

MCINTOSH HIGH SCHOOL BAND BOOSTERS, INC. CONSTITUTION AND BY-LAWS

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**MCINTOSH HIGH SCHOOL BAND BOOSTERS
CONSTITUTION AND BY-LAWS
Adopted April 12, 1982
Revised April 14, 2008**

ARTICLE I: NAME

The name of this organization shall be the "McIntosh High School Band Boosters, Inc." operating as a non-profit organization.

ARTICLE II: PURPOSE

Section 1: The purpose of this organization shall be:

Section 2: McIntosh High School Band Boosters, Inc. is organized exclusively for charitable, educational purposes within the meaning of Section 501(c) 3 of the Internal Revenue code or corresponding section of any future Federal Tax Code (herein after referred to as the Internal Revenue Code). It shall have, but not be limited to, all the rights, powers, privileges, and immunities now or hereafter given by law, or as now or hereafter may be enjoyed by a like non-profit organization.

Section 3: Officers, directors and/or members of the organization shall be authorized to incur obligations on behalf of the organization only within the guidelines of the annual approved budget. Any unbudgeted items must be brought before the Board of Directors for consideration prior to purchase.

ARTICLE III: MEMBERSHIP

The regular membership of this organization shall consist of all parents and/or guardians of students participating in the McIntosh High School Band program, and any persons interested in the High School Band program and auxiliary units.

ARTICLE IV: OFFICERS

Section 1: Officers of this organization shall consist of:
President

Vice-President
Secretary
Treasurer

Section 2: No two officer positions shall be held by the same person concurrently. Co-officers may be elected; however, there shall be only one vote per office.

ARTICLE V: DUTIES OF OFFICERS

Section 1: The President shall:

- a. Preside at all meetings of the organization and the Board of Directors.
- b. Call meetings as provided by these bylaws.
- c. Be an ex-officio member of all committees, except the nominating committee.
- d. Convene a Budget Committee to prepare a budget for the coming year. This committee will consist of the President, the Treasurer, the Band Director(s), and at least two other members of the Board of Directors. If there is an incoming President or Treasurer, or both, they shall also be members of this committee.
- e. Appoint other special committees as needed.
- f. Work closely with the High School Band Director to assist in all aspects of the band program.
- g. Maintain close communication with the general membership, the administration, and staff of McIntosh High School, and other McIntosh and community groups.
- h. Carry out the resolutions of the Board of Directors.
- i. Perform such other duties usually pertaining to the office of President.

Section 2: The Vice President shall:

- a. Perform the duties and exercise the powers of the President in the absence of the President.
- b. Serve as Parliamentarian.
- c. Serve as Chairman of the Ways and Means Committee.

Section 3: The Secretary shall:

- a. Record the minutes of the Board of Director's meetings for approval.
- b. Record the proceedings of the general membership meetings.
- c. Perform such other duties as may be assigned by the Board of Directors.

- d. Have charge of all procedural books, records (with the exception of financial records), and current bylaws of McIntosh High School Band Boosters.
- e. Ensure that all Board members receive a copy of the current bylaws and a Board of Director's roster.
- f. Serve as an alternate Parliamentarian.
- g. Serve as Corresponding Secretary and notify the Board of Directors of all meetings and special events.
- h. Serve as Chairman of the Legislative Affairs Committee.

Section 4: The Treasurer shall:

