

Bylaws and Constitution of the Stockbridge High School Band Booster Club

ARTICLE I - Name and Purpose

Section 1. Name of Organization

This organization shall be known as the Stockbridge High School Band Booster Club. Hereafter referred to as the Organization.

Section 2. Purpose

The purpose of this Organization shall be to bring together band parents and other interested persons to augment, support and promote the Stockbridge High School band programs as outlined in the Band Student Handbook.

ARTICLE II - Membership

Section 1. Membership

The membership of this organization shall be open to all parents of Stockbridge High School band students and other persons interested in the progress and development of the Stockbridge High School band programs. All members shall enjoy all privileges of membership including voting, making motions and holding office.

Section 2. Dues

There are no dues required to be a member of the SHS Band Boosters. All parents or guardians of a SHS band student are automatically a member of the SHS Band Boosters.

Section 3. Meetings

- a. There shall be no fewer than six membership business meetings per school year, to be set at the beginning of each school year
- b. Membership business meetings shall be held once a month. The date and time of these meetings will be determined by a majority vote of current members.
- c. All meetings to be held in the SHS Band Room, unless otherwise designated.
- d. The April membership business meeting shall be for the purpose of electing officers in addition to addressing other Organization business issues.
- e. The President or the Executive Board may call special meetings. The purpose of the special meeting shall be stated in the call. Except in cases of emergency, at least one week's notice will be given.

f. A quorum at any regular or called membership meeting shall consist of those who attend.

ARTICLE III - Executive Board

Section 1. Membership

There shall be an Executive Board of the Organization consisting of elected officers.

Section 2. Duties, Powers and Responsibilities

a. The Executive Board shall have general supervision of the affairs of the Organization between established membership business meetings.

b. The Executive Board will make recommendations to the Organization and perform other such duties as specified in these Bylaws.

c. The Executive Board shall be subject to the orders of the Organization, and none of its acts shall conflict with action taken by the Organization or Director of Bands.

Section 3. Meetings

a. The Executive Board will meet once a month. Date and time of this meeting will be determined by a majority vote of current Board members.

b. All meetings to be held in the SHS Band Room, unless otherwise designated.

c. A quorum at any regular or called Executive Board meeting shall consist of those who attend.

Section 4. Resignation of Executive Board members

a. An Executive Board member may resign at any time upon written notice to the Executive Board.

b. Except where specified for the resignation of elected offices, all vacated elected offices will be filled by a special election.

c. All vacated committee chairs, not served by elected officers, will be filled by appointment of the President.

ARTICLE IV - Officers of the Organization

Section 1. Officers Established

- a. The officers of the Organization shall be active members as defined in Article II, Section 1.
- b. The officers shall consist of a President, Vice President, Secretary, Treasurer and Student Account Treasurer.
- c. The term of office for each officer shall be one (1) year. Term of office shall begin at the May membership meeting when officers are installed.
- d. Nothing contained in these Bylaws shall prohibit the nomination and election of two persons as "co-officers" for any office.
- e. No Organization member shall hold more than one elected office at a time.

Section 2. General Duties

- a. Officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by the Organization.

Section 3. Duties of the President

- a. The President shall preside at all Executive Board and membership business meetings, prepare an agenda, and ensure all meetings are conducted in a manner consistent with these Bylaws and parliamentary authority adopted by this Organization.
- b. The President shall submit an annual report of all activities of the Organization at the end of each school year.
- c. The President will serve as the liaison with the SHS Band Director and as liaison will coordinate all Band Booster activities and correspondence.
- d. The President shall appoint chair and/or co-chairpersons to standing and special committees authorized under these Bylaws, except where committees are otherwise designated as responsibilities of elected officers.
- e. The President shall serve as ex-officio member of all standing and ad-hoc committees.

f. The President shall be responsible for the coordination and proper functioning of all committees and shall perform other such duties as may be assigned from time to time by the Executive Board or resolution of the Organization.

Section 4. Duties of the Vice-President

a. The Vice President shall assume the duties of the President in his/her absence.

b. The Vice President shall oversee committees as assigned annually by the Executive Board.

c. The Vice President shall perform other duties from time to time as assigned by the President.

Section 5. Duties of the Secretary

a. The Secretary shall record the minutes of all Executive Board and membership business meetings of the Organization and shall submit a copy of such minutes along with any reports to the President and Band Director after each meeting.

b. The Secretary will maintain a record book in which the Bylaws, special rules and all meeting minutes are entered with any amendments to these documents properly recorded and documented. The record book should be available at each meeting.

c. The Secretary will assist the President and Band Director with correspondence, as required.

d. Upon election of his/her successor, the Secretary(s) shall turn over to him/her all books and other property belonging to the organization that he/she may have in his/her possession. Prior year's minutes and records should be filed and kept for reference and historical purposes.

Section 6. Duties of the Treasurer

a. The Treasurer shall keep a full and accurate account of all receipts and expenditures of the Organization, having custody of all funds.

b. The Treasurer shall make a full financial report annually to the Organization, and make interim reports at all business meetings, providing balances on hand and any outstanding expenses.

c. The Treasurer shall be responsible for receiving any and all monies from fund raising activities.

d. The Treasurer shall be responsible for receiving and accounting for all monies at the close of each operation of concession stands.

e. The Treasurer shall perform all duties incident to the office of Treasurer, and such other duties from time to time as may be assigned by the President.

f. Upon election of his/her successor, the Treasurer shall turn over to his/her successor all books, records, receipts, checks and other property belonging to the organization that he/she may have in his/her possession.

Section 7. Duties of the Student Account Treasurer

a. The Student Account Treasurer shall work closely with the Director of Bands and Treasurer to enter the proper credits and debits, as authorized by the Director of Bands and/or Executive Board, to each student's account, and to keep an accurate and detailed accounting of same.

b. Upon election of his/her successor, the Student Account Treasurer shall turn over to his/her successor all books, records, receipts, and other property belonging to the organization that he/she may have in his/her possession.

Section 8. Resignation of Officers

a. An elected officer may resign at any time upon written notice to the Executive Board.

b. In cases where an office or co-office is not filled, a special election will be held to complete the term of the vacated office.

ARTICLE V - Committees

Section 1. Appointment

a. The President shall appoint such committees as may be authorized by these Bylaws, resolution of the members, or by the Executive Board.

b. Except where otherwise designated by these Bylaws, the President shall appoint a chair and co-chair to head each committee.

c. All committee members appointed by the President or appropriate Officer shall be for a term coincident with the current school year.

d. Nothing in these Bylaws shall prohibit student band members from serving on a committee where proper and where their input is desired.

Section 2. Standing Committees

The Organization shall have the following standing committees to aid in the accomplishment of its objectives:

- a. Fund-raiser
- b. Concession
- c. Uniform
- d. Transportation/Pit Crew
- e. Chaperone
- f. Car Show
- g. Hospitality

Section 3. Fund-Raiser Committee

The Fund-raiser Committee shall be responsible for raising funds to support the activities of the Organization. This includes planning fundraising projects for the Organization and submitting those projects to the Executive Board and Organization for approval.

Section 4. Concession Committee

The Concession Committee shall be responsible for recruiting, selecting and training all volunteers working any band-sponsored concessions. The Committee shall be responsible for the organization and operation of the concession stand and all associated functions.

Section 5. Uniform Committee

The Uniform Committee shall be responsible for working with the Band Director in securing new uniforms, repairing existing uniforms or any other assistance that may be needed to furnish uniforms for the band. This Committee shall be responsible for maintaining an inventory of all uniforms as well as assignment and retrieval of all band uniforms.

Section 6. Transportation/Pit Crew Committee

The Transportation/Pit Crew Committee shall be responsible for loading, transportation and setup of the percussion pit equipment. This also includes the movement of the pit on and off the playing field and the safe transportation of all other band related equipment needed for any event. Maintenance of the band truck is also the responsibility of the committee.

Section 7. Chaperone Committee

The Chaperone Committee will be responsible for recruiting, selecting and training chaperones required for any band trips throughout the school year. Chaperones must adhere to designated duties, responsibilities and requirements as established by the Executive Board. Unless otherwise approved by the Band Director or Organization President, official chaperones must be band parents, band booster members, or band staff.

Section 8. Car Show Committee

The Car Show Committee is responsible for planning and organizing the annual car show fund raiser.

Section 9. Hospitality Committee

The Hospitality Committee shall be responsible for arranging logistics, food, etc. at social functions as required to support activities of the Organization. This includes, but is not limited to: SHS marching band camp, SHS marching band competitions, annual band banquet, senior/homecoming activities.

ARTICLE VI - Elections

Section 1. Nominations

- a. A Nominating Committee, appointed and publicized, shall consist of at least three (3) active members. This committee shall nominate candidates for all elective offices to be filled at the annual meeting.
- b. Nominations from the floor shall be permitted before the election at the April membership meeting.
- c. Only those persons who have consented to serve shall be nominated for or elected to such office.

Section 2. Elections

- a. Officers are to be elected at the April membership business meeting.
- b. All nominations shall be voted on by secret ballot (unless there is only one candidate, or co-candidates, nominated for office). Each candidate receiving a majority of votes shall be declared elected. In the event no candidate receives a majority of votes cast on the first ballot, additional ballots shall be taken between the top two (2) candidates until a candidate receives a majority of the votes, and is elected.

- c. A majority of the members present and voting shall constitute an election.
- d. Elective officers may serve successive terms if nominated.

Section 3. Installation of Officers

Newly elected officers are to be installed at the May membership business meeting.

ARTICLE VII - Finance and Purchasing

Section 1. Fiscal Year

The fiscal year will begin July 1 and end June 30.

Section 2. Budget

- a. The Treasurer shall prepare an annual budget with monthly projections. The annual budget will be prepared with the assistance of the Director of Bands, presented to the Executive Board and approved by the membership at the membership business meeting in August.
- b. Copies of the annual report of the prior year's income and expenses prepared by the Treasurer shall be available to the membership at the August membership business meeting.

Section 3. Expenditures

- a. Authorization to incur debts must be recommended by the Executive Board in the form of a motion for approval by the members of the Organization.
- b. Expenditures of \$100.00 or less encumbered by the Director of Bands or a member will be reimbursed by the Treasurer, providing the member completes the required reimbursement request form to include a valid receipt and the expenditure was for the enhancement of the Stockbridge High School Bands or its purpose.
- c. The Executive Board will have authority to approve expenditures of more than \$100.00 but less than \$1,000.00. Expenditures in this cost range must be presented to the Executive Board for approval prior to the expense being incurred.

d. Authorization for expenditures over \$1,000.00 must be recommended by the Executive Board in the form of a motion for approval by the membership of the Organization before the expense is incurred. Three bids must accompany this recommendation from the Executive Board. The Executive Board can propose a waiver of three bids if three bids are not obtainable.

Section 4. Uniform and other Special Funds

a. The Organization shall provide a special fund for the express purpose of providing for depreciation, additions or eventual replacement of uniforms on a continuous basis.

b. Other special accounts may be established from time to time as determined necessary by the Executive Board.

c. The Executive Board has investment authority for all funds designated in this section.

Section 5. Financial Transactions

All financial transactions shall bear, as a minimum, the signatures of two executive board members.

Section 6. Audits

a. All financial records will be audited annually.

b. Outgoing officers are responsible for arranging the annual audit within thirty (30) days after the end of the fiscal year.

c. A third party who was not a member of the outgoing Executive Board and is not a member of the incoming Executive Board must conduct the audit.

ARTICLE VIII - Fundraising

Section 1. Guidelines

All fundraising activities and their operations shall be within the parameters and guidelines of the Henry County Board of Education as set forth in their policy.

Section 2. Approval

a. All fundraising projects shall be presented to the Organization to include the project and its operations, the estimated amount of monies to be raised and the purpose for which any monies will be used.

b. Such activities shall have the approval of all county and school administrators where required.

ARTICLE IX - Records and Property

Section 1. Records

a. A copy of the Constitution and Bylaws, annual financial report, minutes of each meeting and other pertinent data shall be kept on file in the offices of the Stockbridge High School Principal, Stockbridge High School Director of Bands and with the Secretary of the Organization.

b. Each officer will maintain records in an official binder or binders. All reports, manuals, records, etc., will be placed in these binders and kept in good working order until they are turned over to incoming officers, elected or appointed, as soon as possible after their installation in accordance with standard record retention practices. The Following is a list of the various records, manuals, documents, etc., which will be maintained by the organization.

1. Articles of Incorporation
2. Organization Bylaws
3. Bank Statements
4. Cancelled Checks
5. Financial Reports
6. Tax Returns/1099s
7. Meeting Minutes
8. Organization Correspondence
9. Fundraising Materials

Section 2. Property

Instruments, uniforms, and all equipment purchased by the Organization shall be classified as property of the Stockbridge High School Band Boosters and shall be placed on their inventory.

ARTICLE X - Director of Bands

The Organization shall look to the Director of Bands for leadership and guidance in identifying the needs of the band students and band program.

ARTICLE XI - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Organization in all cases to which they are applicable and where they are not inconsistent with these Bylaws or any special rules of order the Organization may adopt.

ARTICLE XII - Amendment of Bylaws

These Bylaws may be amended by a two-thirds vote at any regular membership meeting of the Organization, provided the amendment was submitted in writing to the membership at the previous regular membership meeting or to the Executive Board thirty (30) days prior to the membership meeting.

ARTICLE XIII - Dissolution

- a. The SHS Band Boosters can be dissolved by a popular vote.
- b. In the event that the Stockbridge High School Band Boosters should dissolve, all existing moneys, after the payment of all outstanding bills, shall be placed in an interest bearing Trust Fund for the subsequent annual provision of scholarships for Stockbridge High School students with a record of active membership and involvement in band booster association activities at the time of the dissolution. The frequency and amounts of these scholarships shall be determined by a special committee appointed by the executive board at the time of dissolution.