

# Independence Orchestra Booster Club (IOBC) Addendum

## Article II- Name

The name of this organization shall be Independence Orchestra Booster Club (IOBC)

## Article IV- Methods

**Section 5** -The IOBC may not take action that would be inconsistent with the requirements for tax exemption under section 501 (c) (3).

**Section 6** -The IOBC must benefit the orchestra group as a whole. All members of the Orchestra are to be treated equally and receive the same opportunity to benefit from the Booster Club.

**Section 7**-The fiscal year of the IOBC shall begin July 1 and end June 30.

## Article V

**Section 4** - The following levels of membership will be offered. The incentives may be changed as needed. (8/8/18)

\* Individual Membership \$25 (Name listed on concert programs)

The following levels include name listed in the concert programs and addition benefits:

\* Gold Circle- \$50 (includes free CD of Fall Concert)

\* Purple Circle- \$75 (includes free CDs of Fall and Spring Concerts)

\* Knight's Circle- \$100 (includes both CD's and 4 reserved "best in house" seats to the Fall Concert)

\* Director's Circle- \$200 (includes both CD's and 4 reserved "best in house" seats to the Fall and Spring concerts)

\* Benefactor Circle- \$500 (includes both CD's and 4 reserved "best in house" seats to the Fall and Spring concerts and a free student ad in the Spring Concert Program)

## Article VI Board of Directors and Election Process

### Section 2- Responsibility of the Board of Directors

#### President

Preside at all meetings of the organization;

- Meet at least once a month at a minimum with the head coach/director and campus Principal regarding booster activities;
- Resolve problems in the membership;
- Meet at least once a month at a minimum with the treasurer of the organization to review the organization's financial position;
- All contracts, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures. The president and treasurer shall sign all checks, drafts, and warrants.
- Schedule annual audit of records or request an audit if the need should arise during the year;
- At the general meeting in January a Nominating Committee will be appointed by the President to compile a list of nominees for each office who have signified their consent to serve if elected.
- Perform any other specific duties as outlined in the Club's Addendum.

### **1st Vice President**

- Preside at meetings in the absence or inability of the president to serve;
  - Perform administrative functions delegated by the president;
  - Receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks. This provides an independent review by an individual not associated with disbursement activity.
  - Files the current financial reports at the end of each fiscal year with the head coach/director and campus Principal;
    - Ensures the filing of sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office. Reports the filing at the board meeting following the filing deadline.
  - Ensures the Filing of the annual IRS form 990, 990-T, 990-N, or 990-EZ; Reports the filing at the board meeting following the filing deadline.
    - Updates the names and addresses of the IOBC board with the State Comptroller's office, IRS and Principal's office.
    - Submit any other required documents to the Principal's office such as updated bylaws/addendum
    - Perform any other specific duties as outlined in the Club's Addendum
- (8/8/18)

### **2nd Vice President**

- Preside at meetings in the absence or inability of the president and 1st vice president to serve;
  - Chair of Fundraising
  - Perform administrative functions delegated by the president;
  - Perform any other specific duties as outlined in the Club's Addendum.
- (8/8/18)

### **Treasurer**

- Authorized custodian of the funds of the organization;
  - All contracts, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures. The president and treasurer shall sign all checks, drafts, and warrants.
  - Receives and disburses all monies indicated in the budget and prescribed in the bylaws or as authorized by action of the organization;
    - Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250);
    - Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end. Copies shall be available for review by the Members within a reasonable timeframe, if requested.
  - Maintain an accurate and detailed account of all monies received and disbursed;
  - Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- organization upon request or at the end of the year;
- Perform any other specific duties as outlined in the Club's Addendum.
- (8/8/18)

## **Secretary**

- Keep accurate records of the proceedings of the organization and reporting to the organization;
- Ensure the accuracy of the minutes of the meetings;
- Have a thorough knowledge of parliamentary law, and the organization's bylaws;
- Report on any recommendations made by the Board of Directors;
- Maintain the records of the minutes; approved bylaws and any standing committee rules; and current membership and committee assignments;
- Record all business transacted at each meeting of the organization;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Perform any other specific duties as outlined in the Club's Addendum.

## **Article IX- Budgeting and Expenditure Authority**

**Section 8-** The use of a bank debit card shall be authorized to use for club expenses. Only the President and Treasurer may use the debit card and it must be in their possession at all times. Prior to using the debit card an expense request form must be filled out and be signed by 2 other persons. A receipt will be attached to the expense request form once the purchase is made and submitted in a timely manner to the treasurer. (8/8/18)

## **Article X- Standing and Special Committees**

**Section 2 - Financial Reconciliation Committee-** A financial reconciliation shall review all financial transactions to ensure that expenditures are properly documented and conform with the approved budget and the IOBC's. A financial reconciliation is required at least annually, at the end of the fiscal year. Additional audits may be conducted if 3 board members vote to have one done at another time. The Chair of the Committee is the 1st VP. The chair would appoint at least 2 non-members to review the books to ensure accuracy. Family members of current board members may not serve on the committee. The committee should be appointed and submitted to the board for approval at least 30 days before the end of the fiscal year. The review will be conducted immediately following the end of the fiscal year. A report by the Chair will be given at the first meeting of each fiscal year. (8/8/18)

**Section 3- Publicity and Communication Committee-** If possible, there will be a chair of the Publicity and Communication Committee Appointed by the Board. This is a non-voting position. Their responsibilities include:

- Submit advertising of fundraisers to the Director to be posted on the Orchestra's social media pages
  - Help maintain the IOBC webpage on the Orchestra site
  - Take photos of events (in conjunction with the class historians)
  - Coordinate advertisement of fundraisers on local HOA pages and other social media
  - Perform administrative functions delegated by the president
- (8/8/18)

## **Article XII – Scholarships**

**Section 1 –** The Club shall provide post-graduation Academic Scholarships to graduating seniors of the Team. Any student in good standing according to the head coach/director and campus Principal are eligible to apply for scholarships.

**Section 2 –** Eligibility requirements include the completion of the ~~Friseo Education Foundation (FEF)~~ Club's Scholarship Application.

**Section 3** – All scholarships will be awarded through the Club *via* a panel of judges chosen by the Director. Frisco Education Foundation (FEF) and their panel of judges. The FEF committee has no investment in our organization or team.

**Section 4** - The award amounts will be divided equally among the qualified applicants. The total award amount will be established during the Budget process and ratified by the Board, and may be subject to limitations set forth by FEF. The final scholarship award amounts may be revised prior to disbursement to reflect any adjustments required for the Booster Club actual performance to budget. The total award amount may be adjusted up or down with the Board's ratification. The individual award amount may not exceed \$1,000.00 per recipient without the head coach/director and the campus Principal's approval. The award amounts will be sent directly to the post-graduation institution where the recipient will be enrolled. In the event the Club's award would decrease any other awards or scholarships already granted to the recipient, the award may be sent directly to the recipient upon presentation of proof of the recipient's future enrollment. (11/4/20)

#### **Article XIV- Dissolution of the Club**

**Section 1**-Upon dissolution of the Booster Club, any remaining assets, after the resolution of the debt, will be distributed to one or more organizations within the Independence High School, Frisco ISD, Texas that are exempt under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

**Section 2**- The IOBC may be dissolved if it has been judged by the principal to be disruptive to the educational activities of goals of the program. Last Update 8/18