

Fallon Middle School Boosters Club Bylaws

Article I. The Executive Board

Section 1. The Executive Board of the **Fallon Middle School Music Boosters Club**, hereafter referred as the "**Boosters**", shall be composed of the elected officers of the organization of the Music Department of Fallon Middle school.

Section 2. The Executive Board shall have general supervision of the affairs of the organization. Any item brought before the board for a vote shall require the majority of the board's approval.

Section 3. Officers shall be elected to a one (1) year term of office. Officers' term shall run concurrently with the organization's fiscal year. If only a single person has been nominated for each office, a simple yes-or-no vote shall be taken to confirm the nominees. If more than one person has been nominated for any office, paper ballot voting shall be held.

Section 4. Roles & Duties of the Officers

A. President/Co-President

- Represents the organization
- Coordinate and preside over all meetings of the board and organization
- Oversee all aspects of the Boosters
- Meet with the Music Directors as needed on program budgets.
- Coordinate the work of all the officers and committees
- Oversees the financial record and budget in coordination with the Treasurer
- Be fingerprinted, which will be paid for by the Boosters prior to handling any fund incoming or outgoing

B. Vice President

- Share the duties with the President/Co-president.
- In the absence or disability of the President/Co-President, or in the event of the President's/Co-president's refusal to act, perform all of the duties of the President/Co-President
- Preside over meetings in President/Co-president absence

C. Secretary

- Record minutes of the board and boosters meetings.

- Provide meeting agendas and minutes for all meetings.
- Presents meeting minutes from the previous open meeting for approval.
- Creates and manages booster meetings sign-in sheets.

D. Treasurer

- Record and oversee all financial matters for the boosters organization.
- Manage the organization's banking
- Manage/coordinate collection of money at all events and fundraisers.
- Work with the music directors to set an annual budget, present to the executive board for approval and be voted on by the general booster organization.
- Be fingerprinted, which will be paid for by the Boosters prior to handling any fund incoming or outgoing
- Continuously re-evaluate any needed changes to the budget to ensure the proper allocation of the organization's budgeted funds
- Present financial status reports at closed and regular meetings of the board
- Keep and reconcile the Boosters checkbooks
- Make any required tax or regulatory filings
- Prepare all statements, forms, or returns as may be required by federal, state or local taxing authorities
- Present the books on an annual basis or upon change of Treasurer to the auditor chosen by the board
- Assist the President(s) with filing and maintaining (with or without independent third party) all Boosters documentations and filings such as but not limited to statement of information (secretary of state), articles of incorporation, business license and documentation of corporate tax filings

E. Co-Treasurer

- Work along with the Treasurer and divide responsibilities as their qualifications allow at the discretion of both parties
- Be fingerprinted, which will be paid for by the Boosters prior to handling any fund incoming or outgoing

F. Director of Communications

- Responsible for updating the Boosters Website
- Responsible for announcing and posting special events, fundraisers through means such as but not limited to newsletters, email campaigns, Boosters website and social media.
- Maintain and update the Booster website with meeting minutes and budget

- Order / Maintain the Boosters spiritwear

G. Director of Fundraising and Events

- Work with the executive team to identify and plan fundraising events
- Develop fundraising budget, plan/evaluate and coordinate fundraising opportunities at the start of each school year
- Present budget and plans for each fundraiser to Boosters
- Become familiar with and evaluate fundraising policies/laws
- Recruit committee managers/leads for each fundraiser
- Coordinate with above managers/leads throughout the year as fundraisers are in the planning and execution phases and assist as needed
- Work with local businesses to identify sources of funds and provide letters of appreciation

H. Director of Volunteers

- Keep a list of all volunteers and the subcommittee volunteer signup sheets;
- Create, distribute, and manage sign-up genius for events when needed;
- Prior to the start of an event, contact all volunteers on the sign-up sheet and confirm participation and eligibility (i.e. clearance as needed).
- Contact volunteers and establish new subcommittees at the direction of the board;
- Act as the point person for volunteers at events and fundraisers;
- Manage special committees as needed.

Section 5. Elections

- A. The President shall create the election nomination forms to be emailed out to all current Boosters families and current 5th grade families coming to Fallon in March.
- B. Only those who have consented to serve shall be eligible for nomination or to serve on the Executive Board. The privilege of holding office shall be a parent or guardian of an incoming or current Boosters student. In the event that is not possible, the following may also run - any parent/guardian from Fallon Middle School, any alumni Boosters parent/guardian, and/or any teacher/staff at Fallon Middle School.
- C. The election of officers shall be held at the regular April meeting of the organization
- D. A majority of the voting members in attendance at the April meeting shall constitute an election.
- E. Only current Boosters members can vote. Incoming 6th grade

families can run for a board position but cannot vote.

