



BARRY GOLDWATER HIGH SCHOOL BAND BOOSTERS BYLAWS

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ARTICLE I

NAME

1. This organization shall be known as Barry Goldwater High School Band Boosters.

ARTICLE II

PURPOSE

1. The purpose of this organization shall be as follows:
 - A. To promote and enhance the musical education experience for each band member. Band includes musicians and guard.
 - B. To provide financial, logistical and parental support to the band programs.
 - C. To promote more family involvement.
 - D. To serve as a means of communication to keep parents and/or legal guardians informed of activities and projects.

ARTICLE III

MEMBERSHIP

1. Membership shall consist of:
 - A. Parents and/or legal guardians of any band member. These members shall be voting members
 - B. Only one (1) parent or guardian per family may serve on the board during the same school year.
 - i. In the event that there is a vacancy, exceptions will be considered.
 - ii. Other parents and/or legal guardians may serve as committee chair people.
 - C. Barry Goldwater Band Director - This member shall be a tie-breaking voting member.
 - D. Alumni (Graduated Goldwater Students), Alumni Parents and community members are welcome as non-voting members.
 - i. Special membership may be granted to alumni based on Article V, 1-B.
 - E. Students are not eligible for membership, but are welcome at general meetings.

ARTICLE IV

MEETINGS

1. General Meetings
 - A. General Meetings may also be called Parent Meetings.
 - B. General Meetings shall be held monthly during the school year and/or as needed.
 - C. The last meeting of the school year shall be known as the annual meeting, at which time annual reports shall be submitted.
 - D. A simple majority of the members, present and voting, shall be sufficient to carry a motion.
 - E. Robert's Rules of Order (latest version) shall be used as guidelines, as applicable, and not inconsistent with any provision of these bylaws.

2. Special meetings

- A. Special meetings may be called at the discretion of the Executive Board or the band director.
- B. Special meetings may be called by a petition signed by a minimum of ten members of the organization. Such petition shall state the purpose(s) for which the meeting is called.
- C. All members of record are to receive a minimum five (5) day notification for such meetings stating the purpose of the meeting, date, time and location.

3. Executive Board Meeting

- A. Executive Board Meetings shall be held monthly during the school year and/or as needed.
- B. A majority of the members of the Executive Board shall constitute a quorum. A simple majority vote of the quorum is necessary for the Executive Board's decision to be binding.

ARTICLE V

EXECUTIVE BOARD MEMBERS

1. General Guidelines

- A. Executive Board members shall be active members of BGHS Band Boosters and shall be elected by the general membership.
- B. In case of a vacancy on the executive board, alumni students/parents/guardians may run for that office. Special membership will be granted for their term.
 - i. Alumni students must be out of high school for one full year.
 - ii. Alumni students must have been a former Barry Goldwater band student in good standing for one full year.
- C. The Executive Board shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Director of IT.
- D. The Band Director shall act as a non-voting member of the Executive Board, but will have the ability to cast a tie-breaking vote or to veto.
- E. A member shall hold no more than one elected office at a time.
- F. **The position of the President should be filled by a prior board member from a previous year.**
 - i. **In the event that no members with previous years experience are available, an election will be held to fill the position.**
- G. Term of office shall be one school year, with a maximum of two consecutive terms in the same office.
 - i. Additional terms may be added as needed to fill vacancies.
 - ii. Regular nomination and voting processes will still apply.
- H. An Executive Board member shall not be absent for more than three consecutive Executive Board and general meetings or a total of four meetings for his/her term. Exceptions could be made for extreme circumstances. Excessive absenteeism could result in dismissal from office at the discretion of other board members and the Band Director.
- I. The Band Director shall have the authority to dismiss any board member at his/her sole discretion.
- J. The Executive Board shall approve the proposed budget and present it for adoption at the April general meeting of the school year.
- K. All Executive Board members shall be volunteer trained and fingerprinted.

2. Nominations and Elections

- A. Nominations for each office shall be submitted to the membership by the nominating committee. Nominations shall also be taken from the floor prior to voting. Some consideration should be given for mixture of freshman through senior parents and/or legal guardians.
- B. Elections shall be held at the March general meeting of the school year. The new Executive Board members shall take their positions effective at the first summer meeting in June.
- C. The Executive Board elect shall attend the last Executive Board and general meeting of the school year.
- D. A majority vote of members present shall be required to elect Executive Board members.
- E. If there is only one candidate for an office, election shall be by voice vote. If there is more than one candidate for an office, election shall be by ballot.
- F. Any office vacated for any reason during the term must be filled by special election.

ARTICLE VI

DUTIES OF EXECUTIVE BOARD MEMBERS

1. Duties of President

- A. The President shall call all Executive and General Meetings.
- B. The President shall preside at all executive and general meetings and maintain order.
- C. The President shall enforce observance of the bylaws.
- D. The President shall be in communication with the Band Director and all Executive Board members.
- E. The President shall cast a deciding vote in case of a tie, in the absence of the band director.
- F. The President shall put all questions, when seconded, to a vote.
- G. The President may represent the organization at any meetings related to BGHS functions and activities.
- H. The organization's debit card shall not be used without prior written permission of at least two (2) other Executive Board members.
- I. The President shall oversee specific event committees as listed in Appendix A.
- J. Upon leaving the office, the President shall transmit to his/her successor all property of the organization, including but not limited to: keys, paperwork, passwords, digital media, contacts, etc. by the last Executive Board Meeting of the school year.
 - i. Debit cards will be canceled when the account is signed over to the new executive board members or when minutes say that the card should be canceled.
 - ii. The President shall request for the Band Director to provide the Executive Board with the ABODA Requirements/Pamphlets at the beginning of the season for training purposes.
 - iii. The President shall maintain a master set of keys for the uniform cage locks, band mailbox, storage facility and P.O. Box unit.

2. Duties of the 1st Vice President (Fundraising)

- A. The 1st Vice President shall preside in the absence of the President. This shall include the deciding vote, or postponement of a vote, in the case of a tie.
- B. Upon resignation of the President, the 1st Vice President shall fill the office of the President until a special election can be held.
- C. The 1st Vice President shall oversee the Fundraising Committee.
- D. The organization's debit card shall not be used without prior written permission of at least two (2) other Executive Board members.
- E. Upon leaving the office, the 1st Vice President shall transmit all property of the organization to his/her successor including but not limited to: keys, paperwork, passwords, digital media, contacts, etc. by the

last Executive Board Meeting of the school year.

- i. Debit cards will be canceled when the account is signed over to the new Executive Board members or when minutes say that the card should be canceled.

3. **Duties of the 2nd Vice President (Volunteers and Transportation)**

- A. The 2nd Vice President shall preside in the absence of the President and the 1st Vice President.
- B. The 2nd Vice President shall serve as chairman of the operations committee as listed in Appendix A.
- C. Upon leaving the office, the 2nd Vice President shall transmit all property of the organization to his/her successor to include but not limited to keys, paperwork, passwords, digital media, contacts, etc. by the last Executive Board Meeting of the school year.
- D. The 2nd Vice-President shall maintain an accurate and up-to-date inventory of booster equipment, band uniforms and assets.
- E. The 2nd Vice-President shall maintain the possession of keys for storage and uniform cage locks.
- F. The 2nd Vice-President shall keep accurate records of all volunteers for band activities.

4. **Duties of the Secretary**

- A. The Secretary shall act as both corresponding and recording secretary.
 - i. As recording secretary, the Secretary shall record and maintain minutes of the Executive Board and general meetings.
 - a. At each general meeting, the Secretary shall submit copies of minutes to the Executive Board, and present them to the membership (via email, copies and make them **available upon request.**)
 - ii. As corresponding secretary, the Secretary shall attend to all routine correspondence.
- B. The Secretary shall keep a copy of the bylaws.
- C. The Secretary shall keep a file of all recordings, communications and flyers.
- D. The Secretary shall assist the Fundraising Committee as needed.
- E. The Secretary shall have all meetings notes available no later than seven days after the meeting occurrence. **(Will be made available upon request.)**
- F. These notes shall be emailed to the Executive Board for editing and final approval before **being made available for request.**
- G. Upon leaving office, the Secretary shall transmit all property of the organization to her/his successor including but not limited to keys, paperwork, passwords, digital media, contacts, etc. by the last Executive Board Meeting of the year.

