



TANQUE VERDE HIGH SCHOOL MUSIC BOOSTERS BYLAWS

I. NAME AND PURPOSE:

The purpose of the Tanque Verde High School Music Boosters (the “Boosters”) is to support the Music Programs of Tanque Verde High School. The name of the Boosters may be changed by a 2/3rds majority vote of the members at any regularly scheduled Boosters’ meeting.

The Boosters shall:

1. Organize, operate, and/or supervise the operation of various activities for the purpose of raising funds for the Music Programs.
2. Collect and disburse funds collected for the Music Programs as deemed appropriate by the Music Boosters Governing Board (the “Board”) or as requested by the Music Director(s). All funds are for the sole benefit and use of the Band and Music Programs.
3. Assist with adult chaperoning and supervision of the Music Program members as required in the normal course of the school year. For the purposes of the Boosters, the board year begins June 1st and ends May 31st.
4. Assist the Music Programs and Director(s) in any other way possible, when requested by the Director(s).
5. Implement and maintain the TVUSD Parent Support Organization Handbook guidelines to work cohesively with the high school and district administrations, as well as other booster clubs on site.
6. Hold a meeting, in February of every other school year, for a full review of the Tanque Verde High School Music Boosters Organizational Structure and Governing Rules (the “Bylaws”). Meeting attendees to include: President, Vice President, Secretary, and one non-board member. In the event that one of these

positions is vacant, another board member shall be appointed by the President to attend.

II. MEMBERSHIP

1. Any parent/guardian of a Tanque Verde High School Music student, or interested adult from the community, is invited to be a member of the Boosters.
2. Honorary Membership with voting powers may be granted to the Director(s) and third parties or organizations that have financially, materially, or in other ways contributed to the Music Programs or Boosters, at the discretion of the Board. Honorary members may not hold Board positions.
3. When a vote is required from the general membership, each attending adult member is entitled to one (1) vote, and the majority of those in attendance rule.
4. Collection of Annual membership dues will be determined by the Board each year.

III. MEETINGS

1. A minimum of one General Membership meeting shall be held during each school year.
2. Board meetings shall be held monthly or as deemed necessary by the Board. Meetings shall include the Board Members, Director(s), and Committee Chairs. Meetings are open to the community. Only Board Members will have voting privileges at Board meetings.
3. Notices of the General Membership and Board Meetings may be transmitted to the general membership by email notice, Social Media, regular mail, take-home flyers, or posting on the Band/Music website.

IV. MEETING FORMS

1. **General and Special Meetings:**
 - A. A minimum of 5 non-Board members must be present in order to constitute a quorum.
 - B. A special meeting will be held within 10 days after written requests for such a meeting and its purpose is approved by a quorum of the Board Members.

- C. General meetings (held in May and August) will be formal in nature and shall meet the following minimum requirements:

Call to Order

Approval of Minutes

Presentation of the Treasurer's written financial statement (from the last general meeting to the present)

Budget Presentation for Approval for current Fiscal Year (if applicable)

Reports from the Officers and Committee Chairs

Director(s) report

Special Guest Presentations (if applicable)

Old Business

New Business

Election of Officers (if applicable)

By-Law Amendments (as needed)

Open Forum

Closing

2. Board Meetings

- A. A majority of Board Members must be present in order to constitute a quorum.
- B. Board meetings will be formal in nature and shall meet the following minimum requirements:

Call to Order

Review/approval of the minutes as posted on the website

Treasurer's financial statement (written copies to be provided)

Reports of the Officers and Committees

Director(s) Report

Special Guest Presentations

Old Business

New business

Open Forum

Closing

V. GOVERNING BOARD AND DUTIES

The governing Board shall be voting members and shall consist of:

1. A President who shall:

- A. Preside over all meetings of the Board and maintain order.
- B. Have co-signer authority on any checks issued.
- C. Serve as a liaison to the Director(s), acting on behalf of the Director(s) as requested.
- D. Serve as a liaison to the School Administrator.
- E. Serve as a liaison to other organizations.
- F. Be an ex-officio member of all committees.
- G. Appoint committees and chairs and direct their activities.
- H. Form temporary committees as needed.
- I. In the event of a tie vote the President will abstain from that particular vote.
- J. Enlist volunteers to ensure all Band students are fitted and sized for uniforms:
 - 1. Measure and fit students for uniforms and facilitate periodic, professional cleaning and repair of the same.
 - 2. Establish and maintain an accurate written inventory of items assigned to each student.
 - 3. Serve as a liaison to the Director(s) when additional school uniforms, in whole or part, are needed.
 - 4. Ensure all uniform accessories are available at all events, are collected at the end of an event and are accounted for.

