

BY-LAWS

MAYDE CREEK HIGH SCHOOL ORCHESTRA BOOSTER CLUB

BY-LAWS OF Mayde Creek High School Orchestra Booster Club. A NOT-FOR-PROFIT Organization.

MISSION STATEMENT

The Mayde Creek High School Orchestra Booster Club was created to help provide extra activities, generate fundraisers, and offer caring support to the orchestra program, its director, students and parents.

ARTICLE I ORGANIZATION

1. The name of the organization shall be **Mayde Creek High School Orchestra Booster Club**.
2. The organization may at its pleasure by a vote of the membership body change its name.

ARTICLE II PURPOSES

The following are the purposes for which this organization has been organized has been organized:

To provide financial assistance to the Mayde Creek High School Orchestra in areas no longer provided for in the KISD budget. The Organization cooperates, supports and assists the Mayde Creek High School Orchestra in its projects and activities to continue and broaden their musical education and endeavors. The Organization will act within the guidelines of the policies and philosophies of the Katy Independent School District as set by its Board of Trustees and the State of Texas.

ARTICLE III MEMBERS

1. Membership in this organization shall be open to all who are adult family members of guardians of the Mayde Creek High School Orchestra students. Levels of membership available to family members, guardians or friends shall consist of:

Bronze \$15.00 per annum
Silver \$25.00 per annum
Gold \$50 per annum
Platinum \$75.00 per annum

2. Voting Membership in this organization shall consist of only those adult members who are parents or guardians of a student enrolled in the orchestra program at Mayde Creek High School.

ARTICLE IV MEETINGS

- 1. Board Meetings:** Executive Board meetings will be scheduled by the president at the discretion of the president.
- 2. Regular Meetings:** Regular meetings shall be held the 2nd Tuesday of each calendar month during the regular school year.
- 3. Special Meetings:** The president, or in the absence or incapacitation of the president, the vice-president, may call special meetings upon written request of 50% of the average number of members attending meetings of the organization. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting. Notices of special meetings shall be in writing by way of e-mail address provided by each member and/or flyer sent home with each student or by way of phone call or in person no less than 48 hours (2 days) before the meeting is to be held.
- 4. Location of Regular and Special Meetings:** All regular and special meetings will be held at the Mayde Creek High School Orchestra room, unless otherwise designated by the president, or by the vice-president in the absence or incapacitation of the president.
- 5. Quorum:** The presence of not less than 50% of the average number of members attending meetings shall constitute a quorum and shall be necessary to conduct the business of this organization.

ARTICLE V VOTING

At all meetings all votes shall be by voice or by raising of hands. However, if a parent or guardian who is unable to attend, they will be allowed to designate a proxy vote in their absence. At any regular or special meeting, if a majority so requires, any question may be voted upon by way of ballots and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. At all votes by ballot the chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as “Inspectors of Election” and who shall, at the conclusion of such balloting, certify in writing to the Chairman that results and the certified copy shall be physically affixed to the minutes of that meeting.

ARTICLE VI ORDER OF BUSINESS

1. Roll will be taken by way of written sign in.
2. Reading of the Minutes of the preceding meeting
3. Report from Treasurer
4. Reports of Committees
5. Reports of Officers
6. Old and Unfinished Business
7. New Business
8. Adjournments

ARTICLE VII OFFICERS

The initial officers of the organization shall be as follows:

President
Vice-President
Secretary
Treasurer

Term of office shall be for 1 full year starting at the first meeting in September of each school year. No officer may serve in the same position more than two (2) consecutive years.

The President shall preside at all membership meetings. He/she shall present at each meeting of the organization a report of the work of the organization. He/she shall appoint all committees, temporary or permanent. He/she shall see all books, reports and certificates required by law are properly kept or filed. He/she shall have such powers as may be reasonably construed as belonging to the chief executive or any organization.

The Vice-President shall in the event of the absence or inability of the President to exercise his/her office become acting president of the organization with all the rights, privileges and powers as if he/she had been the duly elected president.

The Secretary shall keep the minutes and records of the organization in appropriate books. It shall be his/her duty to file any certificate required by any statute, federal or state. He/she shall give and serve all notices to members of this organization, unless otherwise indicated by the president. He/she shall be the official custodian of the records of this organization. He/she shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization. He/she shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. He/she shall cause to be deposited in a regular business bank or trust company a sum not exceeding \$10,000.00 and the balance of the funds of the organization shall be deposited in a savings bank except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a non-profit organization in this state. He/she must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. He/she shall render at stated periods a written account of the finances of the organization and such report shall be physically affixed to the minutes. He/she shall exercise all duties incident to the office of Treasurer.

Election Of Officers shall take place at the April meeting. A nominating committee will be formed at the February meeting. The nominating committee will present a slate of officers at the meeting in March. Nominations from the floor will be taken at the April meeting. Elections will be held at the April meeting. No officer shall for reason of his/her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

ARTICLE VIII CHARMS

The purpose of utilizing this web based program is for information, accounting, other records keeping and communication between the Orchestra Director, executive board and parents. Members of the executive board may have access to charmsmusic.com at administrative level, as determined by the Orchestra Director, in order to update and maintain the financial and individual student records as applicable.

ARTICLE IX COMMITTEES

All committees of this organization shall be appointed by the president and their term of office shall be for a period of one year, or for the time period deemed necessary to complete their duties.

Possible committees which could be organized are:

Nomination Committee
Audit Committee
Bylaws Committee
Hospitality Committee
Fund-raising Committee
Communication Committee
Membership Committee

ARTICLE X EXPENDITURES OF FUNDS

1. A Budget Committee shall be formed after the election of officers which shall consist of outgoing and incoming officers including Presidents, Vice-Presidents, Secretaries, Treasurers and any other elected officer wishing to sit on the committee. The Orchestra Director shall also be a member of this committee. The budget committee shall prepare and present a budget to the general membership for approval at the 2nd regular meeting of the school year.

2. Expenditures not included in yearly budget and exceeding \$200.00 must be approved by the Executive Board and included in the Treasurer's Report and presented to membership at the next regular meeting.

3. Fund-Raised money collected and credited to each student's account is not refundable. Only the money paid for fees is refundable.

ARTICLE XI AMENDMENTS

1. These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 50% of the average number of members attending meetings.

2. The president shall appoint a **By-Laws Review Committee** every 2 years (in odd-numbered years) to review and update the by-laws of the organization.