

**CONSTITUTION AND BY-LAWS OF THE
MILLENNIUM HIGH SCHOOL BAND BOOSTERS**

ARTICLE I

NAME

The formal name of the organization shall be the Millennium High School Band Boosters. The organization shall hereafter be referred to by its informal and frequently used name, Band Boosters.

ARTICLE II

PURPOSE AND OBJECTIVES

1. The purpose of the "Band Boosters" (hereafter referred to as Band Boosters) shall be to support authorized programs and activities of the Millennium High School Band.
2. The Objective of the Band Boosters shall be to strive constantly for the betterment of Band Member pride, morale, participation, and excellence of musicianship. Further, the Band Boosters shall promote recognition of the Band and friendship with the School Administration, faculty, students, parents and community. Finally, the Band Boosters shall raise funds as appropriate to assist the school with the training, promotion, awards, travel and other such needs as may be recommended by the Band Director and approved by the School Administration. In the event of disagreement between the Band Boosters and the Band Director regarding the use of Band Booster resources, final decision shall be made by the School Administration.

ARTICLE III

MEMBERSHIP AND FEES

1. Membership is open to all persons willing to support the purpose and objectives of the Band Boosters.
2. Membership fees are waived for parents, guardians of students, and students enrolled in the Millennium High School Band. Annual membership fees for all others shall be:
 - \$5.00 per person
 - \$25.00 per corporate sponsor
3. Membership fees shall be used for administration of the Band Boosters and for such other needs as determined by the Band Boosters.

4. Membership fees may be paid and accepted at any time and will keep the member current with voting rights until the end of the annual meeting held in May of each year.
5. Any member may attend and is encouraged to attend any meeting of the Band Boosters its Special Committees, and the annual meeting. Adult (non-student) members are entitled to vote on any business being considered.
6. Former Officers will be considered members of the Band Boosters and are exempt from membership fees listed in item 2.

ARTICLE IV

ADMINISTRATION

1. The business affairs and management of the Band Boosters shall be the responsibility of the Band Boosters under the supervision and approval of the School Administration.
2. The Band Boosters officers shall consist of a President, Vice President, Vice President for Corporate Sponsorship and Fund raising, Secretary, Treasurer, and Comptroller.
3. The annual meeting will usually be held in May, prior to the end of the school year.
4. All officers shall be elected for the subsequent school year at the annual meeting. Officers shall take office at the adjournment of the annual meeting.
5. Officer vacancies may be filled any time prior to the annual meeting by a majority vote at any official meeting of the Band Boosters. Officers shall take office immediately upon election.
6. The term of each officer shall expire at the end of each annual meeting regardless of when the officer is elected.
7. Officers shall be elected by a simple majority of the voting members present at any meeting where an election is required. Should a simple majority not be achieved on a ballot, a run-off election between the top two vote receivers will be held and the candidate with the majority votes shall be elected.
8. Band Boosters meetings should be held on a monthly basis during the school year and on an as needed basis as determined by the officers.
9. Every reasonable effort shall be made to provide at least three days notice of all meetings of the Band Boosters and its Special Committees.

10. In order for an official meeting to be held, there must be an official notification of a meeting stated above, with at least one officer present. Any number of members present at an official meeting shall constitute a quorum.
11. Minutes will be maintained for all official meetings.
12. The Band Director and/or the Band Council may provide recommendations to the Band Boosters at any official meeting as the ways to achieve the purpose and objectives of the Band Boosters.
13. Any Band Boosters member may make recommendations or bring business to the Band Boosters at any official meeting.
14. No person shall accept debt (order supplies, equipment, or materials) or enter into any agreement which obligates Band Boosters funds without prior approval of at least one Band Booster officer. Any person violating this bylaw, except in case of emergency, will accept the result debt personally.

