

KHS Fine Arts Booster group (FAB) Policies & Procedures

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

Effective Date: July 8, 2008

FAB Operations

In conjunction with the FAB By-Laws, these policies and procedures govern the operations of the Fine Arts Boosters group.

Amendments

This document may be amended by request to a Board member prior to any general meeting. The Board member will notify other Board members via e-mail and present the requested change to the general membership for discussion and immediate vote. Amendments are effective immediately upon being voted in.

FAB Definitions

Art Programs Art Programs are the individual programs that FAB supports.

Art Departments There are three Art Departments: Music, Visual Arts, and Performing Arts. Each Art Program belongs to one of these departments.

FAB Project Priority List The FAB Project Priority List is the prioritized list of all the Fine Arts Programs needs that FAB will be working to fulfill.

FAB Committees

Vice President-Committees oversees the following standing committees:

Membership Works with the VP-Membership. Looking for more members! Membership incentives.

Communications Works with the Secretary to keep information posted on the Web site, Quarterly FAB Newsletter, KHS Newsletter and any marketing/publicity promotions.

Fundraising Fundraising Committee is in charge of planning and organizing FAB fundraisers. However, all FAB members participate in fundraising as needed.

Grant Writing Search out and apply for grants available to the Arts.

Scholarships Search for donors who wish to support scholarships for students pursuing the Arts in college.

Advocacy/Long

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Range Planning

The future of FAB, networking, community support...

FAB Policies & Procedures

Art Programs

Current

Art Programs: Band, Choir, Recording Arts, Drama, Media Arts, Art Classes.

Who can participate?

Each Art Program should have a KHS teacher that is in charge of the program. After-school programs can be part of FAB so long as they have a KHS teacher directing the program. However, the Fine Arts Boosters group will only be open to fine arts programs; we do not want to become a catchall for the small school activities that don't have representation elsewhere. This will help us to stay focused on the needs and the development of the Kingston High School Fine Arts Community.

New Programs

New Art Programs wishing to join FAB must be part of a school sponsored activity and must be voted in by the general membership. Financial needs for new Art Programs may be added to the FAB Project Priority list during scheduled review times (October, February, and June).

Art Departments

Current

Art Departments Music Department = Band, Choir, Recording Arts
 Visual Arts Department = Art, Media Arts
 Performing Arts Department = Drama

FAB Project Priority List

- Vote by October!** The FAB Project Priority List is created by the FAB Board and voted on by the general membership. The priority list(s) is to be ready for vote at the October general meeting.
- Creating the List** Steps to create the FAB Project Priorities list:
1. Delegates are appointed by their Art Department
 2. Delegates meet with their Art Department and with Art Directors in their Department to determine needs of each Art Program in their Department.
 3. FAB Board (includes Delegates & Exec Committee) create a recommended priority list(s) based on needs determined in step 2.
 4. Board presents priority list(s) to General Membership (s/b prior to actual meeting - perhaps by e-mail)
 5. General Membership votes to approve (or reject) a FAB Project Priority list.
 - at the meeting to vote on the priority list, each individual item is up for having its priority adjusted, based on member discussion and vote
 - at the end of the evening, there's a (potentially revised) Priority List
- Mid-Year Review** The FAB Project Priority List will be reviewed mid-year during the February general FAB meeting, and can be changed at that time. This process is guided by the FAB Board, however, changes must be voted on by the general membership.
- End-of-Year Review** The FAB Project Priority List will also be reviewed at the end of the school-year at the June general meeting. (See mid-year review for process.) This amended list will be in effect until the new Project Priority List is created and voted on in the new school year.

Fundraising

Distribution	All funds raised will be apportioned 80% to the general fund and 20% to the emergency fund.
General Fund	The general fund will be used to pay for 1) administrative fees, 2) departmental budget items, and 3) Art Program needs as outlined in the FAB Project Priorities List. See also, <i>FAB Financial Accounting: Budget</i> .
Emergency Fund	Any art program may apply for funds from the Emergency Fund if needed. The Executive Committee votes to approve or deny the request in full or in part.
ASB	Remember, students can still fundraise through the ASB for their own projects/trips, etc.
Tax Deductible	We intend to get a 501(c)3 designation so that donations are tax deductible. Additionally, as a non-profit, we will be exempt from paying sales tax (we need to provide a resale certificate).

FAB Financial Accounting

Banking

- Payments We will use checks exclusively to make payments from the FAB account(s). All checks must be signed by 2 Officers who are not related to each other by family or profession. No one will have a debit card.
- Savings Account Emergency Fund monies will be held in a Savings Account so that FAB will accrue interest when possible.

Budget

- Budget Updates The FAB Executive Committee shall review and update the FAB budget in conjunction with each update of the FAB Project Priority List (October, February and June).
- The FAB budget is divided into a General Funds Account and an Emergency Funds Account. The General Fund Account will be subdivided as follows:
- 1) Administrative Costs (i.e. insurance, bank fees, corporation fees)
 - 2) FAB Project Priority List items

Audits

- Financial Audits The books of the Treasurer shall be audited in the last two weeks of the fiscal year, to be completed by July 1st.
- Auditing Committee Ideally, the Auditing committee shall be comprised of one existing Executive Officer and one incoming Executive Officer (preferably the Treasurer). The current Treasurer shall be available to the auditing committee to answer questions, but may not be an auditor.
- Sign-off Satisfied that the financial reporting is sound, the auditing committee shall sign a statement to that effect at the end of the report.

Professional Services

- Support for Treasurer Within budget, the Treasurer may use the services of a professional CPA/bookkeeper for support as needed.

FAB Meetings

Meeting Times

The general membership of FAB will meet on the first Wednesday of each month from 7:00 – 8:00 pm (unless otherwise scheduled).

The Board will meet immediately prior to the monthly General Meeting from 6:30 – 7:00 pm. The Executive Committee will meet from 5:30-6:30. They will have additional scheduled meetings if needed.

The Board will meet at least one extra time in September in order to create the FAB Project Priorities list. They may also need to have additional meetings for the mid-year and end-of-year reviews, if they are not able to accomplish this during the regularly scheduled Board meetings.

General Meeting Agenda

At every regular or special meeting the Order of Business shall be:

- Call to Order
- Vote to approve Previous Minutes
- President's Executive Committee Report
- Treasurer's Financial Report
- Vice President/Membership
 - Membership Count and Status
 - Member Announcements
- Vice President /Committees
 - Standing Committee Reports
 - Special Committee Reports
- Unfinished Business
- Request for any member with New Business to identify his/her desire to speak
- New Business
 - Any person who brings new business to the group shall have a maximum of three minutes to present the idea. Discussion may follow.
- Announcements
- Adjournment

Changing the Agenda

The order of business may be set aside for any meeting with a majority vote of the Executive Committee.

Minutes

Minutes for the General Membership meeting will be posted on the website and e-mailed to members ASAP, but not later than the week prior to the next meeting. General Membership should be prepared to approve minutes at the next meeting.

Minutes for the Executive meetings will be e-mailed to the Executive Committee within 2 weeks of the meeting.

Voting

Voting may be completed via e-mail if needed. Votes received from a majority of the membership shall constitute a quorum.

FAB Membership Policies

- Membership Dues Membership dues will be collected beginning the first meeting of the year. The dues schedule may be changed with an amendment to these policies and procedures. Dues for 2008-2009 school year are as follows:
- Individual.....\$15
 - Family.....\$20
- School Policies Due to school policy;
- Students may not be members of a booster group.
 - We encourage students to *attend* all FAB meetings! They may participate in discussions; however, they are not allowed to vote on decisions.
- Voting No member may have more than one (1) vote.
All members may vote in any general membership election. This includes Faculty Members and the President of the organization.
- Data Protection Contact information will not be intentionally shared with anyone outside of FAB membership without member permission. When sending or forwarding e-mail outside of the FAB group, please remember to use the "blind cc" or "bcc" feature so that e-mail addresses are kept confidential.

FAB Board Policies

- Board Duties The Board is comprised of the Executive Officers and the Program Directors and is responsible for creating a proposed FAB Project Priority List.
The Board will meet immediately prior to the monthly General Meeting from 6:30 – 7:00 pm. The Board will also meet at least one extra time in September in order to create the FAB Project Priorities list. They may also need to have additional meetings for the mid-year and end-of-year reviews, if they are not able to accomplish this during the regularly scheduled Board meetings.
- Delegates Since it's not always possible for faculty to be available for meetings, each Program Director may choose to appoint a Delegate to represent them at the FAB Board meetings as needed. Delegates must be FAB members.
- School Policies Due to school policy;
"Any school personnel should not be involved in the operation or structure of a booster organization. They can be members, attend meetings and provide feedback." Therefore, Program Directors may provide advice and counsel on the creation of the FAB Project Priority List, but may not have a vote in the process.

Items added post-effective date

This section contains new policies and information that we have discussed since the last vote.

Grant Applications

FAB Priority List Due to the nature of grant applications, grants may be written for items out of order on the FAB Project Priority List. Since grants have many specific application requirements, it is possible that we will apply for grant monies for an item that is not the next on the list. This may be specific to the grant parameters, or because the grant writer has reason to believe that the granting organization would respond more favorably towards a specific item on the list.

Accepting Donations

Managing Donors At times, donors wish to make their donations specific to a certain group. If this is the case, we will explain that donation monies are distributed 80% to the general fund, 20% to the emergency fund, and that we work off of the FAB Project Priority List. We ask that donors honor this system. If this is a problem for the donor, we will respect their wishes.

Making Donations to the KHS

Liability Info If an item is donated directly to the school, the donor is liable for any damages or future injuries. However, if the School purchases the item, it then falls under their liability. Therefore, when possible, FAB will “grant” money to the School to purchase specific items. The drawback with this method is that there will be a lag time for the accounting process to occur. Presumably, FAB liability insurance will cover us; which means this doesn’t have to be a policy, just a preference...