

North Canyon High School Band Boosters Association dba : Rattlers Music Parent Association

IRS EIN/Tax ID: 86-1041946

Constitution & By-Laws

The last known version was dated 2012
Revised for school year 2018-2019
Revised for school year 2020-2021
No revisions needed for school year 2021-2022

Paradise Valley Unified School District
Phoenix, Arizona

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Adopted: September 6, 2001

Amendment Number 1 to Band Booster Constitution: May 2002

Amendment Number 2 to Band Booster Constitution: May 2003

Amendment Number 3 to Band Booster Constitution: April 2004

Amendment Number 4 to Band Booster Constitution: May 2011 and June 2012

Amendment Number 5 to Constitution & By-Laws: 2018/2019

Amendment Number 6 to Constitution & By-Laws 2020/2021

Attachment No. 1: Schedule of Annual Payments and other Information

Article I. Name

The Original Name of the Association, originally on file with the IRS and under which the EIN number was assigned:

North Canyon High School Band Booster Association

The Current Name, under which the organization has been doing business is:

Rattlers Music Parent Association

(hereinafter referred to as “Booster” or “the Boosters” or “Booster Association”).

- a. IRS Employer Identification Number: 86-1041946
- b. Address: P.O.Box 71625 Phoenix, AZ 85050

Article II. Purpose

The purpose of this organization shall be as follows:

- a. To support the programs and policies of the Band Director (hereinafter referred to as the “Director”) at North Canyon High School.
- b. To provide inspiration, encouragement and assistance to all members of all Bands, Orchestra, and Choir Ensembles under the leadership of the Director by providing high and spirited morale and active support of all band activities, thereby developing and sustaining a top performing instrumental music programs. “Bands” shall include: both Marching Band and Concert band, as well as Percussion.
- c. To encourage supportive relationship between parents/guardians, Student Musicians, Director and the school.
- d. To raise supplementary funds, over and above what is provided by the school and the school district, to help purchase equipment and supplies to further promote the Director’s programs and enhance and enrich the experience for all Band, Orchestra, and Choir members.
- e. This is a nonprofit organization. All work is voluntary for charity purposes, as defined in the 501(c)(3) regulations of the Internal Revenue Code, or any corresponding section of any future Federal tax code.

Article III. Membership

Section 1

- a. All parents or legal guardians of active Band, Orchestra, or Choir members are automatically considered members of the Boosters.
- b. Parents or legal guardians of former North Canyon High School Band, Orchestra, and Choir members may also submit a request to the Executive Board to volunteer as an active Booster member. The Executive Board will review the request and grant Booster membership as appropriate.
- c. Membership for the current school year may be revoked upon action by the Executive Board, after review with the Director, for offenses by a member detrimental to the NCHS Band, the Rattlers Music Parent Association, its members, the NCHS Band Director or actions that would give cause for the Band Director and/or Principal of North Canyon High School to invoke the Dissolution of Association clause granted them in the Booster Constitution & By-Laws.

Section 2

There shall be no membership fee associated with being a member of the Boosters.

Section 3

All Booster members who are continuously active in any established volunteer committee described in this Constitution & By-Laws, or as established by the Booster President, will be entitled to an official Booster membership badge which will, among other things, provide free entrance to all football games and most Band competitions. Members shall return this badge to the Booster Board at the end of active membership, or as directed by the Booster President.

Article IV. Meetings

Section 1

Regular Booster Executive Board meetings shall be held as determined by each Executive Board and the Director, once monthly, or more often if needed. A calendar may be established at the start of the year. Notification for any non-standard and/or additional regular meeting day or time shall be given to all members at least one week prior to the proposed meeting. Executive Board meetings shall be open to Booster Executive Board members and Director as well as any other Booster members as needed.

Regular General Booster meetings shall be open to all Booster members and shall be held at least once per semester, unless otherwise needed. Notification for any meeting day or time shall be given to all members at least one-two weeks prior to the proposed meeting. General Booster meetings shall be open to all Booster members, student Tri-M Council officers and active student musicians.

Section 2

- a. The President may call special business meetings at any time when needed. Special notifications will be sent to Booster members for these events.
- b. The Booster members may call for special meetings by submitting a written request to the Booster President.
- c. For any special meeting, the purpose of the meeting shall be stated in the call, and all Booster members shall be notified prior to the meeting. Only the purpose of the special meeting may be considered. All other business shall wait until the next regular General Assembly meeting.

Section 3

The Booster President shall always provide agenda time to the Director at any general meeting of Booster members to provide information, request information, or discuss anything else pertinent to the Boosters.

Section 4

In all meetings of the general membership, the Director and at least two (2) of the Executive Council officers, one of which must be the President or Vice President, shall be required to constitute a quorum for the transaction of business.

Section 5

All meetings are for the sole purpose of carrying out the objectives of the Boosters as set forth in Article II of this Constitution & By-Laws, and no member shall propose to discuss or question personnel or strategies employed by the Director in carrying out school duties.

Section 6

The President of the Boosters shall call Executive Board meetings as needed to prepare for upcoming General Booster meetings and other events.

Article V. Selection of Officers

Section 1

The Executive Board shall be comprised of the following elected officers:
President, Vice President Marching Band, Vice President Concert Band, Vice President Orchestra, Vice President Choirs, Treasurer, and Secretary.

Section 2

In April of each year, existing Board members and Director shall consider potential new members for the next year's Executive Board officers. A Request for Nominations shall be distributed to all current Booster members. A Query of Interest will be sent to potential nominees to ask for interest and ability to fulfill the role, before official nominations are made. Only parents or guardians of non-senior Band members may nominate new officers. Band members may encourage their parents or guardians to nominate any qualified Booster member. Qualified Booster members may nominate themselves.

Instructions on the Request for Nominations shall indicate that forms should be emailed directly to the current President. All nomination forms received by the specified date on the form (at least two weeks after the Request has been distributed) shall be collected and a Voting Ballot prepared based on the nominations received.

Section 3

At the beginning of May of each year, Voting Ballots shall be distributed to all Booster members who are parents or guardians of non-senior Band members. Booster members who are parents or guardians of senior Band members are considered disqualified from voting for the next year's officers, as they will generally not be Booster members the next year. The President and Secretary shall collect all ballots and tally the results.

Section 4

The President will announce the results of the election for the next year's Executive Board Officers as soon as the voting process has been completed.

Section 5

The term of office shall be one (1) year, officially commencing on July 1 and ending on June 30. Executive Board members may serve more than one term, provided they are in good standing with the Director, the school and have adhered to this Constitution & By-Laws. Between the announcement of new officers and July 1, the current Executive Board officers shall work cooperatively with the newly elected officers to aid in a smooth transition. The new Board members should be included in all Executive Board meetings for input but will remain as non-voting members until officially taking office on July 1.

Section 6

No Booster member shall hold more than one office at a time.

Section 7

In order to avoid nepotism, or the appearance of it, no Executive Council officers may be related, either directly or by marriage, or cohabitation.

Section 8

In the event an elected Executive Board officer cannot complete their term of office, the remaining Executive Board officers shall solicit the Booster membership and appoint an interim replacement. At the next available Booster Executive Board meeting, the President shall introduce the selected interim replacement, and then call for a motion and a vote from the attending membership to officially appoint a permanent replacement Executive Board officer for the remainder of the term.

