for the benefit and advancement of the Instrumental Music Programs of Falcon High School. Allocation of such funds shall be determined by the Director’s assessment of priorities and needs with the approval of The Board.

All disbursements, excluding petty cash, shall be paid by check. Invoices and receipts shall accompany disbursements requests. No funds shall be disbursed without a written invoice or proof of purchase.

6.7 Student Accounts

The Board may establish special student accounts with funds derived from specified fundraising activities of “The Boosters”. These funds may be used to offset expenses for various Performing Arts functions and activities.

Student Accounts are established for individual student(s)/families to reflect their fundraising efforts, are governed by IRS non-profit status rulings, and:

1. Are open to any Instrumental Music student in grades 9-12.
2. Are unlimited in student or parent participation.
3. Are unlimited in total earnings, or earnings each year.
4. Are not owned by the student.
5. Money must be in a student account before disbursement can be made.
6. Funds remaining in a Student Account when his/her Instrumental Music participation ceases will be transferred to participating siblings. If no siblings are identified, funds will go to the scholarship fund.
7. No requests made over the summer months can be acted upon since “The Boosters” does not meet during the summer months.
8. Can accumulate funds by any activity approved by “The Boosters”.

Student accounts may be used towards:

- Instrumental/orchestral/vocal fees required by FHS and/or “The Boosters”.
- Performance uniform requirements (i.e., shoes, shirts, etc.)
- camps
- Instrument rentals
- Trips to club-approved competitions or invitational performances (will not include spending money).
- Contributions to the general fund.

6.8 Multiple (minimum of two (2)) bid proposals are required on purchases over one hundred dollars (\$100).

Article VII: Miscellaneous

7.1 Conveyances and Encumbrances

Property of “The Boosters” may be assigned, conveyed or encumbered by the President of “The Boosters” as authorized to do so by The Board, and, so authorized, the President shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of such property and assets of “The Boosters” shall be authorized only in the manner prescribed by applicable statute.

7.2 Conflicts of Interest

If any person who is a Board member or officer of “The Boosters” is aware that the “The Boosters” is about to enter into any business transaction directly or indirectly with himself/herself, any member of his/her family or entity in which he/she has any legal, equitable or fiduciary interest or position, including without limitation as director, officer, shareholder or trustee, such person shall (a) immediately inform those charged with approving the transaction on behalf of “The Boosters” of his/her interest or position, (b) aid the person charged with approving the transaction by disclosing any material facts within his/her knowledge that bear on the advisability of such transactions from the standpoint of “The Boosters”, and (c) not participate in any vote on the decision to enter into such transaction.

7.3 Loans to Directors and Officers Prohibited

No loans shall be made by “The Boosters” to any of its Board members, officers or active members.

7.4 Treasurer's Review

The Board shall cause an annual review to be made of its books for the previous fiscal year by a committee of at least one active non-board member and one board member other than the treasurer. The purpose of this review shall be to show that all transactions have been recorded correctly. This review shall be completed by May 15th of each year.

Article VIII: Amendments

8.1 These Bylaws may be altered, amended or repealed or new Bylaws adopted under the terms of article 5.6 or a two thirds vote of the general membership, provided that written notice of the proposed actions is given to members at least 15 days in advance of the meeting.

Article IX: Dissolution of Organization

This organization may be dissolved by a two-thirds (2/3) vote of the total members of The Board or by a two-thirds (2/3) vote of the general membership. In the event of dissolution, after payment of all debts, the total remaining assets shall be distributed for one or more exempt

purposes within the meaning of the Internal Revenue Code. If it is in existence at the time of dissolution, it is the intention of the organization that the assets be transferred into the Falcon High school activities account.