

# **Bylaws of the Panther Creek Band Boosters**

**Adopted: July 11, 2006**

**Last Revised & Approved: May 2016**

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# **1. Introduction**

## **1.1. Name**

The name of the organization is Panther Creek Band Boosters, Inc. [also herein "organization"]. The parents of Panther Creek High School Band [also herein "Band"] students do hereby form ourselves into a non-profit organization and to that end do hereby approve the constitution in manner and form as follows.

## **1.2. Location**

The location of the Panther Creek Band Boosters is 6770 McCrimmon Parkway, Cary, North Carolina, 27519. The mailing address of the organization is Panther Creek Band Boosters, MBX #1281, 10030 Green Level Church Road, Suite 802, Cary NC 27519.

## **1.3. Purpose**

The purpose is to encourage, promote and support the Panther Creek High School Band programs in conjunction with, and support of, the Band Directors.

# **2. Membership**

## **2.1. Membership**

Members include parents and/or legal guardians (hereinafter referred to as parents) of band students. One or more parent(s) of a band student shall constitute a family and therefore constitute (1) "one" General Member of the organization.

## **2.2. Voting**

Each General Member is entitled to one vote per dependent participating in the Panther Creek High School Band program so long as they are in "good standing" which is defined as all fee invoices issued to the General Member have been paid and the corresponding student account does not have an outstanding balance as of the date of the vote. When a vote is called, a General Member must be present at a meeting in order to vote.

## **2.3. Meetings**

### **2.3.1. General Meetings**

General meetings of the membership will be held as required by the Board of Directors.

Notice of the time and place of all meetings shall be by e-mail distribution and posting on the Boosters' web site. In the case of called meetings, telephone notification may be used as well.

A quorum for the transaction of business at any meeting shall consist of 10% of the voting membership.

### **2.3.2. Annual Meeting**

The annual meeting of the membership shall be held in the spring of the year as determined by the Board of Directors. The main purposes of this meeting will be to elect the officers and approve the budget for the next year.

Notice of the time and place of the annual meeting shall be by e-mail distribution and posting on the Boosters' web site.

A quorum for the transaction of business at the annual meeting shall consist of 10% of the voting membership.

### **3. Officers**

**3.0** The Board of Directors of the organization [herein also referred to as "Board"] shall be comprised of the following organization Officers:

- Band Director
- Assistant Band Director
- Student Representative
- President
- Vice President – Pro Tem
- Vice President - Transportation & Chaperoning
- Vice President - Ways & Means
- Vice President - Sustainability
- Vice President - Alumni Relations
- Vice President - Marketing/Branding
- Recording Secretary
- Communications Secretary
- Treasurer
- Book Keeper
- Sergeant at Arms

#### **3.1. Election of Officers**

##### **a. NOMINATIONS COMMITTEE**

- (1) Each year a Nominations Committee of up to three (3) members shall be formed in January of each year. The President will solicit requests only from General Members to join the Nominations Committee, although recommendations and referrals may be sought from any interested party. No current Officer of the Board of Directors may occupy a position on the Nominations Committee with the exception of Band Director who would be defacto member of the nominations committee.
- (2) The Nominations Committee shall render nominations for each elected office to the General Members (2) two weeks prior to the Annual Meeting in the spring of each year. The Nominations Committee is also required to notify the General Members of open positions for the succeeding fiscal year of the organization via formal communication means approximately 30 days prior to annual kick off meeting, which may include but not necessarily be limited to e-mail, organization newsletter,

handouts/flyers, public forum, regular mail, etc.