Article VI. Duties of Officers

Section 1

The President shall:

- a. Preside over all General Booster meetings and Executive Board meetings as well as any other meetings and functions of the Boosters.
- b. Provide leadership and direction to the Executive Board.
- c. Appoint Committee Chairs with advice from the Executive Board and the Director.
- d. Review and update the Constitution & By-Laws. Enforce observance of the Booster Constitution & By-Laws, and Robert's Rules of Order.
- e. Ensure performance by all officers and committees.
- f. Prepare an agenda for all meetings.
- g. Signatory for contracted business.
- h. Maintain original contracts and insurance policy documents and pass them to the next President.
- i. Will act as Statutory/Regulatory Agent for the Association for any corporate entity that might be created in the State of Arizona
- j. Turn over all records, documents, and contracts to the incoming President at the end of each term.

Section 2

The Vice Presidents of Marching Band, Concert Band, Orchestra and Choirs shall:

- a. Assume the duties of the President as assigned by the President in their absence.
- b. Serve as aid to the President and assist the President when necessary.
- c. Oversee all fundraising activities and co-chair any fund-raising committees.
- d. Create and make available a calendar of all approved fund-raising events.
- e. Perform any other duties that may be assigned by the President or required by the Constitution & By-Laws.
- f. Turn over all records to the outgoing President at the end of each term for presentation to the new incoming Executive Board.

Section 3

The Treasurer shall:

- a. Assist the President, Executive Board, and Director in preparing an annual budget to be submitted to the Executive Board for approval at the beginning of each school year.
- b. Receive and deposit all funds received by the Boosters into the Booster Account.
- c. Make authorized disbursements from the Booster Account.

- d. Keep accurate records of all financial transactions.
- e. Provide a full financial report at each Executive Board meeting; an overview financial report shall be given at each General Booster meeting.
- f. Arrange for annual review of account books prior to June 30 of each year or as ordered by the President. The reviewer/bookkeeper shall be approved by the Executive Board and Director prior to use and shall not be affiliated with the Director or any standing Executive Board Officer.
- g. Provide the President with the most recent copies of all books and accounting records, and bank statements (both hard copy and electronic files) at all times. These copies shall provide “backup” in the event the Treasurer loses any files or cannot perform his/her duties.
- h. Turn over all books and records to the outgoing President at the end of each term, for presentation to the new incoming Executive Board.
- i. Taxes shall be filed each year by no later than November 30 for the fiscal year of July 1 – June 30. Paper copies of all filings and correspondence with the IRS shall be maintained in Booster files. See Attachment No. 1, attached, for additional instructions.

Section 4

The Secretary shall:

- a. Take minutes of all General Booster meetings and Executive Board meetings and distribute typewritten copies to the Executive Board. Meeting Minutes shall be available on the Booster’s google drive in Google Doc format.
- b. *(deleted)*
- c. Prepare general correspondence as requested by the President.
- d. Maintain copies of all Meeting Minutes, written correspondence and important e-mail correspondence.
- e. Prepare and distribute Booster meeting and event notices via email.
- f. Obtain parent roster information from the general membership with assistance from the Director and prepare a Booster Directory at the beginning of each school year. The Directory shall be in Google Sheets format and located on the Booster’s Google drive. Notification of the availability of the Directory shall be emailed to the Director and Booster Executive Board officers.
The entirety of the Directory information cannot be distributed to the General Booster membership. A subset of this information may be distributed, to include only the names and information for those booster members who give permission for their information to be included in a general membership directory – on an “as needed” basis.
- g. Prepare and maintain an accurate member group e-mail list.
- h. Coordinate with the President to prepare and distribute Request for Nomination forms and Voting Ballots, and to tally received information for use in selecting new Executive Board officers each year.
- i. Co-ordinate and maintain updates to the Constitution & By-Laws.
- j. Turn over all records to the outgoing President at the end of each term, for presentation to the new incoming Executive Board.

Article VII. Committees

Following is an outline for possible committees that may be needed to facilitate the mission of the Rattlers Music Parent Association. Not all sections, or committees/tasks may be needed in

any given school year. In the event that general parent involvement is low, these committees may become areas of focus for the Executive Board.

Section 1

The Fundraising Committee Co-Chairs shall:

- a. Recruit Booster members for assistance in organizing and running fundraising activities.
- b. Locate and screen various fundraising programs and present them to the Executive Board for selection and approval.
- c. Obtain approval from the Executive Board for any Booster fund expenditures prior to committing any funds.
- d. Present approved fundraising programs to the Boosters; collect and account for funds received from the fundraisers. Collected funds and proper accounting shall then be submitted to the Treasurer for deposit and proper disbursement into appropriate Booster account.

Section 2

The Concession Committee Chair shall:

- a. Recruit Booster members for assistance in setting up and running concession activities.
- b. All food and beverages to be sold as concessions shall be sealed in factory packaging.
- c. Acquire all food and beverages needed for concession sales at Home football games and any other events in which the Booster President or Director desires to sell concessions. The Chair may request advance funds from the President and Treasurer to acquire necessary concession items for sale.
- d. Set up and break down the Concession Stand for each event.
- e. Collect all funds received from concession sales and submit to the Treasurer for deposit into the general Booster account.

Section 3

The Chaperone Committee Chair shall:

- a. Recruit Booster members for chaperoning on all Band activities that require travel.

Section 4

The Uniform Committee Chair shall:

- e. Recruit Booster members for inventory, fitting/ altering/ repairing, checking out, and cleaning of all school-provided uniforms.
- f. Inventory all uniforms.
- g. Maintain accurate uniform check-out / check-in records.
- h. Repair uniforms as needed.
- i. Maintain the supply of uniforms and accessories for all Bands, Orchestra and Choirs.
 1. Concert Dress Uniforms, as provided by the school.
 2. Marching Band Uniforms, as provided by the school.
 3. Additional special accessories should be addressed and coordinated with the Director depending on the Marching show as well as concerts, performances, or events.
- j. Cleaning of uniforms: to occur prior to initial check-out to students at beginning of school year.
- k. Deliver all Marching Band uniforms to the Dry cleaners once the marching season is over, then pick them up and return to uniform closet. Obtain dry cleaning PO from school/Director to pay for cleaning service.

- l. Concert dresses and Tuxedo shirts may be washed in a regular washing machine and hung to dry. Uniform Committee member(s) should do final washing of all dresses and shirts at the end of the school year and return all clothing to uniform closet.
- m. Provide fittings and tailoring for each student musician to ensure proper uniform fit for each student.
- c. Facilitate the sizing and ordering of marching shoes and gloves and any other special accessories required for the Marching Band season. Collect all money for these items and give to Treasurer for deposit into bank account.

Section 5

The Equipment Committee Chair shall:

- a. Recruit Booster members for loading, unloading, transporting and setting up the pit, band instruments and equipment for all home games and Band/Orchestra/Choir trips (away games, competitions, etc.)
- b. Acquire and maintain equipment accessories as needed to provide necessary service.

Section 6

The Hospitality Committee Chair shall:

- a. Recruit Booster members for loading, unloading, transporting and setting up refreshments (water and snacks) at all activities, home and away, and to provide high spirit and encouragement to the students at all activities.
- b. Prepare and setup refreshments for the students in the stands where they will perform, or at designated staging areas at away competitions.
- c. Provide spirit decorations and moral support and encouragement to the students at all activities.
- d. Recruit Booster members for setting up and serving refreshments at concerts and special occasions such as banquets and picnics.
- e. Request donated "potluck" foods and acquire other refreshments as needed, and set up, serve and break down facilities for concerts, banquets and picnics, and as directed by the President.
- f. Organize entertainment for banquets and picnics as directed by the President.

