

## **BY-LAWS OF THE SHADOW MOUNTAIN BAND BOOSTERS**

As of October 20, 2025 The By-Laws of the Shadow Mountain High School Boosters is comprised of:

Amendment to the SMHS Band Booster By-laws Adopted October 20, 2025  
SMHS Band Boosters By-Laws adopted January 30, 2018

These documents follow this Cover Page.

**RESOLUTION TO AMEND THE  
BY-LAWS OF THE SHADOW MOUNTAIN BAND BOOSTERS**

Whereas, the Board of Directors of the SHADOW MOUNTAIN BAND BOOSTERS deems it advisable to amend the bylaws;

Now be it resolved that:

**ARTICLE I, Section 1** of the bylaws, which currently reads:

The name of this organization shall be the Shadow Mountain Band Boosters and falls under the Shadow Mountain Matador Parent Teacher Club's 501(c)(3) status.

The mailing address and Employer Identification Number are as follows:

Mailing address: P.O. Box 22031, Phoenix, AZ 85028

EIN: 86-0469900

DUNs: 96-3763599

Is hereby amended to read:

The name of this organization shall be the Shadow Mountain Band Boosters and falls under the Shadow Mountain Red Cape Boosters 501(c)(3) status.

The mailing address and Employer Identification Number are as follows:

AZ Entity Name: Shadow Mountain Band Boosters LLC

AZ Entity ID: 1888997

Address: Shadow Mountain High School  
Band Boosters  
2902 E Shea Blvd, Phoenix, AZ 85028

EIN: 99-3721556

DUNs: 126870758

**ARTICLE II, Section 1** of the bylaws, which currently reads:

The parents and legal guardians of students who are actively enrolled in the band program (i.e., marching band, concert band, jazz band, color guard, Winter drum line, Winter color guard) at Shadow Mountain High School. NOTE: Parents

and/or legal guardians with students at Shea Middle School who are participating in the SMHS band program may also be considered members. By virtue of having a child in the program, parents and legal guardians will always be considered booster members.

Is hereby amended to read:

The parents and legal guardians of students who are actively enrolled in the band or the orchestra program (i.e., marching band, concert band, jazz band, color guard, Winter drum line, Winter color guard, orchestra) at Shadow Mountain High School. NOTE: Parents and/or legal guardians with students at Shea Middle School who are participating in the SMHS band or orchestra program may also be considered members. By virtue of having a child in the program, parents and legal guardians will always be considered booster members.

This amendment has been adopted by a majority vote of the Executive Board of the Shadow Mountain Band Boosters on this 20<sup>th</sup> day of October 2025.

# **BY-LAWS FOR THE SHADOW MOUNTAIN BAND BOOSTERS**

## **ARTICLE I – NAME AND PURPOSE**

**Section 1:** The name of this organization shall be the Shadow Mountain Band Boosters and falls under the Shadow Mountain Matador Parent Teacher Club's 501(c)(3) status.

The mailing address and Employer Identification Number are as follows:

Mailing address: P.O. Box 22031, Phoenix, AZ 85028

EIN: 86-0469900

DUNs: 96-3763599

**Section 2:** The purpose of this organization is to encourage parents to become involved in the needs of the band and the musical education of their children. We do this by:

1. Providing volunteer labor to assist staff members, so they can use their expertise to coach, lead, and instruct our students.
2. Providing support to the Band Director and Instructors, so they can feel inspired and motivated to train our students.
3. Providing funding for the band program, by engaging parents to help fundraise to meet the costs needed to run a successful Band Program.
4. Promoting the program within the school, the school district, and the community at large.

## **ARTICLE II – MEMBERSHIP**

**Section 1:** The parents and legal guardians of students who are actively enrolled in the band program (i.e., marching band, concert band, jazz band, color guard, Winter drum line, Winter color guard) at Shadow Mountain High School. NOTE: Parents and/or legal guardians with students at Shea Middle School who are participating in the SMHS band program may also be considered members. By virtue of having a child in the program, parents and legal guardians will always be considered booster members.

**Section 2:** Alumni of the program and interested community members may also be members; however, all leadership roles (e.g., Board Members and Committee Chairs) should be filled by parents or legal guardians of current students.

### **ARTICLE III – OFFICERS AND DUTIES**

**Section 1:** The elected officers of this organization shall be the **Executive Board**, which will consist of the **President**, **Vice President**, **Treasurer**, and **Secretary**. In addition, there will be a **Board Advisor** that will serve in an advisory capacity.