2. A Vice-President who shall:

- A. Perform the duties of the President in his/her absence.
- B. Assist and serve as a liaison to all committee chairs.
- C. Assist the Secretary, during the General meeting, as needed.

3. A Treasurer who shall:

- A. Keep the accounts of the Boosters Organization.
- B. Collect, deposit and disburse monies, as necessary and designated by the Board.
- C. Collect and issue receipts for money received and disbursed.
- D. Maintain the savings and/or checking accounts for the Organization, as necessary.

- E. Have co-signer authority on any checks issued.
- F. Maintain receipt books, checkbooks, and accurate records in accordance with good bookkeeping practices.
- G. Present monthly written financial statements to the Board, at least two days prior to the upcoming meeting.
- H. Prepare Annual Tax and Annual Corporation Commission reports in June. (The Incorporation date was June 18th)
- I. Work with the President for the Budget Planning meeting in July. Meeting attendees should include President, Vice President, Music Director(s), and other school and district administrators as appropriate.
- J. Report expenditures over \$1,000 to the District Office Business Manager and the Booster Secretary, per the TVUSD Parent Support Group Handbook, by email.
- K. Work with Secretary to keep accurate records of the Corporate documents, including but not limited to:
 - 1. Articles of Incorporation.
 - 2. Bylaws (present, past & all amendments).
 - 3. Copies of the Annual Corporation Commission reports.
 - 4. Any official IRS forms and/or correspondence.
 - 5. Any other official corporate documents and/or resolutions deemed appropriate.

4. A Secretary who shall:

- A. Keep an accurate record of all meetings.
 - 1. In the event the Secretary cannot fulfill the role during a given meeting, the Secretary shall find coverage by another member.
- B. Distribute minutes of the previous and past General and Board meetings as requested, to include but not limited to roll call, presentations and reports.
- C. Post agendas and minutes to the TVMBC website once approved.
- D. Be responsible for recording the votes at all meetings.
- E. Develop all necessary forms and supplies as requested by the Board.
- F. Submit, file, and maintain the TVMBC Annual Report and a Certificate of Disclosure with the Arizona Corporation Commission each year on or before the corporation's due date per A.R.S. §§ 10-1622 and 10-11622.

5. A Student Representative(s) who shall:

- A. Not be a voting member of the TVHS Booster Board.
- B. Serve as a liaison between the music ensembles and the Board, with the Director(s).
- C. Propose fundraising activities to benefit the music program.
- D. Be assigned by the Music Director(s).

6. A Past Officer who shall:

- A. Be a source of the history of the Boosters roles and actions.
- B. Assist the President in maintaining order and keeping the Booster meetings on schedule.
- C. Act as Chairperson and be responsible for creating a committee to plan and execute the year-end May Banquet.

7. Members at Large who shall:

- A. Serve as liaisons between music ensembles and the Board, as listed:
 - 1. Member at Large #1: Band
 - 2. Member at Large #2: Jazz
 - 3. Member at Large #3: Orchestra
 - 4. Member at Large #4: Choir
- B. Help coordinate joint activities with their prospective ensembles.
- C. Lead preparation under the discretion of the directors.
- D. Attend concerts and assist with all set up (ex. VIP Seats, Bake Sales, merchandise or fundraising tables, etc.)

8. A Communications Officer who shall:

- A. Establish and maintain social media, including the monitoring of posts and tags.
- B. Maintain a contact list of individuals that have agreed to be added to the list for communication purposes.
- C. Issue emails, letters and other forms of communication as requested.
- D. Assist in the recruiting and scheduling of volunteers for all events. Provide the volunteer list (Sign-Up Genius) upon request.
- E. Coordinate and/or provide food/drinks for the Music Program events upon student allergen disclosure with director input, as required. This includes but is not limited to: Camps, Concerts, football games, basketball

games, trips, musical competitions, and Guard and Indoor Percussion events.

- F. Assist Directors to coordinate transportation and return of equipment for Music events, as needed.
- G. Assist Directors to construct and maintain necessary equipment for moving and/or storing instruments and other equipment, as needed.
- H. Provide set up/tear down assistance to the Director(s) and Music as needed.

9. A Fundraising Officer who shall:

- 1. Seek out, schedule, and coordinate fundraising events for the Boosters, with Board, TVHS site approving personnel, and/or TVUSD Governing Board approval.
- 2. Coordinate with the Treasurer as appropriate for cash bag use and to deposit funds collected.

