

**Constitution and By-Laws of the Holly Springs High School Fine Arts Boosters
Drafted October 6, 2007**

ARTICLE I Name

The name of this organization shall be the Holly Springs High School Fine Arts Boosters. (HSHS Fine Arts Boosters).

ARTICLE II Purpose

Section 1

The purpose of the HSHS Fine Arts Boosters shall be to encourage and promote an enthusiastic interest in and appreciation for the various activities connected with the HSHS Fine Arts Department, which includes (but not limited to) Dance, Theater and Visual Arts grades 9-12.

Section 2

To lend all possible support, both moral and financial, to the HSHS Fine Arts Department.

Section 3

To facilitate and insure cooperation and communication among those interested in the development of Fine Arts Education at HSHS.

Section 4

This organization is organized exclusively for charitable and educational purposes.

ARTICLE III Membership

Membership is open to supporters of Fine Arts education at HSHS and will be effective upon payment of stated dues which are \$5.00 per family.

ARTICLE IV Organization

Section 1

Initial board members are to be appointed the first year of organization, 2007, after which, in following years they to be elected. Our Executive Board shall consist of at least a President, Vice-president, Secretary, Treasurer, with additional officers to be elected as needed, by member majority vote. All terms of Executive Board are for two years. The President for the following year will be determined at the May Fine Arts Boosters meeting.

Section 2

Members of the Executive Board shall be limited to two terms.

Section 3

The Vice President of each discipline is responsible for identifying the needs and forming the committees for each of their perspective disciplines.

Section 4

The Executive Committee of this organization shall consist of President, Vice President(s), Secretary, Treasurer, all standing committee chairs, and the HSHS Fine Arts Department Staff.

Section 5

Ad Hoc Committees may be appointed by the Vice President(s) from time to time for the expressed purpose of addressing special needs of the organization. Any such Committees shall be dissolved immediately upon completion of the assigned task.

Section 6

The Nominating Committee shall be composed of the Vice President (Chairperson), and two members selected by the President from the general membership. The Nominating Committee shall present a slate of candidates at the regular May General Meeting of the Fine Arts Boosters. Nomination may be made from the floor after the report of the Nominating Committee.

Section 7

A majority vote of the members present shall constitute an election.

Section 8

In the case of a vacancy on the Executive Committee, the remaining members of the Executive Committee shall appoint by simple majority vote from among the membership, a person to fill the unexpired term.

Section 9

The HSHS Administrators shall be notified of each Arts Boosters meeting and should be represented if possible. They shall be considered ex-officio members of the Executive Committee.

ARTICLE V Funds

Section 1

The funds of this organization secured from whatever source, shall be used to further the purpose expressed in Article II of this constitution. They shall be withdrawn only on the signature of the Treasurer and President or Vice President.

Section 2

All expenditures must be accompanied by a receipt.

Section 3

No later than the May Fine Arts Boosters meeting, a budget must be presented by the Arts Department Staff to the Executive Committee for approval. Any proposed expenditure, other than an approved budget item, must be approved by the Executive Board prior to the expense being incurred.

Section 4

The Executive Committee shall be empowered to act for the General Membership on all matters concerning the Fine Arts Boosters. A report, reviewing all such actions, shall be presented at each Fine Arts Boosters meeting.

Section 5

Emergency expenditures in excess of \$100 shall be submitted to the Executive Board for unanimous approval. Decision on all actions taken will be presented at the Fine Arts Boosters meeting for review.

Section 6

No part of the net earnings of this Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay any reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. 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 any candidate for public office. Notwithstanding, any other provision of this document, permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 7

The Fine Arts Boosters shall not accrue debts in excess of its accrued resources. All accounts shall be paid by check. All payments shall be referenced to an invoice or written receipt.

Section 8

Only the Executive Board can make commitments that bind the Fine Arts Boosters. (i.e. signing contracts)

ARTICLE VI Fiscal Year

The fiscal year of the HSHS Fine Arts Boosters shall begin July First and end June Thirtieth.