5. **Duties of the Treasurer**

- A. The Treasurer shall be the custodian of all funds and monies due the organization.
- B. The Treasurer shall issue appropriate receipts and shall be responsible for the deposit of funds into the organization's account.
- C. All transactions shall be duly recorded in the Treasurer's book/ledger with the adequate paper support.
- D. Checks may be signed by two (2) Executive Board members with registered signatures at the Bank when the amount requested is higher than \$2,000.00.
 - i. The organization's debit card shall not be used without prior written permission of at least two (2) other Executive Board members.
 - ii. **Zelle payments shall not be used without prior written permission of at least two(2) other executive board members, amount not to exceed \$500.00.**
- E. At each general meeting, the Treasurer shall submit a written report to the Executive Board (via copies). The report shall include beginning balance of the organization's accounts, itemized income, itemized expenses, accounts receivable and ending balance.
 - i. The Treasurer will provide financial report information to any general booster member per their request via verbally.

- F. The Treasurer shall prepare a summary of finances at the end of the school year which shall be available to all members.
- G. Records will be made available for audit at the end of the school year.
- H. The Treasurer shall file appropriate tax forms as necessary to preserve the tax exempt status of the organization, as well as the annual corporation commission report. (October 1st of each year)
- I. The Treasurer shall serve as chairman of the Finance Committees as listed in Appendix A.
- J. Upon leaving the office, the Treasurer shall transmit all property of the organization including the Treasurer's book/ledger to his/her successor including but not limited to keys, paperwork, passwords, digital media, contacts, etc. by the last Executive Board Meeting of the school year.
 - i. Debit cards will be canceled when the account is signed over to the new Executive Board members or when minutes say that the card should be cancelled.
- K. The Treasurer shall maintain the financial records for 7 years and Tax Records indefinitely.
- L. The Treasurer shall work with a non-profit certified public accountant to prepare and maintain financial and tax records accurately.
- M. The CPA cannot be affiliated in any form with any member or the band or Booster organization.

6. **Duties of the Director of IT**

- A. The Director of IT will be responsible for maintaining the band website, hot spot, point of sale account and social media.
- B. The Director of IT will enter the information necessary to inform the community about the current events, fundraising opportunities, and band requests.
- C. The Director of IT is responsible for updating the website in order to accept online payments for events (Rumblin' Drums, Banquet, etc.).
- D. Upon leaving the office, the Director of IT shall transmit all property and detailed information about the organization (hotspot, flash drive, passwords, etc.).

ARTICLE VII

COMMITTEES

1. **General Committee Guidelines**

- A. Standing committees are those that function year round and have significant impact upon total operation of boosters. These committees shall include: chaperones, finances, communications (email, Facebook, mail), publicity, transportation/equipment, uniforms and fundraising. These shall consist of members from the general membership and shall not be limited in number of members.
- B. Special committees may be established by the President or Executive Board as needed throughout the year. These may include: band camp advisory, trip, meal, awards/banquet, scholarship, bylaws, fundraising and member nomination.
- C. A chairman for each committee may be appointed by the President or elected by the committee itself. Terms shall be for one (1) year, and any active organization member is eligible to serve. A chairman shall have general supervision of the committee, shall hold meetings and conduct business when necessary, and shall submit a report to the Executive Board periodically and at the general meeting when requested by the Executive Board.

2. Standing Committees

A. Audit Committee (President/Treasurer)

- i. The Audit Committee shall conduct a review of the books at the end of each calendar term and shall submit its report to the Executive Board.
- ii. The timely filing of the Arizona Exempt Organization Annual Information Return to the Arizona Department of Revenue and the Annual Report to the Arizona Corporation Commission shall be validated by the Audit Committees.

