

Bylaws

Manzano Band Boosters

Revised July 2019

Article 1: Name

The name of this organization shall be the **Manzano Band Boosters**; the organization is located in Albuquerque, New Mexico.

Article 2: Objective

The organization is formed exclusively for the support of musical education; to promote the educational value of band participation by members of the Manzano High School Band Program, and for that purpose: (a) to stimulate and sustain an enthusiastic interest among parents, band members, student body and citizens of the community in Manzano High School Band Program; (b) lend all possible support, both moral and financial, to programs and activities promulgated by or on behalf of the Manzano High School Band Program; and (c) to cooperate with the Band Director, the Principal and the School Board to the end that the Band shall maintain the highest possible degree of efficiency and musical achievement. This is a nonprofit tax-exempt organization, which will abide by Albuquerque Public School (APS) School Board and administrative policies and procedures.

Article 3: Participants

Regular Member - Shall include any current band student's adult family member or guardian who is interested in the progress and development of the Manzano High School Band Program. All regular members are voting members. No dues are required to be a Regular Member.

Band Sponsor - Shall be any individual, firm, or business establishment that makes any contribution per annum to the Manzano Band Boosters. (Band Sponsors have no vote.)

Volunteer- Shall be any adult, without a current band student, that is approved by the Booster Board, Band Director, and Principal to help in any activities. (Volunteers have no vote.)

Article 4: Officers of the Board

Sec. 1. - Designation of Officers: The elected officers shall be President, Vice-President(s), Secretary, and Treasurer. The appointed officers will be, Head Chaperone, Director of Student Accounts, Pit Crew Coordinator, Color guard Advisor, Uniform Coordinator, Webmaster and two Pageant of Bands Representatives. Each officer position may include a deputy position as required based on the existing time donations of the officers.

Sec. 2. - Qualifications of Officers: Regular Members willing to serve.

Sec. 3. - Nominations of Officers: A Nominating Committee shall be appointed by the elected officers at the March general booster meeting. Announcements of office vacancies for annual elections will be made to the regular membership. Nominations shall be made by the Nominating Committee and from the floor at the April general booster meeting. Only members that have agreed to serve can be nominated.

Sec. 4. - Election and Terms:

- A. Elected officers shall be voted in by regular members by ballot or hand count.
- B. The nominees for each office who receives the largest number of votes shall be elected; Co-officers will be the nominees with the largest and second largest number of votes.
- C. Each officer will be elected separately. If only one person is running for each position a slate ballot may be used.

- D. Elections will be held during the April general booster meeting.
- E. Officers shall serve for the period of **July 1 to June 30**.
- F. Elected or appointed officers should only serve two full successive terms in the same office. They may serve more than two if there are no other volunteers who agree to serve. The extension of the full term limits beyond 2 years, does not apply to the office of the President.
- G. A member shall hold only one elected office at a time.
- H. All current and incoming officers shall meet prior to the end of June for the purpose of coordinating activities, preparing the budget, and reviewing the Bylaws as needed.
- I. All elected and appointed officers shall deliver to their successors all official material within 30 days after the end of the school year.
- J. Any board member may be removed from the board by a majority General board vote.

Sec. 5. - Vacancies:

- A. In the event the office of President becomes vacant, the Executive Board shall appoint the Vice-President as President for the unexpired term. If the Vice President is unwilling to serve as President, then such vacancy shall be filled by a majority vote of the Board.
- B. In the event that the office of the Vice-President, Secretary, or Treasurer becomes vacant, such vacancy shall be filled by a majority vote of the Executive Board. If any appointed position becomes vacant, the President will appoint a new designee.