**b. FUNCTIONS OF THE NOMINATIONS COMMITTEE**

- (1) The Nominations Committee should work in coordination with the current Board of Directors and not in isolation. The Board of Directors will report to the Nominations Committee the names of those current Officers requesting to remain in their position or obtain an alternate Officer position for the succeeding fiscal year.
- (2) In addition, the Nominations Committee will accept new nominations for Officer positions and in their own personal judgment & in consultation with the Band Director, vet the nominees for suitability for the position the nominee is seeking to fill relying on qualifying criteria such as but not necessarily limited to: past volunteer involvement in the organization, prior experience, personal references from Officers and other General Members, professional resume (if submitted) and professional background, and synergy with the values of the organization and its mission.
- (3) The Nominations Committee may qualify one or more nominees for any Officer position.
- (4) Upon determining a nominee as suitable for the Officer position requested, the Nominating Committee will submit their list of qualified nominees for approval to the current Board of Directors (30) thirty days prior to the Annual Meeting. Upon approval by the Board of Directors, the nominations will then be presented to the General Membership for vote to be held at the Annual Meeting. Should the Board of Directors not approve some or all of the nominations submitted for approval, the Nominating Committee will be contacted to redo its list of nominees as needed and resubmit to the Board of Directors for approval in as expedient a manner as possible but in no event later than 48 hours preceding the Annual Meeting. The General Members are requested to cast a vote for each Officer position at the Annual Meeting regardless of whether nominees run opposed.
- (5) At the annual kick-off meeting the members shall elect, by a majority vote of those members present, the new Officers. As indicated in §2 of the Bylaws, each family in good standing (fees paid up for current year) shall be entitled to cast one vote per band student to decide who occupies the position for the following term. Based on the outcome of the vote, newly elected officers shall assume their duties at the next regularly scheduled meeting following the election
- (6) If necessary, during the annual meeting, the current board may decide to postpone the elections for a particular position.

**3.2. Duties of Officers**

President

- Preside at all Board and general membership meetings
- Prepare meeting agenda
- Be ex-officio member of standing committees except the Nominating Committee
- Appoint Chairpersons of Committees

- Sign contracts approved by the Board of Directors on behalf of the organization
- Perform any other leadership duties as typically indicative of an organization President as ratified by the Board of Directors

#### Vice President – Pro Tem

- Solely responsible for running the over all program of activities assisting President in fulfilling the duties as laid out by these by-laws
- Fills in for president as requested by the President and board from time to time
- Does not have signature authority on any financial instruments on behalf of the board
- Acts more as shadow to President
- Considered future ready for taking over the President's role and must be appointed with that expectation

#### Vice President - Transportation & Chaperoning

- Act as Chairperson of the Transportation Committee
- Preside at meetings of the Board and general membership in the absence of the President
- Handle all chaperoning needs for the band
- Perform other duties as indicated to the office of the President in absence of that officer, or disability of the president
- Handle special projects assigned by the Band Director or President

#### Vice President - Ways & Means

- Act as Chairperson of the Ways and Means Committee
- Preside at meetings in the absence of the President and First Vice President
- Perform other duties as indicated to the office of the President and First Vice President in the absence or disability of either officer
- Responsible for creating and running events for fund raising such as merchandise sale e.g. books fruits, vendor programs e.g. VIC Amazon smiles, car wash, spirit nights, direct donations, employer matching and volunteer programs etc. all of which would contribute toward annual operating budget

#### Vice President - Sustainability

- Establishes and oversees long-term planning to ensure sustainable viability of the Boosters organization in cooperation with and in support of the long-range plans of the Band Program and Directors
- Devises, publishes, communicates, gains approval for, and maintains plans for long-term program viability, growth and maintenance, including but not limited to: Financial plans, asset management, board and staff continuity/succession planning, contingency planning
- Engages with the Band Directors to identify long-range plans and needs of the Band Program

- Works with the Treasurer to invest and manage financial assets in accordance with published plans
- Works with the VP of Ways and Means to establish and conduct fundraising activities in accordance with published plans specifically for long term fund raising events, such as PCI & PCIC
- Works with the President to establish and conduct board continuity/succession planning
- Works with the Directors to establish and conduct staff continuity/succession planning
- Assesses and assists with addressing legal and financial risks and issues as requested by the Board