B. Fundraising Committee (1st Vice President)

- i. The Fundraising Committee, upon approval of the membership, shall coordinate fundraising activities and establish fundraising means within the tax status of the organization.
- ii. The Treasurer and/or President, shall be present at any fund raising activity and be responsible for the cash box.
- iii. The chairman of the fundraising committee shall keep records of all incoming monies and from whom they were received and be prepared to present those records for inspection if any questions arise and will be responsible for publicizing band fundraisers.
- iv. The chairman of the Fundraising Committee shall also keep records of individual student contributions in a like manner when students are involved with booster fundraising.
- v. A copy of these records shall be filed with the Treasurer in detail to be recorded accordingly.

C. Transportation/Equipment Committee (2nd Vice President)

- i. The Transportation Committee shall be responsible for arrangements for truck rental, pick-up and return, and scheduling drivers.
- ii. The Equipment Committee shall assign volunteers to assist in loading and unloading the truck and moving equipment on and off the field for shows.

D. Chaperon Committee (2nd Vice President)

- i. The 2nd Vice President shall serve as chairman for the Chaperon Committee.
- ii. The Chaperon Committee shall provide chaperones as needed and approved by the Band Director.
- iii. The Chaperon Committee shall inform parents and/or legal guardians serving as chaperones of District volunteering policies.
 - a. The Chaperon chairperson, with the Band Director, shall maintain up to date records of all volunteers.
- iv. The 2nd Vice-President shall coordinate volunteers for other band activities throughout the school year.
- v. The Chaperon Committee shall define duties related to each event or trip.
- vi. The Band Director will advise the Transportation/Chaperon Committee of how many volunteers will be needed to move equipment, help at events, for transportation, etc.
- vii. Upon availability of funds, chaperones may apply for a grant to offset the cost of an overnight trip. The Executive Board will make the final decision.

E. Uniform Committee (2nd Vice President)

- i. The Uniform Committee shall assist the Band Director in maintaining records of student uniform numbers, in distributing uniforms and in the general maintenance and fitting of uniforms and special costumes.

F. Publicity Committee (Secretary and Director of IT)

- i. The Publicity Committee shall be responsible for publicizing band activities for both the band and the booster organization.
- ii. The Publicity Committee shall work in conjunction with the Fundraising Committee.

G. Budget Committee (Treasurer)

- i. The Budget Committee shall prepare and submit to the organization a proposed budget by the February meeting and present it for approval to the community during the general meeting in March.
- ii. The budget committee shall be responsible for the budget throughout the year.
- iii. The budget shall be reviewed quarterly and adjusted as needed, presenting the adjustments to the community at the following general meeting.

3. Special Committees

A. Bylaws Committee (President)

- i. The Bylaws Committee shall consist of at least three members and the Band Director to review the bylaws every two years and recommend changes deemed necessary.

B. Nominating Committee (President)

- i. The Nominating Committee shall be appointed by the Executive Board. It shall be the duty of the committee to submit at least one (1) nominee per office.

C. Awards and Banquet Committee (President/Treasurer)

- i. The Awards and Banquet Committee shall organize and plan the year end banquet with the assistance of the Band Director and a student committee.
- ii. The Awards and Banquet Committee shall organize and plan the Marching Band Senior Night with the assistance of the Band Director and a student committee.

D. Band Camp Advisory (President)

- i. The Band Camp Advisory Committee shall be established at the request of the Band Director.

E. Trip Committee (President/Treasurer)

- i. The Trip Committee shall investigate, plan and arrange the details of trips by the band under the guidance of the Band Director.
- ii. The final selection of the members of this committee will be made by the Executive Board and the Band Director.

F. Meal Committee (1st Vice President/2nd Vice President)

- i. The Meal Committee shall help the Band Director plan, order and deliver meals as needed, keeping an accurate record of orders and payments to submit to the Treasurer to support the financial disbursements.
- ii. The Meal Committee, possibly assisted by band council, will help collect fees and record orders.

