

# ALLEN ORCHESTRA BOOSTER CLUB BY-LAWS

Adopted MAY 10, 2005

## ARTICLE I - NAME

The name of this organization shall be ALLEN ORCHESTRA BOOSTER CLUB.

## ARTICLE II - OBJECTIVES

The Allen Orchestra Booster Club is an independent non-profit organization, organized to support the Allen High School Orchestra program in Allen, Texas, USA, and dedicated to achieving the following objectives:

- To provide a positive environment for student's educational and artistic growth.
- To promote a closer relationship between the parents, students, and staff, in an atmosphere of mutual cooperation, support, and respect
- To encourage a high level of achievement for the Orchestra and its members.
- To provide resources, both human and financial, to support Orchestra activities.

Activities of the Club shall not conflict with University Interscholastic League rules or Allen Independent School District policy. The organization is organized for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

## ARTICLE III - METHODS

**Section 1-** The Club shall strive to achieve the objectives of the Club by assisting in logistics and providing support through projects, contributions, and membership dues.

**Section 2-** The Club shall seek neither to direct the administrative activities of the school (including the Orchestra), nor to control its policies. Compliance with University Interscholastic League (UIL) rules shall be monitored by the AISD UIL Compliance Officer.

**Section 3-** The organization shall be noncommercial, nonsectarian, and nonpartisan.

**Section 4-** The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

**Section 5-** No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

## ARTICLE IV - MEMBERSHIP AND DUES

**Section 1-** Any person who supports the objectives of the Allen Orchestra Booster Club and is willing to uphold its policies and subscribe to its by-laws may become a member upon payment of dues.

**Section 2-** The membership dues for the upcoming year shall be determined by the outgoing board and announced at the last general meeting of the current year. Membership dues will be renewable at the beginning of each school year.

## **ARTICLE V - BOARD OF DIRECTORS AND THEIR ELECTION**

**Section 1-** The Board of Directors consist of the following officers: President, two Vice Presidents, Secretary, and Treasurer. In addition there will be up to 8 additional Board members in the following positions: Communications, Volunteers, Uniforms (2), Banquet (2) Hospitality (2). There may also be 1 non-voting member of the board representing each Middle School. These offices and board members may be filled by an individual, a husband and wife team, or a team of two individuals. Any voting member of the Board of Directors must be a parent or legal guardian of a student who is a member of the Allen Eagle Orchestra.

**Section 2-** Each officer shall be a member of this organization.

**Section 3-** All officers shall be elected annually at the last general meeting of the school year.

**Section 4-** A person shall not be eligible to serve more than three consecutive full terms in the same office.

**Section 5-** The President shall appoint a Nominating Committee to present a slate of officers at the last general meeting prior to the end of the year.

**Section 6-** A vacancy occurring in any office (except the President) shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Board of Directors, due notice of such election having been given. In case a vacancy occurs in the office of President, the first Vice-President shall serve the remaining term. Should a multiple vacancy (e.g., both President and first Vice President) occur, the second Vice President shall serve the remaining term. Additional vacancies will be filled by majority vote of the remaining Board members.

**Section 7-** Any officer whose child ceases to be a member of the Orchestra program shall resign and a new officer shall be elected in accordance with Article V, Section 6 above.

**Section 8-** Officers shall assume their official duties the day *following* Allen High School Graduation Day, and shall serve for terms of one year or until their successors are elected.

## **ARTICLE VI- RESPONSIBILITIES OF OFFICERS**

**Section 1-** Board members shall miss no more than two consecutive scheduled Board meetings. Should that instance arise, the Board shall reserve the right to remove that member from office based on a two-thirds majority vote of Board members in favor of the action.

**Section 2-** Board members shall conduct themselves morally and ethically at all times in accordance with the AISD Code of Conduct.

**Section 3-** If Board members consistently fail to comply with these By-laws and Standing Rules, the Board reserves the right to remove that member from office based on a two-thirds majority vote of Board members in favor of the action.

**Section 4-** Outgoing Board members should serve as mentors to the incoming Board members. This period will begin after the elections, at the last General meeting of the year and may last until the beginning of the new fiscal year.

## **ARTICLE VII- MEETINGS AND VOTING**

**Section 1-** Regular meetings (general meetings) of the Club shall be held at least two times a year, called by the President. The first meeting shall be held as soon as practical after the commencement of the school year. Members present shall constitute a quorum for the transaction of business at any general meeting of the Club, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as Telephone Committee Activity, notification via newsletter, web page or E-mail, or letter or announcement in class. The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of the Club.

**Section 2-** The Board of Directors shall meet at least three times a year prior to General meetings during the school year and at other times as necessary. Six voting officers shall constitute a quorum for transaction of Board business. For purposes of Board voting, each position shall have one vote. Board actions shall be supported by a simple majority of the Board of Directors. If necessary, the President may poll the Board to record their vote. All Board voting shall be documented and published in the Board minutes. This will include individual votes cast, totals, and vote outcome. This universal principle applies to all methods of voting, such as (but not limited to) E-mail, phone, or face-to-face voting.

**Section 3-** Special meetings may be called by the President or members of the Board of Directors, as necessary, provided all Board members are properly notified. Notification may include phone or e-mail.

## **ARTICLE VIII- BUDGETING AND EXPENDITURE AUTHORITY**

**Section 1 -** The Board of Directors shall have authority to allocate assets of the organization in support of the stated objectives.

**Section 2-** The Treasurer shall maintain a budget, which accounts for all anticipated revenue and expenditures throughout the year.

**Section 3-** No unbudgeted expenditures shall be made without approval of the Board of Directors.

**Section 4-** The Treasurer shall have custody of all funds of the Club.

**Section 5-** Two authorized signatures shall be required on all checks. In the event that both members of a husband/wife team are authorized signers on the account, the husband/wife team shall not sign the same check.

**Section 6-** The fiscal year of this organization shall begin July 1 and end June 30.

## **ARTICLE IX - STANDING AND SPECIAL COMMITTEES**

**Section 1-** Such standing and special committees shall be created by the Board of Directors as may be deemed necessary to promote the objectives and carry on the work of the Club. All committee work shall be undertaken with the consent of the Board of Directors. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work.

**Section 2-** The President shall be an ex-officio member of all committees except the Nominating Committee.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

Section 1- Robert's Rules of Order (Revised) shall govern this Club in all cases when applicable.

## **ARTICLE XI- AMENDMENTS**

Section 1- These by-laws may be amended at any regular meeting (general meeting) of this organization by two-thirds vote of the members present and voting, providing notice of the proposed amendment shall have been given. For the purposes of this section, due notice shall be defined as notification via newsletter, web page or E-mail, written letter, or discussion at a General Meeting. A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a meeting of the Club, or by a two-thirds vote of the Board of Directors.