**Section 2:** **The Executive Board** may invite any Committee Chair to an Executive Board meeting for any reason, but no Committee Chair will have a vote, unless the Board has agreed to grant that Committee Chair a vote on any single topic of discussion.

**Section 3:** Any Officer may be removed at any time by a majority vote of the Executive Board.

**Section 4:** **The Executive Leadership** shall consist of both the **President** and **Vice President** and the **Board Advisor**. They are responsible for overseeing the organization's operations and are accountable for its actions.

1. The duties of the **President** are as follows:
  - a. Presides over all meetings.
  - b. Oversees all aspects of the organization.
  - c. Chairs the Executive Leadership.
  - d. Enforces the organization's by-laws.
  - e. Resolves problems in the membership after consulting with the Board.
  - f. Regularly reviews the organization's finances with the Treasurer.
  - g. Ensures that District policies and procedures have been followed appropriately.
  - h. Liaises with the Band Director and Instructors.
  - i. Liaises with the Principal.
  - j. Liaises with other Booster Organizations.
  - k. Liaises with the SMHS Matador PTC to ensure that all information needed for insurance and tax purposes has been provided.
2. The duties of the **Vice President** are as follows:
  - a. Assumes responsibility for President in his or her absence.
  - b. Presides at meetings in the President's absence.
  - c. Performs administrative functions delegated by the President.

- d. Performs other specific duties as outlined in the organization's by-laws.
  - e. Liaises with the various Chairs to ensure all tasks are adequately completed.
  - f. Prepares appropriate agenda items for upcoming Booster meetings and gives to the Secretary to comprise and distribute.
3. The duties of the **Board Advisor** are as follows:
- a. Serves in an advisory capacity for the incoming Executive Board.
  - b. Position is filled by the Outgoing President.
  - c. If Outgoing President is unable or unwilling to serve, then any Outgoing Executive Board Member or Former Executive Board Member can be elected by the Incoming Executive Board to serve in this position.
  - d. Position is a non-voting member of the Executive Board, unless a tie-breaker is needed.

**Section 5:** **The Finance Leadership** shall consist of the **Treasurer** who is responsible for overseeing the organization's finance operations and is accountable for its actions.

1. The duties of the **Treasurer** are as follows:
- a. Maintains a record of the organization's receipts and disbursements.
  - b. Maintains the organization's checking and savings accounts.
  - c. Maintains an accurate accounting of the organization's finances in an approved software (e.g., QuickBooks, Peachtree, etc.).
  - d. Prepares a financial report to be presented at each Booster meeting.
  - e. Ensures that all appropriate insurance coverages are in place (e.g., general liability, D&O Insurance, etc.).
  - f. Ensures that SMHS Matador PTC has all necessary information needed to prepare the annual tax return and has been paid appropriate club fees.
  - g. Ensures that organization is in compliance with current District financial policies.
  - h. Provides written acknowledgment of charitable gifts greater than \$250.
  - i. Liaises with the SMHS Book Store.

**Section 6:**     **The Communications Leadership** shall consist of the **Secretary** who is responsible for overseeing the organization's internal and external communications.

1. The duties of the **Secretary** are as follows:
  - a. Maintains the minutes of the organization's Booster and Board meetings and distributes these minutes to the appropriate parties.
  - b. Presides over the Booster meeting, in the absence of the President and Vice President.
  - c. Circulates and records an attendance roster at each Booster meeting.
  - d. Prepares the weekly e-mail communication and sends out to the appropriate e-mail distribution list.
  - e. Compiles and maintains the weekly e-mail distribution list.
  - f. Manages the following Committees: **Publicity/Webmaster**, **Historian**, **Photography**, and **Scholarship**.
  - g. Distributes agendas for upcoming Booster meetings.

**Section 7:**     **The Committee Leadership** shall consist of various Committees as determined by the Board. All Committee Chairs shall be appointed by the Board. Below is a list of current Committees, but, more can be added, as the Board may see fit in any given year.

