

# **Gilbert Fine Arts Booster Club Bylaws**

## **Article I: Name**

The name of this organization is Gilbert Fine Arts Booster Club.

## **Article II: Purpose**

Gilbert Fine Arts Booster Club shall promote, support and advocate for the enrichment of the Gilbert Community School District (GCSD) fine arts students and programs.

## **Article III: Organization**

**Section 1:** This organization shall support the needs of the GCSD fine arts programs.

**Section 2:** This organization shall be nonprofit, noncommercial, nonsectarian, and nonpartisan. All efforts are voluntary. No member, officer, or any other person associated with the organization shall receive remuneration (cash, materials or services) for time and effort expended on the organization's behalf.

**Section 3:** Membership shall be extended to any person or organization that wishes to support the organization and its purpose, and that agrees to the stipulations of the bylaws.

## **Article IV: Dissolution**

Upon the dissolution of the organization, the Board of Directors shall, after paying or making provision for payment of all liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1986, As Amended (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

## **Article V: Basic Policies**

**Section 1:** The organization shall:

1. Communicate with Gilbert fine arts teachers and staff to determine their needs and how we can best help to meet those needs.
2. Help represent fine arts priorities to Gilbert school administrators and the school board.
3. Organize volunteers as needed to support fine arts activities.
4. Solicit, receive, manage, and disburse funds to support the fine arts programs.

**Section 2:** No individual is authorized to obligate the organization in any manner, financially, or otherwise, without the prior approval of the Board.

**Section 3:** The raising of funds will be through voluntary contributions and projects developed by the Fundraising Committee or, in the absence of a Fundraising Committee, projects developed by the Board.

**Section 4:** All monetary grants or purchases of fine arts equipment by the organization will be donated to the applicable Gilbert Community School District Fine Arts Programs in compliance with School Board policy.

**Section 5:** All fundraising projects that are developed and initiated will benefit the GCSD fine arts programs and be used in a way determined by the fine arts directors and the organization.

#### **Article VI: Membership and Dues**

**Section 1:** Membership shall commence upon the first day of school and will terminate on the date before the first day of school in the following calendar year.

**Section 2:** Membership shall be extended to any person or corporation that wish to support the organization and its purpose, and who agree to the stipulations of the bylaws.

**Section 3:** All members in good standing may hold elective office and serve on committees.

**Section 4:** The membership and all rights of membership shall automatically terminate on the occurrence of any of the following causes:

- a. The voluntary resignation of a member with or without notice
- b. Where a membership is issued for a period of time, the expiration of such period of time, unless renewed in timely fashion
- c. The death of a member
- d. The dissolution of the corporation
- e. Upon a vote of the Board of Directors if the member has engaged in conduct which is contrary to the purpose of the corporation.

#### **Article VII: The Board of Directors**

**Section 1:** The Board shall be comprised of the Executive Officers.

#### **Article VIII: Executive Officers and Their Election**

**Section 1:** The executive officers of this organization shall be a

- a. President
- b. Vice-President / Membership
- c. Vice-President / Volunteers
- d. Secretary
- e. Treasurer
- f. Gilbert school representative (ex officio, appointed annually by the Gilbert school administration)

**Section 2:** These executive officers shall be nominated and elected by ballot at the June general meeting. If there is but one nominee for any office, the election for that office (or offices) may be made by voice vote.

- a. Newly elected officers will assume office effective July 1, allowing for a transition period.
- b. The term of office will be one (1) year. No limit will be placed on the number of terms any officer may serve in the same office.

### **Section 3: Vacancies**

- a. A vacancy occurring in any office or chairmanship shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Committee
- b. In case of a vacancy occurring in the office of President, the Vice President-Membership shall serve temporarily until such time as a new election is held. The President shall perform the duties of any other office until that position is filled.
- c. Any officer or chairman who is absent for two (2) consecutive meetings without notifying the President prior to the meetings, shall be replaced. Such absence shall vacate the office and the vacancy shall be filled as soon as possible by a person elected by majority vote of the remaining members of the Executive Committee.
- d. Should an Officer need to resign, he/she will notify the President at least 4 weeks in advance of their intended resignation date whenever possible.

## **Article IX: Duties of the Executive Officers**

### **Section 1: President**

- a. The President shall preside at all regular, special and executive meetings of the organization. The President shall prepare an agenda in advance of each meeting and work with the Secretary to distribute the agenda to the Board prior to each meeting.
- b. The President shall also be the official organization spokesperson. He/she shall represent the organization in dealing with school officials and the community and shall serve as a Liaison to the Program Directors.
- c. The President is a non-voting, tie-breaking member of the Board and the Executive Committee.

