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## STANDING RULES

- 1) Monthly membership meetings shall be held on the 3<sup>rd</sup> Wednesday of each month, excluding December and June, or at the designation of the Executive Board. Meetings to be held at 7:00p.m., in the Meadowdale High School Library. Attendance is expected as part of maintaining good standing. Notify President or Secretary prior to absence.
- 2) The Executive Board may expend up to \$500.00 for fund-raising or administrative purposes without prior approval of the membership.
- 3) Disbursement of MAMBO funds shall be by check, requiring no less than two (2) authorized signatures. The authorized signers shall be the President, Vice President of Arts, Vice President of Music, Secretary and Treasurer.
- 4) All Fund-raising projects shall be first presented to the Executive Board for approval before being submitted to the Principal or designated building representative. If approved, then the Executive Board can enter into agreements with vendors or agencies.
- 5) MAMBO shall have one general funds bank account supporting the organization, and one savings account. The savings account will maintain a minimum balance of \$10,000.
- 6) As per Edmonds School District Rules, all volunteers and officers of MAMBO must submit and pass a criminal background check.
- 7) Committee chairmen shall be appointed from the total membership and are responsible for:
  - a. Selecting or recruiting committee members to assist in committee activities.
  - b. Notifying the President and Secretary of meeting schedule, committee plans and activities.
  - c. Submitting a written report to the Secretary within thirty (30) days of completion of a major activity. This report shall include a financial report, and will be maintained in a permanent file for future reference.
  - d. Submitting a brief written report to the Secretary of the year's activities with accomplishments and recommendations no later than May of the current year.
  - e. Presenting a proposed committee event budget to the Executive Board for approval prior to any expenditure of funds.
  - f. Reviewing and submitting in proper format a Reimbursement Request Form for all approved expenses to the Treasurer, no later than fifteen (15) days after an event.

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## DUTIES OF OFFICERS

### PRESIDENT

The President shall be the presiding officer of the Organization and shall preside at all meetings. The duties and powers shall include enforcing the By-Laws, decrees, rules and regulations of the Organization; to encourage adherence thereto among the officers and members of the Organization; and to appoint such committees and chairmen of such committees as may be necessary to carry out the work of the Organization. The President, or a Board member so designated by the President, shall be an ex officio member of all committees. Specific duties shall be:

1. Conduct meetings
2. Send out request for agenda items for upcoming meetings/contact secretary to distribute reminders.
3. Set dates for meetings and confirm fundraisers.
4. Signs off on monthly treasury reports.
5. Co-signer on checks

### VICE PRESIDENT of ART

It shall be the duty of the Vice President to assist the President in conducting the business of the Organization and perform such other duties as assigned by the President or by the Organization. In the event of the absence of the President, disability, or at the request of the President, the Vice Presidents of Art and Music shall assume and perform duties of the President. Specific duties shall be:

1. Conduct meeting in the absence of the President.
2. Assist in setting the dates for meeting and coordination of fundraisers.
3. Help prepare for meetings by helping to create the agendas/setting up and breaking down.
4. Oversee fundraisers, support the volunteers who head fundraisers, coordinate grant writing opportunities, cultivate relationships with larger Art donors.
5. Send out emails in regard to upcoming fundraisers.
6. Help set up committees to organize fundraising events.
7. Work with Arts Liaison to support the Art Department.
8. Co-signer on checks
9. Set up concessions on SignUp Genius for all art events

### VICE PRESIDENT of MUSIC

It shall be the duty of the Vice President to assist the President in conducting the business of the Organization and perform such other duties as assigned by the President or by the Organization. In the event of the absence of the President, disability, or at the request of the President, the Vice Presidents of Art and Music shall assume and perform duties of the President. Specific duties shall be:

1. Conduct meeting in the absence of the President.
2. Assist in setting the dates for meeting and coordination of fund raisers.
3. Help prepare for meetings by helping to create the agendas/setting up and breaking down.

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4. Oversee fundraisers, support the volunteers who head fundraisers, coordinate grant writing opportunities, cultivate relationships with larger music donors.
  5. Send out emails in regard to upcoming fundraisers.
  6. Help set up committees to organize fundraising events.
  7. Work with Music Liaison to support the Music Department.
  8. Co-signer on checks
  9. Set up concessions on SignUp Genius for all music events

#### SECRETARY

The Secretary shall be keeper of the minutes for all meetings and is record keeper of all correspondence.

1. The Secretary shall notify members of all meetings.
2. Keep a record of all meetings.
3. Take minutes at all meetings.
4. Maintain custody of a file of all minutes, formal reports of all committee chairman, and other official documents.
5. Issue absentee ballots upon request.
6. In charge of all sign in sheets at General Meetings.
7. Provide board members with school district paperwork for back ground checks, keep record of those completed and returned.
8. Collection of mail located at the PO Box in Lynnwood.
9. Maintain file of student volunteer hours, give hour logs to the Counseling office so that students get credit for volunteer hours.
10. Co-signer on checks.

#### TREASURER

The Treasurer is responsible for the monthly presentation of financial records, recording transactions in Quickbooks, writing and distributing reimbursement checks, budgeting and filing reports per state and federal regulations. Co-signer on checks.

#### CO-TREASURER

Co-Treasurer is responsible for receiving all funds received in the mailbox and lockbox located at the school and shall promptly deposit all monies received by the organization. Responsible for the cash box distribution and collection after events, and for making deposits to bank.

#### ARTS LIAISON

The Arts Liaison will serve as a communications conduit between the board, drama and improv directors and parents. Will disseminate information to parents and families as needed and will coordinate the various volunteers at functions, which are arts program directed. Will also be responsible for tracking student volunteer hours at events and concessions and giving to the Secretary who will keep a copy and hand in to the Counseling office.

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### MUSIC LIAISON

The Music Liaison will serve as a communications conduit between the board, music directors and parents. Will disseminate information to parents and families as needed and will coordinate the various volunteers at functions, which are Music program directed. Will also be responsible for tracking student volunteer hours at events and concessions and giving to the Secretary who will keep a copy and hand in to the Counseling office.

### PUBLIC RELATIONS CHAIRMAN

Chairman of Public Relations will publicize fundraisers and events open to the community through social media outlets and community calendars. Chairman will also create and distribute posters and invitations, maintain webpage and social media to promote visibility of the program. Gather and communicate monthly information to be included in monthly school newsletter. Create email blast to membership as necessary to promote events. Create and maintain online ticketing for events as necessary. Maintain MAMBO email account.