SACHEM BOOSTERS FOR ENHANCING ARTS TOGETHER ARTICLES OF ASSOCIATION

Article I: Name and purpose

SECTION 1 – NAME The name of this organization shall be Sachem Boosters for Enhancing Arts Together (Hereafter referred to as “BEAT.”).We are a NYS Nonprofit corporation and are recognized by the IRS as tax-exempt under section 501(c)(3) of the Internal Revenue Code

SECTION 2 - PURPOSE The purpose of BEAT is to raise money and coordinate parent/volunteer activities for the support of the performing arts program, its students, and faculty. The Association will act to the best of its abilities to promote, build, and support the Sachem Performing Arts Program (Music, Theater, and other components) through all possible encouragement and viable fundraising. In addition, the Association will promote community interest in the school music programs and promote communications between the staff, students, parents, school administration and the community.

SECTION 3 - LIMITATIONS The Association will not interfere with; nor possess any authority to address the curriculum, staffing, or direction of the Sachem Music Department. Should a situation arise in which the Association should violate the statutes set forth for the organization in this regard, the organization may be disbanded by Sachem School District Administration. The property of the Association is irrevocably dedicated to section 501(c)3 exempt purposes and no part of the net income or assets of this Association shall ever inure to the benefit of any director, officer, or member of the Association, or to the benefit of any private purpose.

Article II: Membership

SECTION 1 - ELIGIBILITY Membership is open to parents, guardians, students, sachem school district members, faculty, staff, administration, and alumni who support the association's purpose. Other honorary membership may be granted by a vote of the Executive Board (the "Board"), in consultation with the designated Administrator for Music.

SECTION 2 - Each member of BEAT shall pay annual dues to said club in the sum of **$25** per family. Dues are payable annually on the first day of July each year, or upon receipt of applications for new members and shall be for the period July 1st through June 30th of the following year. Membership dues are non-refundable.

SECTION 3 - VOTING RIGHTS All Executive Board members and all member families, who have purchased membership, and are in good standing shall have voting rights, as determined by the Board, in consultation with the designated Administrator for Music. A member's voting rights will terminate if the member, or their student is not in good standing. A motion shall be carried by a simple majority of the voting members present at a regular or specially called meeting at which a quorum of the voting members is present.

All school principals, assistant principals, performing art directors and teachers, shall be non-voting, advisory members of BEAT.

Parent Liaisons who will bring concerns and suggestions from the faculty shall be chosen from member families in good standing on a volunteer basis, and shall have students in the grade within the school level for which they advocate, ie. a 5th grader for elementary, or a 10th grader in high school. And there shall be at least one liaison from the parents within a school (except elementary) as long as there are enough volunteers.

Student Members shall be part of member families but will not have full voting status.

Student Liaisons shall be designated by performing art participants at each high school and middle school to bring the students' concerns to the attention of BEAT.

Liaison positions are listed in Addendum 1.

Members shall have the right and responsibility to attend meetings and events sponsored by BEAT, serve on committees, and be nominated and elected to Executive Board positions. Voting members shall have the right to vote for officers, review and approve the annual budget, and approve amendments to these bylaws

Article III: Executive Board and Officers

SECTION 1 - EXECUTIVE BOARD The Executive Board shall consist of elected officers, including but not limited to the President, Vice President(s), Treasurer, Secretary, and Technology/Social Media Officer.The elected officers will act as the Executive Board and their duties are outlined below.

SECTION 2 - DUTIES OF OFFICERS

- President:
  - a. Be the official spokesperson for the Association.
  - b. Preside at all general membership and Executive Board meetings.
  - c. Monitor progress of the Board and align their work with organizational mission and goals.
  - d. Act as liaison between the Association and school administration.
  - e. Disburse funds in the absence of the treasurer.
  - f. Perform all other duties not specifically given to other officers.
- Vice President(s):
  - a. Preside at the meetings in the absence of the president.
  - b. Assist the president in carrying out the activities of the Association.
  - c. Chair by-law review, to occur every two years.
  - d. Oversee all fundraising activities, record progress and results to present to the Executive Board.

        - f. Ensure that all Executive Board members and committee chairpersons receive a copy of the by-laws annually.
        - g. The Vice-President shall be present and or aware of committee conversations involving the President and school administration to ensure full awareness of committee business.
    - Secretary:
        - a. Record the minutes for all general and Executive Board meetings.
        - b. Handle any correspondence for the Association.
    - Treasurer: Manage the club's finances, maintain accurate financial records, and provide monthly statements. All checks shall require two officer signatures.
        - a. Receive and disburse all monies and keep an accurate record of all receipts and disbursements.
        - b. Present a written report at each general and executive meeting and a fiscal year-end report at the final meeting of the fiscal year.
        - c. Submit records for examination by an auditing committee composed of the Vice President, two (2) trustees (class representatives) and two (2) members appointed by the President for an audit to be conducted as soon as possible after the end of the fiscal year. If deemed necessary, a CPA firm may be hired to conduct the audit.
        - d. Coordinate and oversee the timely filing of appropriate tax forms.
        - e. Initiate small claims actions when authorized to do so.
        - f. Perform a monthly reconciliation of the checking account statement.
        - g. Both Treasures will co-chair the Treasurers committee
    - Technology / Social Media Officer:
        - a. Responsibility of overseeing the technology needs of BEAT.
        - b. Provides technical support to the executive board and members as needed in support of the goals and bylaws of BEAT
        - c. Manages and Maintains website and email account, social media pages, and group chat app (to be chosen).
            - The website, email, and social media pages are owned by SPARC and additional staff shall have access to maintain said sites/pages
    - Membership Co-ordinator:
        - a. Responsibility of overseeing the membership list of BEAT
        - b.Managing the sign-ups and dues paid in support of the Treasurer
        - c. Keeping an updated membership list and contact database
        - d. In charge of reporting issues with members and bringing concerns to the board for standing of membership families
            - Will be in charge of votes to remove voting rights

