

Kingston High School Fine Arts Boosters

Bylaws

Adopted 7/8/2008

Article I: Name

The name of this organization is the Kingston High School Fine Arts Boosters (KHS FAB).

Article II: Purpose

The Fine Arts Boosters shall promote, support and advocate for the enrichment of the Kingston High School fine arts students and programs.

Article III: Organization

Section 1. This organization shall support the needs of the KHS art programs designated in the FAB Policies and Procedures document.

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

Section 3. Membership in the organization shall be extended to parents and guardians of students enrolled in the Kingston High School Fine Arts Programs, all KHS Fine Arts program directors, and the Administration and Staff of Kingston High School.

Section 4. Membership shall be extended to members of the community (including corporations) who wish to support the organization and its purpose, and who agree to the stipulations of the Bylaws.

Article IV: Dissolution

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

Article V: Basic Policies

Section 1. The organization shall:

- a. Promote the involvement of parents in fine arts-oriented activities;
- b. Provide approved supplemental funds for needs of the fine arts that are not budgeted or paid for by the school or school district;
- c. Cooperate with the Kingston High School administrators and instructors to promote the fine arts and the education of fine arts students. The organization may take no action which conflicts with school policy.

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

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

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

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

The fine arts directors and the organization shall determine how funds are distributed based on the FAB Project Priority List. This list is created by the Board (based on input from the fine arts programs and directors) and approved by the General Membership.

Article VI: Membership and Dues

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

Section 2. Membership dues will be collected beginning the first meeting of the year as defined in the FAB Policies and Procedures Manual.

Section 3. Each member must complete and sign a membership form indicating his or her desire to belong to the organization and agreeing to the stated purposed of the group.

Section 4. Membership shall be extended to:

- a. Any parent or guardian of a registered fine arts student;
- b. The School Principal (ex-officio);
- c. All Fine Arts Directors (ex-officio);
- d. Faculty members of Kingston High School who are not a parent or guardian of a registered fine arts student but wish to assist/support the organization.

- e. Members of the community, who wish to support the fine arts program and agree to the purposes and bylaws of the organization.

Section 5. All members in good standing (see section 8) may hold elective office and serve on committees.

Section 6. In compliance with school policy, no person under the age of eighteen (18), or currently enrolled in the North Kitsap School District, may be a member of the Fine Arts Boosters.

Section 7. A member may join at any time during the school year except in June. No memberships will be accepted at the June meeting.

Section 8:

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

- a. The voluntary resignation of a member with or without notice;
- b. Where a membership is issued for a period of time, the expiration of such period of time, unless renewed in timely fashion;
- c. The death of a member.
- d. The dissolution of the corporation.
- e. The non-payment of dues in a timely fashion as set forth by these Bylaws and the Policies and Procedures document.
- f. Upon a vote of the Board of Directors if the member has engaged in conduct which is contrary to the purpose of the corporation.

Article VII: The Board

Section 1. The FAB Board shall be comprised of the Executive Officers and the Fine Arts Program Directors.

Section 2. The Board shall prepare and submit the recommended FAB Project Priority List(s) for approval by the General Membership as defined in the Policies and Procedures document. The FAB Project Priority List is the prioritized list of all the Fine Arts Programs needs that FAB will be working to fulfill.

Article VIII: Executive Committee

Section 1. The Elected Executive Officers described in Article IX shall constitute the Executive Committee.

- a. It shall be the responsibility of the Executive Committee to meet at the call of the President, as he/she deems necessary.
- b. The Executive Committee shall oversee strategic planning for the year.
- c. The Executive Committee shall submit the proposed budget for the membership's information at the first meeting of the school year.

- d. The Executive Committee shall vote to approve/deny requests for emergency fund expenditures.
- e. A majority of the members of the Executive Committee shall constitute a quorum at all board and executive meetings.

Article IX: Executive Officers and Their Election

Section 1. The executive officers of this organization shall be a

- a. President
- b. Vice-President / Membership
- c. Vice-President / Committees
- d. Secretary
- e. Treasurer

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

- a. As a group of officers, they must represent at least 2 of the Art Departments. Election ballots must identify which Art Program(s) each nominee represents.
- b. Newly elected officers will assume office effective July 1, allowing for a transition period.
- c. The term of office will be one (1) year. No officer may serve in the same office for more than two (2) consecutive years.

Section 3. Vacancies

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

Article X: Duties of the Executive Officers

Section 1. President

- a. The President shall preside at all regular, special and executive meetings of the organization.

- b. The President shall also be the official organization spokesperson. He/she shall represent the organization in dealing with school officials and the community and shall serve as a Liaison to the Program Directors.
- c. The President is a non-voting, tie-breaking member of the Board and the Executive Committee.

