

Pueblo West High School Band Boosters
By-Laws
Revised 8 May 2024

ARTICLE I: NAME

The name of this non-profit organization is PUEBLO WEST HIGH SCHOOL BANDS BOOSTER CLUB. Because of the restrictions on the activities of the Pueblo West High School Band Booster Club, the name of the organization shall not be used by any of its members in their capacities in connection with any commercial concern or partisan enterprise.

ARTICLE II: PURPOSE

The purpose of the Pueblo West High School Bands Booster Club is to promote and support the Pueblo West High School Band program in coordination with the Band Director. As financially able, our mission is as follows:

Assist in the purchase of instruments and durable equipment that will aid the Band in performance, and safe transport of equipment.

Provide chaperones, supervision and support for the students as necessary.

Recognize and reward students' contributions to the band.

Participate in the planning, fundraising and logistics of special events.

Section 1. TAX STATUS

Pueblo West High School Bands Booster Club is organized exclusively for charitable and educational purposes including the accepting and making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code.

Section 2. BENEFICIARY

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, 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 this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 3. DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed to the Pueblo West High School Bands student activity account in the trust of Pueblo West High School for one or more exempt purposes within the meaning of Non Profit status of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government or a state or local government for a public purpose. Any such assets not disposed of

shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III: MEMBERSHIP

Section 1. Qualifications:

Any parent/guardian of a currently enrolled band student at Pueblo West High School shall be considered a voting member when present at a meeting or by electronic vote upon request. Electronic votes consist of votes given through e-mail or voting in a virtual meeting setting. All meetings shall be open to anyone who wishes to attend.

All Booster members and volunteers must adhere to the District 70 policies that are covered in the Employee Acknowledgment Form located on the District 70 website at: (District70.org>Staff>Benefits & Forms>Employee Acknowledgment Form)

Pueblo West High School Band Director is considered to be a voting member as well as a member of the governing board.

Section 2. Suspension of Membership:

A member may be suspended for a period of time or expelled for cause such as a violation of the By-Laws of the organization, or for conduct prejudicial to the best interest of the organization. A statement of the charges will be communicated by phone or email to the member at least seven days before the final action is taken. Less than seven days notice may occur, but only in extenuating time-sensitive situations as determined by the Executive Committee. This statement shall be accompanied by notice of the time and place the action on the suspension or expulsion will take place. The member shall be given the opportunity to present a defense at the time and place mentioned in said notice. Suspension or expulsion shall be by two-thirds vote of membership in attendance at the meeting.

Section 3. Restriction of Activities:

Pueblo West High School Bands Booster members should not in any way participate in any political campaign on behalf of or in opposition to any candidate for public office under the Booster organization's name. Members of the organization shall function in an advisory capacity only in regard to administrative policy.

ARTICLE IV: FISCAL

The Pueblo West High School Bands Boosters is a year round organization. The fiscal year of the organization shall begin on the first day of June and end on the last day of May in each year.

Section 1. Expenditures:

All checks written on the Pueblo West Bands Booster account shall require the signature of one current officer who is registered on the bank account. President and Treasurer will be authorized to sign checks. President and Treasurer will have access to Debit Cards and only be used for pre-approved and special circumstances as indicated below.

Expenditures will be approved by a majority vote of the members and reflected in the minutes.

Special circumstance expenditures, outside of regular meeting, must be approved by two or more members of the Board. These expenditures shall be presented at the following meeting and reflected in the meeting's minutes.

Section 2. Fundraising:

All fundraising activities will be approved by a majority vote of the members at a regular meeting and in coordination with the Band Director. Any fundraising events held in which proceeds will be used for a special project will be voted on at the monthly meeting.

ARTICLE V: MEETINGS

Meetings shall be conducted under ROBERTS RULES of ORDER.

Section 1. Annual:

There shall be an annual meeting the second week of May. At this meeting there shall be an election of officers, and for receiving the annual reports of officers, committees, and the transaction of other business. Meeting date, time, and location shall be posted on the Pueblo West High School Bands Booster website.

Section 2. Regular:

Regular meetings of the organization shall be held once every month, time and day to be decided by the Board unless rescheduled due to extenuating circumstances. Meeting date, time, and location shall be posted on the Pueblo West High School Bands Booster website.

Section 3. Special Meetings:

Special meetings may be called by the President, or any three members in good standing, upon request to and approval by the Board. No business other than that specified in the notice of the meeting shall be transacted at any special meeting. Meetings will be held at Pueblo West High School unless otherwise specified and posted on the Pueblo West High School Bands Booster website.