- a. Keep an accurate and detailed account of all receipts and expenditures; preserve all vouchers, receipts, statements, and canceled checks according to Internal Revenue Code guidelines.
- b. Submit a report at regular Board and general meetings of the organization. This should include: balance on hand, deposits, and expenditures since the last meeting.
- c. Have the care and custody of all funds, securities, and books of account of the organization.
- d. Deposit said funds in the name of the organization in a federally insured bank authorized by the Board of Directors.
- e. Make disbursements by check as authorized by the Board of Directors in accordance with the budget adopted by the MHS Band Boosters.
- f. Obtain receipts prior to reimbursement for all expenditures.
- g. Ensure proper documentation is made for each transaction.
- h. Reconcile monthly bank statements.
- i. Set up a system to account for money collected for the band.
- j. Monitor the budget and make the Board of Directors aware of any problems.
- k. Ensure that the President, Vice-President, Secretary, and Treasurer are signatories on all accounts, and that all signatories are bonded.
- l. Ensure the President and Treasurer sign all checks. If the President is unavailable, then the Vice-President may be the second signature.
- m. Have all accounts examined annually or upon change of officer by a Financial Review Committee comprised of three persons, two of whom may be on the Board of Directors, but the third person must be outside the Board of Directors. Signatories on the accounts may not serve on the review committee.
- n. Deliver to his/her successor all books, approved and paid bills, plans, and procedures.
- o. Keep such permanent books and file all papers as shall be sufficient to maintain this organization's charitable status.

ARTICLE VI: ELECTIONS

Section 1: At the January Board of Directors meeting, the President shall appoint a nominating committee of up to five members comprised of members from the Booster Organization and present Board members, one of whom shall be named Chairman of the committee. They shall meet and consider nominations for all the officers and committee chairmen. Present board members will be given the opportunity to continue in their job. The committee shall submit a list of nominees, one (or Co-chairs) for each office and committee chairman, to the Board by the March meeting.

Section 2: The President will submit the slate of officers to the Booster membership at the General Booster organization meeting in April. Nominations for any office or committee chairmanship may be made from the floor at this meeting, if those nominated agree to such nominations.

Section 3: Election of officers and committee chairmen shall be by a majority vote of the Booster members present. If there is more than one nominee for any office, votes shall be by secret, written ballot.

Section 4: A quorum shall consist of members present.

Section 5: Term of each office shall be one year, and shall run from May 1 through April 30. No officer or Committee Chairman shall hold the same office for a period of longer than three consecutive years.

Section 6: All vacancies in office shall be appointed by the Board of Directors.

Section 7: Officers and committee chairmen shall be elected from the general membership.

ARTICLE VII: BOARD OF DIRECTORS

Section 1: There shall be a Board of Directors. All members shall serve until their successors are elected or appointed.

Section 2: The Board of Directors shall consist of: the High School Band Director, the Assistant Director, the officers of the organization, the immediate past President, and the following chairmen: Fundraising,

Concessions, Event Fundraising, Corporate Fundraising, Communications, Uniforms, Transportation, Chaperones, Public Relations, Guard, Drumline, Hospitality and First Aid.

Section 3: The Board of Directors shall coordinate the activities of the organization and prepare a budget to cover operating expenses of the organization and proposed band needs. This budget shall be presented to the organization membership no later than the April meeting with recommended means of meeting the budget.

Section 4: There shall be only one vote per position on the Board of Directors. If a person holds more than one position on the Board of Directors, that person shall have only one vote.

Section 5: The function of the immediate Past President is primarily advisory. This person shall assist the current President in any way possible.

Section 6: The Board of Directors shall meet regularly as determined by the President or by a majority vote of the Board. There shall be a minimum of eight (8) Board of Directors meetings per organizational year from May 1 to April 30.

Section 7: The Tax year of the organization shall be from June 1 through May 30 per Internal Revenue Service guidelines.

Section 8: A quorum for the Board of Directors shall consist of a majority of the filled positions (50 % plus one board member).

Section 9: All members of the Board of Directors shall perform the duties outlined in these bylaws and those assigned from time to time. Upon expiration of the term of office or in case of resignation or termination, each Board member shall turn over to the Secretary, without delay, all records, books, funds, and other materials pertaining to the office.

Section 10: Acceptance of a position on the Board of Directors constitutes agreement to abide by these bylaws.

Section 11: The Board of Directors must approve payment of any unbudgeted or over budget expenditures.

Section 12: All members of the Board of Directors shall be responsible and accountable for their acts as such to the general membership.

Section 13: A member of the Board of Directors may be removed from their position for the following reasons: refusal to abide by the bylaws

of this organization, breach of fiduciary duty, unethical conduct, or missing three consecutive meetings without notification to the Secretary. Removal requires a $\frac{3}{4}$ vote of the entire Board of Directors. All vacancies shall be appointed by the Board of Directors.

