

JHS MUSIC & ARTS BOOSTERS  
STANDING RULES

Adopted September 10, 2003

Amended May 24, 2006

Amended October 11, 2007

Amended October 13, 2011

Amended October 4, 2018

Amended October 1, 2019

Jackson High School, Heatherwood Middle School and Gateway Middle School Music & Arts Boosters (hereinafter referred to as "JHS Music and Arts Boosters" or "the association") adopts the following standing rules:

A. General Information

1. The name of the association is the JHS Music and Arts Boosters. Articles of Association were adopted January 13, 2003. This organization is an incorporated non-profit corporation and charitable organization recognized by the State of Washington. This corporation was recognized by the Internal Revenue Service as a tax exempt organization, EIN 71-0926114, under Section 501(c)(3).
2. The association is established solely for the purposes of supporting the Henry M. Jackson High School, Heatherwood Middle School and Gateway Middle School music and arts programs and their financial needs as determined by their directors. The association has no decision making authority as to the direction, conduct, curricular or extra-curricular activities of the various programs. In cases of conflict, the decision of the certificated teacher in charge of the program shall prevail.
3. The association will comply with all applicable federal laws and laws of the State of Washington, the policies of the Everett School District, Henry M. Jackson, Heatherwood Middle School and Gateway Middle School administrations and its various music and arts programs directors.

B. Membership and Dues

1. The association shall consist of any and all parents and guardians of band, choir, dance, orchestra and drama students (groups) and other interested persons who wish to actively contribute to the enrichment of student education at Jackson High School, Heatherwood Middle School or Gateway Middle School in music and the arts.
2. Failure of any group to comply with the provisions of these standing rules (executive committee representation, providing minutes, financial records and budget information to the association etc.) will result in that group's loss of affiliation with this association and the loss of the ability to accept donations. The executive committee, by majority vote, can reinstate a group's affiliation with this association upon them meeting the requirements of these standing rules.
3. Annual maintenance dues as determined by the executive committee shall be required from each associated group for membership in the association. The association may offer contributing memberships for businesses or individuals.
4. Additional groups may join the association with a majority vote of the current associated

groups at any general meeting of the membership and upon payment of the annual maintenance fee.

#### C. Officers and Elections

1. The elected officers of this association shall be, at least, president, secretary and treasurer. The elected officers, along with one (1) representative each from each associated group, shall constitute the executive committee, with each individual having an equal voice and vote. The offices of president and vice president, if elected, should be held by representatives of different groups in the association. The elected officers must be adults. Any vacancies on the executive committee can be filled by a vote of the majority of the executive committee.
2. Individual groups may elect their own officers, as needed.
3. Individual groups may create their own bylaws provided:
  - a. Those bylaws do not conflict with the provisions of these standing rules,
  - b. They contain General Information sections 2 and 3 above,
  - c. They are approved by the executive committee, and
  - d. That in the event of a conflict between individual group bylaws and these standing rules, the JHS Music and Arts Boosters standing rules shall prevail.

#### D. Meetings

1. Executive committee meetings of this association shall be held at least once during the school year.
2. There shall be a general membership meeting of each associated group at least annually to plan activities and approve the budget for the upcoming year. Time and place for this meeting will be set by the director of each respective group, and publicized at least 10 days in advance. Groups supporting individual programs will meet regularly, as needed.

#### E. Budget and Finance.

1. The association shall operate on a fiscal year basis from September 1st thru August 31st. Each group participating in JHS Music and Arts Boosters shall maintain financial records of their activities in the form and manner prescribed by the association treasurer, and provide monthly statements of income and expenses to the association in the format requested by the treasurer. The association treasurer shall be the owner and authorized signor for all bank accounts of the association. An annual statement of all income and expenses will be provided to the association treasurer by September 15th, along with a record of bank account(s) and authorized signors. Authorized signors must be documented in the minutes of each associated group.
2. Each group will prepare an annual budget and a tentative calendar of events for the upcoming year to the executive committee by October 1.
3. Two signatures shall be required on all checks for amounts over \$1000. Transfers between association accounts shall not be subject to this requirement.
4. The corporate treasurer shall review each group treasurers' books at the end of the fiscal year. The treasurers should be available during the audits. The executive committee shall review the corporate treasurer's reports and financial statements annually. The executive committee shall approve the 990 prior to filing.
5. The executive committee may assess, or re-allocate, for operating expenses, funds

whenever it deems expedient to do so. Expenses incurred by the association shall be paid by each associated group equally as determined by the executive committee. Funds shall be transferred from the group's account into the association treasury.

F. Association Record Keeping

1. The secretary shall maintain minutes of the association's meetings.
2. The secretary of each group shall provide a copy of meeting minutes within 30 days of each meeting to the JHS Music and Arts Boosters secretary for the permanent record of the association.
3. The association treasurer shall maintain financial records of income and expenses for the association, and as well as monthly individual statements, as provided by the various groups.
4. The association treasurer shall produce all required annual filings and forms on behalf of the association (e.g. 990, 1099, charitable solicitations report, etc.).

G. Standing Rules and Parliamentary Authority

1. Meetings of JHS Music and Arts Boosters shall be conducted according to *The Modern Rules of Order, 5<sup>th</sup> ed.* (Pennsylvania Bar Institute, 2017)
2. The Standing Rules may be amended at any executive committee meeting by a two-thirds vote of those present, or if previous notice is given, by majority vote.

Revised: May 24, 2006

Revised: October 11, 2007

Revised: October 13, 2011

Revised: October 4, 2018

Revised: October 1, 2019