ARTICLE VII Duties of Officers.

Section 1

The President shall preside at and maintain order in all General Meetings and Executive Board meetings of the Boosters. He or she shall be a member of all committees. The President shall act as liaison to the Fine Arts Department Staff, HSHS PTSA , and HSHS Administration.

Section 2

The Vice President(s) shall assist in promoting the interest of the organization and in the absence of the President, shall assume the duties of that office. The Vice President(s) shall oversee the activities of the committees.

Section 3

The Secretary shall keep correct minutes of all meetings of the Fine Arts Boosters and shall present the minutes for approval at the next meeting. He or she shall insure approved minutes are

published for review. The minutes shall contain records of all actions taken by the Fine Arts Boosters and/or Board, including the exact wording of the motion, the name of the persons who introduced and seconded the motion, and the result of the vote. The minutes shall also contain financial statements presented at meetings. The Secretary shall prepare for the presiding officers a statement of any unfinished business to come before each meeting. The Secretary shall be responsible for all correspondence. He or she is to keep any permanent records of the organization. The Secretary shall deliver to his/her successor all papers pertaining to the office of Secretary, including minutes, correspondence, plans and procedures.

Section 4

The Treasurer shall oversee the financial operations of the Fine Arts Boosters, shall deposit all funds in banks approved by the Executive Board in accordance with established guidelines, shall be responsible for paying all bills in a timely fashion as approved by the Executive Board and in compliance with the approved Boosters Budget. The Treasurer shall preserve copies of all invoices, vouchers, warrants, receipts, statements and bank statements, and shall furnish a financial statement at each regular meeting of the Boosters and Board. An audit must be conducted by an auditor or by an audit committee selected by the Executive Board at least two weeks before the new officers assume their duties. An audit committee shall consist of not less than three members and may not include anyone who is authorized to sign on the Boosters bank accounts. The Treasurer shall deliver to his/her successor all books, papers, and correspondence pertaining to the office of Treasurer.

Section 5

Any elected or appointed officer may be removed by a majority vote of the members present at a regularly scheduled meeting upon recommendation of the Executive Committee whenever in its judgment the best interest of the Boosters would be served thereby.

Section 6

Other roles to be defined as needed by the Executive Board.

Section 7

The following people need to be bonded each year, President, Vice President(s) and Treasurer.

ARTICLE VIII Meetings

The Fine Arts Boosters shall meet on the third Monday of each month and/or when deemed necessary by the President to call a meeting. One third of the Executive Committee must be present to constitute a quorum for the transaction of business.

ARTICLE IX Authority

The rules contained in Roberts Rules of Order, revised, shall govern this organization.

ARTICLE X Amendments

Section 1

This constitution and by-laws may be amended at any General Meeting of the Fine Arts Boosters by the affirmative vote of two-thirds of the attending members voting, provided that any proposed change be presented in writing at least 30 days prior to the General Meeting at which the vote is taken.

Section 2

This revised constitution shall become effective when it has been ratified by an affirmative vote of two-thirds of the members voting in accordance with Section 1.

Section 3

This constitution shall be reviewed or revised every two years, with the final draft to be presented at the May meeting of the 2nd year. The Revision Committee shall be selected from the general membership.

ARTICLE XI Dissolution

The Fine Arts Boosters may be dissolved at any regular or special meeting called for the purpose, by a vote of two-thirds (2/3) of the members thereon, provided however, that notice of dissolution has been sent to all members of the Fine Arts Boosters at least thirty (30) days prior to the meeting at which dissolution is to be acted upon. In the event of liquidation or dissolution, none of the assets shall be distributed directly or indirectly to any member, but the Board shall donate all of the assets remaining after the payment of all obligations and debts of the Fine Arts Boosters or making provisions therefore, to one or more organizations exempt within the meaning of Section of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code having like purposes to any other 501 (c) (3) organization organized and operating for the benefit of HSHS.