ARTICLE VIII: COMMITTEES

Section 1: The following shall be standing committees chaired by members of the Board of Directors:

- | | | |
|------------------------------------------|-------------------------------------|-----------------------------------------|
| 1. Fundraising | 6. Uniforms | 11. Drumline |
| 2. Concessions | 7. Transportation | 12. Ways and Means |
| 3. Event Fundraising | 8. Chaperones | 13. Legislative Affairs |
| 4. Corporate Fundraising | 9. Public Relations | 14. Hospitality |
| 5. Communications | 10. Guard | 15. First Aid |

Section 2: All Standing Committee Chairmen shall:

- a. Attend Board meetings and general membership meetings.
- b. Deliver committee reports as requested or needed.
- c. Solicit volunteers to aid in the accomplishment of the missions of their committee.
- d. Maintain and update a committee guide/procedure book to pass along to his/her successor. This book shall contain pertinent addresses, names of contact people that are necessary for carrying out duties of committees, detailed "procedural" lists for band functions or events, etc.
- e. Submit a list of needs and any revenue projections to the Budget committee when it is convened in January.

Section 3: The President shall appoint other committees and chairmen as deemed necessary by the Board of Directors to promote the objectives of the McIntosh High School Band Boosters, Inc. Chairmen of special committees do not have a vote on the Board of Directors.

ARTICLE IX: DUTIES OF STANDING COMMITTEES

Section 1: The Fundraising Chairman shall:

- a. Serve on the Ways and Means Committee.
- b. Recommend fundraising activities to the Board of Directors and coordinate all such activities.
- c. Work with the Treasurer to set up a system to account for money collected during fundraisers.

- d. Keep an accurate and detailed account of each fundraiser including deposits and expenditures and make these available to the Treasurer.
- e. Submit a report at regular Board and General meetings of the organization. This should include sales, expenditures, and profits since the last meeting.
- f. Keep such permanent books and file all papers with the Booster Treasurer as shall be sufficient to maintain this organization's charitable status.

Section 2: The Concessions Chairman shall:

- a. Serve on the Ways and Means Committee.
- b. Staff and run the stadium concession stands whenever the need arises; set a menu and purchase all supplies necessary.
- c. Set up and run concessions at other activities with the approval of the Board of Directors.
- d. Keep an accurate and detailed account of all receipts and expenditure, and make these available to the Treasurer.
- e. Submit a report at regular Board and General meetings of the club. This should include: sales, expenditure, and profits since the last meeting.
- f. Obtain receipts prior to reimbursement for authorized expenditures.
- g. Set up a system that is approved by the Treasurer to account for money collected for the band for concessions.
- h. Record and maintain an inventory of all concession equipment owned by this organization through purchase or donation.
- i. Have the authority to approve or disapprove the loan of concession stand equipment to other organizations or individuals with the approval of the Board of Directors.
- j. Keep such permanent books and file all papers with the Booster Treasurer as shall be sufficient to maintain this organization's charitable status.

Section 3: The Event Fundraising Chairman shall:

- a. Serve on the Ways and Means Committee.
- b. Organize event fundraising activities.
- c. Work with the Treasurer to set up a system to account for money collected during fundraisers.
- d. Keep an accurate and detailed account of each fundraiser including deposits and expenditures and make these available to the Treasurer.
- e. Submit a report at regular Board and General meetings of the organization. This should include revenues and disbursements since the last meeting.
- f. Promptly submit payment checks to the Treasurer.

- g. Deliver to his/her successor all books, approved and paid bills, plans, and procedures.
- h. Keep an accurate accounting of all tip money, if received, parking money reimbursed to workers, and any other related expenditures.
- i. Keep such permanent books and file all papers with the Booster Treasurer as shall be sufficient to maintain this organization's charitable status.

