

ARTICLES OF ASSOCIATION
OF
ATASCADERO HIGH SCHOOL BAND AND PAGEANTRY BOOSTERS

ARTICLE I
PRINCIPAL OFFICE

The principal office of this association shall be located in the City of Atascadero, County of San Luis Obispo, California.

ARTICLE II
OPERATIONAL LIMITATIONS

Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not to be carried on (a) by an association exempt from Federal Income Tax under Section 501(c)(3) of the Internal revenue code of 1954 (or the corresponding provisions of any future United States Internal revenue Law) or (b) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal revenue Law).

ARTICLE III
LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the association shall be carrying on of propaganda or otherwise attempting to influence legislation and the association shall not participate in or otherwise intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE IV
INUREMENT OF INCOME

No part of the net earnings of the association shall inure to the benefit of, or be distributed to, its members, trustees, officers, or private persons except that the association be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE V
MEMBERSHIP

This association shall have no dues-paying members.

ATASCADERO HIGH SCHOOL
BAND & PAGEANTRY BOOSTERS' BYLAWS

TABLE OF CONTENTS

- 1.0 ORGANIZATION
 - 1.1 Name
 - 1.2 Purpose
 - 1.3 Membership
 - 1.4 Board of Directors
 - 1.5 Organization Policies

- 2.0 DUTIES OF THE BOARD OF DIRECTORS
 - 2.1 President
 - 2.2 President Elect
 - 2.3 Vice President
 - 2.4 Secretary
 - 2.5 Treasurer
 - 2.6 Auditor
 - 2.7 Student Representative
 - 2.8 Uniform Coordinator

- 3.0 MEETINGS
 - 3.1 Board of Directors Meetings
 - 3.2 General Membership Meetings
 - 3.3 Procedures

- 4.0 ELECTIONS
 - 4.1 Timing of Elections
 - 4.2 Procedures
 - 4.3 Vacancies
 - 4.4 Non-Voting Ensemble Representatives

- 5.0 PURCHASES & EXPENDITURES
 - 5.1 Budget Preparations
 - 5.2 Limits of Authority

- 6.0 FINANCES OF THE ORGANIZATION
 - 6.1 Accounts
 - 6.2 Authorization Signatures
 - 6.3 Distribution of Funds
 - 6.4 Account Reporting

- 7.0 AMENDMENT OF BYLAWS
 - 7.1 Procedure
 - 7.2 Posting
 - 7.3 Dissolution

BAND & PAGEANTRY BOOSTERS' BYLAWS

1.0 ORGANIZATION

1.1 NAME

The name of this organization shall be "Atascadero High School Band & Pageantry Boosters" hereinafter referred to as "Boosters".

1.2 PURPOSE

The purpose of the Boosters shall be to promote the activities of the Atascadero High School Band & Pageantry

1.3 MEMBERSHIP

The membership of the Boosters shall be composed of but not limited to parents and guardians of members of the Atascadero Band & Pageantry.

Any other interested adult may join the Boosters by contacting the President and forwarding him or her the required information.

1.4 BOARD OF DIRECTORS

"The Board of Directors" hereinafter referred to as the "Board", shall consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Auditor
6. Student Representative
7. Uniform Coordinator

The participating unit leaders are automatic voting members of the Board:

8. Band Director
9. Pageantry Advisor

During the second half of a given year the following position may be a non-voting Board member:

President Elect

1.5 ORGANIZATION POLICIES

1.5.1 Officers of the Board shall not serve more than two (2) years in the same office unless approved by a Board majority.

1.5.2 The newly elected Board shall assume office on August 1, the start of the fiscal year.

2.0 DUTIES OF THE BOARD OF DIRECTORS

2.1 PRESIDENT

- 2.1.1 The President shall be responsible for presiding at all Board, general membership, or special meetings.
- 2.1.2 The President shall also be responsible for seeing that all activities of the Boosters are carried through.
- 2.1.3 The President shall maintain liaison with the school administrative officials and will cooperate with the heads of the individual performing units.
- 2.1.4 The President shall assure all correspondence requiring action is assigned to a Booster and shall follow-up to insure satisfactory results.
- 2.1.5 The President sets the agenda for all meetings with input from Board members and unit leaders.

2.2 PRESIDENT ELECT

- 2.2.1 The President Elect shall be selected by the Board in December and be confirmed by the general membership along with the Board of Directors in May.
- 2.2.2 The term of the President Elect shall be for a seven-month period starting on January 1 and ending July 31.
- 2.2.3 The function of the President Elect is to work with the Board and the President to understand the workings of the Organization prior to assuming the role of President.
- 2.2.4 The President Elect is not a voting member of the Board

2.3 VICE PRESIDENT

- 2.3.1 The Vice President shall be responsible for carrying out the duties of the President in his or her absence.
- 2.3.2 The Vice President shall be responsible for overseeing all fundraisers agreed to by the Board.