1. The duties of the **Concessions Chair** are as follows:
  - a. Runs the popcorn and snow cone booth at games.
  - b. Runs the concessions at concerts.
  - c. Runs the concessions at Special Events as requested by the Special Events Chair.
  - d. Works with the Volunteer Chair to ensure proper coverage for the booths.
  - e. Keeps inventory and works with the Board to obtain products and supplies for concessions.
  - f. Works with the Board and the Treasurer on the budget.
  - g. Helps determine the profitability of concessions by having detailed records of revenue and corresponding expenses for both popcorn sales and snow cone sales, as well as any other concessions sales throughout the year.
2. The duties of the **Special Events Chair** are as follows (NOTE: Each Special Event could have a different Special Events Chair as decided upon by the Board):

- a. Liaises with the Band Director regarding needs/requirements for the Special Event.
  - b. Coordinates with various complementing Chairs, such as the Volunteer Chair, Concessions Chair, Photography Chair, etc.
  - c. Works with the Board and the Treasurer on the budget.
  - d. Works with the Secretary to ensure all proper communication has been made.
3. The duties of the **Uniform Chair** are as follows:
- a. Coordinates with Band Director to fit marching and concert uniforms, as well as sizing for summer uniforms.
  - b. Assists with maintaining and cleaning uniforms.
  - c. Notifies Band Director of any repairs needed on school-owned uniforms.
  - d. Assists students with uniforms and plumes at games, competitions, parades, and concerts.
  - e. Works with Band Director and Treasurer to get uniforms dry cleaned and status of uniform needs.
  - f. Works with Band Director to obtain summer/warm weather uniforms and Future Matador T-Shirts. (NOTE: Will also coordinate with the Board regarding sponsors on shirts)
4. The duties of the **Fundraising Chair** are as follows:
- a. Works with the Board to coordinate fundraisers and corresponding Chairs.
  - b. Liaises with the Band Director.
  - c. Works directly with the Volunteer Chair to recruit parents to run and volunteer the various fundraisers.
  - d. Works with the Treasurer on compiling all fundraising revenues and budgeting for all fundraising costs of running projects.
5. The duties of the **Water Crew/Meals Chair** are as follows:
- a. Works with the Board on formulating budget and keeps Treasurer informed of expenses.
  - b. Coordinates with the Band Director on menu, keeping dietary restrictions and food allergies in mind.
  - c. Provides meals at competitions for band students, staff, and pit/prop crew volunteers.
  - d. Provides water and snacks for band, staff, and volunteers at games, competitions, parades, and events, as needed.
6. The duties of the **Pit/Prop Chair** are as follows:
- a. Liaises with the Band Director on needs for props.
  - b. Liaises with the Pit Instructor on volunteer needs for pit crew.
  - c. Coordinates with the Volunteer Chair.



- d. Coordinates with the Treasurer on the budget for props and equipment.
  - e. The Pit/Prop Chair can change depending on the band program in session.
  - f. Ensures that pit/prop equipment is transported to/from competitions and events.
7. The duties of the **Photography Chair** are as follows:
- a. Takes pictures and videos throughout the year during various events.
  - b. Arranges to have a slide show at end of both marching season and concert band season.
  - c. Recruits other parents to assist, as necessary.
8. The duties of the **Student Photo Chair** are as follows:
- a. Coordinates with Band Director and volunteer parents to obtain a photographer to do individual band photos and group shots.
9. The duties of the **Volunteer Chair** are as follows:
- a. Coordinates Parent Buddy representatives for each class.
  - b. Works with the other Chairs to obtain volunteer needs for projects, fundraisers, parades, competitions, games, etc.
  - c. Helps with volunteer needs as directed by the Band Director throughout the year.
  - d. Manages the Sign-Up Genius and works with Parent Buddies to make phone calls to get volunteers when there are not enough volunteers signed up.
10. The duties of the **Senior Night Chair** are as follows:
- a. Obtains volunteers to decorate the band stands for seniors.
  - b. Coordinates with Football and Pom & Cheer Boosters on schedule of events.
  - c. Coordinates with senior parents to obtain senior bios to provide for senior night program by assigned deadline.
  - d. Works with Photography Chair to obtain pictures of the band for the program to give to Football Boosters.
  - e. Directs senior parents on when and where to walk the track with their senior for recognition.
  - f. Works with Board on budget to get flowers for senior girls and boutonnieres for senior boys.
11. The duties of the **Future Matador Night Chair** are as follows:
- a. Coordinates with the Band Director on needs/requirements for the event, including T-Shirts and pizza.
  - b. Coordinates with the Water/M meal Chair on water and snack needs for the game.