VI. ELECTION OF BOARD MEMBERS

- 1. The nomination and election of Board members shall be from the Members.
- 2. Votes will be cast by ballot, voice, or visible show of hands at a General Membership meeting held in May. Votes will be tallied at the meeting by the Secretary and/or their designee(s). If each position has a single nominee, a voice vote will be sufficient.
- 3. In all of the above elections, a simple majority shall be the winner, and in case of a tie, a run-off election will take place immediately.
- 4. The elected Board members shall assume their roles on June 1st.
- 5. If an Officer cannot complete their term, the President shall appoint an Interim Member for the rest of the year.
- 6. If the President cannot complete his/her term, the Vice President will assume the duty of President and complete the term. This will not count against the maximum number of terms allowed.
- 7. Any Board member can be removed by a 2/3rds majority vote of the Board or a simple majority vote of the General Membership. That Board member may be re-elected or appointed to any other Board position.
- 8. The term of office for the board Members shall be:
 - A. Members at Large will serve one year terms, but can serve subsequent years if no other Booster member is available or interested.

- B. All other Board members can serve up to two, consecutive terms in the same position. Positions held jointly by two individuals are considered one position and are subject to the same term limits.
 - 1. *In the case where the term limit forces a Board member to vacate their position, and no person volunteers to run for the vacated position, the Board member may be re-elected for one, additional year, by the General Membership into the same position, despite the two-term limit maximum.*
- 9. If a member of the Board fails to attend three (3) scheduled meetings, within his/her term, without being excused by the President, this shall constitute a de facto resignation. The president shall then appoint a Board Member to the vacated office for the remainder of the term.
- 10. Two individuals may jointly hold any officer position. A jointly held position will be counted as one when establishing a quorum.

VII. COMMITTEES

- 1. Temporary committees shall be appointed, as needed, by the President, in conjunction with the Directors.
- 2. The following permanent committee shall be established:
 - A. **The Scholarship committee, which shall:**
 - a. Oversee the Board's support of the Nathan Hubble "Impact of One" Scholarship, Drum Corps International (DCI) Scholarship, and any other Music Scholarship they wish to give.
 - b. Review and update scholarship selection criteria for a Board run Music Scholarship, as needed.
 - c. Seek out, schedule, and coordinate the Scholarship Selection Committee to include: 1 Board Member, 1 Director, and 1 member.
 - i. Should a Selection Committee member have a family member eligible to apply for the scholarship, a suitable alternate member should be appointed.
 - d. Collate applicant data for Selection Committee review.
 - e. Solicit scholarship donations by letter and/or directly from donors, as deemed necessary by the current board.

VIII. FINANCIAL POLICIES AND RESPONSIBILITIES

1. All receipts and property are to benefit only the Tanque Verde High School Band and Music Programs. No part of the income or property of this organization shall pass to, be given to, or converted by any person or entity.
2. Financial records shall be open to all Members and Director(s) for inspection.
3. The Boosters shall have an annual review or audit of the financial records by a Certified Public Accountant or an analysis of the financial records by an internal audit committee, completed by July 31st, or as requested by the Board.
4. A checking account shall be maintained by the Boosters and shall have a minimum of two authorized signers. Authorized signers are the President and Treasurer, and the President and Treasurer may add another Board Member as an authorized signer, if needed. Checks may only be issued when signed by two authorized signatories.
5. All cash transactions shall be documented.
6. Expenditures or commitments for expenses outside of the budget shall require the approval of the majority of the Board members. Approvals shall be recorded in the end-of-the-year summary.
7. Budget
 - A. The Director(s) may submit, in writing, a proposed forecast of spending needs for the following year, not later than July 1st of each year.
 - B. The Budget shall be prepared with the Director(s), President, Vice President and Treasurer.
 - C. Preparation:
 - a. The budget shall be approved by the Board before the August General Meeting.
 - b. The budget shall provide general guidance to the Board to assist in planning fund-raising activities and evaluating spending priorities.
 - D. Approval:
 - a. The proposed budget will be posted for all members 2 days before the August meeting.
 - b. General Members shall vote to approve the proposed budget at the August Meeting.
 - c. A minimum of \$250.00 will remain in the budget to seed the following years' start-up expenses.

IX. Conflicts of Interests

1. The Boosters shall review the TVHS Code of Conduct at the beginning of each board year to maintain a high standard of behavior between board members, committee chairs, directors, club members, and students.
2. Whenever a Board member, Director(s), Chairperson, or Committee person has a financial or personal interest in any matter coming before the Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the Boosters to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

X. AMENDMENTS

Amendments to the Organizational Structure and Governing Rules must be proposed in writing and submitted to the President, who shall organize a committee consisting of a minimum of two (2) Board members, three (3) General members, and any Music Director. The Organizational Structure and Governing Rules shall be reviewed every two (2) years if no amendments are proposed. This committee shall review the proposal and submit amended by-laws to the Board, who shall bring it before the General members for a vote at the annual meeting. A 2/3rds majority shall be needed to ratify the changes.