Sec. 6. - Duties:

- A. The **President** shall:
 1. Assist the Band Director as needed within the confines of these bylaws.
 2. Preside at all Board and General Meetings of the Manzano Band Boosters.
 3. With the assistance and concurrence of the Board, appoint all committees and shall be an ex-officio member of each, with the exception of the Nominating Committee.
 4. Serve as the official representative of this organization in its contacts with individuals and with government, civic, business, professional, and other organizations for the purpose of advancing the objectives of this organization.
 5. Appoint Webmaster, Head Chaperones, Director of Student Accounts, and can appoint other personnel as needed.
 6. With the approval of the Board, appoint the required number of delegates to Pageant of Bands Committee.
 7. Decide which elected officer(s) will co-sign with the Treasurer all vouchers over \$500.
 8. Be bonded.
 9. Be available for advice and counsel during the year immediately following his/her last term of office.
 10. Shall be invited by the President-elect to serve on the Board as Past President (an ex-officio - nonvoting position), for the year following his/her term.
- B. The **Vice-President(s)** shall:
 1. Assist the President and Band Director as needed within the confines of these bylaws.
 2. Presides at Board and General Meetings in the absence of the President or at the request of the President.
 3. Establish and coordinate fundraising and other activities
 4. Attend Board and General Meetings.
 5. Reports during the Board and General Meetings.
 6. Be Bonded
- C. The **Secretary** shall:
 1. Assist the President and Band Director as needed within the confines of these bylaws.

2. Keep the records and minutes of all Board and General Meetings to include an attendance list.
3. Assist the Presidents' (President and Vice-President(s)) in the performing of duties in connection with correspondence of the organization.
4. Maintain a mailing list of regular members.
5. Maintain separate email lists of band students, board members, and regular members for communication distribution.
6. Distribute a draft unapproved copy of the Board and General Meeting minutes at the next meeting.
7. Will provide approved minutes to Webmaster for posting to the website.
8. Attend Board and General Meetings.
9. Reports during the Board and General Meeting
10. Be Bonded

D. The **Treasurer** shall:

1. Serve as custodian for all moneys of this organization.
2. Oversee the activities of the Director of Student Accounts.
3. Collect receipts from the safe at least once per week.
4. Formulate and update an annual working budget with the elected officers and the Band director
5. Keep a complete record of all funds, as well as an accurate record of all receipts and disbursements, showing each activity separately.
6. Verify all student accounts.
7. Present a financial statement to the membership at each regular Board and General Meeting of the organization.
8. Be required to prepare a financial statement within one month of the close of the fiscal year (July 31) to file copies of this with the Board, the Activities Director, and Bookkeeper of Manzano High School. The annual financial statement shall become part of the permanent record.
9. File appropriate tax forms as necessary to preserve the tax-exempt status of the organization. Previous treasurer files the tax forms for the previous year.
10. Be bonded.
11. Be responsible to serve as a liaison with the bank including ensuring the signature card is correct.
12. Sign all vouchers.
13. Serve as advisor for the newly elected treasurer through **July 31**.
14. File 1099 Forms for all contractors paid more than \$600 per calendar year.
15. Attend Board and General Meetings.
16. Reports during the Board and General Meetings.

E. The **Webmaster** shall:

1. Attend to all matters of publicity contacts with the news media. A Publicity Committee may be appointed at option of the Webmaster.
2. Be concerned with promotional publicity of the Manzano Band Boosters and the activities of the Manzano High School Band.
3. Coordinate the publication and mailing of the newsletter.
4. Prepare a calendar of events that interest the Officers, Regular Members, and students and keep it posted on the website.
5. Develop and maintain the band website using information gathered from the band director, officers, and other sources
6. Work closely with Secretary.
7. Attend Board and General Meetings.
8. Reports during the Board and General Meetings.

