

BYLAWS of the MONARCH MUSIC BOOSTERS dba MONARCH BAND BOOSTERS 2018-2019

ARTICLE I NAME and OFFICE

1.01 Name and Location

The organization shall be the Monarch High School Music Boosters dba the Monarch Band Boosters (herein after referred to as the "Band Boosters" or "corporation"). The Band Booster's principal location is at Monarch High School, 329 Campus Drive, Louisville, CO 80027. The Band Boosters may have such other offices, either within or outside Colorado, as the Board of Directors may designate or as the business of the corporation may require from time to time and meetings of members of the Board of Directors may be held at such places as designated by the Board of Directors.

1.02 Registered Office and Agent

The registered agent and registered office of the corporation required by the Colorado Corporation Code to be maintained in Colorado shall be Andrea Haight (or current Treasurer) located at 329 Campus Dr, Louisville, CO 80027. The corporation may have such other offices, either within or outside Colorado. The registered office and the registered agent may be changed from time to time by the Board of Directors.

ARTICLE II PURPOSE

2.01 The Band Boosters is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the 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.

The purpose of the Band Boosters is to provide financial and volunteer support for the Monarch High School Band Program, which include: The Marching Band, Concert Bands, Jazz Bands, Indoor Percussion and Winter Guard. The Band Boosters will also support the Band Program Director and music education in general by:

1. Coordinating, organizing and running fundraising efforts and donation campaigns
2. Helping to provide for the needs within the Monarch Band Department, including but not limited to:
 - a. Hiring music assistants
 - b. Assisting to funding trips to music contests
 - c. Purchasing and repairing musical instruments
 - d. Purchasing music supplies

- e. Purchasing and repairing uniforms for use at games and competitions
 - f. Providing other instructional aides as deemed necessary by the Band Director and the Board of Directors and/or members
3. Supporting students in competitions and events
 4. Receiving funds, developing budgets, and managing expenses for each ensemble within the Band program.

2.02 The Monarch Band Boosters shall not directly or indirectly participate or intervene (including by publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote any part of its activities to attempt to influence legislation by propaganda or other means.

2.03 In the event of dissolution of Monarch Band Boosters, the assets of the organization shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to 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. The organization may be dissolved at the request of the Executive Board with previous notice (60 calendar days) sent via e-mail and a two-thirds vote of those present at the meeting (assuming a quorum).

ARTICLE III Membership

3.01 Active Members (voting members) are parents/guardians of students currently enrolled in the Monarch High School Band Program .

3.02 Associate Members (non-voting members) are any interested adults, eighteen years of age or older and out of high school, who do not have a child currently enrolled in the Monarch High School Band Program.

3.03 Active members may hold an office, serve as committee chairs, and assist in all other aspects of the association. Associate members may not hold an office but may serve as volunteers (unless otherwise specified in this document) and assist in all other aspects of the association.

ARTICLE IV Officers and Elections

4.01 The officers of Monarch Band Boosters shall be a President, a Vice President, a Communications Director and a Treasurer. Election of the Officers shall be held during the April general membership meeting, of the current school year. New Officers will take office during the May general membership meeting of the current school year. A term of office shall be defined as one (1) year starting at the May general membership meeting and ending at the May general membership meeting of the following year. The period between April and May will be used for transition purposes. During this period, the outgoing

officers will communicate with the incoming officers all information relating to the duties of their office. This information will include but not limited to standing rules and policies and procedures of their work as an Officer.

4.02 A person shall not be eligible to serve more than two consecutive terms in the same office unless an exception is granted by a majority of the voting members. Anyone who has served a partial term may still serve two additional consecutive terms. For continuity purposes, it is expected, but not required, that the President and the Treasurer will serve 2 consecutive terms (2 years) in their respective positions.

