



North Kitsap High School Band Booster Organization Bylaws

Article 1: NAME

The name of this organization is the North Kitsap High School Band Booster Organization, herein referred to as the "Boosters."

Article 2: PURPOSE and MISSION

- Section 2.1 The purpose of this organization shall be to promote, support and assist in the betterment of the North Kitsap High School (NKHS) Band.
- Section 2.2 The mission of the Band Boosters is to promote, support and assist in the betterment of the North Kitsap High School Band. The NKHS Band Boosters are involved and engaged parents in band-oriented activities; raise supplemental funds for band needs not budgeted or paid for by the school district, by means of fundraising, concessions, and special events; and cooperate and support the North Kitsap High School administrators and faculty to promote music education of band students.
- Section 2.3 North Kitsap High School Band Boosters is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Article 3: ORGANIZATION

- Section 3.1 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 3.2 Membership in the organization shall be available to any person who subscribes to the objectives and policies or organization herein. (See also Article 6: Membership).
- Section 3.3 New members may join the organization at any time.

Article 4: DISSOLUTION

In the event the NKHS Band Director and the Principal determine the Organization is unable to fulfill its purposes the band director and principal reserve the right to dissolve the North Kitsap High School Band

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Booster Organization.

Article 5: GENERAL POLICIES

- Section 5.1 The Organization shall:
- a. Promote the involvement of parents in band-oriented activities;
 - b. Provide approved supplemental funds for needs of the band that are not budgeted or paid for by NKHS or North Kitsap School District;
 - c. Cooperate with the North Kitsap High School administrators and instructors to promote the band and the education of band students. The organization may take no action which conflicts with school policy; and
 - d. Have no authority to direct a Band Director in any of his/her duties.
- Section 5.2 No individual is authorized to obligate the organization in any manner, financially, or otherwise, without the prior approval of the Executive Board.
- Section 5.3 The raising of funds will be through voluntary contributions and fundraising efforts identified, developed and implemented by the Boosters members and Executive Board. A Band Activity Fee will be collected by the Boosters annually for each enrolled band student of a reasonable amount determined by the Executive Board, and which pays for costs associated with non-classroom activities and that are paid for by Boosters. Examples of non-classroom expenses include but not limited to: band camp, competitions, football games, basketball games, parades, transportation, provided spirit wear, food, first aid, scholarships, instrument & equipment repairs/replacement, uniform cleaning and repair, clinicians, and workshops. Scholarships to the activity fee may be offered for families who request one.
- Section 5.4 All purchases of band equipment by the organization will be donated to the North Kitsap School District as directed by School Board policy.
- Section 5.5 All new members shall be furnished with a copy of the bylaws and the current organization budget.
- Section 5.6 All fundraising projects that are developed and initiated will benefit the band and be used in a way determined by the Band Director and the Organization, as reflected in the approved budget.
- Section 5.7 In the event of the dissolution of this organization, the remaining assets shall go to another private nonprofit organization, exempt within the meaning of 501(c) (3) such as the North Kitsap Education Foundation and designated for the North Kitsap High School Band.
- Section 5.8 In the context of the Organization, the Band Director shall attend and participate in

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Booster meetings, Executive Board meetings, and liaison with the President and other members of the Executive Board. The Band Director communicates priorities and needs of the band which informs the annual budget. The Band Director will provide a report at each Booster meeting; however Band Director does not vote on Booster actions.

Section 5.9 The Boosters shall keep complete books and records of accounts, and keep written minutes of its general, special and Executive Board meetings. Records will be archived electronically for seven years.

Article 6: MEMBERSHIP

Section 6.1. Any parent or guardian interested in supporting the North Kitsap High School band program and has a student currently enrolled is eligible for membership in the Boosters and may participate as voting member and Executive Board member. In the event of a vote, each family receives one vote per student currently enrolled in the band program.

Section 6.2 Any parent or guardian, alumni or interested North Kitsap School District resident who does not currently have a student enrolled in NKHS band program may participate in the Boosters as a volunteer, may serve on committees and as a Committee Chair (see Section 7.4) but cannot vote or serve as an Executive Board member. All volunteers must complete the volunteer application through the School District and be approved prior to volunteering with students.

Section 6.3 Current band students are encouraged and welcome to participate and volunteer with the Boosters at meetings and Booster sponsored activities. ASB Band Students may be Booster voting members but cannot serve as an Executive Board member.