Section 7

The Communications Committee Chair shall:

- a. Recruit Booster members to help with various needs at upcoming events.
- b. Prepare at least two (2) (or up to four (4)) newsletters per year for general distribution to the Boosters. Collect information from the Director and various Committees to be published in the Newsletter.
- c. Create and distribute flyers for upcoming Booster events.

Section 8

The Archivist and Social Media / Website Committee Chair shall:

- a. Maintain the Booster's website with posts and updates about the Booster's activities, events, and information.
- b. Maintain the Booster's social media outlets – Facebook, Instagram and Twitter – with posts about Booster events.
- c. Take still photos and videos of practices, events, competitions, half-time shows, etc. throughout the school year. Ask other Booster members to share their photos as well.

- d. Coordinate with Tri-M members to create a “slideshow” in Google Slides with photos representing the accomplishments of the Bands, Orchestra, and Choirs throughout the year. Slideshow to be shown at End of Year Banquet.
- e. Obtain appropriate release for photo subjects used on website or social media platforms.

Section 9

The Arts and Crafts Committee Chair shall:

- a. Recruit Booster members for making various crafts to sell at specific events to raise money for the Boosters and for creating artistic designs for shirts, posters, etc.
- b. Organize craft-making events for future sales.
- c. Prepare posters as needed for various Band/Orchestra/Choir events.

Section 10

The T-shirt Committee Chair shall:

- a. Prepare and/or solicit designs for Booster t-shirts.
- b. Present designs to the Executive Board and the Director for final selection.
- c. Make arrangements for printing selected shirt designs.
- d. Prepare order forms, oversee collection of funds for shirts, and turn over all collected funds to the Booster Treasurer for deposit into the Booster account.
- e. Maintain accurate records of all Boosters receiving new shirts.
- f. Ensure all shirt order funds are collected prior to disbursement of shirts.

Section 11

The ABODA Festival Committee Chair shall:

When the ABODA Festival is hosted by North Canyon High School, a Festival Committee shall be formed and will recruit many Booster members for running various sections necessary at ABODA festivals.

- a. Oversee and assign Booster members to head various sections such as Admission Ticket Sales, Band Registrations, Traffic Control, Equipment and Setup, Communications, Security, First Aid, Computer Score Tabulations, Concessions, Accommodations/Food for Judges, Raffle prizes/Ticket Sales, Program Preparation, Poster Preparation, T-shirt Design, etc.

Section 12

The Homecoming Committee Chair shall:

- a. Recruit Booster members to help support this event.
- b. Organize volunteer Boosters to provide water and encouragement to the Band members during Homecoming performances.
- c. Organize a tailgate dinner for the Band members (usually a pizza party) before it is time to perform at the Homecoming football game.

Article VIII. Finance

Booster funds shall be handled as follows:

Section 1

Disbursements:

- a. All Booster funds shall be spent only in direct support of the objectives stated in this Constitution & By-Laws.

- b. All disbursements over \$1,000.00 shall require at least two (2) signatures—the Treasurer and the President. For circumstances requiring disbursement of Booster funds to the Treasurer, the President and a Vice President shall sign the disbursement check. In the event the President will not be available, the President may assign signature rights to the Vice President and/or the Secretary to sign disbursement checks as needed.
- c. All disbursements shall be requested in writing for approval by the Executive Board prior to committing or spending any Booster funds. A completed disbursement request form provided by the Treasurer shall accompany all disbursement requests. For reimbursements, all receipts and a reimbursement request form shall be provided to the Treasurer prior to disbursement of funds.
- d. See the PVUSD publication: “Group, Club and Parent Organization Guidelines”, Section 8: Appendix, 8.1.: Sample – Fiscal Operations Policy Statement. This publication may be found on the School District website: www.pvschools.net
- e. In addition to the above guidelines:
 - 1. A copy of the Electronic account files for each month will be provided to the President. Prior month data files can be given to the Secretary for filing with the official monthly Booster records.

Section 2

Income:

- a. All funds collected shall be deposited in the Booster checking account under the name of Rattlers Music Parent Association.
- b. All checks or money orders must be made out in the name of Rattlers Music Parent Association or RMPA. In no case, shall any Executive Board officer accept a check or money order made out in their name.
- c. All funds deposited with the Boosters must be submitted to the Treasurer in a sealed envelope. The outside of the envelope shall indicate the name of the Booster and student, specifically what the money is for, and how much money is enclosed. If the Treasurer finds any discrepancy between the amount indicated on the envelope and the amount actually in the envelope, the Treasurer will immediately notify the Booster or student whose name is shown on the envelope.
- d. For the purpose of concession (or other) sales, between \$100-200 in small bills may be held in a locked cash box by the Treasurer. All monies in box shall be logged, reported, and recorded in order to keep proper accounting. This money shall be deposited in the Booster account by the end of the school year.
- e. See the PVUSD publication: “Group, Club and Parent Organization Guidelines”, Section 8: Appendix, 8.1.: Sample – Fiscal Operations Policy Statement. This publication may be found on the School District website: www.pvschools.net

Section 3:

Bonding and Insurance:

There will be an annual review of the Booster’s bonding and insurance by the Executive Board prior to their renewal.

- a. Bonding: The Executive Board shall obtain annual nonprofit community service organization bonding for the Booster Association as follows:
 - 1. “Fidelity Bond/Volunteers Dishonesty Coverage” in a sufficient amount to cover loss of Booster funds due to theft of money and securities by dishonest officers, volunteers or thieves.
- b. Insurance: In addition, the Executive Board shall have the option to obtain annual nonprofit community service organization insurance for the Booster Association as follows:

1. "Comprehensive General Liability Insurance" for protection against loss due to bodily injury and property damage as a result of negligence on the part of anyone in the Booster Association. Limit of coverage shall be \$1,000,000 per insured.
2. "Property Coverage" in a sufficient amount to cover loss of Booster property due to theft, fire, etc.
3. "Directors and Officers Coverage" for protection against any lawsuits brought against individual directors or officers serving as Board members and those acting upon their directives. Limit of coverage shall be \$1,000,000 per insured with a total aggregate limit of \$5,000,000.

Article IX. Scholarships

If funds are available, the Executive Board may grant scholarships to deserving students to help pay various fees or trip costs. Scholarships will be considered upon individual written application request and will be reviewed by the Executive Board and the Director on a fair and impartial basis.

Article X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Boosters in all cases in which they are applicable, and in which they are not in conflict with this Constitution & By-Laws.

Article XI. Amendment of Constitution & By-Laws

- a. Any portion of the Constitution & By-Laws may be revised, amended or repealed at any regular General Assembly meeting using established voting procedures. Prior to calling for a motion and a vote; however, the proposed change(s) must be posted such that the entire Booster membership has the opportunity to read the proposed change(s) prior to the action. Notice of the call for vote to amend the Constitution & By-Laws must be included in the posting and in the regular meeting notice.
- b. A two-thirds vote of the attending Boosters at the General Booster meeting shall be required for passage.
- c. No votes by proxy may be used to modify this Constitution & By-Laws.