### **Section 2: Vice-President / Membership**

- a. The Vice-President/Membership shall preside at all meetings when the president is unable to do so.
- b. The Vice-President/Membership will be responsible for leading an annual membership drive in the late summer/early fall.
- c. The Vice-President/Membership will be responsible for maintaining a current list of contact information for members.
- d. The Vice-President/Membership will provide the Secretary with an updated membership list after each meeting. He/she will also stay in contact with the treasurer in order to track members who have paid dues.
- e. The Vice-President/Membership provides a current member count at each General Meeting.

### **Section 3: Vice-President / Volunteers**

- a. The Vice-President/Volunteers shall preside at all meetings when the President or VP-Membership is unable to do so.
- b. The Vice-President/Volunteers Committees shall oversee and organize all booster volunteer activity.

**Section 4: Secretary**

- a. The Secretary shall keep a written transcript of the proceedings of all regular, special, board, and executive meetings.
- b. The Secretary shall also present a brief summary (minutes) of the proceedings from the immediate past meeting at each new meeting. The report may be done either vocally or in print.
- c. The Secretary shall handle all correspondence received by or pertaining to the Gilbert Fine Arts Booster Club and pick up mail from the mailbox.
- d. He/she shall keep a current copy of the Bylaws and Policies documents on hand for reference at meetings.
- e. The Secretary provides updated information, approved by the President, to the members as needed, in the manner best suited to the issues (e.g. via the web site, via email, via postal mail, etc.).
- f. The Secretary shall oversee the production and distribution of material for the Gilbert Fine Arts Booster Club section of the monthly district newsletter.

**Section 5: Treasurer**

- a. The Treasurer shall maintain custody of all funds, expending money only via a check which has been authorized by the Executive Committee.
- b. The Treasurer will maintain a savings account (as needed) and checking account at a local financial institution.
- c. The Treasurer shall maintain bookkeeping records of all financial transactions.
- d. The Treasurer shall be responsible for filing all necessary local, state and/or federal tax documents, as applicable to the organization.
- e. The Treasurer shall be prepared to provide a basic financial report quarterly and provide financial statements as needed.
- f. He/she shall assist the incoming Treasurer in June with transition arrangements.
- g. The books of the Treasurer shall be audited when directed by the board.

**Section 5: Gilbert School Representative**

- a. The Gilbert School Representative shall represent the Gilbert School system and work to ensure the booster activity aligns with school priorities.
- b. The Gilbert School Representative shall maintain appropriate communication with the school administration regarding applicable booster activity.

**Article X: Meetings**

**Section 1:** Regular meetings will be held monthly on a schedule determined by the Executive Committee and published to the membership at the first meeting. Any necessary change in the meeting time or place will be announced at least three (3) business days prior to the regularly scheduled meeting. "Announcement" of such a change is taken to mean either an email

and/or a phone call/message to the members, and/or a notice posted on the organization's web site. In the case of an emergency cancellation, an announcement will be made as soon as possible. If the meeting is to be rescheduled, the three (3) business day lead time will be observed.

**Section 2:** Special meetings of the membership may be called by the Executive Committee if three (3) business days notice is given.

**Section 3:** A quorum shall be defined as a majority of the Executive Committee being present at a meeting.

**Section 4:** Members vote on amendments to the bylaws and Policies and Procedures Manual, to elect their representatives on the Executive Committee in the annual elections, and on any special votes brought forth at a general meeting. All other votes regarding the business of the organization are made on behalf of the members by the Executive Committee.

**Section 5:** All questions of parliamentary law shall be governed by ROBERT'S RULES OF ORDER NEWLY REVISED (ISBN: 0738203076).

**Article XI: Fiscal Year**

**Section 1:** The fiscal year of the organization shall begin on July 1 and conclude on June 30.

The above Constitution, By-Laws, and Standard Rules were adopted by the Gilbert Fine Arts Booster Club on \_\_\_\_\_ by:

\_\_\_\_\_  
(Mike Haverdink, President)

\_\_\_\_\_  
(Gina Gallus, Vice President / Memberships)

\_\_\_\_\_  
(Pam Vandenberg, Vice President / Volunteers)

\_\_\_\_\_  
(Ed Engle, Treasurer)

\_\_\_\_\_  
(Natalie Haverdink, Secretary)