

Meadowdale High School Arts & Music Booster Organization Bylaws

**MEADOWDALE HIGH SCHOOL
ARTS & MUSIC BOOSTER ORGANIZATION
AKA
MAMBO
BYLAWS**

ARTICLE - I NAME AND LOCATION

The name of this organization shall be "Meadowdale High School Arts & Music Booster Organization," hereafter, known as MAMBO. Located at Meadowdale High School, 6002 – 168th St. SW, Lynnwood, WA 98037.

ARTICLE - II PURPOSE/MISSION STATEMENT

The MAMBO is a non-profit, independent group organized for the purpose of:

- (1) supporting and promoting the education and activities offered by Meadowdale High School Visual and Performing Arts Programs and
- (2) engaging in fund-raising activities to provide supplemental funds for Meadowdale High School Visual and Performing Arts.

ARTICLE - III MEMBERSHIP QUALIFICATIONS and VOTING

Section 1 - MEMBERSHIP QUALIFICATIONS

- 1a) Any parent or guardian of a student enrolled in Meadowdale High School Visual and Performing Arts programs shall be a member of MAMBO.
- 1b) Any person who is over the age of 18, and does not attend high school, and who is willing to support the mission statement of this organization may join MAMBO.
- 1c) The Visual and Performing Arts Directors shall be *ex officio* members of MAMBO, and shall have all privileges of membership except voting.

Section 2 – VOTING

- 2a) Only members may vote on the business of the Club.
- 2b) There shall only be one vote per family.
- 2c) A vote may be cast by absentee ballot through e-mail, provided the e-mail (a) comes from an e-mail address registered with MAMBO and (b) is received by the Secretary by 6:00 p.m. the day of the vote. A vote may also be cast on paper, signed by the member and delivered to the Secretary by 7:00 p.m. on the day of the vote.

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ARTICLE - IV MEETINGS and QUORUM

Section 1 – MEETINGS

Executive board meetings shall be held at a time and place to be established the by Executive Board, and as outlined in the Standing Rules. Notice of a change of meeting date will be given at least seven days in advance, when possible.

General meetings will be held monthly, except December, during the school year. The times, dates and location to be decided prior to the beginning of the school year. Notice of change of meeting date will be given at least seven days in advance, when possible.

Section 2 – QUORUM

- 2a) General Meetings. The legal quorum for the transaction of business at a general meeting, or by an email vote presented to the membership, shall be eleven (11) attendees, at least three (3) of which are members of the Executive Board.
- 2b) Executive Board Meetings. The legal quorum for the transaction of business at an executive board meeting shall be three (3) members.

ARTICLE - V ELECTED EXECUTIVE BOARD AND BOARD OF DIRECTORS, ELECTIONS, TERM OF OFFICE VACANCIES and CLUB PARAPHERNALIA

Section 1 - ELECTED EXECUTIVE BOARD

- 1a) The elected Executive Board shall be the President, Vice-President Arts, Vice-President Music, Secretary, Accounting Chair and Co-Treasurer #1. The Executive Board members shall have such duties as outlined in the Standing Rules.
- 1b) The Elected Board of Directors shall consist of i) all members of the Executive Board, and ii) up to eight additional elected individuals.

Section 2 - ELECTIONS PROCEDURES

- 2a) At the March board meeting, the President shall appoint a nominating committee of three (3) or more members, who will recruit qualified and interested members for election to the Executive Board.
- 2b) At the April board meeting, the Nominating Committee will submit the names of the nominees to the board. In addition, nominations may come from the “floor.”
- 2c) Officer Elections will be held during the May General Meeting.

Section 3 - TERM OF OFFICE

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- 3a) The election term for each office shall be for the duration of twelve (12) months or until a successor is elected.
- 3b) Term runs from July 1st of the current year, through the following June 30th.

Section 4 - VACANCIES/CLUB PARAPHERNALIA

- 4a) In the event an officer must vacate the office held, a written resignation letter must be submitted to the Secretary thirty (30) days in advance. The vacancy will be announced to the membership by e-mail, or newsletter if published, and an election will be held at the next membership meeting to fill the vacated office.
- 4b) If less than six (6) months remains of an officer's vacated term, the office may be filled by appointment.
- 4c) Retiring or vacating officers shall turn over all paraphernalia of their office to the new officers within thirty (30) days of leaving office.

ARTICLE - VI REMOVAL FROM OFFICE

Any member of the Executive Board may be removed from office for unexcused absence from three (3) consecutive meetings, or for other cause, by a majority vote of the total membership as opposed to a majority vote of a quorum thereof. Written notice of the proposed removal and the cause therefore must be given to such Board member at least ten (10) days prior to the date of the regular or special meeting at which such removal will be voted upon.

ARTICLE - VII FUND-RAISING PROCEDURES & REGULATIONS; ACCOUNTING PROCEDURES; HARDSHIP SCHOLARSHIPS

Section 1 - SECTION OF FUND-RAISING ACTIVITY

- 1a) Any member in good standing of the Organization may propose a fund-raising activity to the Board.
- 1b) Any fund-raising activity must be approved by a simple majority of the of the MAMBO Board present at the time of the vote. Approval by the Principal, or designated representative must be secured prior to vote of MAMBO Board.
- 1c) As soon as possible, a committee chairman will be appointed or selected.

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Section 2 - ACCOUNTING PROCEDURES

This procedure applies to funds raised as a result of efforts of the Organization to provide funds for participation in the activities of the Visual and Performing Arts Department Programs.

- 2a) If necessary MAMBO may advance funds required to initiate any approved fund-raising activity (costs). These monies will be recovered from funds received prior to disbursements for any other purpose.
- 2b) Funds raised for the benefit of MAMBO shall immediately be deposited in MAMBO Fund Account.

Section - HARDSHIP SCHOLARSHIPS

An amount will be budgeted for and may be available for students who cannot afford to participate. Application forms are available from the student's teacher or counselor.

ARTICLE - VIII AMENDMENTS TO BYLAWS and STANDING RULES

Section 1 - These Bylaws may be amended at any regular general meeting by a two-thirds (2/3) vote of those present and/or voting, or if done by an email vote, per the terms of a legal quorum, as outlined in Article IV, Section 2a, above, with two-thirds (2/3rds) of those in the membership who chose to vote on the amendment presented, providing that the proposed amendment had been submitted to the Secretary in writing and read, mailed or emailed to the membership at least seven (7) days prior to the next membership meeting.

Section 2 - The Standing Rules may be changed at any regular general meeting or by email by a simple majority vote of those members present and voting, or if presented by email, by a simple majority of those members who chose to vote, providing that the proposed change has been submitted to the Secretary in writing and ready or mailed to the membership at least seven (7) days prior to the next membership meeting.

ARTICLE - IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not specifically covered in these Bylaws or Standing Rules.

ARTICLE - X TAX EXEMPTION

Section 1 - This corporation is organized for a charitable and educational purpose within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

Section 2 - Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code.

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Section 3 - This organization is not organized for profit, and no part of the net shall inure to the benefit of any private shareholder or individual.

ARTICLE – XI DISSOLUTION

Upon the dissolution of this corporation, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Meadowdale Associated Student Body (ASB).

Bylaws adopted: _____

Bylaws amended: _____