SECTION 3 - ELECTIONS The Association shall be governed by the Executive Board who are elected by the voting membership. Officers shall serve a term of one (1) year. Officers may be re-elected, but may not serve more than two (2) consecutive terms in the same office. In the event there are no volunteers for a term limited position the executive board can agree to make an exception to exempt the position from term limitations for the election year.

The privilege of nomination and election to the Board shall be limited to members in good standing of the BEAT who have been members for at least four (4) months prior to nomination (except for the initial board and their term shall be from formation until the end of the next school year.). All members in good standing who are interested in elected officer positions may submit their name to the President OR Vice-President(s) to be presented on the ballot prior to the general election meeting in April. The nomination period will be 30 days prior to the scheduled general meeting in April designated for elections to occur.

Board Members and nominees may not serve on boards of other Sachem School District performing arts booster clubs such as the Marching Band Booster club to avoid any conflicts of interest that may arise.

Article IV: Meetings

SECTION 1 - REGULAR MEETINGS There shall be no fewer than 4 general meetings each year, the time and location of which are scheduled at the discretion of the Executive Board, based on the needs and activity level of the program. There will be no regular meetings during summer break unless so ordered.

SECTION 2 - EXECUTIVE BOARD MEETINGS Board meetings shall be scheduled each school month at the discretion of the Executive Board.

SECTION 3 - QUORUM A quorum of eight (8) members, at least two (2) being executive officers, is necessary to conduct regular business.

Article V: Finances

SECTION 1 - FISCAL YEAR The fiscal year of the Association shall be consistent with the school district, July 1st - June 30th.

SECTION 2 - FISCAL REPOSITORY The Treasurer, in consultation with the Executive Board, shall be responsible for selecting an appropriate financial institution to maintain the Association’s funds. All funds of the Association shall be deposited to the credit of the Association in the financial institution selected by the Treasurer. The Executive Board may accept on behalf of the Association any contribution, gift, bequest or devise for the nonprofit purpose of the Association.

SECTION 3 - REIMBURSEMENT Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of SPARC business are allowed to be reimbursed with documentation in accordance with the SPARC's financial policies, and prior approval.

SECTION 4 - DISSOLUTION In the event of dissolution, the Association's assets shall be distributed to a foundation for the arts, that is organized and operated exclusively for the purposes specified in section 501(c)3 of the Internal Revenue Code and which has established its tax-exempt status under that section.

Article VI: Amendments

SECTION 1 - AMENDMENTS These articles may be amended by a two-thirds majority vote of the voting members present at any regular meeting at which a quorum is present. Members shall be notified at least two weeks in advance of any proposed amendments.

Article VII: Compliance and Ethics

SECTION 1 - NON-DISCRIMINATION The Association does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record (except as permitted by law), genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

SECTION 2 - POLITICAL ACTIVITIES The Association shall not participate in any political campaign on behalf of or in opposition to any candidate for public office.

SECTION 3 - CODE OF ETHICS All members shall adhere to a code of ethics aligned with that of the Sachem Central School District, that includes respecting school rules, treating others with respect, and upholding honest and truthful conduct.

SECTION 4 - WHISTLEBLOWER PROTECTION The Association will encourage the reporting of illegal or fraudulent conduct and protect whistleblowers from retaliation.

Addendum 1 - Liaisons

The liaisons for the Sachem School district will represent the schools, students, faculty, and the district to ensure all students and programs are treated equally and given the same support..

Parent Liaisons:

Each High School and Middle School shall be represented by a liaison who will speak for all the performing arts programs in the school. These shall be volunteer positions from the parents who are members in good standing in BEAT.

High School x1 each:
East High School
North High School

Middle Schools x1 each:
Samoset Middle School
Sagamore Middle School
Seneca Middle School

Elementary Schools x2:
Cayuga
Chippewa
Grundy
Hiawatha
Lynwood
Merrimac
Nokomis
Tamarac
Waverly
Wenonah

Student Liaisons

We will have 5 student liaisons - one for each high school and middle school. These students will bring their concerns to the meetings and to the board or advisors, to ensure fairness and to fulfill the goals of BEAT. The liaisons may be included in special meetings, but will be non-voting members. To be a liaison, the student must be in good standing in the school, meeting all academic requirements needed to participate in extra-curricular activities, and be in one of the performing arts programs BEAT supports.

The High School liaisons shall be in 10th grade or higher, and the middle school liaisons should be 8th graders unless there are no volunteers, then a 7th grader shall be the liaison.

East High School:
North High School:
Sagamore Middle School:
Samoset Middle School:
Seneca Middle School: