

**SANDIA BAND BOOSTERS
CONSTITUTION**

Revised May 1, 2023
Approved June 5, 2023

Article I: Name

Section I

The name of this organization shall be the Sandia Band Boosters.

Article II: Objectives

Section I

To create and maintain an enthusiastic interest in the various phases of the Band Program of Sandia High School.

Section II

To lend all possible support, both moral and financial, to the general Band Program of Sandia High School.

Section III

To cooperate with those in charge of the Band Program, School Board and the School to the end that this department shall maintain the highest possible degree of efficiency.

Section IV

Sandia Band Boosters will abide by all Albuquerque Public Schools (APS) School Board and administrative policies and procedures.

Section V

To build and maintain an organization of parents which will help promote the general activities of the Band Program of Sandia High School.

Section VI

Sandia Band Boosters is organized exclusively for charitable and educational purposes, including for such purposes, the making of financial distributions to the Band Program of Sandia High School.

Section VII

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, officers, or private persons, except that the Sandia Band Boosters shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives set forth in Article II of this Constitution.

Section VIII

No substantial portion of the activities of Sandia Band Boosters shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Sandia Band Boosters shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any political candidate for public office.

Section IX

Notwithstanding any other provisions of these articles, Sandia Band Boosters shall not, except to any insubstantial degree, engage in any activities that are not in furtherance of the purposes set forth in Article II of the Constitution.

Section X

Upon the dissolution of the Sandia Band Boosters, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Service Code or corresponding section of any future federal tax code by granting them to the Band Program of Sandia High School of the Albuquerque Public Schools. Or should such assets not be accepted by the aforementioned organization, the assets shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Bernalillo County, State of New Mexico, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.

Article III: Membership

Section I

Membership of the organization is composed of parents, guardians and other adults responsible for students enrolled in the Band Program of Sandia High School. Enrollment in the organization shall be granted upon the student's enrollment in the Band Program. Membership is recorded on the general membership rolls. Members who have attended at least three general membership meetings and whose students do not have outstanding fees/fines will be considered members in good standing.

Membership ends when the student leaves the program through disenrollment or graduation. A member in good standing may petition the board for an exception to this rule. Petitions will be considered annually and presented to the board for a vote. Approval may be granted by the board by a simple majority.

Article IV: Officers

Section I

The officers of this club shall be: President, Vice-President, Secretary, and General Funds Treasurer. Each office shall be held by one or two duly elected officers. Co-officers shall be henceforth referred to in the singular. Officers must be members in good standing and must possess at least a current APS unsupervised volunteer clearance. The office of General Funds Treasurer shall not be an employee of Albuquerque Public Schools.

Section II

The Band Director shall attend all Executive Board and general membership meetings and shall serve as an ex-officio officer of the organization.

**SANDIA BAND BOOSTERS
BY-LAWS**

Revised May 1, 2023
Approved

Article I: Duties of Officers

Section I

The President shall preside at all Executive Board and general membership meetings of the organization using proper parliamentary procedure, appoint all committee Chairpersons, and be an ex-officio member of all committees. The President will ensure that a written agenda is prepared for all Executive Board and general member meetings.

Section II

The Vice-President shall assume all duties of the President in his or her absence and shall act as Sergeant at Arms during all meetings. In the event the Secretary is absent, the Vice President shall take the minutes at any meeting. The Vice President shall share ex-officio duties with the President, as needed.

Section III

The Secretary shall keep the records and minutes of all meetings and attend to the correspondence of the organization. Additionally:

- Provide a copy of the approved minutes of the Executive Board and general membership meetings to the Executive Board and to the Sandia High School administrative office upon request.
- Prepare the minutes of each meeting of the general membership for approval at the next general membership meeting.
- Prepare the minutes of each Executive Board meeting for approval at the next Executive Board meeting.
- Keep a permanent record of the Constitution, by-laws, membership rolls and approved minutes of each general membership meeting and Executive Board meeting.

Section IV

The General Funds Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all general funds.

Additionally:

- The General Funds Treasurer shall prepare a detailed report showing account transactions and balances for presentation each month for the Executive Board.
- The General Funds Treasurer shall prepare a separate report with detail sufficient to provide the Executive Board and Band Director budget versus actual benchmarks and variances at least once per quarter.
- The General Funds Treasurer shall prepare a report showing account transactions and balances for presentation at the next general membership meeting of the general membership for approval.

- The General Funds Treasurer, or their designee(s), shall act as banker for all general funds collected by Sandia Band Boosters, holding them, and paying them out on order of the general

membership as indicated by approved motion or approved budget. A designee(s) may not be an employee of Albuquerque Public Schools.

- The General Funds Treasurer shall set-up and maintain a checking account requiring two signatures of elected officials provided that such officials are not employees of Albuquerque Public Schools.
- If required due to changes in the Executive Board, the outgoing General Funds Treasurer shall be responsible for obtaining and changing the signature cards for the accounts to the new officers by the end of the fiscal year.
- The General Funds Treasurer will reimburse the expenses of the Band Director and the President or their designees when valid receipts are presented for expenses *previously approved* in the budget or as approved by a vote of the Executive Board as an exception to a budget line item. Unapproved expenses may not be reimbursed.
- The General Funds Treasurer will annually maintain a process for approving and reimbursing non-budget expenditures.
- The General Funds Treasurer shall file Federal taxes to be completed by November of each year.
- The General Funds Treasurer shall file State gross receipts tax for the following periods:
 - January – June: Due prior to July 25th
 - July – December: Due prior to January 25th

Article II: Executive Board

Section I

The Executive Board shall be composed of the officers of the organization and committee chairpersons.

Section II

The Executive Board shall have general supervision of the affairs of the organization.

Section III

The Executive Board shall meet prior to all general membership meetings to determine the business to be transacted at those meetings.

Section IV

Executive Board members shall provide succession training during their last term of office.

Article III: Meetings

Section I

The general membership meetings of this organization shall be held four times each year, on or about – August, December, March and May. The time, date and place of the general membership meeting shall be set by the Executive Board prior to each meeting. The Executive Board meets at least monthly year-round.

Section II

Special meetings may be called by the President or any two elected officers.

Section III

A general membership meeting may be canceled by the President with the consent of the Executive Board.

Article IV: Committees

Section I

The President shall appoint a Finance Review Committee of not less than two nor more than five members.

Section II

The President shall appoint other committees or chairpersons as the need arises and is deemed necessary by the Executive Board. Such committees and chairpersons shall include Uniforms, Pit Crew, Hospitality, Fundraising, Communications, Craft Fair/Matador Market, Volunteer Coordination and others as deemed necessary by the Executive Board. Chairpersons must be members in good standing and possess a current APS unsupervised volunteer clearance.

To the extent that there is sufficient interest in serving as chairpersons from volunteers outside of the Executive Board, Officers should encourage service via volunteers rather than serving as chairpersons themselves.

Section III

The President shall appoint a Nominating Committee consisting of at least three members by the March general membership meeting. The duties of the Nominating Committee are to prepare a slate of candidates for elected office by the May general membership meeting. The candidates shall be selected from the membership rolls. Members must be in good standing and must possess at least a current APS unsupervised volunteer clearance to be nominated for elected office of the organization. The slate of candidates should be discussed with and approved by the Band Director.

Article V: Annual Financial Report

Section I

The General Funds Treasurer shall be required to prepare a financial report at the close of his or her term and to file copies with the Executive Board, Sandia High School Administrator and with other financial or external groups, as the Executive Board shall direct. The Annual Financial Report shall be presented at the general membership August meeting and shall become a part of the permanent organization records.

Section II

The Finance Review Committee shall review both the General Funds Treasurer's record books after presentation by the Treasurer of the Annual Financial Report, with the review to be completed by, and a report given at the general membership August meeting.

Article VI: Voting

Section I

All voting shall be decided by a simple plurality of the membership present at any regular or called meeting, unless otherwise stated.

Article VII: Elections

Section I

The Nominating Committee shall present its slate of officers at the general membership May meeting each year. Additional nominations of members on the membership roll may be made from the floor after the report of the Nominating Committee, provided a certificate of consent has been filed with the Secretary prior to the start of the election. A certificate of consent consists of a signed statement of the nominee indicating a willingness to serve.

Section II

Officers will be selected from the membership rolls.

Section III

Albuquerque Public Schools employees are eligible to hold elected office with the exception of the office of General Treasurer. Per the Albuquerque Public Schools (APS) policy as it relates to Parent Organizations and Booster Clubs, the office of Treasurer may not be held by a current APS employee nor may APS employees be involved in the financial activities of the organization in any way. This includes ordering items, making sales, collecting money or signing checks. Once an Albuquerque Public Schools employee handles funds, they become school activity funds.

Section IV

Officers are to be elected for their one-year term at the general membership meeting in May, and the new officers shall assume their official duties on July 1st.

Section V

An executive board member (officer or committee chair) may be removed for substantial cause by a 2/3 majority vote of the Executive Board as defined in Article II, Section I, present at any meeting. Substantial causes may include failure to participate in the activities of the Band Booster Board, failure to fulfill the duties of the office or committee held by the board member, or behavior and/or actions determined to be detrimental to the Sandia Band Booster organization.

Section VI

Vacancies in any office (President, Vice President, Treasurer, or Secretary) after the election held at the final general meeting of the school year may be filled by any active Sandia Band Booster member in good standing (with approval of the director of bands) through a simple majority vote of the Executive Board. Vacancies in a Committee Chair position will be filled through appointment by the President.

Article VIII: Authority

Section I

This organization will abide by all School Board and administrative policies and procedures of the Albuquerque Public Schools as it relates to Parent Organizations and Booster Clubs.

Section II

The rules contained in Robert's Rules of Order revised shall govern this organization in all cases in which they do not conflict with the rules of this organization.

Article IX: Amendments

Section I

The Constitution and By-Laws may be amended by a two-thirds majority vote of the Executive Board members present at any meeting. The amendments must have been presented in writing at the preceding general membership meeting of the organization.

Glossary

Band Program - band courses and extracurricular activities in which students at Sandia High School enroll including: Marching Band, Symphonic Band, Concert Band, Jazz Band, Steel Band, Color Guard and Winter Guard

Chairperson - an individual appointed by the President to act as head of a committee

Communication Chairperson - the chairperson responsible for the communications of the organization including editing the newsletter, maintaining the website and distribution of other communications as needed

Craft Fair/Matador Market Chairperson - the chairperson responsible for forming a committee to coordinate all activities associated with hosting the annual fall Craft Fair and spring Matador Market fundraisers

Executive Board - the President, Vice-President, Secretary, General Funds Treasurer, and committee chairpersons of the organization

Finance Review Committee - a committee appointed by the President with responsibility for reviewing and providing guidance on the organizations financial matters, assuring internal controls, financial analysis and independent audit of the organization's finances

Fundraising Chairperson - the chairperson responsible for forming a committee to assist with fundraising efforts of the organization including general funds fundraisers and travel fundraisers. Coordination of activities such as sponsorship sales, restaurant nights, car washes, silent auctions, opportunity tickets, Pizza Under the Stars and others as requested to raise funds for the organization

General Funds - all funds belonging to and for use by the organization that have been obtained through fundraising or donation

General Membership - all members of the Sandia Band Boosters organization

Hospitality Chairperson - the chairperson responsible for forming a committee to assist with hospitality and social events of the Band Program including: Membership BBQ, Dinner Crew, end of year banquet and awards ceremony, student social events (movie nights, trivia nights) and other events as necessary throughout the school year

Member - a parent, guardian or other adult responsible for a student enrolled in the Band Program or an individual who has petitioned to remain a member after their student's disenrollment from the program

Member in Good Standing - a member who has attended at least three general membership meetings and whose student does not have outstanding fees/fines

Nominating Committee - a committee appointed and chaired by the President with responsibility for evaluating the characteristics and performance of members for the purpose of selecting the best candidates for elected office

Officer - an individual holding elected office within the organization

Pit Crew Chairperson- the chairperson responsible for coordinating the volunteers necessary for assisting the Band Program with transportation and the set-up and tear down of instruments, equipment, props and other items necessary for performances, football games and competitions. Coordinates the water crew during marching season. Typically assists with Marching Band but may be called on to assist with other events or performances as necessary

Robert's Rules of Order - Parliamentary procedure or protocol for conducting meetings and making group decisions in an orderly fashion

School Board - the Board of Education of the Albuquerque Public Schools

School - Sandia High School

Uniform Chairperson - the chairperson responsible for assisting the Band Director with purchasing, distribution and collection of required uniforms and uniform pieces used by the Band Program. Coordinates volunteers for various uniform duties and activities throughout the school year

Volunteer Coordinator/Chairperson - the chairperson responsible for assisting with the coordination of volunteers for various activities such as fundraising efforts, serving meals at band events and providing general assistance to the Band Program or Executive Board as needed during the school year