

Douglas High School Music Boosters

Bylaws

ARTICLE I

General

- Section 1 The name of this organization shall be the *Douglas High School Music Boosters*.
- Section 2 The address of the organization shall be:
- C/O Music Director(s)
1670 Highway 88
Minden, Nevada 89423
- Section 3 The purpose of this organization is to support the Douglas High School Music Department by working in cooperation with the Music Director(s), the Douglas County School District, and the students to provide financial and organizational support for its activities while adhering to a strict non-interference policy with regard to the individual Music Director(s) teaching practices or curriculum.
- Section 4 The fiscal year shall be July 1st to June 30th.
- Section 5 The term "Immediate Family" as used in these bylaws shall mean any members spouse, parent, sibling, child, grandchild, and grandparent, and persons similarly related by marriage or any other relative living in the immediate household.
- Section 6 This organization shall not merge or otherwise be combined with any other entity.

ARTICLE II

Membership

- Section 1 The membership of this booster organization shall not be limited. Any person: eighteen (18) years of age and older, out of high school, working to support the purpose stated herein is eligible for membership and voting rights.
- Section 2 Each member shall be given a copy of these bylaws at the first annual meeting of the fiscal year or when later joining, and are required to sign an agreement of compliance to be considered a member in good standing for the current fiscal year.
- Section 3 Students are invited and encouraged to attend booster organization meetings and may be requested to leave during the debate of issues.
- Section 4 A register of members in good standing shall be kept by the Secretary and provided to the Executive Board members.
- Section 5 The Executive Board may terminate a membership for reasons of malfeasance, misfeasance, or nonfeasance in relation to these bylaws, or if they feel that members conduct is not in the best interest of the booster organization or the Music Department. A majority vote of the Executive Board shall be sufficient for the termination.
- Section 6 Any terminated membership may be reinstated by appeal to the Music Director(s) or Douglas High School Administrator(s) for a resolution.

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ARTICLE III

Meetings

- Section 1 Regular meetings will normally be held monthly at a location designated by the officers.
- Section 2 Special meetings may be called by the President or by the request of any two (2) Officers to the President. Notice of these meetings shall be given to the membership by the Secretary at least five (5) days in advance. Electronic mail, phone, or written notification is acceptable.
- Section 3 Executive Board meetings may be called by the Music Director(s), President, or by the request of any three (3) members of the Executive Board to the Director(s) or President. Notice of these meetings shall be given to all Executive Board members by the Secretary at least three (3) days in advance. Electronic mail, phone, or written notification is acceptable.
- Section 4 Seven (7) members shall constitute a quorum for regular and special meetings. Of those seven (7), a minimum of three (3) members of the Executive Board shall be present.
- Section 5 Four (4) voting members of the Executive Board shall constitute a quorum for Executive Board meetings.
- Section 6 Any person chairing a meeting shall have no vote except if his or her vote will change the result of the vote.
- Section 7 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not specifically covered in these bylaws.

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ARTICLE IV Executive Board

Section 1

The Executive Board shall consist of the following members:

- a) Music Director(s) - The Music Director(s) is/are the official school representative. The Music Director(s) shall have final authority regarding all actions by the booster organization and have veto authority over all or part of any booster organization decision. The Music Director(s) may commit funds of the booster organization for expenditures not to exceed \$300.00 providing the expenditure directly supports the students or the music department. The Music Director(s) shall have no vote.
- b) Pageantry Advisor(s) - The Pageantry Advisor(s) is/are an official school district contract employee who is/are invited to participate as a full member of the Executive Board.
- c) President - The President shall: act as the executive officer of the organization, set meeting agendas, preside over meetings, and make special committee appointments. The President or his/her designee shall be an ex-officio member of all committees (except the nominating committee). The President shall work together with the Music Director(s) to coordinate all booster organization activities.
- d) Vice-President - The Vice-President shall perform the duties of the President at such times as the President is unable to serve at any booster organization function. The Vice-President shall assume chairmanship of fund raising activities.
- e) Secretary - The Secretary shall keep a record of the proceedings of the regular, special, and Executive Board meetings. The Secretary shall provide all notices to the membership. Electronic mail, phone, or written notification is acceptable.
- f) Treasurer - The Treasurer shall: account for all monetary transactions of the organization, provide a statement of financial condition to the membership at each meeting, deposit and disburse the funds of the booster organization as directed by the Executive Board, and work closely with the school accounting secretary. Funds shall be deposited to the school Music Boosters account. Financial records shall be kept in a manner approved by the Douglas County School District Financial Advisor. The Treasurer shall be informed of any deposits by other individuals to the Music Boosters account.
- g) Immediate Past President - The Past President shall serve as a non-voting member of the Executive Board. He/She shall be an advisor to the President and booster organization in general, and attend meetings of the membership and Executive Board as he/she deems necessary in order to provide continuity of operation based on past practice. If the Past President is unwilling or unable to serve in this capacity, the Music Director(s) may appoint a previous officer to fill the seat. In the event of a second term President, the Past President shall serve a second term on the Executive Board.