Section 6.4 Any member of the Boosters acting against the unity and harmony of the Organization may be suspended or expelled by a two-thirds vote of the Executive Board after the following steps have been taken:

- a. The Booster President meets with the member to discuss and resolve the situation.
- b. The Executive Board meets with the member to discuss and resolve the situation.
- c. The member has the right to defend actions to the Executive Board.
- d. A member who has been suspended or expelled from the Boosters may, upon recommendation of a member and approval by two-thirds vote by the Executive Board, be reinstated after a period of at least two Booster meetings.

Article 7: OFFICERS, ELECTION and COMMITTEES

Section 7.1_ Election. Officers shall be elected by ballot by the final Booster general meeting of the school year, provided that if there is one nominee for any office, the election for that



office (or offices) may be made by voice vote. Election of officers shall be simple majority vote of all present Boosters members at the meeting. There shall be no proxy or absentee voting.

- a. Newly elected officers will assume office beginning July 1 and ending at the June 30th.
- b. The term of office will be one (1) year.
- c. An officer may hold the same office for additional one-year term(s) provided there is unanimous vote of the Executive Board, and shall be put forth to a vote of the Booster members and passed by a majority present at the meeting when the election is held.

Section 7.2 Vacancies.

- a. A vacancy of office shall be filled by appointment by the Executive Board and a majority vote of Boosters present at the next available general meeting will confirm the appointment.
- b. In case of a vacancy occurring in the office of president, the vice-president shall serve temporarily until such time as a new election is held.
- c. Any officer or chairperson who is absent for three (3) 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 the Executive Board.

Section 7.3 Executive Board. The Executive Board shall be the governing body of the Boosters. The Executive Board consists of the President, Vice President, Treasurer, and Secretary and Band Director. The Executive Board shall have additional meetings from the general membership called by the President, as necessary, to set policies and manage the business of the Boosters.

- a. The Executive Board shall prepare and submit to the membership, at the first general meeting of the school year, a Work and Fundraising Plan for the coming school year.
- b. The Executive Board shall prepare and submit the annual budget by the last general meeting of the school year for the upcoming school year.

Section 7.4 Committees.

- a. Occasionally, and upon establishment by the Executive Board, a Committee may be established as needs, special events, or for the labor distribution of tasks. Examples of Committees are, but are not limited to, Football Concessions, Fundraising, Special Events, Travel, Hospitality/Meals, Volunteer Coordinator, and Concerts.
- b. A chair may be designated for each Committee, at the discretion of the Executive Board.
- c. A Committee Chair is reportable to the President or Vice President, as designated at



the time of creation.

- d. A Committee Chair shall coordinate with the Treasurer for processing of any monies related to the respective committee activities.

Article 8: DUTIES OF OFFICERS

Section 8.1 The duties of the President include but not limited to:

- a. Preside at all regular, special and executive meetings of the organization.
- b. Liaison to the band director.
- c. Shall be the official organization spokesperson. He/she shall represent the organization in dealing with school officials.
- d. One of the authorized people who can sign checks on behalf of the Boosters.

Section 8.2 The duties of the Vice-President include but not limited to:

- a. Preside at all meetings when the president is unable to do so.
- b. Coordinate and assist with fundraising activities.
- c. Coordinate and assists with volunteers.
- d. May report at each meeting.
- e. One of the authorized people who can sign checks on behalf of the Boosters.

Section 8.3 The duties of the Secretary include but not limited to:

- a. The secretary shall keep a written transcript of the proceedings of all regular, special, and executive meetings.
- b. Shall also present a brief summary in the form of minutes of the proceedings from the immediate past meeting at each new meeting. The report shall be in writing.
- c. Shall keep a current copy of the bylaws on hand for reference at meetings.
- d. One of the authorized people who can sign checks on behalf of the Boosters.

Section 8.4 The duties of the Treasurer include but not limited to:

- a. The Treasurer shall maintain custody of all funds, expending money only by check with two authorized signers or via ACH/direct debit to a Vendor, and only if the transaction has been authorized by the North Kitsap High School Band Booster Organization.
- b. The treasurer will maintain a savings account (rainy-day fund) and checking account at a local financial institution, and will reconcile the bank statements each month.
- c. The treasurer will make deposits of all income in the proper accounts as designated in the budget and follow proper cash handling procedures.
- d. The treasurer will only reimburse funds to other members or the band director with a completed Reimbursement form and the associated receipts.
- e. The treasurer is responsible for maintaining non-profit status for the organization by filing form 990 with the Internal Revenue Service by November 15th of each year.



