

**BY-LAWS
OF THE
PANTHER CREEK HIGH SCHOOL FINE ARTS BOOSTER CLUB**

**ARTICLE I
OFFICES**

Section 1 - Principal Office:

The principal office of the organization shall be located at Panther Creek High School, county of Wake, State of North Carolina. The organization may have such other offices as the Booster Board may determine from time to time. Permanent records are to be maintained at the principal office of this organization.

**ARTICLE II
MEETINGS OF EXECUTIVE BOARD**

Section 1 - Place of Meeting:

All meetings of the executive board shall be held at the principal office of the Organization, or at such other place, either within or without the state of North Carolina, as shall be designated on the notice of the meeting or agreed upon by a majority of the executive board entitled to vote thereat.

Section 2 - Annual Meeting:

The annual meeting of the executive board for the election of officers and the transaction of other business shall be held in April or May of each year on any day in that month as determined by the executive board.

Section 3 - Notice of Meeting:

Written or printed notice stating the time and place of the meetings shall be delivered not less than seven (7) days before the date of any annual meeting, by mail, by the direction of the executive board, to each member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his address as it appears on the record of membership of the Organization, with postage thereon paid.

**ARTICLE III
PURPOSES**

Section 1 - Objectives of the Panther Creek High School Fine Arts Booster Club:

The purpose of this organization shall be:

- a. To support the faculty of PCHS Fine Arts Departments consisting of Visual Arts, Theatre, and Dance and their programs. Chorus and Band are supported by separate booster organizations.
- b. To promote and encourage a cooperative relationship among the administration, faculty, parents, students, and the local community in the Visual Arts, Theatre, and Dance programs at PCHS.
- c. To provide volunteers and financial support to the PCHS Visual Arts, Theatre, and Dance programs.

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ARTICLE IV BASIC POLICIES

Section 1 – Basic Policies:

The following are basic policies of the Panther Creek High School Fine Arts Booster Club.

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the organization.
- c. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the executive board. This organization may cooperate with other organizations and agencies concerned with child welfare, but a member shall make no commitments that bind this Organization without the express permission of the executive board.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to furtherance of the purposes set forth in Article III hereof.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization from Federal income tax under Section 501(c)(3) the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.
- g. Upon the dissolution of this organization after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Panther Creek High School Fine Arts Department.

ARTICLE V MEMBERSHIP AND DUES

Section 1 - Membership in this Fine Arts Booster Club:

Membership in this Fine Arts Booster Club shall be made available without regard to race, color, religion, sex, handicap, national origin or familial status.

Section 2 - Annual Enrollment:

This Fine Arts Booster Club shall conduct an annual enrollment of members, but may admit persons to membership at any time upon payment of dues.

Section 3 - Annual Dues:

Each member of this Fine Arts Booster Club shall pay annual dues to the organization, as set forth from time to time by the executive board.

Section 4 - Participation in Meetings:

Only members of the organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

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Section 5 - Time and Duration of Membership:

The membership year of the Panther Creek High School Fine Arts Booster Club shall begin on July 1 and end the following June 30.

ARTICLE VI VOTING RIGHTS

Section 1 - Voting Rights:

Each identifiable member in good standing is entitled to one vote. Only votes cast by members present will be counted. No proxies will be permitted. Verification of membership will occur prior to voting on any issue. A quorum will be constituted by 10% of the total general membership.

ARTICLE VII TERMINATION OF MEMBERSHIP

Section 1 - Termination of Membership:

Members may resign at any time by written notification to the President.

ARTICLE VIII OFFICERS AND THEIR ELECTION

Section 1 - Officer Membership:

Each officer of this Fine Arts Booster Club shall be a member of the Fine Arts Booster Club.

Section 2 - Officers and their election:

- a. The officers of this organization shall consist of a president, a vice president, a secretary (recording and corresponding), and a treasurer.
- b. The president, vice president, secretary and treasurer shall be elected by vote in the month of April or May. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the June meeting and shall serve for a term of one year or until their successors is elected.
- d. The officers of this organization shall have a student currently attending Panther Creek High School or be employed at Panther Creek High School.