#### Vice President – Alumni Relations

- Establish a comprehensive mailing list and database of PCB Alumni
- Be the voice of PCB in Alumni community
- Organize one fund raising event each fiscal year working with VP of Ways and Means
- Leverage Alumni database for ongoing marketing & fund raising activities

#### Vice President - Marketing/Branding

- Establish Panther Creek Band Brand Design as a baseline to work from with board approval
- Represent PCB in local community and support VP of ways and Means for selected activities
- Be the conduit to design the spirit wear consistent with the goals and mission of PCB, working closely with the PCBB
- Responsible for corporate sponsorship program establishment & execution including but not limited to getting advertisement dollars from area businesses

#### Recording Secretary

- Record attendance, minutes, decisions and actions at all Board and general membership meetings
- Distribute minutes of all meetings
- Conduct formal correspondence (thank you notes, sympathy cards, etc.)
- Inform booster members of the meeting schedule

#### Communications Secretary

- Maintain a valid and current mailing list for various band programs and the booster at large
- Send regularly scheduled communication of band programs and events through weekly newsletter and special announcements
- Work with Band Directors and Board for keeping track of consistent and latest information on events
- Feed the information to Web Master for updates to Band Websites on a regular basis

- Fill in occasionally in case recording secretary is unavailable for the board meeting

#### Treasurer

- Coordinate with the Bookkeeper to maintain the financial records and account for the related activities of the organization with respect to financial reporting
- Collect dues, fundraising and other receipts
- Pay bills and other obligations
- Keep accurate records of receipts and disbursements
- Provide periodic financial reports to the Board of Directors and General Members
- Prepare projected annual budget for Board approval
- Report delinquent dues/fees to President and Sergeant at Arms
- Maintain accurate records of student accounts and respond to related inquiries from General Members
- Prepare and file required tax forms per respective Federal and State regulations

#### Sergeant At Arms

- Maintains all contracts and medical forms and makes them available to VP of Transportation for events
- Works in conjunction with Band Directors, President and Treasurer on delinquent fee collection
- Maintains accurate and up-to-date student and booster roster
- Review and Maintain online database of students in the system of record

#### Bookkeeper

- Responsible for managing financial accounting systems and performing the general ledger data-entry for the organization
- Collect and deposit checks, cash etc. from PO Box
- Prepare and send out student account statements periodically to boosters
- Assist Treasurer the overall financial management of the organization, including but not necessarily limited to: assistance with assist in dues collection, accounts payable processing, bank account reconciliations, and providing periodic internal financial and reports as well as special reports which may be requested by the Board of Directors

### **3.3. Officer Service Term Limits and Rules**

- (1) An Officer shall initially serve a one-year term.
- (2) The same family may not hold the same Officer position for more than two (2) consecutive years.
- (3) No family may hold more than one (1) Officer position during a year with the exception that one of them can be a student representative
- (4) The Officers will receive no remuneration for their board service although an Officer may serve the organization in another capacity and receive compensation, subject to approval by the Board of Directors in accordance with all due cautions pertaining to

Conflict of Interest (whether a formal Conflict of Interest Policy is executed or in lieu of in accordance with reasonable judgement.)

- (5) Two voting members, while retaining one vote for each elected position, may share Officer positions.
- (6) The Service Term Limit Extension for any Officer position may be granted with the approval of the Board of Directors. At the Board of Directors' discretion, a (1) one year supplemental term may be approved beyond the default Service Term Limit as indicated under 3.3(2) for any Officer. A majority vote of the board, excluding the current Officer under consideration for the Service Term Limit Extension will be necessary for approval. The approval once granted merely provides a extends the qualification of the Officer for the respective position; the Officer will nevertheless still be required to be included in the Election of Officers process as enumerated under § 3.1.

## **4. Board of Directors**

### **4.1. Board Membership**

The Board of Directors will consist of the Officers as enumerated under § 3.0.