Section 2. Vice-President / Membership

- a. The Vice-President/Membership shall preside at all meetings when the President is unable to do so.
- b. The Vice-President/Membership ensures that each member has signed a membership form for the current year and has paid his dues for that year.
- c. The Vice-President/Membership will be responsible for maintaining a current list of contact information for members.
- d. The Vice-President/Membership will provide the Secretary with an updated membership list after each meeting. He/she will also stay in contact with the Treasurer in order to track members who have paid dues.
- e. The Vice-President/Membership provides a current member count at each General Meeting.

Section 3. Vice-President / Committees

- a. The Vice-President/Committees shall preside at all meetings when the President or VP-Membership is unable to do so.
- b. The Vice-President/Committees is responsible for contacting all committee chairpersons prior to each General Meeting and receiving a status report, in writing, for each committee.
- c. The Vice-President/Committees reports at each meeting on the status of the various active committees.
- d. The Vice-President/Committees shall oversee committee activities to ensure Board approval.

Section 4. Secretary

- a. The Secretary shall keep a written transcript of the proceedings of all FAB regular, special, board, and executive meetings.
- b. The Secretary shall also present a brief summary (minutes) of the proceedings from the immediate past meeting at each new meeting. The report may be done either vocally or in print.
- c. The Secretary shall handle all correspondence received by or pertaining to the Fine Arts Boosters and pick up mail from the FAB mailbox.
- d. He/she shall keep a current copy of the Bylaws and Policies documents on hand for reference at meetings.

- e. The Secretary provides updated information, approved by the President, to the members as needed, in the manner best suited to the issues (e.g. via the web site, via email, via postal mail, etc.).
- f. The Secretary shall oversee the production and distribution of the quarterly FAB newsletter.
- g. The Secretary works directly with the Communications Committee in order to publish updated FAB information.

Section 5. Treasurer

- a. The Treasurer shall maintain custody of all funds, expending money only via a check which has been authorized by the KHS FAB Executive Committee.
- b. The Treasurer will maintain a savings account (as needed) and checking account at a local financial institution.
- c. He/she ensures that signing arrangements are made for checks for the current Executive Committee, so that checks will require two (2) signatures of the elected Executives.
- d. He/she will make deposits of all income in the proper accounts as designated in the budget.
- e. The Treasurer shall maintain bookkeeping records of all FAB financial transactions.
- f. The Treasurer will work with the Board to create a budget.
- g. The Treasurer is responsible for maintaining non-profit status for the organization.
- h. The Treasurer is responsible for maintaining the business license for the organization.
- i. The Treasurer shall be responsible for filing all necessary local, state and/or federal tax documents, as applicable to the organization.
- j. The Treasurer shall be prepared to provide a basic financial report at every meeting and provide financial statements as needed.
- k. He/she shall assist the incoming Treasurer in June with transition arrangements.
- l. The books of the Treasurer shall be audited annually. (See Article XII-Fiscal Year.) The current Treasurer shall be available to the auditing committee to answer questions, but may not be an auditor.

Article XI: Meetings

Section 1. Regular meetings will be held monthly on a schedule determined by the Executive Committee and published to the membership at the first meeting. Any necessary change in the meeting time or place will be announced at least five (5) business days prior to the regularly scheduled meeting. "Announcement" of such a change is taken to mean either an email and/or a phone call/message to the members, and/or a notice posted on the organization's web site.

Section 2. Special meetings of the membership may be called by the Executive Committee if five (5) business days notice is given.

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

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

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

Article XII: Fiscal Year

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

Section 2. The financial records shall be audited at the end of each fiscal year as described in the Policies and Procedures document.

Section 3. The auditor or audit committee shall be selected by the Executive Committee as described in the Policies and Procedures document.

Article XIII: Amendments

Section 1. Amendments to these bylaws may be proposed by ANY member at any regular meeting. The proposed amendments must be presented in writing, at least 1 business day prior to the meeting, to the presiding officer, and read to the attendees.

Section 2. The proposed amendments will be voted on at the **next** regular meeting. This requirement may **not** be waived under any circumstances.

Section 3. Passage of any amendment requires a 2/3 approval vote of members present. Upon its passage, an amendment comes into effect immediately.

June 2008 Addendum

Membership dates and terms of office shall be amended as follows **for our first year only**:

Article VI. Membership and Dues

Section 1. Membership for our first year shall commence on the 7th of May, 2008 and terminate the day before the first day of school in 2009.

Article IX. Executive Officers and their Election

Section 2. These executive officers shall be nominated and elected by ballot at the **May** general meeting.

- b. The initial officers will assume office effective May 7th, 2008.
- c. The initial term of office shall be 1.25 years. Commencing May 7th, 2008 and terminating June 30th, 2009.

For our first year, these By-Laws will be revisited in September of 2008, with a vote scheduled for October of 2008.