F. The **Head Chaperones** shall:

1. Assist the President(s) and Band Director as needed within the confines of these bylaws.
 2. With the Board, appoint a Chaperone Volunteer Coordinator, who will coordinate all volunteer chaperones, keeping track of all volunteer background checks. He/she will solicit volunteers for each activity. He/she will email the board weekly updates on who is chaperoning for that week/activity. The chaperone volunteer coordinator shall assign duties for each volunteer during each activity needing chaperones (trips, games).
 3. With the board, appoint a Chaperone Travel Coordinator. He/She will coordinate travel, including any tours, for local and out of town trips. The travel coordinator will also create rooming and bus lists for out of town events, with input from the director, President and vice president.
 4. With the board, appoint a Chaperone Meal Coordinator, who will plan all meals according to the need of the game, competition, trip.
 5. Appoint Chaperone Bus Leads, one for each bus.
 6. With the board, appoint a First Aid Kit coordinator, who will make sure all kits have been restocked, and all out of date items removed. He/she will assign a kit to one of the chaperone parents.
 7. With the board, appoint a chaperone administrative assistant, who will coordinate all student permission forms, medical waivers/health histories. Assist the Band Director in maintaining and keeping available student medical history, travel permission forms.
 8. Attend and reports at Board and General Meetings.
- G. The **Pit Crew Coordinator** shall
1. With the chaperone volunteer coordinator, coordinate pit crew volunteers. He/she will assign duties to each volunteer.
 2. Coordinate and plan all truck rentals. He/she will have to work with the President/vice president to obtain payment for the rental.
- H. The **Colorguard Advisor** shall:
1. Assist the Colorguard Sponsor, President(s) and Band Director in coordinating Colorguard activities as needed within the confines of these bylaws.
 2. Attend Board and General Meetings.
 3. Reports during the Board and General Meetings.
 4. Acts as Head Chaperone for all Colorguard/Winterguard events.
- I. The **Director of Students Accounts** shall:
1. Coordinate bands' administrative activities.
 2. Assist the Vice Presidents in activities involved with the distribution of tickets, product, information sheets, fundraising materials, etc. to the band students.
 3. Assist the Vice Presidents in activities involved with the collection of moneys and unsold product, tickets, etc. from the band students.
 4. Be responsible for personally depositing all moneys within 5 business days after receipt.
 5. Coordinate the Collection of all moneys from students and keep records of transactions with students.
 6. Coordinate the collection of funds from students before performances or other appropriate times.
 7. Recommend, schedule, and supervise individuals to serve as Band Moms/Dads.
 8. Maintain an accurate list of students' names, grade level, account information, and contact information.
 9. Attend Board and General Meetings.
 10. Reports during the Board and General Meetings.
- J. The **Uniform Coordinator** shall:
1. Assign uniforms to students.

2. Keep records of assigned uniform items and needed repairs/alterations.
3. Assist the Band Director in ordering uniform items.
4. Ensure necessary alterations/repairs are performed in a timely manner.
5. Ensure uniforms are cleaned periodically throughout the year as specified by the Board.
6. Order shoes at beginning of Marching Season.
7. Maintain the order of the Uniform Room.
8. Attend Board and General Meetings.
9. Reports during the Board and General Meetings.

Article 5: General Meetings

Sec. 1. - A Freshman meeting will be held during band camp.

Sec. 2. - A general organizational meeting will be held prior to the start of the school year. This provides an orientation for band members. Payment of fees and a budget for that academic year will be presented.

Sec. 3. - A regular monthly meeting schedule will be determined during the first meeting of the year.

Sec. 4. - Special meetings may be called by the President(s), with consensus of the Board, providing all members are duly notified **3 days** in advance of such meetings.

Sec. 5. - Quorum - After the members have been duly notified of the time and place and their presence requested, those members present shall constitute a quorum.

Sec. 6. - Meetings may be canceled at the discretion of the President(s) or consensus of the Board.

Article 6: Board Meetings

Sec. 1. - The Executive Board shall be defined as elected officers and ex-officio (non-voting position) officers; the general board shall be defined as elected officers, appointed officers, ex-officio (non-voting) officers, and the immediate Past President (if available to serve).