Article XII. Dissolution of Association

Section 1:

This organization may be dissolved in the following manner:

- a. The Executive Board shall adopt a resolution recommending that this organization be dissolved, and direct that the question of such dissolution be submitted to a vote at a special meeting of the Booster members. Written notice indicating the date, time and purpose of such meeting shall state the advisability of dissolving this organization and shall be given to each Booster member and the Director at least thirty (30) days prior to such meeting.
- b. Approval to dissolve this organization shall require the affirmative vote of at least two-thirds of the attending Booster members.

Section 2:

The Booster Association's relationship with North Canyon High School may also be dissolved at the discretion of the Director and Principal of North Canyon High School for the following reasons:

- a. Any action by the Executive Board that is determined to be against the policies of North Canyon High School or the Paradise Valley Unified School District.
- b. Any actions that are determined to be detrimental to the Bands, Orchestra, its members, the Director, or the School community. Examples include, but are not limited to:
 1. Actions that adversely affect the educational purpose or atmosphere associated with the programs and their members.
 2. Actions designed to deliberately undermine the ability of the Director to properly perform the duties of the position.
 3. A lack of ability as demonstrated by the Executive Board to conduct the business of the Booster Association in a manner that is responsible, or that is representative of a spirit of cooperation and good will.

Section 3:

In addition, the Dissolution Clause of the IRS Tax Code shall apply: *(the portion in italics is quoted content)*

- a. *“Said organization is organized exclusively for charitable... and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.”*
- b. *“No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause set forth hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which is deductible under 170(c)(2) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.”*
- c. *“Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.”*
 1. Upon dissolution of the Booster Association, all account books and records shall be turned over to the Principal of North Canyon High School, and all remaining Booster funds shall be placed into the Band account at the school bookstore. See Article XIII. Ownership, below.

Article XIII. Ownership

Section 1

The Rattlers Music Parent Association is a 501(c)(3) non-profit organization created solely for the objectives stated in this Constitution & By-Laws. No Booster officer or member (past or present) shall, at any time, have any claim against the Booster Association or any individual Booster member, nor any interest in any funds, equipment or property that has been, or may be acquired by the Booster Association.

Section 2

Any equipment or property acquired by this Booster Association for the North Canyon High School Instrumental Music Program (Bands), while used by the Boosters, shall become the property of North Canyon High School Instrumental Music Program. In the event that the Booster Association is dissolved, or ceases to function, all accumulated funds, equipment and property shall be the property of North Canyon High School Instrumental Music Program, subject to the express condition that they be used for the purpose for which they were acquired.

Adopted: September 6, 2001

Amendment Number 1 to Band Booster Constitution: May 2002, attached

Amendment Number 2 to Band Booster Constitution: May 2003, attached

Amendment Number 3 to Band Booster Constitution: April 2004, attached

Amendment Number 4 to Band Booster Constitution: May 2011 and June 2012,
attached

Amendment Number 5 to Constitution & By-Laws: 2018/2019, attached

Amendment Number 6 to Constitution & By-Laws 2020/2021, attached

Attachment No. 1: Schedule of Annual Payments and other information

AMENDMENT NUMBER 1 TO BAND BOOSTER CONSTITUTION MAY 2002

Article IV, Meetings, Section 1:

Regular General Assembly meetings shall be held on the first Thursday of each month during the school year at 7:00 p.m. in the North Canyon High School Band Room, unless otherwise noted. Notification for any non-standard meeting day or time shall be given to all members at least two weeks prior to the proposed meeting. General Assembly meetings shall be open to all Booster members, student Band Council officers and active Band members.

Article V, Selection of Officers, Section 2:

In February of each year, the Secretary shall prepare a Request for Nominations form for the next year's Executive Council officers. This form shall be distributed to all current Booster members. Only parents or guardians of non-senior Band members may nominate new officers. Band members may encourage their parents or guardians to nominate any qualified Booster member. Qualified Booster members may nominate themselves. Instructions on the Request for Nominations shall indicate that forms should either be placed in the Band Room Safe, or handed directly to any current Executive Officer. The Secretary shall collect all nomination forms received by the specified date on the form (at least two weeks after the Request has been distributed) and prepare a Voting Ballot based on the nominations received. The Secretary shall confirm approval with each Boosters who have has been nominated to run for an Officer prior to placing their name on the Voting Ballot.

Article V, Selection of Officers, Section 3:

In March of each year, the Secretary shall distribute the Voting Ballot to all Booster members who are parents or guardians of non-senior Band members. Booster members who are parents or guardians of senior Band members are considered disqualified from voting for the next year's officers, as they will generally not be Booster members the next year. Instructions on the Voting Ballot shall indicate that all ballots be placed in the Band Room Safe by a specific date on the form (at least two weeks after the ballot has been distributed). The Secretary shall collect all ballots and tally the results.

Article VI, Duties of Officers, Section 3, Part f:

- f. Arrange for annual review of account books prior to June 30 of each year or as ordered by the President. The reviewer/bookkeeper shall be approved by the Executive Council and Band Director prior to use, and shall not be affiliated with the Band Director or any standing Executive Council Officer.

Article VI, Duties of Officers, Section 4, Part d:

- d. Prepare and distribute Booster meeting and event notices via e-mail and regular mail. Copies for mailing shall be taken to the School District Mail Center (postage is paid by the District).

Article VIII, Finance, Section 2, Part e:

- e. If a Band member deposits fundraiser monies to be used toward any band-related activity (such as the Spring Trip), and does not actually participate, the Band member may not receive reimbursement of those funds. For all Band members planning to return the following year, these fundraiser monies may be "carried over" to the following year for a future band-related activity (minus any non-refundable deposits or monies that may

be imposed by the event organizer). For all Band members not planning to return the following year (such as graduating seniors), these fundraiser monies may be transferred to a sibling's or a friend's account if desired; otherwise they shall be transferred to the General Band Booster Association.

Any personal monies deposited by the Band member or his parents or guardians for a band-related activity will be reimbursed if desired, upon written request from the Band member and parent or guardian, minus any non-refundable deposits that may be imposed by the event organizer (such as a music festival company) with whom the Boosters contract.

Only unanticipated emergencies (such as a death in the family, extreme illness, or other extreme case) will be considered for exception to the personal money reimbursement rule. An exception must be requested in writing and presented to the Executive Council for review. Final approval of any exception shall be brought to a vote of the General Membership.

Article XII, Dissolution of Association, Part a:

The Executive Council shall adopt a resolution recommending that this organization be dissolved, and direct that the question of such dissolution be submitted to a vote at a special meeting of the Booster members. Written notice indicating the date, time and purpose of such meeting shall state the advisability of dissolving this organization and shall be given to each Booster member and the Director at least thirty (30) days prior to such meeting.

AMENDMENT NUMBER 2 TO BAND BOOSTER CONSTITUTION
MAY 2003

Article IV, Meetings, Section 1:

Regular General Assembly meetings shall be held on the **second** Thursday of each month during the school year at 7:00 p.m. in the North Canyon High School Band Room, unless otherwise noted. Notification for any non-standard meeting day or time shall be given to all members at least two weeks prior to the proposed meeting. General Assembly meetings shall be open to all Booster members, student Band Council officers and active Band members.

Article V, Selection of Officers, Section 4:

The President will announce the results of the election for the next year's Executive Council Officers as soon as the voting process has been completed.

Article V, Selection of Officers, Section 5:

The term of office shall be one (1) year, officially commencing on **June 1** and ending on **May 31**. Between the announcement of new officers and **June 1**, the current Executive Council officers shall work cooperatively with the newly elected officers to aid in a smooth transition.