### **4.2. Board Membership Expansion and Contraction**

The Board of Directors may be expanded by adding up to 2 At-Large members by a vote of a majority of the Officers. The Board of Director member count may also be contracted from time to time as deemed necessary to conduct the leadership activities required in order to fulfill the mission of the organization. A majority vote of the current Board of Directors will be required to execute a change in the number of members of the Board.

### **4.3. Board Requirements**

- A majority of the Board members present at the Board meeting shall constitute a quorum.
- Any Board member who cannot or does not attend three (3) consecutive Board meetings, or does not adequately fulfill their obligations as outlined herein and in section 3.3, shall be subject to removal upon majority vote of the Board. A reasonable Impeachment Process will be determined by the Board of Directors with the abstention of the member subject to the Impeachment, including right of the member subject to the Impeachment to be notified of the Impeachment process, reasons thereof, and provided opportunity for rebuttal to the Board of Directors prior to the casting of a vote to Impeach such member and remove him or her from Office.
- A replacement for any Officer prior to end of their term shall be appointed by a majority vote of the Board to fulfill the remainder of the current Officer Term (as indicated under § 3.3(1)).
- The Board shall have full authority to manage this organization within the confines of these by-laws and the will of the voting members. However, at all times the Board of Directors will take all steps necessary to reasonably fulfill the mission of the organization and maintain compliance with the rules and regulations related to its Federal Tax

Exempt Organization status.

## **5. Financial**

### **5.1. Funding**

Funding for the Panther Creek High School Band Boosters is the responsibility of the students' families and shall include band student fees. Designated payment schedules will be agreed upon by the Board members based on the budget projections prepared by the Board. All families are expected to meet their obligations on time. To help offset these costs the students and/or families can participate in fundraising projects that will be approved by the Board of Directors and duly disclosed to the General Members for their reliance. Fundraising shall go towards future expenses and cannot be applied to band fees and other expenses incurred or due before the fundraising events take place.

Notwithstanding the criteria listed under Student Accounts, all funds and income of whatsoever kind received by the organization shall be used solely for the promotion, improvement, instruction, equipment, transportation, aid and support of the Panther Creek High School Band programs as reasonably determined by the Board of Directors of the organization.

All funds of the organization shall be deposited in such bank or trust company, as the Board shall designate.

The financial records of the organization shall be subject to an annual inspection at the discretion of the Board of Directors by an Audit Committee of no more than (3) three members. The purpose of the inspection is to provide a reasonably independent validation of the organization's fund balances and use of funds during the prior fiscal year.

### **5.2. Fees**

The amount of fees that are to be paid for each student will be determined and presented at the designated annual meeting. Special assessments and adjustments will be voted on as needed. Fees shall be payable within ten (10) days of due date.

In the case of delinquent fees, all rights and privileges of being in the Panther Creek Band may be suspended until such time as fees are made current. Delinquent fees will carry over from year to year. Examples of these rights and privileges are (but not all inclusive):

- Participating in any competition
- Receiving any award or scholarship
- Participating in any trip with the band(s)
- Voting on any issue involving the band program.

A final decision on these privileges and rights rests with the Band Directors.

### **5.3. Fee Waiver Program**

Financial aid is available for student needs upon recommendation of the Band Directors and review of the Board. Request for Fee Waiver forms should be obtained from the Band Directors. Students and parents or legal guardians must sign this request for fee waiver. Fee waivers

must be requested annually.

When financial aid is granted, it is expected that the student and parents participate as much as possible in fundraising activities. Any funds normally deposited in the student's account will instead be deposited in the general fund, up to the total amount granted as financial aid. Failure to participate in fundraising activities will weigh strongly in future waiver decisions.

A student's fees must be paid in full, before participating in any student-funded trip. If fees are waived, they must be paid in full or earned by participating in fundraising activities before payments will be accepted for a trip.

The fee waiver when granted shall apply only to the general band fee. Other expenses, such as Dinkles, picnics & banquets, are not covered under the Fee Waiver Program.