G. Scholarship Committee (Treasurer)

- i. The Scholarship Committee may make scholarship application forms available by March 1st of each year.
- ii. The Scholarship Committee, consisting of a minimum of two board members and one person with no ties to the band, shall review all applications and award the available scholarships according to the criteria stipulated on the application.
- iii. Scholarships shall be awarded at the end of the year banquet.

ARTICLE VIII

FINANCES

1. The organization is tax-exempt and shall make every effort to maintain its status as a tax-exempt organization.
2. The fiscal year shall be from June 1st to May 31st.

3. Committees engaging in fundraising projects or entering into contracts must have approval by a majority of the Executive Board and the Band Director before the organization's name may be used or before financial obligations are incurred.
4. All committee purchases must have prior written permission of at least two (2) other Executive Board members and shall be approved promptly by the committee chairman and forwarded to the Treasurer.
5. When identified by a committee, petty cash funds (not to exceed \$1,500.00) will be withdrawn and managed by an Executive Board member to be used for specified purposes. (with the exception of funds for student's cash for out of state trips or festival concessions monies)

ARTICLE IX

DISSOLUTION

1. Dissolution shall be accomplished by a special meeting at which the Band Director and $\frac{3}{4}$ of the members present must vote.
2. Upon dissolution or disbandment of the organization, any and all unaccounted cash funds shall be turned over to the school bookstore for exclusive use in the band programs.

ARTICLE X

STANDING RULES

1. All matters pertaining to the activities, events, and projects of the band and the band booster organization must meet with the approval of the Band Director and must be in keeping with the policies of the school district.
2. Each member shall have an equal right to speak on all matters brought before the organization and shall state their names when granted the right to speak.
3. Should any grievance arise within the organization, the following steps shall be taken:
 - A. The grievance shall be specified in writing and taken to the Executive Board and the person involved.
 - B. If not resolved, the grievance shall be taken to a regular meeting and must include the Band Director on it.
 - C. If not resolved, the grievance shall be taken to the Barry Goldwater school administration.
 - D. If not resolved, the grievance shall be taken to the DVUSD Governing Board.

ARTICLE XI

AMENDMENTS

1. Any proposed amendments to these bylaws shall be submitted in writing to the Executive Board meeting at least thirty (30) days prior to a general meeting, at which time the amendments shall be voted on.
2. An amendment to the bylaws shall be voted on at a general meeting and must be passed by a three-fourths ($\frac{3}{4}$) majority of the members in attendance.

APPENDIX A

RESPONSIBILITIES FOR COMMITTEES

Specific Events Committee - *President*

- *Audit
- ^Bylaws
- ^Nominating
- ^Awards and Banquet (includes Marching Band Senior Night)
- ^Band Camp Advisory
- ^Any other committee created by the Executive Board
- ^Trip

Fundraising Committee -*1st Vice President*

- *Fundraising
- ^Meals

Operations Committee -*2nd Vice President*

- *Transportation/Equipment
- ^Meals
- *Chaperones
- *Uniforms

Publicity Committees -Secretary/Director of IT

- *Publicity
- *Email
- *Website

^Trip

- *Budget
- ^Scholarship

Finance Committees-Treasurer

*=Standing Committee
^=Special Committee

Date of Ratification: July 25th 2026

As a member of the Barry Goldwater High School Band Boosters Executive Board I have read, agreed and understood these Bylaws.

Misty Mitchell (President)



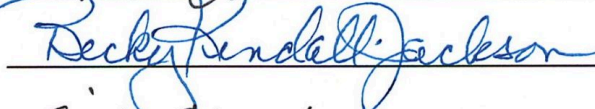
Date 7/27/26

Lisa Olsen (1st Vice President)



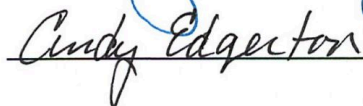
Date 7/27/2026

Becky Kendall-Jackson (2nd. Vice President)



Date 7/27/26

Cindy Edgerton (Secretary)



Date 7/27/26

Bethany Dancz (Treasurer)



Date 7/27/26

Zachary Henseleit (Director of IT)



Date 7-27-26