Sec. 2. - Executive Board:

- A. Duties of the Executive Board shall be to transact business between organizational meetings.
- B. Transact business referred to it by the membership.
- C. Call a special session of the organization, as provided in Article 5, Sec. 4.
- D. Provide maintenance and supervision of all properties owned or operated by this organization.
- E. Approve Presidential appointments.
- F. Shall determine the agenda for organizational meetings.
- G. Approve the budget and expenditures recommended by Band Director, regular membership, committees

Sec. 3. - General Board:

- A. Duties of the General Board shall be to transact business between organizational meetings.
- B. Transact business referred to it by the membership.
- C. Recommend activities that may benefit the band or Boosters
- D. Recommend committees for activity accomplishment
- E. Assist in the coordination of activity accomplishment

Article 7: Committees

Sec. 1. – Standing Committees:

A. Band Banquet Committee:

1. It shall be made up of Board and regular members.
2. Shall make arrangements for the annual banquet to be held at the end of the school year.
3. Is responsible for reservations, invitations, programs, catering, decorations, awards, and other arrangements associated with this event.

B. The Nominating Committee:

1. It shall be made up of at least two elected members and the Band Director.
2. Is responsible for obtaining a list of candidates for recommendation for elected or appointed officer positions

C. Pageant of Bands Representatives

1. Shall be two General Board Members
2. Is responsible to serve as Manzano High School Band Representatives in the Pageant of Bands Committee
3. Is responsible for coordinating Manzano obligations for the event and to report during the Board and General Meetings

D. WinterGuard Festival Committee (Known as: the xxxx Annual Manzano WinterGuard Festival [2015 was the 16th])

1. It shall be made up of Board and regular members.
2. Shall make arrangements for the annual festival to be held in the spring of each school year.
3. Is responsible for reservations, invitations, programs, set-up, awards, and other arrangements associated with this event.

Sec. 2. – The Principal or designee shall serve as an ex-officio (non-voting) member of all committees that they see fit. For the purpose of Manzano Band activities, the Manzano Band Director shall serve as the Principal's designee.

Sec. 3. – Other Committees can be appointed by the President, upon consensus of the General Board, with guidelines established at the time of appointment.

Sec. 4 - Term of appointment shall be July 1 to June 30 for long term activity accomplishment or limited by committee establishment.

Article 8: Financial

Sec. 1. – Present a year-end financial statement to the Manzano Activities Director and Bookkeeper by July 31.

Sec. 2. – All disbursements of organization income shall be made by check with the signature of the Treasurer, or through the use of a debit card, connected to the band account. If the disbursement is greater than \$500, the Treasurer and the President or other designated elected officer will sign the check.

Sec. 3. – The Board should retain, at the end of the term, sufficient funding to cover initial expenses of the following year. The amount should not be less than \$500.

Sec. 4. – All surplus moneys (from general accounts) should be placed in the reserve fund and may be spent to assist the total band program on recommendation of the Board. All forfeited moneys from students' accounts shall be transferred to the **Students' Benevolent Account**. All moneys from this **Students' Benevolent Account** should be spent to assist hardship condition band students, for their band-related expenses only, upon recommendation of the Band Director and approval of the Board.

Sec. 5. – No part of the income of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The organization shall not participate, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501c (3) of the Internal Revenue Code of 1952 or amendment thereto.

Sec. 6. – The Band Booster Board will receive all money/payments up front before products will be delivered to the students participating in fundraising activity.

Sec. 7. – Student fundraising activity will be structured so as not to result in the Booster organization losing money.

Article 9: Parliamentary Authority

Sec. 1. – Parliamentary law shall be the official guide for the organization in all matters where these bylaws are silent. The presiding officer shall, however, retain the authority to alter the order and procedure as he/she deems appropriate.

Sec. 2. – The aforementioned bylaws shall govern this organization.

Sec. 3. – Definitions: “shall” implies an activity that **must** be carried out; “should” implies an activity that **may** be carried out.

Article 10: Amendments

Sec. 1. – These bylaws can be amended by a two-thirds vote of the General Board Members present at a regular Board Meeting. The proposal amendment must have been present in writing at the preceding regular Board Meeting.

Sec. 2. – In no case can the bylaws be amended to the point where the Manzano High School Band Boosters organization loses its status as a tax-exempt organization.

Article 11: Dissolution

In the event of dissolution of the Manzano Band Boosters, due to insufficient regular membership to continue operation, all remaining funds of the organization after expenses shall be distributed to the Manzano High School Band Program account at Manzano High School – until such time that regular membership is able to continue operation under these by-laws.