#### **5.4. Scholarships**

At the discretion of the Board of Directors, scholarship(s) may be awarded to graduating seniors upon a vote of the Board.

#### **5.5. Student Accounts**

The Treasurer shall maintain funds, and records thereof, earned by students who participate in the Panther Creek High School Band activities sponsored or otherwise coordinated by the organization. These funds will be maintained in a separate budget account from the funds of the organization.

Funds in a student's account can only be used for student's band expenses or band sponsored activities. The student or parent shall request the use of these funds by submitting either an e-mail or written request to the Treasurer.

Funds remaining in the account of a student at the end of the student's graduating year, or funds remaining when a band student leaves the band program, will be disbursed as follows:

- Will be applied to any delinquent band fee
- May be transferred to a band student sibling in the Panther Creek High School Band programs sponsored or otherwise coordinated by the organization within two years if requested by the parent
- Transfer of funds of student leaving Panther Creek High School Band program for another band program at another school if requested by the parent/student (request should be made within two months of leaving Panther Creek Band) with suitable verification of participation in a new band program
- Other than as indicated above, remaining funds revert to the Band's General Operating Fund. No overpayments other than as indicated above are subject to refund

In the case of any dispute concerning the disbursement of a student account, the Band Directors will make the final decision working in conjunction with the board as necessary.

### **6. Standing Committees**

At the first General Meeting of each year, the duly elected President shall appoint a Chairperson for each of the following standing committees.

- Panther Creek Invitational (PCI) & Panther Creek Indoor Competition (PCIC)
- Band Camp Coordinator
- Color Guard
- Historian
- Middle School Liaison
- Pit & Prop Crew Coordinator
- PTSA Liaison
- Public Relations
- Social
- Transportation
- Uniforms
- Ways and Means
- Web Site
- Alumni

The Vice President - Transportation will chair the Transportation Committee and the Vice President – Ways & Means will chair the Ways and Means committee. The Chairpersons of each standing committee shall hold their respective positions for a term of (1) one year.

The duties and responsibilities of each chairperson and committee shall be as follows:

<b>PCI Chair</b>	Is the lead for the entire PCI event planning, coordination and execution. The PCI chair appoints a separate PCI committee and works closely with the Band Directors and Board.
<b>Band Camp Coordinator</b>	Band Camp organizer, and lead. This person works closely with Band Directors and volunteer coordinator to schedule camp activities, works with social chair to organize meals for staff and band directors and activities of all of the volunteers.
<b>Color Guard</b>	Shall be responsible for all aspects of the Color Guard.
<b>Historian</b>	Along with his/her committee shall be responsible for photographing and recording the band's activities throughout the band year.
<b>Middle School Liaison</b>	The Middle School Liaison shall be responsible for maintaining contact with band directors for the Panther Creek feeder middle schools, identifying rising 8 <sup>th</sup> grade students who may attend Panther Creek High School, coordinating the Middle School Night in the fall, and coordinating, with the Band Director, visits to the feeding middle schools in the spring. The Liaison will be responsible for ensuring communication of all appropriate band events to the middle school contacts.

- Pit & Prop Crew Coordinator** Shall be responsible for organizing the placement and setup of the pit instruments and props at each band event. Also would work with Band Directors on prop design and manage prop construction.
- PTSA Liaison** The PTSA Liaison will attend Panther Creek High School PTSA regular meetings, communicating the activities of the Panther Creek Bands and Booster Organization and shall report to the Booster organization, the outcome of all general Panther Creek High School PTSA meetings.
- Public Relations Committee** Inform the general public of the activities of the Panther Creek High School Band and of this organization. Provide information to the school newsletter.
- Social Committee** Shall arrange and provide for activities deemed as Panther Creek Band Booster social events.
- Transportation Committee** Shall provide adults to chaperone the band at all functions and to provide for any special needs that may arise. Shall arrange safe transportation for the Panther Creek High School Band and its' equipment. Shall aid in loading and/or hauling instruments and shall use its best efforts to procure adequate insurance to protect members of the Panther Creek High School Band and chaperones and to protect the Panther Creek High School and this organization from liability.
- Uniform Committee** Shall be responsible for all aspects of the band uniform to include the marching band and academic bands.
- Ways and Means Committee** Shall investigate and recommend to the Board the manner in which revenue may be obtained by the organization for the attainment of its purpose.
- Web Site Committee** Shall maintain the band web site.
- Alumni Committee** Shall promote social opportunities for PCHS band alumni and parents, and provide financial support for scholarships and sustainability to Panther Creek Band. The Alumni Committee will designate gifts and/or scholarships as fundraising allows with input of the PCBB Executive Board.