2.3.3 The Vice President shall also be the Volunteer Coordinator.

2.4 SECRETARY

2.4.1 The Secretary shall keep the minutes of the Booster general meetings, the Board meetings, and any special meetings that may be called.

2.4.2 The Secretary shall act as historian of the Boosters.

2.4.3 The Secretary shall be responsible for receiving all incoming correspondence concerning the Boosters and shall contact the President concerning proper distribution.

2.4.4 The Secretary shall be responsible for assuring that all outgoing correspondence is mailed in a timely manner.

2.4.5 The Secretary shall contact all Board members two days prior to the scheduled meeting to remind them.

2.4.6 The Secretary is responsible for the Booster Band Blast email.

2.4.7 The Secretary shall distribute to the Board a draft copy of the minutes within one week of the previous meeting.

2.5 TREASURER

2.5.1 The Treasurer shall be responsible for all funds that are within control of the Boosters.

2.5.2 The Treasurer shall be responsible for the bank balances and the records showing all deposits and withdrawals of the Boosters' funds.

2.5.3 The Treasurer shall give a full report of the status of the treasury at each meeting or whenever asked to do so upon sufficient notice by a member of the Board. Report should include all payments and deposits made from the prior month.

2.5.4 An Assistant Treasurer may be appointed by the Board when deemed necessary, a non-voting Board member to assist the Treasurer in recordkeeping. The Treasurer and the Assistant Treasurer must be capable of keeping records and providing reports in accordance with procedures set forth by the Board.

2.5.5 If Treasurer is to be absent for 7 days or more, the checkbook or debit card shall be left with either the President and Vice President for emergencies.

2.6 AUDITOR

2.6.1 The Auditor shall audit the books and financial records of the organization semiannually. A mid-year audit shall be completed in February. The year-end audit shall be completed in August. The audit at the end of a term is to be completed by the outgoing auditor.

2.6.2 The Auditor shall present a written report to the board for adoption at the March and September meetings.

2.6.3 The Auditor shall audit the books upon resignation of the Treasurer or any check signer, or at any time deemed necessary.

2.6.4 The Auditor shall not be related by blood or marriage to the Treasurer or authorized signers of checks.

2.6.5 The Auditor shall verify that all tax returns and other financial forms required by state and federal government agencies have been completed and filed by the due date.

2.7 STUDENT REPRESENTATIVE

2.7.1 The Student Representative will relay information from Instrumental Music Students to the Board and in turn relay information from the Board to the Instrumental Music Students. The Student Representative shall be the voice of the Instrumental Music Students.

2.8 UNIFORM COORDINATOR

2.8.1 Will oversee the assigning of uniforms to Instrumental Music Students and Auxiliary Students each year.

2.8.2 Will oversee the cleaning, collecting, and ordering of uniforms

2.9 All outgoing officers shall provide their successors with the necessary information, including a print and electronic version, for the board to transition smoothly and maintain successful operations.

3.0 MEETINGS

3.1 BOARD OF DIRECTORS' MEETINGS

- 3.1.1 Meetings shall be held each month, or at a time agreed on by a majority vote of the Board.
- 3.1.2 All members of the Boosters are invited as non-voting guests at Board meetings, but may be requested to leave for a portion of the meeting that concerns delicate Board discussions.
- 3.1.3 All meetings will be held in the band room at Atascadero High School or at a previously announced location.

3.2 GENERAL MEMBERSHIP MEETINGS

- 3.2.1 The meeting frequency, time, and location of the general membership will be decided upon by a majority vote of the Board.
- 3.2.2 Special meetings may be called as approved by a majority vote of the Board.

3.3 PROCEDURE

- 3.3.1 Board meetings shall be held once a month throughout the school year.
- 3.3.2 Meetings shall be held as indicated above, unless changed with the approval of the Board. If a conflict causes rescheduling, the new date should be announced as soon as the new date is known, but a minimum of one week in advance by phone or email.
- 3.3.3 Special meetings may be called as approved by a majority vote of the Board. Special meetings may be held to consider only agenda items announced to the general membership by phone or email.
- 3.3.4 A majority vote shall prevail.
- 3.3.5 The meeting shall contain:
 - 3.3.5.1 Review and approval of the minutes from the last Board meeting.
 - 3.3.5.2 A Treasurer's report. In the event the Treasurer is unavailable for the meeting, it is the Treasurer's responsibility to furnish the information sheet to the President or Assistant Treasurer so that the information can be reported at the Board meeting.