Section 6. Office Vacancy

- A. If the President's office becomes vacant, it shall be filled by the Co President/Vice President. In the absence of a Co-President/Vice President, the Executive Board shall elect an interim President from the Board.
- B. If a board member does not attend three consecutive regular meetings, and/or is not performing their roles/responsibilities the President and/or Executive Board may declare their position vacant.

Section 7. Fundraising

- A. Fundraising activities are overseen by the Fundraising Chairperson and/or Co-Chairperson.
- B. All monies relating to the Boosters shall be accounted for by the Treasurer and Co-Treasurer in a ledger.
- C. Only persons authorized by the board shall handle money.
- D. At fundraising events, all funds and merchandise shall be counted and verified by a designated and authorized person of the event and an Officer of the Boosters, then turned over to the Treasurer or Co-Treasurer at the conclusion of the event.
- E. Booster fundraising activities shall be approved by the Executive Board.
- F. Booster fundraising activities shall be coordinated with the school to prevent conflicts.

Article II. Meetings

Section 1. Regular meetings of the general Boosters membership shall be held monthly from August through May. The Executive Board shall meet year-round as required. The President reserves the right to cancel meetings due to district/school events, illness, etc.

Section 2. The President or Director(s) may call special meetings.

Article III. Finances

Section 1. The fiscal year of this organization shall be from July 1st to June 30th.

Section 2. Checks shall be issued only upon receipt of a reimbursement form

along with the original receipt, which must be signed by the President and the Treasurer/Co Treasurer.

Section 3.-Annual Financial Audit / Bank Accounts

- A.** An annual financial audit shall be performed at the end of the fiscal year.
- B.** The audit shall be performed by at least two (2) individuals, one of which is knowledgeable in accounting practices, and neither of which is a member of the Executive Board. The Treasurer shall be present during the audit.
- C.** Financial information shall be kept for seven years, or as required by governmental bodies regulating the Boosters, whichever is greater.
- D.** The Boosters bank shall always maintain three accounts
 - 1) Boosters Account
 - 2) Chorus & Orchestra Account
 - 3) Band & Colorguard Account
- E.** The Boosters will always have a reserve of \$2000 in each of the three accounts, totaling to \$6000. Carry over reserves for each year will be at least \$6000 if not more.

Article IV. Amendments

Section 1. Bylaws may be amended by a two-thirds (2/3) vote of the voting members present at a regular meeting.

Article V. Other

- A.** The Boosters are organized for non-profit purposes and individual members shall not derive profit there from.
- B.** The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever insure to the benefit of any Director, Officer, or Member thereof or to the benefit of any private persons.
- C.** Upon the dissolution of the organization, all assets remaining after payment or provisions for payment, of all debts and liabilities of this organization shall be distributed to the administration of the Dublin School District for purposes of Fallon middle School Music program.

Article VI. The Executive Board

Section 1. The name of this organization shall be the **Fallon Middle School Music Boosters Club**, hereafter referred to as the "**Boosters**".

Section 2. Objectives-

- A.** To maintain an enthusiastic interest in the various activities of the Music Department.
- B.** To lend all possible support and financially supplement the Music Department.
- C.** To support the vision of the Directors of the Music Department, and to collaborate with the instructors, the administration, and the school board to the end that the music students be maintained at the highest possible degree of proficiency.
- D.** To maintain an organization that promotes the general activities of the Music Department.
- E.** It shall be a non-profit organization and shall remain independent of political and other partisan alliances that could affect its operation or the operation of the Music Department.

Article VII. Membership

Section 1. Every parent or guardian of a current Fallon Middle School Band, Chorus, Colorguard, and Orchestra student are automatically a member.

Article VIII. Officers

Section 1. The elected officers of the Boosters shall be: President, Co- President, Vice President, Co-Vice President, Fundraising Chairperson and/or Co-Chair, Director of Communications, Secretary, Treasurer and Co-treasurer and Director of Volunteers.

I. Expenditures

- A.** Fund disbursements shall be issued only upon receipt of a reimbursement form which must be signed by the President and the Treasurer or Co-Treasurer.
- B.** Expenditures for items must be approved in advance by the Board.
- C.** Funds for instructional personnel must be approved accordingly.

- D. Vendor personnel paid for by the Boosters shall be considered independent contractors by the Boosters. Appropriate tax forms shall be issued and filed by the Treasurer.

II. Fundraisers

- A. The Boosters conduct a variety of fundraisers throughout the year to raise funds to help offset costs for the yearly items and any additional expenses not already accounted for.
- B. There are no individual student accounts.
- C. All monies from donations or fundraisers shall go directly to the Boosters fund. The executive board shall determine the use of the funds.

III. Transportation of Students

Any adult transporting students of the Fallon Middle School Music Boosters Club to and from Music Department events must meet the DUSD school district requirements and be cleared to volunteer.