

CONSTITUTION AND BY-LAWS  
OF THE  
CASCADE HIGH BAND AND COLOR GUARD BOOSTERS  
**CONSTITUTION**

**ARTICLE I – NAME**

The name of this organization shall be the CASCADE HIGH BAND AND COLOR GUARD BOOSTERS.

**ARTICLE II – PURPOSE**

**Section 1**

The Cascade High Band and Color Guard Boosters shall be a nonprofit organization.

**Section II**

The purposes of this organization are:

- a. To support the activities of the instrumental programs at Cascade High School in Everett, Washington.
- b. To promote and aid the cultural enrichment of the community encompassed in the Everett School District Area through the support of youth music activities in general.
- c. To acquire, grant, gift, purchase, devise, or bequest, and to hold and dispose of such property as the purposes of the organization shall require, subject to such limitations as may be prescribed by law.

**Section III**

The “Term of Existence” of the Cascade High Band and Color Guard Boosters is perpetual.

**ARTICLE III – MEMBERSHIP**

**Section 1**

**ACTIVE MEMBERS:** Any parent or person interested in the purposes of the Cascade High Band and Color Guard Boosters may become an active member of this organization.

**Section II**

Other categories of membership as allowed under the by-laws of this organization may exist. All other categories of membership must be non-voting.

## **ARTICLE IV – BOARD OF DIRECTORS**

### **Section I**

The Board of Directors shall consist of the President, First Vice President, Second Vice President, Treasurer, Secretary, and Advisor, who is a non-voting member. The officers shall be elected in April and assume their duties on July 1<sup>st</sup>. Every elected member of the Board of Directors shall have one(1) vote.

### **Section II**

The Director of the Instrumental Program at Cascade High School shall be appointed as the Advisor on the Board of Directors.

### **Section III**

The Board of Directors shall have the authority to appoint other non-voting members as necessary.

## **ARTICLE V – QUORUM**

### **Section I**

A quorum is ten percent (10%) of the total active membership.

## **ARTICLE VI – AMENDMENTS**

This Constitution or its By-Laws may be amended by a 75 percent (75%) affirmative vote of a quorum of the total active membership of this organization.

## **ARTICLE VII – I.R.S. MANDATE**

This organization is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Notwithstanding any other provision of the Constitution, the organization shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) an organization contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purposes. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **BY-LAWS**

### **ARTICLE I - PURPOSE**

#### **Section I**

Cascade High Band and Color Guard Boosters shall be a nonprofit organization under Chapter 24.03 of the Revised Code of Washington.

#### **Section II**

The purpose of the organization shall be set for in its Constitution.

#### **Section III**

The organization shall be authorized as set forth in its Constitution to accept gifts of money and property, both real and personal, and do all acts authorized by law to carry out its purpose.

#### **Section IV**

The organization shall not have or issue shares of stock and members of the organization shall not be liable for the organization's obligations.

### **ARTICLE II – MEMBERSHIP**

#### **Section 1 – Membership**

There shall be three categories of membership:

**ACTIVE MEMBERS:** Any parent or person interested in the purpose of the Cascade High Band and Color Guard Boosters may become an active member of this organization. All active members are voting members.

**ASSOCIATE MEMBERS:** Any person, business, or corporation interested in the purpose of the Cascade High Band and Color Guard Boosters may become a non-voting member.

**STUDENT MEMBERS:** Any students currently enrolled in the instrumental or color guard program at Cascade High School shall automatically become a student member of the Cascade High Band and Color Guard Boosters. All students shall be non-voting members and cannot hold office.

#### **Section II – Membership Roster**

An official membership roster shall be kept as current as is reasonably practical under the circumstances and shall be available at each meeting of the membership.

#### **Section III – Regular Meetings of the Membership**

The general membership of the Cascade High Band and Color Guard Boosters shall hold regular monthly meetings at a time and place to be determined by the President and Board of Directors who may cancel the meeting due to lack of business.

**Section IV – Special Meetings of the Membership**

Special Meetings of the Membership may be called by the President or the majority of the Board of Directors or the Majority of the membership.

**Section V – Notice of Special Meetings of the Membership**

Written notice stating the place, day, and hour of the special meeting, and the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) nor more than fifty (50) days before the date of the meeting, either personally or by mail, at the direction of the President or the persons calling the meeting, to each member entitled to vote at such meeting.

**Section VI – Quorum at Meetings of the Membership**

Members holding at least ten percent (10%) of the votes entitled to be cast at a meeting shall constitute a quorum.

**Section VII – Voting at Meetings of the Membership**

Each member, including the directors, shall be entitled to one (1) vote for any matter submitted to the membership. A majority of the votes cast by the members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted on by the membership.

**ARTICLE III - MANAGEMENT**

**Section I – Board of Directors**

The business and property of the Cascade High Band and Color Guard Boosters shall be managed by the Board, consisting of the elected officers of this organization and the Advisor who shall be the Director of the Instrumental Program at the Cascade High School. The Advisor is a non-voting member of the Board.

**Section II – Term of Office**

All officers and directors shall serve for a period of one (1) year from July 1st to June 30th, and may serve three (3) consecutive terms of which two (2) terms may be in the same office.

**Section III – Election**

The members of the Board of Directors and officers of the organization shall be elected by a majority vote of a quorum of the active membership at the April meeting of the general membership. Each active member of the Cascade High Band and Color Guard Boosters shall be entitled to cast one (1) vote for each position to be filled. The President shall appoint a nominating committee of three (3) persons in February of each year to screen and encourage members to accept nomination for office, which committee will submit its report no later than the general meeting in April prior to the call for Nominations from the floor.