- f. The treasurer is responsible for maintaining business license for the organization by filing an Annual Report with the WA Secretary of State by October 31st of each year.
- g. The treasurer shall maintain Charitable Organization status through the state if Charitable Giving exceeds \$50,000 during a financial year.
- h. Reports at every meeting and provides a treasurer report (actual numbers vs budget).
- i. The books of the treasurer shall be kept using electronic bookkeeping software and shall be audited annually by an auditor or auditing committee, which, satisfied that the report is correct, shall sign a statement to that effect at the end of the report. If there is a new incoming treasurer, that person should be part of the audit process.
- j. The treasurer shall archive all records electronically for seven years.
- k. One of the authorized people who can sign checks on behalf of the Boosters.

Article 10: MEETINGS

- Section 10.1 Regular meetings will be held once a month, with dates to be established as determined by the Booster Executive Board and Band Director. Any necessary change in the meeting time or place will be announced via email, website and/or the Booster's social media account.
- Section 10.2 Special meetings of the membership may be called by the Executive Board if five (5) business days' notice is given to members.
- Section 10.3 The President shall preside over regular and special meetings and will establish the agenda. In general, the following agenda items or topics may be conducted, but final agenda is at the discretion of the President, upon consultation with the Executive Committee. Minimum meeting agenda items are: review and approval of previous meeting's minutes and treasurer's financial report.
- a. Call to Order
 - b. Review and Approval of previous meeting's minutes
 - c. Treasurer's Financial Report
 - d. Band Director's Report
 - e. President's Report
 - f. Fundraising Events
 - g. Unfinished Business
 - h. New Business
 - i. Announcements
 - j. Adjournment
- Section 10.4 A majority of the Executive Board shall constitute a quorum. Items to be voted upon, except for amendments to the bylaws, will be decided by a majority vote (one more than half).



Section 10.5 The order of business may be set aside for any meeting with a majority vote. The reading of the previous minutes may also be dispensed with majority vote.

Section 10.6 All questions of parliamentary law shall be governed by ROBERT'S RULES OF ORDER NEWLY REVISED.

Section 10.7 Under special circumstances such as a request from Band Director that cannot wait for the next meeting or an emergency issue, Executive Board voting may be done telephonically or by email and recorded at the next Executive Board or regular meeting in the minutes.

Article 11: FINANCES

Section 11.1 The fiscal year of the organization shall begin on July 1 and conclude on June 30.

Section 11.2 The financial records shall be audited during the last two weeks of the fiscal year.

Section 11.3 The auditor or audit committee shall be selected by the Executive Board.. The auditor or audit committee shall commence with the following procedures:

- a. Ensure the beginning balance in the financial records matches the ending balance of the prior year.
- b. Ensure checks are numerically accounted for in the financial records.
- c. Ensure the bank account balances are accurate and verify accuracy of treasurer's reports.
- d. Ensure that revenues have been appropriately received and recorded.
- e. Review expenditures for adequate documentation.
- f. Note any exceptions and review with treasurer for explanation. Any discrepancies shall be brought to the attention of the President in order to reach a resolution.
- g. A report of findings is to be prepared and presented to the Executive Board.

Section 11.4 The president, after consultation with the Band Director, will develop a budget in coordination with the Executive Board, to present to the general membership for approval prior to June 30th of each year.

Section 11.5 The Boosters will maintain a Discretionary Fund, amount to be set annually with the budget, but a minimum of \$800. This Fund will be used at the Band Director's discretion to pay for expenses not specifically budgeted or pre-approved by the Executive Board. All expenditures will be supported with a receipt.

Article 12: AMENDMENTS

Section 12.1 Amendments or revisions to these bylaws may be proposed at any regular meeting. The

Reviewed and Revised 5/23/2024



proposed amendments must be presented in writing to the presiding officer and read to the attendees.

Section 12.2 The proposed amendments will be voted on at the next regular meeting.

Section 12.3 Passage of any amendment requires a 2/3 approval vote of members present.

Article 13: REIMBUREMENTS REQUESTS

Section 13.1 Reimbursement requests shall be submitted to the Treasurer by use of a Reimbursement Form. The request must be approved by the Executive Board before funds are to be disbursed. All information on the form must be complete, and appropriate documentation (such as receipts or invoices) attached, before the disbursement can be approved. If the request is approved, the Treasurer will sign the form and issue the check.

Article 14: SENIOR SCHOLARSHIPS

Section 14.1 The Boosters will award annual scholarship(s) to senior band student(s) if the budget allows. The students will follow an application process established by the Executive Board in coordination with the Band Director.