AMENDMENT NUMBER 3 TO BAND BOOSTER CONSTITUTION APRIL 2004

Article VIII, Finance, Section 2d:

Any fundraising monies collected by Band members to be used toward paying for **annual band expenses** shall be set aside in the student's "account", established by the Treasurer. Funds will actually reside in the Booster account, but will be earmarked for the specific student to use toward paying for **annual band expenses**.

Article VIII, Finance, Section 2e:

If a Band member deposits fundraiser monies to be used toward any band related **expense** and does not actually **incur expenses**, the Band member may not receive reimbursement of those funds. For all Band members planning to return the following year, these fundraiser monies may be "carried over" to the following year for a future band-related **expense** (minus any non-refundable deposits or monies that may be imposed by the event organizer). For all Band members not planning to return the following year (such as graduating seniors), these fundraiser monies may be transferred to a sibling's or a friend's account if desired; otherwise they shall be transferred to the General Band Booster Association funds.

Article VIII, Finance, Section 2f:

Any personal monies deposited by the Band member or his parents or guardians for a band-related activity will be reimbursed if desired, upon written request from the Band member and parent or guardian, minus any nonrefundable deposits that may be imposed by the event organizer (such as a music festival company) with whom the Boosters contract.

In the case of unanticipated emergencies (such as a death in the family, extreme illness, or other extreme case) **personal money reimbursement for non-refundable deposits will be considered**. An exception must be requested in writing and presented to the Executive **Board** for review.

Article III, Membership, Section 1c

Membership for the current school year may be revoked upon review by the Executive Board, the Band Director and the NCHS Principal for actions by a member detrimental to the NCHS Band, the NCHS Band Booster Organization, its members, the NCHS Band Director or actions that would give cause for the Band Director and/or Principal of North Canyon High School to invoke the Dissolution of Association clause granted them in the Booster Constitution and By-Laws.

AMENDMENT NUMBER 4 TO BAND BOOSTER CONSTITUTION
MAY 2011 and JUNE 2012

Major Rewrite

See Attachment No. 1: Booster Club Guideline Committee Report from PVUSD, Appendix 9:
9.1: Sample – Fiscal Operations Policy Statement dated 1/28/08

AMENDMENT NUMBER 5 TO CONSTITUTION & BY-LAWS
2018/2019

Article I. Name

The Original Name of the Association, originally on file with the IRS and under which the EIN number was assigned:

North Canyon High School Band Booster Association

The Current Name, under which the organization does business is:

Rattlers Music Parent Association

(hereinafter referred to as "Booster" or "the Boosters" or "Booster Association").

- a. *IRS Employer Identification Number: 86-1041946*
- b. *Address: P.O.Box 71625 Phoenix, AZ 85050*

Article III. Membership

Section 1

- c. *Membership for the current school year may be revoked upon action by the Executive Board, after review with the Director, for offenses by a member detrimental to the ~~music program, the NCHS Rattler Booster's Association, it's members or the Director. NCHS Band, the Rattlers Music Parent Association, its members, the NCHS Band Director or actions that would give cause for the Band Director and/or Principal of North Canyon High School to invoke the Dissolution of Association clause granted them in the Booster Constitution and By-Laws.~~*

Section 2

There shall be no membership fee associated with being a member of the Boosters. ~~As necessary, there may be Booster Fees, referred to as "My Fair Share" rendered for expenses incurred for services supporting the music programs. These fees, while paid to the 501(c)3 organization, may or may not be tax deductible. This determination should be made by each Booster member's tax advisor.~~

Section 3

All Booster members who are continuously active in any established volunteer committee described in this Constitution & By-Laws, or as established by the Booster President, will be entitled to an official Booster membership badge which will, among other things, provide free entrance to all football games and most Band competitions. Members shall return this badge to the Booster Board at the end of active membership, or as directed by the Booster President.

Article IV. Meetings

Section 1

Regular Booster ~~Executive Board~~ meetings shall be held as determined by each Executive Board and the Director, *once monthly, or more often if needed*. A calendar will be established at the start of the year. Notification for any non-standard and/or additional regular meeting day or time shall be given to all members at least ~~two~~ *one* weeks prior to the proposed meeting.

Executive Board meetings shall be open to Booster Executive Board members and Director as well as any other Booster members as needed.

Regular General Booster meetings shall be open to all Booster members and shall be held at least once per semester, unless otherwise needed. Notification for any meeting day or time shall be given to all members at least one-two weeks prior to the proposed meeting. General Booster meetings shall be open to all Booster members, student Band Council officers and active Band members.

Section 2

- a. The Booster members may call for special meetings by submitting a written request ~~from~~ *at least ten (10) members* to the Booster President.

Section 6

The President of the Boosters shall call Executive Board meetings as needed to prepare for upcoming General ~~Assembly~~ *Booster* meetings and other events.

It is recommended that regular monthly Executive Board meetings be held on the same day of the month and each month throughout the school calendar year to year to attend to Booster business.

Article V. Selection of Officers

Section 1

The Executive Board shall be comprised of the following elected officers:

President, Vice President ~~for~~ *Band Activities*, Vice President ~~for~~ *Orchestra Activities*, Treasurer, and Secretary.

Section 2

In April of each year, ~~the Secretary shall prepare a Request for Nominations form~~ *existing Board members and Director shall consider potential new members for the next year's Executive Board officers. This form* A Request for Nominations shall be distributed to all current Booster members. A Query of Interest will be sent to potential nominees to ask for interest and ability to fulfill the role, before official nominations are made.

Only parents or guardians of non-senior Band members may nominate new officers. Band members may encourage their parents or guardians to nominate any qualified Booster member. Qualified Booster members may nominate themselves.

Instructions on the Request for Nominations shall indicate that forms should *either be placed in the Band Room Safe or emailed directly to the current President. be handed directly to any current Executive Officer. The Secretary shall collect* All nomination forms received by the specified date on the form (at least two weeks after the Request has been distributed) *shall be collected* and ~~prepare~~ *a Voting Ballot prepared* based on the nominations received. ~~The Secretary shall confirm approval with each Booster who has been nominated to run for an Officer prior to placing their name on the Voting Ballot.~~

Section 3

~~In March~~ *At the beginning of May of each year, the Secretary shall distribute the* Voting Ballots shall be distributed to all Booster members who are parents or guardians of non-senior Band members. Booster members who are parents or guardians of senior Band members are

considered disqualified from voting for the next year's officers, as they will generally not be Booster members the next year. *Instructions on the Voting Ballot shall indicate that all ballots be placed in the Band Room Safe by a specific date on the form (at least two weeks after the ballot has been distributed).* The *President and* Secretary shall collect all ballots and tally the results.

Section 5

The term of office shall be one (1) year, officially commencing on July 1 and ending on June 30. *Executive Board members may serve more than one term, provided they are in good standing with the Director, the school and have adhered to these By-Laws.* Between the announcement of new officers and July 1, the current Executive Board officers shall work cooperatively with the newly elected officers to aid in a smooth transition. The new Board members should be included in all Executive Board meetings for input but will remain as non-voting members until officially taking office on July 1.

Section 8

In the event an elected Executive Board officer cannot complete their term of office, the remaining Executive Board officers shall solicit the Booster membership and appoint an interim replacement. At the next available *General Assembly-Booster Executive Board meeting*, the President shall introduce the selected interim replacement, and then call for a motion and a vote from the attending membership to officially appoint a permanent replacement Executive Board officer for the remainder of the term.