Section 3 - Nominating Committee:

- a. There shall be a nominating committee composed of three (3) members who shall be appointed by the president and approved by the executive board. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in April or May at which time additional nomination may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

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Section 4 - Removal:

Whenever in its judgment the best interest of the organization would be better served, an officer elected by the general membership may be removed from office by a majority vote of a quorum of the general membership; as well, an officer appointed by the board may be removed from office by a majority vote of the board. Any member of the board that fails to attend three consecutive meetings may be removed from office by a majority vote of the board and the board shall appoint their successor.

Section 5 - Vacancies:

A vacancy occurring in any office because of death, resignation, removal or disqualification shall be filled by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

ARTICLE IX DUTIES OF OFFICERS

Section 1 - President:

The president shall prepare the agenda for and preside at all meetings of the organization and of the executive; shall perform such other duties as may be prescribed in these by-laws or assigned to them by the organization or by the executive board: shall be a member ex officio of all committees except the nominating committee; shall appoint chairpersons of committees; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2 - Vice President:

The vice president shall act as an aide to the president and shall perform the duties of the president in the absence or inability of the officer to serve; shall perform such other duties as may be prescribed in these by-laws or assigned to them by the organization or by the executive board; and shall handle special projects assigned by the Fine Arts teacher or Fine Arts Boosters President.

Section 3 - Secretary:

The secretary shall record the minutes of all meetings of the organization and of the executive board; shall prepare copies of all minutes to have available at the next meeting; shall have a current copy of the by-laws; shall maintain membership list; shall carry on any communication from the Fine Art Boosters to other parties, including Booster members; shall maintain an accurate roster of members; and shall coordinate an e-mail system made up of members of the Boosters

Section 4 - Treasurer:

- a. The treasurer shall have custody of the funds of the organization, shall keep a full and accurate account of receipts and expenditures; and in accordance with the provisions in the annual budget adopted by the organization, and shall make disbursements as authorized by the executive board. Checks or vouchers shall be signed by two persons: the treasurer and one other person designated by the executive board. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive board, and shall make a full report at the meeting at which new officers officially assume their duties. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of the Fine Arts Booster Club.

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- b. The treasurer's accounts shall be examined annually by an auditing committee chosen by the executive board. An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate and it relieves the treasurer of responsibility except in case of fraud.
- c. The treasurer shall be responsible for filing any required tax forms as required by North Carolina and Federal law(s).

Section 5 - Officer Duties and Requirements:

- a. All officers shall perform the duties outlined in these by-laws and those assigned from time to time.
- b. An officer shall serve a one-year term.
- c. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president without delay, all records, books, computer discs and/or other programs pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office with a full accounting.
- d. The same family may not hold the same office for more than two (2) consecutive years.
- e. No family may hold more than one (1) office during a year.
- f. The Officers will receive no remuneration for their board service although an officer may serve the organization in another capacity and receive compensation.
- g. Officer positions may be shared by two voting members, while retaining one vote for each elected position.

ARTICLE X BOARD OF DIRECTORS

Section 1 - Creating Membership of the Executive Board:

The executive board shall consist of the preceding elected officers and a PCHS Fine Arts teacher representative. The teacher representative will be chosen annually from among the PCHS Visual Arts, Theatre, and Dance teachers at or about the same time as the officers are elected. The choice of teacher representative to the Fine Arts Boosters will be made by those teachers.

Section 2 - Regular Meetings:

Regular meetings of the board of directors shall be held during the calendar year. The dates of the meeting are to be set by the board at its first meeting of the year. A majority of the board shall constitute a quorum. Special meetings of the board may be called by the president or by a majority of the members of the board, seven (7) days notice being given.

Section 3 - The duties of the executive board shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. To create standing and special committees.
- c. To present a report at the regular meetings of the organization.
- d. To prepare and submit to the organization for adoption a budget for the year.
- e. To approve routine bills within the limits of the budget.
- f. To review and approve budgets of all standing committees.
- g. To make all expenditures for standing committees.

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ARTICLE XI MEETINGS

Section 1 - Regular Meetings:

Regular meetings of the organization shall be held bi-monthly, unless otherwise provided by the executive board, seven (7) days notice must be given to change the date of a regular meeting.