## **7. Miscellaneous Provisions**

### **7.1. Procedures for Expenditures not under the General Operating Fund Budget**

- The organization's Board is responsible for financial well being of the booster funds and handling the spending in accordance with the stated budget goals for each fiscal year. Specifically, a "Sustainability Budget" shall be determined and maintained with the objective of providing long-term viability for the organization's mission.
- Any spending outside of the General Operating Budget should follow the procedure outlined in this section § 7.
- The board must vote upon any single project, which requires more than 1% of the budget, unless the specific project is in the General Operating Budget for a given year.
- Projects or activities that require funds not already enumerated in the General Operating Budget with a cost > \$500 would require the Board to approve prior to incurring the expenditure.
- Any projects or activities not enumerated in the General Operating Budget that incur a cost > 3% of the current year General Operating Budget must be approved by a vote of both the Board of Directors AND the General Members.
- RECLASSIFICATION OF GENERAL OPERATING BUDGET COSTS. From time to time certain new operating costs of the organization may arise which may be deemed as "trade-offs" for previously enumerated line items in the General Operating Budget. Subject to approval by the Board of Directors, any previously undeclared project costs or related activity expenses may be funded by "Reclassification" of amounts originally designated in the General Operating Budget to another cost upon any projects or activities notification to the Board of Directors at least 3 days prior to the incurring of the expense.
  - This request can come from Board President or Treasurer or Band Director(s).
  - For any objections to such an action, 3 or more Board members can collectively call for a vote on the matter by sending an email to the entire board. Such a vote would follow the majority vote and must be voted upon by at least 75% of the board members in order to pass. Note the voting procedure later in this section.
  - Treasurer should document such an action in the organization's financial records.
- A vote by majority of the board members must be taken for any actions needing to have a vote as outlined in these bylaws. Similarly, any actions needing general booster vote must also follow the majority vote of a quorum. A quorum for board is 75% of board members. A quorum for boosters is 10% of the booster members.

### **7.2. Procedures for Emergency/Last Minute Board Actions**

- The PCBB Board may be required to make time sensitive decisions for handling situations related to unforeseen circumstances such as bad weather, or other emergency causes. These decisions may involve making schedule changes or

cancelling events etc.

- The decisions would always give priority to keeping band in compliance with school and Wake County Public School System (WCPSS) policies before considering other factors such as financial loss
- In instances where contingency plans may not already exist or cannot be implemented as originally intended, the following is a guideline to be followed per the organization's Bylaws in order to best ensure reasonable due process is followed in exigent circumstances while still fulfilling the common goals of adhering to the organization's mission and minimizing the financial risk to the organization:
  - Initial recommendations of event Chair, working in conjunction with Band Directors & Board President would be considered for any action by the board
  - Any decision to cancel a major event such as PCI, PCIC or an away band trip with prior financial commitment & potential loss of funds should be approved by an Emergency Board Process as described here
  - The Emergency Board Process requires a notice of up to 1 hour (via text message, email or phone calls if not present at same location) be given to the entire board
  - Further, a minimum vote of 5 board members is required to consider such a decision as valid as per these by laws – Such a vote must include Band Director(s), President, Treasurer & can have up to two additional board members for approval available either in person or via other electronic means (Text, Email or Phone Call).
  - In the event that 5 board members as per above are not reachable, Band Directors working with President & at least one Officer can decide on behalf of the Board to call an event off or cancel a trip or make major changes to schedule etc.
  - At any given time safety & security of students, parents, volunteers and other band board members must be given a priority regardless of a financial impact.

