

CYPRESS WOODS BAND BOOSTER ASSOCIATION

ARTICLES OF INCORPORATION

ARTICLE 1 – Name

The name of this organization shall be “Cypress Woods Band Booster Association.”

ARTICLE II – Purpose

This non-profit organization's sole purpose shall be to assist Band Students and the Band Director(s) in every way to promote its educational purpose of learning, perfecting, and performing music as a group both at school and in the community.

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the 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 corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not 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.

ARTICLE III – MEMBERSHIP

Section A – All parents and any persons who are interested in the good of the Band program are eligible for membership.

Section B - All members are welcome and are requested to assist with all projects undertaken by the organization.

Section C – Annual membership dues are to be charged but not required for membership. The amount of said dues will be determined by the Executive Board prior to the beginning of each school year and will be collected at the beginning of each new school year. Different levels of membership will be available to those who wish to underwrite the Band at a higher level. The costs and privileges of these memberships are to be determined by the Executive Board prior to the start of each new school year.

Section D – All members shall be eligible to vote or serve in any of the elected or appointed positions of the Organization. To be eligible for elective office, a member must have been an active Cypress Woods Band Booster Association member during the preceding school year.

ARTICLE IV – Officers

Section A – The following officers will be elected annually: President, Vice President, Secretary, and Treasurer. During the inaugural year, the positions of President, Vice President, Secretary, and Treasurer will be appointed by the Band Director(s).

Section B – The officers and the Band Director(s) shall form the Executive Board of the Organization. The Band Director(s) and President shall be deemed ex-officio members of all committees.

Section C – No business shall be undertaken in the name of the Organization without having first been brought before, and approved by, the Executive Board.

Section D – A vacancy occurring in an elective office during the year will be filled by a person nominated by the Executive Board with additional nominations allowed from the floor and elected by the General Membership.

ARTICLE V – Elections

Section A – The Executive Board shall appoint the Nominating Committee. The Nominating Committee shall submit a single slate of officers. The election of the officers shall take place at the last meeting of the General Membership of the school year.

Section B – Additional nominations may be made from the floor. The nominee receiving the majority of the votes cast shall be elected. In case of a tie, the ballot will be eliminated and another ballot will be taken.

Section C – The President shall state the manner in which the casting of votes shall be made.

ARTICLE VI – Duties of Officers

Section A - The **President** shall preside at all meetings of the Organization and of the Executive Board. S/he shall appoint all committees and in other ways see that the affairs of the Organization are conducted in a business-like manner and in accordance with the wishes of the Band Director(s). S/he shall have signatory powers for the Organization checking account, along with the Treasurer.

Section B – The **Vice President** for the Organization shall assist the President with all duties. In the event that the President cannot be present at a meeting or function, the Vice President will take the President’s place. The Vice President shall be in charge of all special events approved by the Executive Board and act in the capacity of a Special Events Coordinator.

Section C – The **Secretary** shall record accurate minutes of all meetings of the Executive Board and of the General Membership. Copies of the minutes shall be made available to all Executive Board members within a reasonable amount of time subsequent to each meeting. The Secretary shall also handle all correspondence of the Organization.

Section D – The **Treasurer** shall collect all money due the Organization and deposit it for safekeeping to the Organization’s bank account in a prudent and timely manner. S/he shall at the direction of the Executive Committee make necessary expenditures. S/he shall make a report of all expenditures and collections at each meeting and shall have signatory powers on the Organization’s checking account. Anyone receiving money on behalf of the Organization will be responsible to the Treasurer to keep accurate and complete records. Money collected must balance with records presented to the Treasurer. The Treasurer must present a financial statement to the Executive Board at the last meeting of the school year, or at other times as requested by the Executive Board. The Executive Board must approve the financial statement of the outgoing Treasurer prior to turning the position over to the incoming Treasurer.

ARTICLE VII – Meetings

The Executive Board shall meet prior to each new school year and determine the date and time of the General Meetings, as well as for the Executive Board Meetings for the upcoming year. A listing of dates shall be printed and distributed to the Membership prior to the first scheduled General Meeting. Notice of emergency meeting(s) shall be given by phone and/or e-mail notices.

ARTICLE VIII – Finance

After the inaugural year, an annual budget shall be created and adopted by the Executive Board before the beginning of each school year. Money collected from membership dues and fundraising projects shall be placed in an account at a local bank under the name of “Cypress Woods Band Booster Association.” The Treasurer, Band Director(s) and one additional board member must approve disbursements of non-budgeted funds over \$250.00. A financial statement will be produced by the Treasurer and approved by the Board at the end of each school year, or at other times as requested by the Executive Board.

ARTICLE IX – Amendment

The Articles of Incorporation may be amended at any meeting of the Organization by a majority vote of the members present, provided that notice of the proposed amendment was given prior to the meeting.

The Articles of Incorporation were created by the originating three Board Members (Band Director, President, and Treasurer) prior to the beginning of the inaugural school year for the benefit of the Cypress Woods Band Booster Association.

Michael Vasquez, Band Director

Date Signed

Tina Plank, President

Date Signed

Jonette Cantrell, Treasurer

Date Signed