ARTICLE V

OFFICER DUTIES

1. The PRESIDENT shall:
 - Preside at all meetings of the Band Boosters and the annual meeting.
 - Appoint a chairperson with the approval of the general membership for each committee created by the Band Boosters.
 - Call all meetings of the Band Boosters.
 - Prepare and publish an agenda for meetings.
 - Validate all meeting minutes by personal signature after approval by majority vote of the membership at meetings as appropriate.
 - Serve as official spokesperson of the Band Boosters.
 - Ensure an audit of the financial records is performed and documented at the end of the school year.
 - Ensure an audit of the financial records is performed and documented any time the person in the Treasurer position is changed.
 - Ensure at one other review of the financial records is performed and documented during the school year.
 - Co-sign any Band Boosters debt paid by check in excess of \$750.
 - Ensure a due diligence review is performed against the Treasurer and any other officer deemed necessary prior to the Officer assuming duties. Should the Treasurer hold office for more than 1 year, the President will ensure that such due diligence review is performed on at least an annual basis.
 - Ensure that the checking account established for the Band Boosters requires dual signatures for any check in excess of \$750.
 - Co-sign any check in excess \$750.

2. The VICE PRESIDENT shall:
 - Perform the duties of the President during any absence of the President.
 - Co-sign any check in excess of \$750 in the absence of the President.
3. The VICE PRESIDENT OF CORPORATE SPONSORSHIP AND FUND RAISING shall:
 - Perform the duties of the President and Vice President during any absence of the President and Vice President.
 - Coordinate corporate sponsorship and fund raising for the Band Boosters.
4. The SECRETARY shall:
 - Record, submit and file minutes of all meetings of the Band Boosters and the annual meeting.
 - Ensure the President validates the minutes after approval.
 - Send, receive, distribute and file all Band Boosters correspondence.
 - Prepare and distribute all meeting notices.
 - Maintain and publish, as necessary, the membership roster.
 - Post pertinent Band and Band Booster information on the Band Booster web site.
5. The TREASURER shall:
 - Assist in preparing a written report on the balance and status of all Band Boosters funds at each Band Boosters meeting.
 - Receive, account for, and deposit all funds raised by the Band Boosters.
 - Establish and supervise procedures for handling all funds raised by the Band Boosters.
 - Disburse funds with the approval of at least one other Officer and preferably a second officer.
 - Assist the Comptroller with the filing of documents with the Internal Revenue Service as necessary.
 - Assist in preparing a written financial report presented to the Boosters at the end of each school year.
 - Assist and actively participate in any financial audit or review that is performed.
 - Provide documents as requested by the Comptroller.
 - Obtain the signature of the President of any check in excess of \$750.
7. The COMPTROLLER shall:
 - Perform the duties of the Treasurer during any absence of the Treasurer.
 - Develop and maintain the annual and monthly financial reports including the budget, income statement, balance sheet, statement of cash flows, school reports, Arizona corporation reports for the Millennium High School Band Boosters. Such reports are to be presented to the Band Boosters at monthly meetings.
 - File documents with the Internal Revenue Service as necessary.
 - At least annually present a written report detailing the Band Boosters financial condition including annual and monthly trends for revenues and expenditures.
 - Provide monthly budget to actual updates at the monthly Band Booster meetings.

- Participate in the audit of the Treasurer's records at least once each year as required in the Bylaws. This is to be done in conjunction with one other officer and /or active Booster member.
- Perform other duties as requested by the President or Vice President of the Millennium High School Band Boosters.

ARTICLE VI

COMMITTEES

1. The Band Boosters as deemed necessary may designate Special Committees and each Committee shall:
 - Have its Chairperson and members appointed by the President with the approval of the general membership.
 - Record minutes of all committee meetings and submit them to the Secretary for appropriate recording, distribution, and filing.

ARTICLE VII

OFFICIAL RECORDS. ACCOUNTS AND FILES

1. Band Boosters Officers shall manage, store, audit and retrieve the official records, accounts and files as appropriate.
2. Officers shall make accurate records, reports, and minutes available to the Administration upon request.

ARTICLE VIII BY-

LAW AMENDMENT

These by-laws may be amended by a majority vote at any official meeting of the Band Boosters by the general membership. All amendments must be noticed in the final draft form to all the members entitled to vote at the designated meeting no less than one-week (7 days) prior to the meeting.

ARTICLE IX

MISCELLANEOUS

1. Funds donated to or raised by the Band Boosters shall be used to fulfill the purpose and objectives of the Band Boosters within School and District policy.
2. Roberts Rules of Order, Revised, shall govern the proceedings of all meetings except these By-laws shall have precedence.