

Glacier Peak High School Band Booster Club CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Glacier Peak High School Band Booster Club. The Glacier Peak High School (GPHS) Band Booster club is a non-profit organization.

ARTICLE II: GOALS

The mission of the GPHS Band Booster Club is to recognize, support and be of service to the band department of Glacier Peak High School. This mission includes but is not limited to activities which support the following goals:

1. generally assist in raising funds:
 - a. for the purposes of defraying travel and accommodation costs for the Glacier Peak High School Band,
 - b. for the sponsoring of concerts, exhibitions, and competitions that said band may enter or undertake, and
 - c. for the financial assistance of all phases of the Glacier Peak High School Band program.
2. encourage community support for the Glacier Peak High School Band, and
3. provide opportunities for parental involvement in school programs.

ARTICLE III: MEMBERSHIP

- Section 1: The club shall consist of parents and supporters of the Glacier Peak High School Band students.
- Section 2: Voting members shall be entitled to vote, hold office, and participate in all activities of the organization.
- Section 3: Active members shall be entitled to vote, to hold office and to participate in all activities of the organization after attending one meeting.
- Section 4: Voting membership in this organization shall be determined by attending at least two meetings during the school year.

ARTICLE IV: OFFICERS

- Section 1: The officers of this organization shall be President(s), Vice-President(s), Secretary(ies), and Treasurer. The latter two positions may be held by the same individual(s). All of these shall be voting members in good standing and shall assume their position immediately upon being elected in the Spring of each year. The Glacier Peak High School Band Director shall be an ex-officio non-voting member of this organization.
- Section 2: All Officer positions shall be held by parents, guardians, or supporters of Glacier Peak High School students.
- Section 3: Officers shall be elected by the GPHS Band Booster Club each year by ballot for a term of one year, beginning in the Spring of each year no later than June 30th.

Approved: May 19, 2008

Glacier Peak High School Band Booster Club BY-LAWS

ARTICLE I: MEETINGS

- Section 1: The order of business at meetings may include call to order, reading of the minutes, Band Director report, report of officers, report of committees, unfinished and new business, announcements, and adjournment.
- Section 2: All meetings of the GPHS Band Booster Club shall be conducted according to Robert's Rules of order Revised.
- Section 3: Members shall be notified of regularly scheduled meetings. Members are welcome to attend officer meetings.

ARTICLE II: DUTIES OF OFFICERS

PRESIDENT (Co-Presidents)

- Section 1: The President, or Co-Presidents, shall preside at all meetings of the organization and shall appoint all committees as provided by Article VI of the GPHS Band Booster Club Constitution.
- Section 2: The President, or Co-Presidents, shall be an ex-officio voting member of all appointed committees.
- Section 3: The President, or Co-Presidents, shall have primary responsibility for maintaining and sustaining the 501c3 status within the GPHS Parent Teacher Organization and affiliated member clubs.
- Section 4: The President, or Co-Presidents, shall have primary responsibility for special projects (note: this responsibility can be delegated to others, either officers or volunteers).
- Section 5: The President, or Co-Presidents, shall have primary responsibility for coordinating with the other booster clubs and the GPHS Parent Teacher Organization.

VICE –PRESIDENT (Co-Presidents)

- Section 1: In the absence of the President(s), the Vice-President(s) shall have all the powers and prerogatives of the President.
- Section 2: The Vice-President(s) shall have primary responsibility for fund raising activities, including all related publicity.
- Section 3: The vice-president(s) shall be responsible for developing and releasing the notices for the organization's meetings.

SECRETARY(IES)

- Section 1: All resolutions and proceedings of meetings of the organization shall be entered in minute books by the secretary(ies). Minutes should be completed and distributed via email no later than 7 days after the date of a meeting
- Section 2: The secretary(ies) shall keep the record containing the history of the GPHS Band Booster Club.
- Section 3: Primary responsibility for all publicity except fund raising, including flyers, notices to newspapers, newsletters, bulletin board and reader board announcements, submitting information and updates to school district personnel responsible for web page, and similar media coverage shall belong to the secretary(ies).
- Section 4: Primary responsibility for miscellaneous correspondence related to the organization's operations such as thank you notes, greeting cards, etc. shall belong to the secretary(ies).
- Section 5: The secretary(ies) shall maintain and distribute a list of officers and advisors and their contact information.
- Section 6: The secretary(ies) shall ensure the maintenance of current information (including copies of monthly minutes) in the GPHS Band Booster Club notebook.

TREASURER:

- Section 1: The treasurer shall collect monies due the organization, maintain a current, accurate and complete set of financial records, and be responsible for running expense of all business matters.
- Section 2: The treasurer shall either participate in or verify audit of Treasurer's books from the prior year.
- Section 3: The treasurer shall deposit all monies promptly.
- Section 4: The treasurer shall prepare Treasurer's Reports (to be presented at meetings), which list the current bank account balance, all account activity for the time period, and event breakdown of expenses, income and profit/loss.
- Section 5: The "Student Fund Raising Request for Approval" shall be completed by the treasurer in advance of all fund raising activities.
- Section 6: Each year the treasurer shall provide financial information to the Glacier Peak High School Parent Teacher Organization for tax preparation.
- Section 7: The treasurer shall perform an audit of the Treasurer's books each year with two other board members.
- Section 8: The treasurer shall maintain a detailed description of financial procedures, review these procedures annually, and recommend changes as needed.
- Section 9: The treasurer shall maintain the mail box.
- Section 10: The treasurer shall file paperwork with the IRS as required.

ALL OFFICERS

- Section 1: All officers shall be familiar with the job duties of their offices as described herein.
- Section 2: All officers shall attend meetings or notify the President in advance if unable to attend.
- Section 3: Each officer shall maintain a notebook of relevant records and information. (NOTE: If the job is shared, only one officer needs to keep a notebook).

ARTICLE III: ELECTIONS

- Section 1: Nominations for each office shall be made from the floor.
- Section 2: All elections shall be by ballot. Ballots shall be cast by all voting members present.

ARTICLE IV: FINANCIAL AUDIT

The President shall appoint an ad-hoc committee to perform a financial audit of the GPHS Band Booster Club records annually. The results will be given to the newly elected Treasurer.

ARTICLE V: DISSOLUTION

In the event of dissolution of this organization, all liabilities and obligations shall be paid and the remainder shall be transferred to the Associated Student Body fund at Glacier Peak High School.

Original approval of this GPHS Band Booster Club Constitution and By-Laws occurred during the May 19, 2008 General Meeting.

Approved: May 19, 2008