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ARTICLE V Officers

- Section 1 The Officers of the organization shall be the President, Vice-President, Secretary, and Treasurer.
- Section 2 Officer Candidates shall be a current member in good standing for a minimum of six (6) months prior to the April regular meeting in order to be nominated for any office.
- Section 3 Only one (1) member of any immediate family may serve as an Officer during a fiscal year.
- Section 4 The term of office shall be for one (1) fiscal year, and no more than two (2) consecutive terms in the same office.
- Section 5 Any Officer may be removed from office after two (2) consecutive regular meeting absences without just cause. A majority vote of the Executive Board is sufficient for the removal.
- Section 6 A majority vote of the Executive Board is sufficient to order the resignation of any Officer for reasons of malfeasance, misfeasance, or nonfeasance in relation to these bylaws, or if they feel that members conduct is not in the best interest of the booster organization or the Music Department.
- Section 7 Vacancies occurring in an elected office shall be selected and filled by the voting membership. The new appointee shall serve until the current term expires. A partial term shall not be considered for consecutive term limits.

ARTICLE VI Support Specialists

- Section 1 In addition to other duties, any booster organization member may serve in a supporting role as a focal point for duties not assigned in these bylaws. (Some examples may be: uniforms, newsletter, photography, pit crew, email, etc).
- Section 2 Support Specialist positions shall be appointed by the Music Director(s) or his/her designee on a volunteer basis at the beginning of the fiscal year or as needed to fill vacancies.
- Section 3 The Support Specialists will be given official email addresses on the Music Department website.

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ARTICLE VII

Voting and Elections

- Section 1 There shall be no absentee or proxy voting at any time.
- Section 2 Only two (2) votes per immediate family shall be allowed on any matter.
- Section 3 The Executive Board may vote via electronic mail when it becomes necessary to act on unfinished business between meetings. This action shall be included on the next meetings agenda.
- Section 4 Annual election of Officers shall be held during the May regular meeting. The election shall be by ballot. Support specialist positions shall not be part of this election process.
- Section 5 The Nominating Committee shall submit a slate of candidates to the membership at the April regular meeting. At this time, additional nominations will be accepted from the floor providing prior approval has been obtained from the nominee to serve in the office for which he or she is nominated. No further candidates shall be accepted.
- Section 6 A majority vote of booster members in good standing at the May regular meeting will determine who is elected for each office. Plurality votes shall not be sufficient. Therefore, in the case of three or more candidates, if no candidate gets a majority (more than 50% of ballots cast), the vote must be repeated until one does. No candidate is dropped in the re-votes unless he or she chooses to withdraw.
- Section 7 All election participants shall be members in good standing and have attended at least fifty percent (50%) of the current fiscal years booster organization meetings to cast a ballot.
- Section 8 Newly elected officers will assume their positions at the beginning of the next fiscal year.

ARTICLE VIII

Committees

- Section 1 The Nominating Committee shall:
- Be appointed in March of each year, or as needed, by the Executive Board. No candidate running for office may serve on the Nominating Committee.
 - At a minimum consist of a chairperson (who shall report to the President) and two (2) music booster members.
 - Solicit applications from interested parties. The application will include at a minimum: name, what office(s) the party is interested in, reasons for applying.
 - Determine eligibility.
 - Prepare the slate of candidates for the upcoming year.
 - Present the slate of eligible candidates to the membership at the April regular meeting.
 - Conduct the election and counting of ballots at the May regular meeting.
- Section 2 Special committees may be appointed by the Music Director(s) and/or President as deemed necessary.

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ARTICLE IX Chaperons

Section 1 Chaperon appointments shall be a coordinated effort between the President and the Music Director(s). The Music Director(s) shall have final authority. The President shall notify the selected chaperons at least one (1) week prior to any day trip and at least three (3) weeks prior to any overnight trip.

ARTICLE X Reimbursements and Liabilities

Section 1 Members of the Executive Board shall serve without compensation, but shall be entitled to reimbursement for reasonable expenses in association with supporting the Music Department. A majority vote of the Executive Board shall determine the validity of the expense.

Section 2 No Executive Board member shall be personally liable for the debts, liabilities, or obligations of this booster organization.

Section 3 A majority vote of members in good standing at any meeting shall be the final authority on booster organization funds committed by the Music Director(s). The Music Director(s) authority to commit funds may be rescinded by amendment as provided in Article XI of these bylaws. This action shall not be vetoed.

Section 4 No member shall obligate the funds of this organization without prior authorization from a majority of the Executive Board.

ARTICLE XI Amendments

Section 1 These bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present, provided the amendment has been submitted in writing for review and discussion at the previous regular or special meeting.

ARTICLE XII Dissolution of the Organization

Section 1 The Douglas High School Administrator(s) in consultation with the Music Director(s) may order the dissolution of this booster organization if at any time either party believes the booster organization is not acting in the best interest of the students, the Music Department, or the Douglas County School District.

Section 2 Upon dissolution of the booster organization, the Executive Board shall pay or make provisions for the payment of all liabilities. All uncommitted funds and/or assets shall be given to the Douglas High School Music Department to support the music programs.

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Bylaw Agreement

I have received a copy of the Douglas High School Music Boosters Bylaws dated March 4th, 2009 and agree to conduct myself in accordance with the rules set forth by this organization.

Printed Name: _____

Signature: _____

Date: _____

Fiscal Year: July 1, 20____ to June 30, 20____