**Section IV – Regular Meeting**

The Board of Directors shall hold regular monthly meetings at a time and place to be determined by the President who may cancel the meeting due to lack of business.

**Section V – Special Meeting**

Special meetings of the Board of Directors may be called by the President or the majority of the Board of Directors for the competent management of the organization.

**Section VI – Notice of Regular or Special Meetings**

Notice of regular or special meetings of the Board of Directors shall be given in any manner calculated to inform each director of the place, date, and time thereof, and whenever possible, at least ten (10) days in advance of the meeting. Notice may be given to the directors at preceding meetings or by mail, telephone, or in person. Attendance of a director at any meeting shall constitute a waiver of notice of such meeting except where a director attends a meeting is not lawfully called convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

**Section VII – Quorum**

A majority of the number of directors fixed by the Constitution shall constitute a quorum for the transaction of business at a Board of Directors meeting

**Section VIII – Voting**

Each director shall be entitled to one (1) vote in matters coming before the Board of Directors. A majority of the votes cast by the Directors at a meeting at which a quorum is present shall be the action of the Board of Directors.

**Section IX – Removal**

Any member of the Board of Directors may be removed from office for unexcused absence from three (3) consecutive meetings.

**Section X – Vacancies**

Any vacancy occurring on the Board of Directors by reasons of death, resignation, or removal of a director shall be filled by a majority vote of the Board of Directors. Such appointee shall serve during the unexpired term of the Director whose position has become vacant.

**Section XI – Powers**

The Board of Directors shall have the power to decide matters not otherwise entrusted to the membership by the Constitution or these By-Laws and shall endeavor to solicit views from and provide information to the membership relative to issues and decisions.

**Section XII – Compensation**

No member of the Board of Directors shall be compensated for his/her services as a board member of the organization.

**Section XIII – Officers**

The members of this organization shall, by majority vote of a quorum of the membership present, elect from their numbers the following officers: President, First Vice President, Second Vice President, Secretary, and Treasurer. The officers shall be elected at the regular meeting of the general membership during the month of April and assume their duties on July 1.

**Section XIV - Committees**

Any necessary committee shall be appointed by the President or the Board of Directors.

## **ARTICLE IV – OFFICERS**

### **Section I – President**

The President shall preside at all General and Board of Directors meetings, appoint all committees, and shall be an ex-officio member of all committees.

### **Section II – First Vice President**

The First Vice President shall assume all duties of the President in his/her absence and other official duties as required. Should the office of President become vacant, the First Vice President shall assume the duties of President on a permanent basis. The First Vice President shall be responsible for all matters of membership and be the Chairperson for the Scholarship Committee.

### **Section III – Second Vice President**

The Second Vice President shall assume the duties of the First Vice President in his/her absence and other duties as required. The Second Vice President shall be responsible for all matters of fundraising and publicity.

### **Section IV – Secretary**

The Secretary shall keep minutes of all meetings and provide correspondence with the membership or any other correspondence that the President of the Board of Directors shall direct.

### **Section V – Treasurer**

The Treasurer shall keep the financial record of the Cascade High Band and Color Guard Boosters, except those accounting books required by law for major fundraising activities which may be assigned to other individuals. The Treasurer shall provide a financial report at all meetings or when requested by the officers. The Treasurer shall submit such reports that may be required by the laws of the State of Washington and the United States Government in relation to funds expended. An accurate setoff books shall be kept up to date and be available for inspection by the membership and its officers. The Treasurer may be assigned other duties as the President may direct.

## **ARTICLE V – BUDGET**

### **Section 1 – Minimum Balance**

The Board of Directors shall assure that a minimum balance of \$10,000.00(ten thousand) remains in the General Fund for the next year's initial operating expense.

### **Section II – Fundraising Projects**

All money-making projects must be approved by the Board of Directors of the Cascade High Band and Color Guard Boosters. All funds received from fundraising projects shall remain in its treasury. At the discretion of the Board of Directors, a portion of these funds may be apportioned to individual accounts and dispersed in accordance with guidelines set forth by the Board of Directors.

### **Section III – Fiscal Year**

The fiscal year of the Cascade High Band and Color Guard Boosters shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **ARTICLE VI – DISSOLUTION**

Upon dissolution of the Cascade High Band and Color Guard Boosters, the Board of Directors shall, after paying or making provision for payment of all liabilities of the organization, dispose of the assets of the organization exclusively for the purposes of the organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine according to the following guidelines:

Such organization shall be identified as follows in order of priority:

- A. The Cascade High School Instrument Program for their use through the ordinary and appropriate administration of the Cascade High School Associated Students, or in the case of dissolution of the instrumental program.
- B. The Cascade High School Associated Students, to be kept unspent for period of three (3) years and thereafter to be distributed to the Cascade High School Student Body organizations deemed appropriate by the school principal, or in the event that the Associated Students may not be organized or qualified, or any assets were not disposed of by the above procedure.
- C. The assets shall be disposed of by the Board of Directors, exclusively for such purposes to such organizations, as said Board of Directors shall determine, which are organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

## **ARTICLE VII – AMENDMENTS**

These By-Laws may be amended by a 75% affirmative vote of a quorum of the total active membership of this organization.