4.03 Two months prior to the April Band Boosters Meeting, the President will convene a nominating committee consisting of three to five Active Members from the general membership and the high school Band Director who will develop a proposed ballot of officers. The nominating committee shall communicate with the general membership in order to recruit/request participation as nominees. The nominating committee shall present their ballot of officers at the April general meeting. Additional nominations may be taken from the floor at that time and at any time prior to the April election by contacting the President or a member of the nominating committee, providing that the eligibility of the individual nominated has been established and that individual's consent secured. No person shall submit his/her own name for the presented ballot of officers, although a nominating committee member may nominate another committee member. The officers shall be voted upon at the April meeting. Each Active Member shall be entitled to one vote. If there is only one candidate for an office, the vote will be by voice vote. If two or more are nominated, elections shall be by ballot for those offices. Officers shall be sworn in at the May meeting and will then assume their official duties for a term of one year.

4.04 Only one person of any family may hold an elected office during any one school year. This does not apply to nominated positions and an elected member may also serve in a nominated position simultaneously (for example, the VP can also serve as the Jazz Band Representative).

4.05 A vacancy occurring in any office shall be filled for the unexpired term. The Executive Board will present an active member at the next regularly scheduled booster meeting to be elected by a majority vote of the voting members present. Until the office is filled, the President may appoint an active member to serve in the vacant office until it is possible to hold an election.

4.06 In the event of a vacancy in the office of President, the Vice-President shall at once secure the position and duties of the President, subject to a majority vote of the voting members present at the next meeting. At that time, the vacancy in the position of Vice-President shall be filled as per Section 4.05.

4.07 In the case of any officer who has been delinquent in his/her duties or absent for two or more consecutive regular meetings without just cause, the officer may be removed from office at any regular meeting of the Monarch Band Boosters by a majority vote of the voting members present, provided that notice of the proposed action has been given to the delinquent officer and the members.

4.08 Within 35 days after the election, the outgoing officers shall submit all records of the association to the newly elected officers. The treasurer may have extended time to close the previous year's books and transfer signatures, etc. All outgoing officers shall work with newly elected officers to assure the orderly transfer of all records, as well as providing for the continuity of the association.

4.09 No Board member shall receive compensation for any service he may render to the corporation as a Director. However, any Board member may be reimbursed for his or her actual expenses incurred in the performance of his or her duties with the approval of the Board and may be compensated as an employee or independent contractor for services rendered.

ARTICLE V Duties of Officers

5.01 The President shall:

- a) preside at all meetings of the Monarch Band Boosters
- b) prepare a written agenda for both regular and executive meetings
- c) be the chief executive officer
- d) be an ex-officio member of all committees
- e) initiate planning and coordinating of Monarch Band Booster activities with the officers and chairpersons
- f) call meetings, both general and special; shall confer on a regular basis with the high school Band Director(s)
- g) be authorized to sign checks
- h) serve as the Director of Fundraising and will oversee the chairs of the Marching Fest, Tag Day, the Peach Sale and any other special events or fundraisers.
- i) ideally serve for 2 consecutive terms (2 years) for continuity purposes
- j) maintain the Booster's Insurance/Bond and work with the treasurer to ensure payment is current
- k) work with the treasurer to ensure that Colorado Gives is current, accurate and meets appropriate deadlines, including an annual report in mid-January

5.02 The Vice President shall:

- a) assist the President
- b) discharge the duties of the President in his/her absence or disability
- c) serve in other duties in the organization as directed by the President
- d) serve as the Parent Engagement coordinator and will oversee Band Booster Socials, new/returning parent meetings, volunteer recruitment events, 8th grade student recruitment events, Moms and/or Dads Nights Outs, etc.