Article VI. Duties of Officers

Section 1

The President shall:

- a. Preside over all General Booster meetings and Executive Board meetings as well as any other meetings and functions of the Boosters.
- b. Provide leadership and direction to the Executive Board.
- c. Appoint Committee Chairs with advice from the Executive Board and the Director.
- d. *Review and update the Constitution & By-Laws.* Enforce observance of the Booster Constitution & By-Laws, and Robert's Rules of Order.
- e. Ensure performance by all officers and committees.
- f. Prepare an agenda for all meetings.
- g. Signatory for contracted business.
- h. Maintain original contracts and insurance policy documents and pass them to the next President.
- i. Will act as *Statutory/Regulatory Agent* for the Association for any corporate entity that might be created in the State of Arizona
- j. Turn over all records, documents, and contracts to the incoming President at the end of each term.

Section 3

The Treasurer shall:

- a. Assist the President, Executive Board, and Director in preparing an annual budget to be submitted to the *general membership Executive Board* for approval at the beginning of each school year.

- e. Provide a *full* financial report at each *Executive Council meeting; an overview financial report shall be given at each* General *Assembly Booster* meeting.
- f. Arrange for annual review of account books prior to June 30 of each year or as ordered by the President. The reviewer/bookkeeper shall be approved by the Executive Council and Band Director prior to use and shall not be affiliated with the Band Director or any standing Executive Council Officer.
- i. Taxes shall be filed each year by June 30 (but no later than November 30) for the fiscal year of July 1 – June 30. Paper copies of all filings and correspondence with the IRS shall be maintained in Booster files. See Attachment No. 3: Instructions for Filing Taxes, attached, for additional instructions.*

Section 4

The Secretary shall:

- a. Take minutes of all General *Assembly Booster meeting* and Executive Board meetings and ~~submit the minutes for approval at the next meeting~~ *distribute typewritten copies to the Executive Board. Meeting Minutes shall be available on the Booster’s google drive in Google Doc format.*
- ~~b. Provide the minutes to the President for distribution to the Executive Board at the next meeting.~~
- c. Prepare general correspondence as requested by the President.
- d. Maintain copies of all Meeting Minutes, written correspondence and important e-mail correspondence.
- e. Prepare and distribute Booster meeting and event notices via email ~~and regular mail.~~
- f. Obtain parent roster information from the general membership with assistance from the Band Director and prepare a Booster Directory at the beginning of each school year. ~~The Directory shall be printed or electronically distributed to the Director and Booster Executive Board officers. The Directory shall be in Google Sheets format and located on the Booster’s Google drive. Notification of the availability of the Directory shall be emailed to the Director and Booster Executive Board officers.~~ .
The entirety of the Directory information cannot be distributed to the General Booster membership. A subset of this information may be distributed, to include only the names and information for those booster members who give permission for their information to be included in a general membership directory – *on an “as needed” basis.*
- g. Prepare and maintain an accurate member group e-mail list.
- h. *Coordinate with the President to* prepare and distribute Request for Nomination forms and Voting Ballots, and tally received information for use in selecting new Executive Board officers each year.
- i. *Co-ordinate and* maintain updates to the Constitution & By-Laws.

Article VII. Committees

The Executive Board may create committees each year to assist with the running of the organization. The following are a list of potentially useful committees and their responsibilities that have been utilized in the past by the Executive Board.

Following is an outline for possible committees that may be needed to facilitate the mission of the Rattlers Music Parent Association. Not all sections, or committees/tasks may be needed in any given school year. In the event that general parent involvement is low, these committees may become areas of focus for the Executive Board.

Section 1

The Fundraising Committee Co-Chairs shall:

- a. Recruit Booster members for assistance in organizing and running fundraising activities.
- b. Locate and screen various fundraising programs and present them to the ~~Vice President (co-chair) and~~ Executive Board for selection and approval.
- c. Obtain approval from the Executive Board for any Booster fund expenditures prior to committing any funds.
- d. Present approved fundraising programs to the Boosters ~~and Band members, and~~; collect and account for funds received from the fundraisers. Collected funds and proper accounting shall then be submitted to the Treasurer, within 72 hours, ~~for deposit and proper disbursement into appropriate Booster accounts.~~

Section 2

The Concession Committee Chair shall:

- ~~b. Ensure appropriate food permits and food handler licenses are in place for the operation of each concession. All food and beverages to be sold as concessions shall be sealed in factory packaging.~~
- c. Acquire all food and beverages needed for concession sales at ~~Home football games and any other~~ events in which the Booster President or Director desires to sell concessions. The Chair may request advance funds from the President and Treasurer to acquire necessary concession items for sale.

Section 3

The Chaperone Committee Chair shall:

- a. Recruit Booster members for chaperoning on all Band activities that require travel.
- ~~b. Schedule and notify chaperones in advance when needed for travel in conjunction with Director.~~
- ~~c. Provide rules and guidelines for conduct for chaperones and students when travelling.~~

Section 4

The Uniform Committee Chair shall:

- a. Recruit Booster members for inventory, fitting/ altering/ repairing, checking out, and cleaning of all school-provided uniforms.
- b. Inventory all uniforms.
- c. Maintain accurate uniform check-out / check-in records.
- d. Repair uniforms as needed.
- e. Maintain the supply of uniforms and accessories for all Bands as well as Orchestra.
 1. Concert Dress Uniforms, as provided by the school.
 2. Marching Band Uniforms, as provided by the school.
 3. Additional special accessories should be addressed and coordinated with the Director depending on the Marching show as well as concerts, performances, or events.
- f. Cleaning of uniforms: to occur prior to initial check-out to students at beginning of school year.
- g. Deliver all Marching Band uniforms to the Dry cleaners once the marching season is over, then pick them up and return to uniform closet. Obtain dry cleaning PO from school/Director to pay for cleaning service.

- h. Concert dresses and Tuxedo shirts may be washed in a regular washing machine and hung to dry. Uniform Committee member(s) should do final washing of all dresses and shirts at the end of the school year and return all clothing to uniform closet.
- i. Provide fittings and tailoring for each Band member to ensure proper uniform fit for each student.
- j. Facilitate the sizing and ordering of marching shoes and gloves and any other special accessories required for the Marching Band season. Collect all money for these items and give to Treasurer for deposit into bank account.

Section 5

The Equipment Committee Chair shall:

- ~~b. Make arrangements for truck rental as necessary to transport equipment to away functions.~~

Section 7

~~The Newsletter Committee Chair shall:~~ The Communications Committee Chair shall:

- a. Recruit Booster members to help with various needs at upcoming events. Prepare at least two (2) (preferably four (4) or more) newsletters per year for general distribution to the Boosters.
- b. Prepare at least two (2) (or up to four (4)) newsletters per year for general distribution to the Boosters. Collect information from the Director and various Committee Chairs to be published in the Newsletter.
- e. Create and distribute flyers for upcoming Booster fundraising events. Print copies and distribute approved Newsletter to Boosters. The Booster Secretary will provide mailing labels to the Newsletter committee for distribution.