Section 2 - Special Meetings:

The president or a majority of the board of directors may call special meetings, seven (7) days notice having been given.

Section 3 - Annual Meeting:

The annual meeting shall be in April or May, depending on the school calendar, the time to be fixed by the board at its first meeting of the year

Section 4 - Quorum:

Ten percent (10%) of the members shall constitute a quorum for the transaction of business in any meeting of this organization.

ARTICLE XII COMMITTEES

Section 1 - Eligibility for Committee Positions:

Only members of the organization shall be eligible to serve in any elective or appointive positions.

Section 2 - Standing Committees:

The executive board may create such standing committees; as it may deem necessary to promote the objects and carry on the work of the organization. The term of each chairperson shall be one (1) year or until the selection of a successor. Standing Committee may include, but are not limited to:

- Membership
- Volunteer
- Hospitality
- Publicity
- Costume
- Visual Arts
- Dance
- Theatre
- Chorus Booster Liaison
- Band Booster Liaison
- PTSA Liaison
- Ways and Means
- Trip Coordinator
- Web Site
- Spring Musical
- Ticket Office

Section 3 - Committee Procedures:

The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 4 - Special Committees:

The power to form special committees and appoint their members rests with the executive board.

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Section 5 - Special Committee Expiration:

Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when the work is done and its final report is received or its charter is revoked by a majority vote of the executive board.

ARTICLE XIII FISCAL YEAR

Section 1 - Fiscal Year:

The fiscal year of this organization shall begin on July 1 and end on the following June 30.

ARTICLE XIV CONTRACTS, DEPOSITS, CHECKS AND FUNDS

Section 1 - Book and Record:

The organization shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, board of directors, committees having and exercising any of the authority of the board of directors, and the membership committee, and addresses of the members entitled to vote. All books and records of the organization may be inspected by any member, or his agent or attorney for any proper purpose at any reasonable time.

Section 2 - Carryover of Funds:

A minimum of \$500 will be maintained in the treasury of the organization at the end of the fiscal year. This is intended primarily for the purpose of having sufficient funds to support the start of the next school year.

Section 3 - Gifts:

The board of directors may accept on behalf of the organization any contributions, gifts bequests or device for any purpose of the organization.

Section 4 - Deposits:

All funds of the organization shall be deposited from time to time to the credit of the organization in such bank(s), trust companies or other depositories as the board of directors may select.

Section 5 - Checks, Drafts or Orders:

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the organization, shall be signed by such office or officers, agent or agents of the organization, and in such manner as shall from time to time be determined by resolution of the board of directors. In the absence of such determination by the board of directors, such instruments shall be signed by the treasurer or an assistant treasurer.

Section 6 - Contracts:

The President is authorized by the by-laws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization, and such authority may be general or may be confined to specific instances. Alternatively, the board of directors may authorize another officer or officers, agent or agents of the organization, in addition to the officers so authorized by the by-laws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization, and such authority may be general or may be confined to specific instances.

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Section 7 - Volunteering:

While this club encourages its members to volunteer at Panther Creek High School, there are no minimum requirements of volunteer hours for members of the Panther Creek High School Fine Arts Booster Club.

Section 8 - Annual Budget:

The budget committee will present a budget and annual plan for approval of the May executive board meeting. The Fine Arts teachers will be asked to submit a plan of work consisting of activities and programs for the coming year at the May executive board meeting. The budget committee shall consist of the Executive Board.

**ARTICLE XV
AMENDMENTS**

Section 1.

- a. These by-laws may be amended at any meeting of the organization by a majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least seven (7) days prior to the meeting at which the amendment is voted upon.
- b. The amendment shall become effective upon the vote. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.
- c. The undersigned certify the foregoing by-laws have been adopted as the first by-laws of the Organization, in accordance with the requirement of the Organization Law.

Adopted this _____ day of _____, 20____.

_____, President

_____, Vice-President

_____, Secretary

_____, Treasurer

_____, Theatre Teacher

_____, Dance Teacher

_____, Visual Arts Teacher

_____, Visual Arts Teacher

_____, Visual Arts Teacher