3.3.5.3 Old business (from prior meetings).

3.3.5.4 New Business

4.0 ELECTIONS

4.1 TIMING OF ELECTIONS

4.1.1 The nominating committee is appointed in March by the Board.

4.1.2 This committee, chaired by the President Elect, shall present a slate of officers in April for election in May.

4.2 PROCEDURE

4.2.1 In May, the announced slate of candidates, plus any candidates nominated from the floor, shall be voted upon and a majority vote shall prevail.

4.2.2 If more than one candidate is nominated for a given Board position the vote will be taken by secret ballot.

4.3 VACANCIES

4.3.1 A vacancy exists on the Board when a duly elected member tenders their resignation.

4.3.2 The Board shall present a replacement or replacements to be voted on by the Board within one month of the stated vacancy.

4.3.3 The term of the replacement Board member will be the remainder of the term for whom they are replacing.

4.4. NON-VOTING ENSEMBLE REPRESENTATIVES

4.4.1 The Board should attempt to have a representative for each instrumental ensemble present at the monthly board meetings.

4.5 IMPEACHMENT

- 4.5.1 If a Board Member is grossly negligent in performing their duties, as described herein, the Board may pursue impeachment with a vote of non-confidence. This vote must pass with a $\frac{2}{3}$ majority. This vote will be held in a closed Board meeting.

5.0 PURCHASES & EXPENDITURES

5.1 BUDGET PREPARATION

- 5.1.1 The Treasurer, with input from the Board and unit leaders, will prepare a proposed "Budget of Revenues and Expenditures" by the June Board meeting for the next school year. The Board will approve the budget, and submit the budget to the general membership for affirmation at the August general meeting.
- 5.1.2 It is the job of the President Elect to ensure this document is prepared before the old Board leaves office.
- 5.1.3 The unit leaders should make every effort to predict the fees and expenses they expect to incur, by month if possible.

5.2 LIMITS OF AUTHORITY

No emergency, non-budgeted expenditure of more than fifty dollars shall be reimbursed without a meeting and approval of the Board.

6.0 FINANCES OF THE ORGANIZATION

6.1 ACCOUNTS

- 6.1.1 The Boosters shall maintain a general checking account to be used to disperse the funds of the Organization.
- 6.1.2 The Boosters may maintain a savings account to hold any medium term excess of moneys not needed for day-to-day operations.
- 6.1.3 Should monies exist that are for multi-year projects, or are in excess of annual needs, notes (i.e. certificates of deposit, etc.) may be set up in the Boosters' name.
- 6.1.4 The Treasurer shall have the authority to move moneys from one account to another, but only with prior Board approval and two of their signatures.
- 6.1.5 All cash receipts shall be counted by two members.

6.2 AUTHORIZING SIGNATURES

- 6.2.1 The President, Vice president, and the Treasurer shall have signature authorization on the general account. No two signatories shall be related or reside in the same household.
- 6.2.2 All checks written against the Booster general accounting shall have adequate paperwork to identify the purpose of the payment.
- 6.2.3 All checks shall have two board members' signatures, at least one of which is a signatory on the account.

6.3 DISTRIBUTION OF FUNDS

- 6.3.1 Any expenditure requiring a reimbursement from Booster funds shall be submitted to the Board on an expense reimbursement form indicating the amount to be reimbursed, and the reason for the expenditure.
- 6.3.2 The Treasurer will accept this form as well as the attached supporting receipts and, if it is a budgeted item, the Treasurer will disperse the funds.
- 6.3.3 If the expenditure is not a budgeted item, and the expense has already been incurred, the Board must vote on payment approval prior to the Treasurer writing the check.

7.0 AMENDMENT OF BYLAWS

7.1 PROCEDURE

- 7.1.1 Any change to the Bylaws must be submitted to the membership at least one month prior to their approval vote.
- 7.1.2 All changes to the Bylaws require a majority vote at a general membership meeting consisting of at least ten members.

7.2 POSTING

- 7.2.1 A copy of the Booster Bylaws shall be made available in a conspicuous place during all general, special, or Board meetings.
- 7.2.2 Each newly elected Board member shall be given a complete copy of the Bylaws at the meeting when they are elected.

7.3 DISSOLUTION

Under the dissolution of the association, the Board shall, after paying or making provisions for the payment of all liabilities of the association, dispose of all the assets of the association exclusively for the purpose of the association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal revenue Law), as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the association is then located, exclusive for such purposes or to such organization or organizations as said court shall determine which are organized and operated for such purposes.

CERTIFICATION OF SECRETARY

I, the undersigned, certify that I am the presently elected and acting Secretary of the Atascadero High School Band & Pageantry Boosters, a California non-profit association, and the above bylaws, consisting of 11 pages, are the bylaws of this association as adopted by the Board of Directors on December 12th 2017 and affirmed by the membership on January 13th 2018.

Dated: _____

Erica Walters, Secretary