- c. Coordinates with Volunteer Chair on manpower needs for the event.
  - d. Coordinates with the Uniform Chair on ordering the appropriate T-shirts.
12. The duties of the **Homecoming Chair** are as follows:
- a. Obtains volunteers to provide water at staging area for Homecoming Parade to hydrate the band, volunteers, and staff.
  - b. Works with the Board to determine if any additional items are needed (i.e., food truck, etc.).
13. The duties of the **Webmaster/Publicity Chair** are as follows:
- a. Promotes the organization to the school and the community at large through traditional media outlets, such as newspaper and television, but also through modern Social Media channels, like Facebook, Twitter, Instagram, Snapchat, etc.
  - b. Maintains the organization's online content by posting accurate and timely content to the organization's website and Social Media channels.
14. The duties of the **Historian Chair** are as follows:
- a. Maintains a record of the milestone events that collectively tell the program's story (e.g., trip to Hawaii, placement at various competitions and parades, etc.) This is typically done by the Band Director, but he or she may ask for assistance.
15. The duties of the **Scholarship Chair** are as follows:
- a. Distributes and collects all scholarship applications from senior students at the appointed deadline.
  - b. Recruits appropriate volunteers to read and assess all scholarship applications.
  - c. Liaises with the Publicity Chair and the Band Director to announce the scholarship winners. Winners are usually announced at the high school senior night and again at the end of year band banquet.
  - d. Liaises with the Treasurer to ensure that scholarships have been appropriately paid to the intended recipients.

## **ARTICLE IV – MEETINGS**

**Section 1:** The intention is to have monthly Booster meetings throughout the school year to inform the membership of the organization's activities.

- Section 2:** It is up to the Executive Board to determine the actual schedule for all Booster meetings. They need only have at least one Booster meeting in any calendar quarter.
- Section 3:** The Executive Board will meet as needed to discuss the overall business of the organization. The intention is to meet right before any regularly scheduled Booster meetings, but this schedule can change at the discretion of the Executive Board.

## **ARTICLE V – NOMINATIONS AND ELECTIONS**

- Section 1:** Elections shall be held at either the January or February Booster meeting, so the incoming Board can train with the outgoing Board until the end of the current school year in May.
- Section 2:** Any Booster member may run for an Officer position, but it is highly desired that those wishing to run have either served previously as an Officer of the Executive Board or as a Committee Chair.
- Section 3:** To be eligible to run for one of these positions, a candidate **MUST** be the parent or legal guardian of a current band student and only one parent or legal guardian from any household may serve on the Executive Board at one time. **NOTE:** This includes ex-spouses as well.
- Section 4:** All Booster members present at the proposed meeting when the elections will occur can vote for their intended candidate.
- Section 5:** Only one vote per candidate can be made and spouses and/or domestic partners may each have a vote, as long as they are both present at the meeting.
- Section 6:** If any Executive Board position is vacated for any reason, the remaining Board members may appoint a person to fill that position for the remainder of that term.

## **ARTICLE VI – QUORUM**

- Section 1:** The members present at any Booster meeting shall constitute a quorum for the organization's activities and voting.
- Section 2:** There must be at least three Executive Board members present at any Executive Board meeting to constitute a quorum for the organization's activities and voting.

## **ARTICLE VII – DUES AND FINANCES**

- Section 1:** The organization's fiscal year shall be from July 1 through June 30.
- Section 2:** No dues shall be required for membership in this organization.
- Section 3:** The Executive Board will meet and agree on a budget (determined along with the Band Director based on needs of the program) that will then be presented to the membership in August at the beginning of the school year.
- Section 4:** It is expected that each member will pay their fair share of the expenses required to run this organization and allow our students to have the most fulfilling experience that is possible.
- Section 5:** If a member is having issues paying their fair share, then they **MUST** communicate in person with the Executive Board to determine a payment plan or a way for them to assist in fundraising for the amount that they are unable to pay.
- Section 6:** All organization expenditures **MUST** be pre-approved by the Executive Board or be within a particular budget item to be reimbursed.
- Section 7:** Any additional expenditure that has not already been budgeted **MUST** be approved by the Executive Board.
- Section 8:** The President and the Treasurer should have access to the organization's bank accounts and can act as authorized signatories on these accounts.
- Section 9:** Debit cards may be granted to the Treasurer and Vice President and any other Executive Board member or Committee Chair by majority vote of the Executive Board.

## **ARTICLE VIII – AMENDMENTS**

- Section 1:** These by-laws may be amended at any time by a majority vote of the Executive Board.

## **ARTICLE IX – DISSOLUTION**

- Section 1:** Upon dissolution of this organization, the Treasurer shall, after paying all the liabilities of the organization, dispose of the assets of the organization by transferring such assets to the Shadow Mountain High School Band account held at the Bookstore to advantage the Band Program as a whole.

These by-laws have been adopted by a majority of the Executive Board of the Shadow Mountain Band Boosters on this day 30<sup>th</sup> day of January 2018.