5.03 The Communications Director shall:

- a) report to the President
- b) record the minutes of all meetings and retain a paper copy of them for seven years

- c) provide written copies of those minutes to meeting attendees at the next regularly scheduled meeting for corrections
- d) keep the records of attendance at both executive and general meetings;
- e) have custody of all records and reports
- f) manage the Band Boosters website (with or without an appointed webmaster)
- g) perform other duties as may pertain to the office. The minutes must include specifics as to any motions and votes taken, in particular those regarding expenditure of funds
- h) conduct all delegated correspondence
- i) ensure that the non-financial aspects of the CHARMS system/database are complete and accurate (student data, parent contact info, etc)
- j) see that all officers, the superintendent, and the high school principal are provided with a copy of the Monarch Band Boosters Bylaws; and shall be responsible for notifying the membership of dates and times of scheduled meetings in as many ways possible (newsletter, email, Facebook, etc). The Band Director may appoint someone to assist the Communications Director in membership recording as well as notifications needed to be sent. By May 31st the Secretary shall retain the inventory record of all organization-owned equipment (valued over \$50.00).

5.04 The Treasurer shall report to the President shall:

- a) receive and hold all monies, securities, and any other properties of the association as may pertain to his/her office
- b) collect and keep account of all monies of Monarch Band Boosters
- c) pay out funds only as authorized by the membership
- d) ensure that the financial aspects of the CHARMS system/database are complete and accurate
- e) present a financial statement at each meeting. Since only one signature is required on checks and there are online payments, a statement of reconciliation of the checking account should be presented at each meeting. The Treasurer, co-Treasurer, and the President shall be bonded. A co-Treasurer may be designated to assist the Treasurer. The co-Treasurer, a non-voting board position, will have the ability to assist the Treasurer in any manner including, but not limited to making deposits and being a signature on negotiable instruments
- f) prepare a preliminary budget for discussion with the Executive Board, Band Director and other active members chosen by the director. The Marching Band Budget will be reviewed at the April meeting while the overall Band Program budget will be reviewed at the August meeting.
- g) have on record the approved 501(C)(3) status and tax-exempt status, as required by BVSD policy. The Treasurer shall submit all financial materials necessary from the previous fiscal year to an approved outside accountant for the preparation of for 990 "Return of Organization Exempt From Income Tax." This must be filed with the IRS before the date required by law (October 15th) unless an extension is requested. Financial documents should be retained for 7 years.
- h) ideally serve for 2 consecutive terms (2 years)
- i) be provided with an appointed Assistant Treasurer who will serve at the discretion of the Treasurer.

ARTICLE VI Executive Board

6.01 The Executive Board, comprised of the current elected officers, shall be the governing body of the Association and the President or Vice-President shall preside at all meetings of the Executive Board. The Board may request committee chairs to give monthly reports. The high school Band Director shall be ex-officio member of the Executive Board. No member may vote in more than one capacity.

6.02 The Executive Board shall have authority for all transactions and programs of the association. A majority of the Board members (3 out of 4) must be present at board meetings to constitute a quorum for the transaction of business.

6.03 Executive Board meetings, when called, will be held one hour before the general membership meetings and are open to active members upon request. Special board meetings may be held with every effort made to notify the membership of the meeting and its purpose.

6.04 The Executive Board will also serve as the Bylaws Committee, which shall be convened yearly, under the direction of the President. This committee will review the bylaws and submit a revised version of the bylaws as a substitute for the existing bylaws or a prepared statement indicating no need for a change. The requirements for adoption of the revised bylaws shall be the same as in the case of an amendment.

ARTICLE VII Standing Committees and Ensemble Representatives

7.01 The standing committee chairs shall be recruited and/or appointed by the officers, with the approval of the Band Director, as deemed necessary to promote the objectives/activities of the Monarch Band Boosters. An annual review of the standing committees shall be made with committees added or deleted as necessary. Each standing committee chair shall keep a list of job duties to be passed on to his/her successor.

7.02 Each standing committee chairperson, in conference with the President, shall appoint members of his/her committee, except as otherwise directed in the bylaws.

7.03 The chairperson of each standing committee shall be responsible for making a summary report at regular meetings. If the chairperson will be absent, he should submit such report to the President or another committee member for presentation.

7.04 The following standing committees are required. Each committee may consist of only the chairperson, unless otherwise directed by these bylaws, or more members may be added as deemed necessary by that chairperson:

- a) Fundraising Committee: Shall be chaired by the President and will oversee the coordinators for each fundraiser; shall work with the Band Director to submit a list of proposed projects to the Executive Board for approval to meet the projected expenses and monitor for adequate funding. Presentations of Fundraisers need to be approved by the Band Director in June.

- b) Marching Band Committee: Shall be chaired by the Marching Band Representative, who will report to the President, who will appoint members for each role required to properly run the fall marching band season. This committee will include but is not limited to a Chaperone Coordinator, Meal Coordinator, Facilities Coordinator, Truck Driver, Uniform Coordinator, Props coordinator. The Marching Band Rep shall work with the Director to create/manage the Band Student Handbook, the Parent Volunteer Handbook and Information for New Parents and Members.
- c) Finance and Audit Committee: Shall consist of the Treasurer (as the chair), the Assistant Treasurer, the President, and 2 other Active Members and shall perform annual internal audits of the treasurer's books before the annual year-end financial statement is finalized (fiscal year is June 1-May 31) and approved by a membership vote for the 990 form preparation; shall keep the membership informed as to the results of the internal audit.

7.05 The following standing representative positions are required, and may form an additional committee to facilitate its needs:

- Marching Band Representative
- Indoor Percussion Representative
- Color/Winter Guard Representative
- Jazz Band Representative
- Concert Band Representative
- Scrip and Gift Card Coordinator
- Online Gift Store Coordinator (VP if vacant)
- Sponsorship Coordinator/Chair

These Representatives are appointed by the Band Director prior to the May general membership meeting or soon thereafter of the current school year. Each ensemble should have an active representative over the summer to participate in planning activities of the Executive Board. A one-month transition period is recommended. During this period, the outgoing ensemble representative will communicate with the incoming representative all information relating to the duties of their position. The information will include but not limited to standing rules and policies and procedures of their work as a representative. The Band Director has the authority to change ensemble reps at his/her discretion. Additional Ensemble Representatives may be added upon the approval of the majority of the Executive Board Members. Ensemble Representative shall act as a liaison to the Director, and he/she shall provide the lead in topics pertaining solely to the respective ensemble. Each Ensemble Rep will have the following duties:

- a) Attend monthly meetings and serve as the representative for their ensemble
- b) Assist the Band Director with collection and management of student and parent/guardian contact information and ensemble communication as needed/directed by the Band Director.
- c) Coordinate the organization of, and volunteer recruitment for, all committees, events, and activities as needed/directed by the Band Director

- d) Coordinate with the Band Director regarding fundraising events, budget and ensemble financial needs in order to fully support their ensemble's budget

7.06 Standing committee chairs and ensemble representatives chairs shall provide a complete activities report at each regularly scheduled meeting or special meeting whose agenda includes discussion of the activity.

7.07 Members may chair or participate in more than one standing committee or ensemble. Officers may chair or participate in standing committees as well.

7.08 The chairpersons of standing committees shall present plans of work for the membership present at meetings. No committee work shall be undertaken without the consent of the Executive Board and/or Band Director.

7.09 The term of standing committee chairpersons and ensemble representative shall be one year or until their successors are elected or appointed.

7.10 Expenditures of standing or project committees may not exceed membership-approved budgeted amounts without prior permission of the membership.

ARTICLE VIII Disbursement of Funds

8.01 The Monarch Band Boosters' annual budget shall be initiated by the treasurer and prepared by the Executive Committee. It should be presented by the treasurer for approval and shall be voted upon by the membership in April, while the general Band Program Budget will be reviewed and voted upon in August.

8.02 At the end of the each school year, any funds not distributed should be earmarked for the uniform fund and for specific projects planned for the next school year, except \$6,000 or a suitable amount as determined by the Treasurer and approved by the membership which shall be set aside for beginning year expenses. This is required for maintaining non-profit status.

8.03 No part of Monarch Band Boosters monies shall be used to benefit private individuals, nor attempt to influence legislation or political campaigns.

8.04 The Executive Board shall accept, review, and recommend applications for the disbursement of funds to the general membership. Reasonable expenditures, in keeping with a member's office or committee responsibilities, shall be considered approved upon adoption of the annual budget. Expenses of \$500 or more, occurring between monthly meetings that are unforeseen or exceed a budgeted amount, shall only require the approval of the President, Treasurer, and Band Director. Any other expenditures not previously approved as a budget item shall require approval by a majority vote of the membership present at a general meeting.

8.05 In the event of a budget shortfall, the Treasurer shall submit a revised budget to reflect changes based upon said circumstance. The revised budget shall be voted upon for approval and will supersede any prior budgets.

8.06 If, at any time, monies raised are in excess of the yearly budget, the President, Treasurer, and Band Director shall determine and submit a plan for earmarking said funds to the general membership for their discussion, additions, and approval.

8.07 Purchases of equipment to be used by Monarch High School students or personnel must comply with school and BVSD policy.

8.08 Proceeds from all fundraising shall be expended only for the purposes approved in the budget or by a vote of the general membership.

8.09 All association monies or funds of any kind shall go through the Treasurer's books. All checks drawn against association funds shall be signed by the Treasurer, President or authorized member of the Executive Board, in the President's absence. Any cash disbursement must be backed by an invoice/receipt and/or an email submitted by the Band Director. All cash, checks, money orders or other negotiable monetary instruments made payable to the Monarch Band Boosters or other names intended to represent the association shall be deposited directly to the association's bank account(s).

8.10 No person(s) shall convert checks, money orders, cash, or other monetary instruments to cash or have such designated funds deposited in any accounts other than those held by the association.

8.11 Necessary operating funds for all projects and activities shall be withdrawn from the treasury upon submission of an approved itemized bill or, in advance, to an event chair with authorization of the Treasurer and President. All advanced monies must be accounted for by returning such advances and/or producing itemized bills [in keeping with a previously approved budget], following the event.

8.12 The fiscal (operational) year shall begin on June 1st and end the following May 31st. The tax year shall begin on January 1st and end the following December 31st.

ARTICLE IX General Membership Meetings

9.01 Regular meetings of Monarch Band Boosters shall be held on the second Wednesday of each month. The schedule may be altered as necessary at the discretion of the President and/or officers, with every effort being made to notify the membership of the meeting and its purpose, at least five days in advance.

9.02 Special meetings may be called by the President as necessary for the welfare of the association. Every effort shall be made to notify the membership of the meeting and its purpose. No other business than that stated in the notice shall be transacted at such a meeting.

9.03 Those voting members in attendance shall constitute a quorum for the transaction of business in any meeting. Approval/rejection of a motion is accomplished by a majority vote.

9.04 Regular and special meetings will follow a written agenda. Items not submitted to the President in advance may be considered for discussion, with approval of the general membership present.

9.05 Attendance shall be taken at each association meeting and retained as part of the records held by the Secretary.

9.06 Robert's Rules of Order, the most recent addition, shall govern all procedures not covered by these bylaws.

ARTICLE X Amendments

10.01 These bylaws may be amended at any regular meeting of the Monarch Band Boosters by two-thirds (2/3) vote of the voting members present, provided that notice of the proposed amendment has been given at a previous meeting.

10.02 Any active member may propose an amendment to the bylaws provided the proposal is in writing and presented to the President for consideration.

10.03 Upon approval by the membership, the newly amended bylaws shall supersede any previous bylaws of this organization.

10.04 These bylaws shall be valid and enforceable only where consistent with the aims, objectives of the association and Monarch High School.

10.05 A copy of the bylaws shall be filed with the high school principal, high school Band Director, the Monarch Band Boosters association, and anywhere else deemed necessary by Monarch High and BVSD policy.

10.06 The bylaws shall be posted on the Monarch Band Boosters' website.

Adopted _____