## **7.2 Prohibition Against Private Inurement**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, 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 of this organization. All actions of the organization must consider the relevant Federal Regulations pertaining to the maintenance of Tax Exempt Organization status and avoidance of "Exemption Jeopardy" or "Intermediate Sanctions".

## **7.3. Limitation On Activities**

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 or in opposition to any candidate for public office.

#### **7.4. Amendment Process**

These by-laws can be amended in whole or in part at a duly organized general membership meeting after a minimum two-week notice. Amending the bylaws shall require approval of two-thirds (2/3) of the voting members attending the meeting.

#### **7.5. Dissolution Process**

Should the organization desire to dissolve itself a meeting for this purpose shall be called by the President with a minimum two-week notice. A quorum at this meeting shall be at least 50% of the voting membership. Dissolution shall require approval of two-thirds (2/3) of the voting members attending the meeting.

Upon the dissolution of the organization, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, transfer the remaining assets to the Panther Creek Band.

## **8.**

## SUPPLEMENT TO THE BYLAWS - Revision History

### April & May 2016

- Added new and updated officer positions as per board discussion and subsequent approval
- Added Job descriptions for various new and current roles to clarify the deliverables further
- Added text to Nominating Committee activities to clarify more specifics on expectations both from the board and nominating committee

### February 2016

- Added a detailed process for handling emergency decisions by the board
- Added procedure for handling & governance of out-of-budget spending during school year as well as spending Sustainability Funds for non stated purposes
- Minor edits and corrections in spelling and formatting

### May 2015

- Added new/additional board positions as per the agreement and vote by the boosters in section 3, to make voting members to be an odd number. This included VP of Alumni and VP of Marketing as well as making the secretary as one of the voting position for a total of 13 voting members
- Modified section 3.1 and 3.2 with job descriptions of the new members
- Modified Section 3.3 with language to include clarity around family members being on the board, added exception to include the student representative as an allowed exception

### May 2013

The following was added to Section 6:

**Alumni Committee** Purpose is to promote social opportunities for PCHS band alumni and parents, and to provide financial support for scholarships and sustainability to Panther Creek Band. The Alumni Committee will designate gifts and/or scholarships as fundraising allows with input of the PCBB Executive Board.

The following was added to Section 3:

### Third Vice President

- Establishes and oversees long-term planning to ensure sustainable viability of the Boosters organization in cooperation with and in support of the long-range plans of the Band Program and Director.
- Devises, publishes, communicates, gains approval for, and maintains plans for long-term program viability, growth and maintenance, including but not limited to: Financial plans, asset management, board and staff continuity/succession planning, contingency planning
- Engages with the Band Director to identify long-range plans and needs of the Band Program
- Works with the Treasurer to invest and manage financial assets in accordance with published plans
- Works with the VP of Ways and Means to establish and conduct fundraising activities in accordance with published plans
- Works with the President to establish and conduct board continuity/succession planning
- Works with the Director to establish and conduct staff continuity/succession planning

- Assesses and assists with addressing legal and financial risks and issues as requested by the Board

The following was removed from Section 5.5:

- Funds in the amount of \$50 or more may be disbursed as scholarships directly to the student's college if requested by the parent/student within two months of graduation

#### February 2009

The following was added to Section 3.3:

- The length of service can be extended with the approval of the board of directors. At the board of directors' discretion, they may vote to extend by one year the service of any current board member in their current office. A majority vote of the board, excluding the current officer being voted upon will be considered approval for the additional year of service. With the boards' approval, the procedures stated in section 3.1, election of officers, will be followed.