Section 8

The Archivist and ~~Web Manager~~ Social Media/Website Committee Chair shall:

- a. ~~Create and maintain a Booster website for only Booster events and information. Maintain the Booster's website with posts and updates about the Booster's activities, events, and information.~~
- b. ~~Take still photos of events, competitions, half-time shows, etc. throughout the school year. Maintain the Booster's social media outlets – Facebook, Instagram and Twitter – with posts about Booster events.~~
- c. ~~Create a photo slideshow of the year's activities for the spring banquet. Take still photos and videos of practices, events, competitions, half-time shows, etc. throughout the school year. Ask other Booster members to share their photos as well.~~
- d. ~~Obtain appropriate release for photo subjects. Create a "slideshow" in Google Slides with photos representing the accomplishments of the Bands and Orchestra throughout the year. Slideshow to be shown at End of Year Banquet.~~
- e. Obtain appropriate release for photo subjects.

Section 9 (re-instated section from 2004 Constitution & By-Laws)

The Arts and Crafts Committee...

Section 10 (re-instated section from 2004 Constitution & By-Laws)

The T-shirt Committee...

Section 11 (re-instated section from 2004 Constitution & By-Laws)

The ABODA Festival Committee...

Section 12 (re-instated section from 2004 Constitution & By-Laws)
The Homecoming Committee ...

Article VIII. Finance

Booster funds shall be handled as follows:

Section 1

Disbursements

- d. See the PVUSD publication: "Group, Club and Parent Organization Guidelines", Section 8: Appendix, 8.1.: Sample – Fiscal Operations Policy Statement. This publication may be found on the School District website: www.pvschools.net
- e. In addition to the above guidelines:
 1. A copy of the Electronic account files for each month will be provided to the President. Prior month data files can be given to the Secretary for filing with the official monthly Booster records.

Section 2

Income:

- a. All funds collected shall be deposited in the appropriate Booster checking or savings accounts under the name of ~~NCHS Rattler Boosters' Association~~ ~~Rattlers Music Parent Association~~.
- b. All checks or money orders must be made out in the name of ~~NCHS Rattler Music Booster Association~~ ~~Rattlers Music Parent Association~~ or RMPA. In no case, shall any Executive Board officer accept a check or money order made out in their name.
- c. All funds deposited with the Boosters must be submitted to the Treasurer in a sealed ~~deposit~~ envelope. The outside of the envelope shall indicate the name of the Booster and student, specifically what the money is for; and how much money is enclosed. If the Treasurer finds any discrepancy between the amount indicated on the envelope and the amount actually in the envelope, the Treasurer will immediately notify the Booster whose name is shown on the envelope.
- d. ~~Any fundraising monies collected by students to be used toward paying annual student expenses shall be set aside in the student's "account", established by the Treasurer. Funds will actually reside in the Booster account but will be earmarked for the specific student to use toward paying annual band expenses. For the purpose of concession (or other) sales, between \$100-200 in small bills may be held in a locked cash box by the Treasurer. All monies in box shall be logged, reported and recorded in order to keep proper accounting. This money shall be deposited in the Booster's account by the end of the school year.~~
- e. ~~If a student deposits fundraiser monies to be used toward any band-related expense, and does not actually incur expenses, the student may not receive reimbursement of those funds. For all students planning to return the following year, these fundraiser monies may be "carried over" to the following year for a future band-related expense (minus any non-refundable deposits or monies that may be imposed by the event organizer). For all students not planning to return the following year (such as graduating seniors), these fundraiser monies may be transferred to a sibling's account if desired; otherwise they shall be transferred to the General Boosters' Association funds. See the PVUSD publication: "Group, Club and Parent Organization Guidelines", Section 8;~~

Appendix, 8.1.: Sample – Fiscal Operations Policy Statement. This publication may be found on the School District website: www.pvschools.net

~~f. Any personal monies deposited for a program-related activity will be reimbursed if desired, upon written request minus any non-refundable deposits that may be imposed by the event organizer (such as a music festival company) with whom the Boosters contract. In the case of unanticipated emergencies (such as a death in the family, extreme illness, or other extreme case) personal money reimbursement for non-refundable deposits will be considered. An exception must be requested in writing and presented to the Executive Board for review.~~

Section 3:

Bonding and Insurance:

There will be an annual review of the **Booster's organization's** bonding and insurance by the Executive Board prior to their renewal.

- a. **Bonding:** The Executive Council shall obtain annual nonprofit community service organization bonding for the Booster Association as follows:
- b. **Insurance:** In addition, the Executive Council shall have the option to obtain annual nonprofit community service organization insurance for the Booster Association as follows:

Article X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Boosters in all cases in which they are applicable, and in which they are not in conflict with this **Constitution & By-Laws**.

Article XI. Amendment of Constitution & By-Laws

- a. Any portion of the **Constitution & By-Laws** may be revised, amended or repealed at any regular General Assembly meeting using established voting procedures. Prior to calling for a motion and a vote; however, the proposed change(s) must be posted such that the entire Booster membership has the opportunity to read the proposed change(s) **at least one month** prior to the action. Notice of the call for vote to amend the **Constitution & By-Laws** must be included in the posting and in the regular meeting notice.

Article XII. Dissolution of Association

Section 1:

This organization may be dissolved in the following manner:

- a. The Executive Board shall adopt a resolution recommending that this organization be dissolved, and direct that the question of such dissolution be submitted to a vote at a special meeting of the Booster members. Written notice indicating the date, time and purpose of such meeting shall state the advisability of dissolving this organization and shall be given to each Booster member and the Director at least thirty (30) days prior to such meeting.
- b. Approval to dissolve this organization shall require the affirmative vote of at least two-thirds of the attending Booster members.

~~Upon dissolution of the Booster Association, all account books and records shall be turned over to the Principal of North Canyon High School, and all remaining Booster funds shall be placed into the Band account at the school bookstore.~~

Section 2:

The Booster Association's relationship with North Canyon High School may also be dissolved at the discretion of the Director and Principal of North Canyon High School for the following reasons:

- a. Any action by the Executive Board that is determined to be against the policies of North Canyon High School or the Paradise Valley Unified School District.
- b. Any actions that are determined to be detrimental to the Bands, Orchestra, its members, the Director, or the School community. Examples include, but are not limited to:
 1. Actions that adversely affect the educational purpose or atmosphere associated with the programs and their members.
 2. Actions designed to deliberately undermine the ability of the Director to properly perform the duties of the position.
 3. A lack of ability as demonstrated by the Executive Board to conduct the business of the Booster Association in a manner that is responsible, or that is representative of a spirit of cooperation and good will.

Section 3:

In addition, the Dissolution Clause of the IRS Tax Code shall apply: (the portion in italics is quoted content)

- a. *"Said organization is organized exclusively for charitable... and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code."*
- b. *"No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause set forth hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which is deductible under 170(c)(2) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code."*
- c. *"Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes."*
 1. *Upon dissolution of the Booster Association, all account books and records shall be turned over to the Principal of North Canyon High School, and all remaining Booster*

funds shall be placed into the Band account at the school bookstore. See Article XIII. Ownership, below.

Upon dissolution of the **Booster** Association, all account books and records shall be turned over to the Principal of North Canyon High School, and all remaining Booster funds shall be placed into the Band account at the school bookstore.

The Booster Association's relationship with North Canyon High School may also be dissolved at the discretion of the **Music Director and Principal of North Canyon High School** for the following reasons:

Article XIII. Ownership

Section 1

The ~~NCHS Rattler Boosters'~~ **Rattlers Music Parent** Association is a 501(c)3 non-profit organization created solely for the objectives stated in this **Constitution & By-Laws**. No Booster officer or member (past or present) shall, at any time, have any claim against the Booster Association or any individual Booster member, nor any interest in any funds, equipment or property that has been, or may be acquired by the Booster Association.