Section 4. Attendance:

Attendance will be taken by the secretary at every meeting to maintain a record of votes and attendance numbers.

Section 5. Quorum:

A voting quorum shall consist of a majority of those who attend the meeting at least two of whom shall be officers along with the Band Director.

Section 6. Voting Requirements:

Any parent/guardian of a currently enrolled student in the Pueblo West High School Band shall be considered a voting member of the organization. Each member present will have one vote in matters to be decided by the organization. If the manner of deciding any question has not otherwise been prescribed, it shall be decided by a majority vote of the members present in the person of the member executing it. Votes will be tallied by a show of hands. All matters previously considered and duly acted upon by the membership will be considered closed, unless significant material changes have occurred.

Section 7. Proxies:

Every member of the organization entitled to vote at any SPECIAL MEETING thereof, may vote by proxy. The proxy shall be handwritten, signed, dated and delivered to a member of the Executive Board prior to the Special Meeting, in order to be counted.

ARTICLE VI: OFFICERS

The Board shall consist of a President, Vice-President, Treasurer, and Secretary. These officers shall represent the organization in all matters concerning the Booster Club. The Director for Bands at Pueblo West High School shall act in an advisory position to, and in cooperation with the Executive Committee and the membership.

Section 1. Method of Election:

Nominations for election will be submitted at the April meeting of every year. Nominees will be chosen from voting members in good standing. Elections will be held at the following meeting. The newly elected officers will assume office on June 1.

Section 2. Duties of Officers:

The duties and powers of the officers of the organization are as follows:

PRESIDENT: Responsible for conducting meetings. The President is also responsible for representing the organization at other functions as necessary, and being the direct liaison between the organization and the band director. May appoint other committees to fulfill a specific function.

VICE-PRESIDENT: Responsible for coordinating fundraising projects and establishing fundraising committees. In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

TREASURER: Responsible for accounts payable and receivable for the organization and reporting of such at regular meetings.

SECRETARY: Responsible for correspondence of the organization. Recording minutes, attendance and votes at meetings and distribution of such for regular meetings.

Note: Positions may be shared when voted on by members.

Section 3. Terms:

Each officer shall serve a term of one year, beginning on June 1st and ending on May 31st of the following year. Officers may complete their term if their child voluntarily withdraws from participation in the band program. However, if an officer's child is involuntarily removed from the band program or is expelled from the school district, the officer shall be deemed ineligible to complete their term and shall vacate their position immediately.

Section 4. Absences:

Should any officer absent himself/herself unreasonably for three consecutive meetings without sending a communication to the President or stating reasons for missing, and if his/her excuses should not be accepted by the Board his/her seat on the Board may be declared vacant, and the Board may proceed forthwith to fill the vacancy.

Section 5. Vacancies:

Vacancies in any office shall be filled by nomination and group vote at the next regular meeting or by Special Meeting.

Section 6. Transfer of Records and Property:

All records and property of Pueblo West High School Bands Booster Club, shall be transferred to the new officers within two weeks of the election or by appointment.

ARTICLE VII: COMMITTEES

Section 1. Executive Committee:

The President, Vice-Presidents, Treasurer and Secretary shall constitute the Executive Committee, also known as the Board.

Section 2. Other Committees:

Other committees may be formed as deemed necessary by the organization to fulfill a specific function. The President, with the organization’s or Board's approval, shall appoint such committees and chairs of these committees.

Section 3. Expenditures by Committees:

No committee or member of a committee may incur any debt without prior approval of the organization or the Board.

ARTICLE VIII: AMENDMENTS

Section 1. Procedure:

The By-Laws shall be reviewed each March by a committee appointed by the President. Any changes shall be presented to the organization at the April meeting and these proposals voted on at the May meeting. Any other changes shall be proposed at a regular meeting and voted on at the following meeting.

Section 2. Effective date:

Such amendment(s) shall become effective upon approval by the membership.

ARTICLE IX: CONFLICT OF INTEREST

No person may hold a Booster Club Office whereon person or employer may be compensated from purchases made from Booster Club Activities. Donations are acceptable. This conflict of interest does not include Reimbursement for pre-approved Booster expenses.

PUEBLO WEST HIGH SCHOOL BANDS BOOSTERS CLUB

BY:

PRESIDENT:

Sarah Habib

VICE PRESIDENT

Melanie Artichoker

SECRETARY:

Alison Basta

TREASURER:

Cindy Smith

THESE BY-LAWS WERE AMENDED AND APPROVED ON:

DATE: 5/8/2024