Section 2

Any equipment or property acquired by this Booster Association for the North Canyon High School ~~Music Department~~ **Instrumental Music Program (Bands), while used by the Boosters,** shall become the property of North Canyon High School **Instrumental Music Program**. In the event that the Booster Association is dissolved, or ceases to function, all accumulated funds, equipment and property shall be the property of North Canyon High School **Instrumental Music Program**, subject to the express condition that they be used for the purpose for which they were acquired.

Adopted: September 6, 2001

~~Amended: May 31, 2002 (Amendment No. 1, See Attachment)~~

~~Amended: May 8, 2003 (Amendment No. 2, See Attachment)~~

~~Amended: April 8, 2004 (Amendment No. 3, See Attachment)~~

Amendment Number 1 to Band Booster Constitution: May 2002

Amendment Number 2 to Band Booster Constitution: May 2003, attached

Amendment Number 3 to Band Booster Constitution: April 2004, attached

Amendment Number 4 to Band Booster Constitution: May 2011 and June 2012, attached

Amendment Number 5 to Constitution & By-Laws: 2018/2019, attached

Attachment No. 1: Schedule of Annual Payments and other Information

AMENDMENT NUMBER 6 TO CONSTITUTION & BY-LAWS 2020/2021

Article II. Purpose

The purpose of this organization shall be as follows:

- a. To support the programs and policies of the Band Director (hereinafter referred to as the "Director") at North Canyon High School.
- b. To provide inspiration, encouragement and assistance to all members of all Bands ~~and~~ Orchestra, ~~and~~ *Choir Ensembles* under the leadership of the Director by providing high and spirited morale and active support of all band activities, thereby developing and sustaining a top performing instrumental music programs. "Bands" shall include: both Marching Band and Concert band, as well as Percussion.
- c. To encourage supportive relationship between ~~Band~~ parents/*guardians, Student Musicians, Band Members*, Director and the school.
- d. To raise supplementary funds, over and above what is provided by the school and the school district, to help purchase equipment and supplies to further promote the Director's programs and enhance and enrich the experience for all Band ~~and~~ Orchestra, ~~and~~ *Choir* members.

Article III. Membership

Section 1

- a. All parents or legal guardians of active Band ~~or~~ Orchestra, ~~or~~ *Choir* members are automatically considered members of the Boosters.
- b. Parents or legal guardians of former North Canyon High School Band, ~~and~~ Orchestra, ~~and~~ *Choir* members may also submit a request to the Executive Board to volunteer as an active Booster member. The Executive Board will review the request and grant Booster membership as appropriate.

Article IV. Meetings

Section 1

Regular Booster Executive Board meetings shall be held as determined by each Executive Board and the Director, once monthly, or more often if needed. A calendar may be established at the start of the year. Notification for any non-standard and/or additional regular meeting day or time shall be given to all members at least one week prior to the proposed meeting.

Executive Board meetings shall be open to Booster Executive Board members and Director as well as any other Booster members as needed.

Regular General Booster meetings shall be open to all Booster members and shall be held at least once per semester, unless otherwise needed. Notification for any meeting day or time shall be given to all members at least one-two weeks prior to the proposed meeting. General Booster meetings shall be open to all Booster members, *student Band Council officers and active Band members student Tri-M Council officers and active student musicians.*

Article V. Selection of Officers

Section 1

The Executive Board shall be comprised of the following elected officers:

President, Vice President ~~Band Marching Band~~, ~~Vice President Concert Band~~, Vice President Orchestra, ~~Vice President Choirs~~, Treasurer, and Secretary.

Article VI. Duties of Officers

Section 2

The Vice Presidents of ~~Band Marching Band, Concert Band, and Orchestra, and Choirs~~ shall:

Section 3

The Treasurer shall:

- i. Taxes shall be filed each year by ~~June 30 (but~~ no later than November 30) for the fiscal year of July 1 – June 30. Paper copies of all filings and correspondence with the IRS shall be maintained in Booster files. See Attachment No. 1, attached, for additional instructions.

Article VII. Committees

Section 4

The Uniform Committee Chair shall:

- e. Maintain the supply of uniforms and accessories for all Bands, ~~as well as~~ Orchestra, ~~and Choirs~~.
 4. Concert Dress Uniforms, as provided by the school.
 5. Marching Band Uniforms, as provided by the school.
 6. Additional special accessories should be addressed and coordinated with the Director depending on the Marching show as well as concerts, performances, or events.
- i. Provide fittings and tailoring for each ~~Band member student musician~~ to ensure proper uniform fit for each student.

Section 5

The Equipment Committee Chair shall:

- a. Recruit Booster members for loading, unloading, transporting and setting up the pit, band instruments and equipment for all home games and Band/Orchestra/~~Choir~~ trips (away games, competitions, etc.)

Section 8

The Archivist and Social Media / Website Committee Chair shall:

- d. ~~Coordinate with Tri-M members to~~ create a “slideshow” in Google Slides with photos representing the accomplishments of the Bands, ~~and~~ Orchestra, ~~and~~ Choirs throughout the year. Slideshow to be shown at End of Year Banquet.
- e. Obtain appropriate release for photo subjects ~~used on website or social media platforms~~.

Section 9

The Arts and Crafts Committee Chair shall:

- c. Prepare posters as needed for various Band/*Orchestra/Choir* events.

Adopted: September 6, 2001

Amendment Number 1 to Band Booster Constitution: May 2002, attached

Amendment Number 2 to Band Booster Constitution: May 2003, attached

Amendment Number 3 to Band Booster Constitution: April 2004, attached

Amendment Number 4 to Band Booster Constitution: May 2011 and June 2012,
attached

Amendment Number 5 to Constitution & By-Laws: 2018/2019, attached

Amendment Number 6 to Constitution & By-Laws 2020/2021, attached

ATTACHMENT No 1
Schedule of Annual Payments and other Information

Tax Filing with IRS:

- Fiscal year: July 1 - June 30
- File either the IRS Tax form 990N or 990EZ. Confirm with IRS which is needed.
- IRS Tax form 990N to be submitted by June 30, (but no later than November 30 each year). Can be done online, see Treasurer file and the websites below:
 - See: <https://www.irs.gov/pub/irs-pdf/p5248.pdf>
 - See: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- IRS Tax form 990-EZ to be submitted by June 30, (but no later than November 30 each year). Forms can be found online, see Treasurer file and IRS website.

Financial Disclosure to PVUSD:

- A “GASB-39 Report, Affiliated Organization Financial Information” form shall be submitted to the PVUSD District Office before May 30 each year.

Bond and Insurance:

- Through AIM:
 - Association Insurance Management, Inc
 - Renewal online
- Coverage Period: the entirety of the school year, ideally following the fiscal year
- Coverage Required (per PVUSD requirements) : see Article XIII, Section 3 of this Constitution & By-Laws
- File Certificate of Coverage on an “ACORD” form with the PVUSD District Office

P.O.Box 71625:

- Post Office located at 2550 E Rose Garden Lane Phoenix 85050
- Rental period: February 1 – January 31
- Fee: \$166.00 / year

GoDaddy (hosts website): website : www.rattlersmusic.org

- due: August 24, 2020 (last paid August 2018 for two years)
- renewal fee for: .ORG Domain and Private Domain Registration