Section 4: The Corporate Fundraising Chairman shall:

- a. Organize corporate sponsor activities.
- b. Coordinate with the Band Director in developing an annual band program wish list for potential corporate sponsor donations.
- c. Work with the Treasurer to set up a system to account for money collected during fundraisers.
- d. Keep an accurate and detailed account of each corporate donation and make these available to the Treasurer.
- e. Submit a report at regular Board and General meetings of the organization. This should include revenue and expenditures since the last meeting.
- f. Promptly submit payment checks to the Treasurer.
- g. Keep such permanent books and file all papers with the Booster Treasurer as shall be sufficient to maintain this organization's charitable status.

Section 5: The Communications Chairman shall:

- a. Maintain a database of e-mail addresses for all band parents and students. This database is for Booster and Band Director use only.
- b. Work with the Board of Directors to set up a system for use of the database.
- c. Gather and disseminate information and announcements from the various committees and the Band Director to the parents when needed.
- d. Maintain the Band website.
- e. Maintain and update the student roster.

Section 6: The Uniforms Chairman shall:

- a. Oversee the storage, use, distribution, cleaning, repair, ordering, and replacement of marching uniforms.
- b. Ensure all marching uniforms are returned and inspected at the end of the marching season.
- c. Oversee the ordering and receipt of student-owned uniforms.
- d. Maintain an accurate inventory of all uniform pieces, including those for sale, and submit this to the Band Director at the beginning of each year for his school records.
- e. Maintain a system for collecting fees for uniform expenses. Money will be turned over to the Treasurer.

- f. Maintain a travel bag with extra uniform parts for all events.

Section 7: The Transportation Chairman shall:

- a. Provide transportation for the band equipment from the school to scheduled band performances.
- b. Have a Commercial Bus Driver's License to satisfy Fayette County School Board Vehicle Fleet Insurance requirements.
- c. Be responsible for reporting any problems with the "Spirit" bus to the County for repair.
- d. Work closely with the Band Director to coordinate times and dates which require an equipment bus, other necessary vehicles, and additional drivers.

Section 8: The Chaperones Chairman shall:

- a. Provide parent chaperones for any function that requires the band to travel. Chaperones must be at least 21 years of age.
- b. Provide chaperones for some functions that do not require travel as determined by the Band Director.
- c. Work closely with the Band Director to coordinate times and dates which require chaperones.
- d. Be a part of the planning for any band function that would require adult supervision.

Section 9: The Public Relations Chairman shall:

- a. Coordinate 8th Grade recruitment night and Senior night in the fall and the Awards Recognition Event in the spring with the Band Director.
- b. Publicize the Band by distributing articles, photographs, and notices of upcoming events to school and local news publications.
- c. Assemble a band scrapbook that will contain such information as newspaper articles, programs, and pictures to be completed by the Awards banquet in the spring.
- d. Coordinate with the Band Director to reserve fall, spring, and pre-festival concert locations.

Section 10: The Guard Chairman shall:

- a. Represent the Guard auxiliary unit of the band.
- b. Keep the Board advised of needs and events pertaining to the Guard.
- c. Serve as a liaison between the Board of Directors, parents, and the instructors.
- d. Keep parents informed of current and upcoming events.
- e. Assist in the assessment of Guard needs, costs, and fulfillment of those needs.
- f. Work with the Treasurer to set up a system to collect money for Guard programs.

- g. Work with the Band Director and School Colorguard Sponsor.
- h. Coordinate fundraising activities with the appropriate chairman.

Section 11: The Drumline Chairman shall:

- a. Represent the Drumline auxiliary unit of the band.
- b. Keep the Board advised of needs and events pertaining to the Drumline.
- c. Serve as a liaison between the Board of Directors, parents, and the instructors.
- d. Keep parents informed of current and upcoming events.
- e. Assist in the assessment of Drumline needs, costs, and fulfillment of those needs.
- f. Work with the Treasurer to set up a system to collect money for Drumline programs.
- g. Coordinate fundraising activities with the appropriate chairman.

Section 12: The Ways and Means Chairman shall:

- a. Be responsible for maintaining and updating all student account records.
- b. Keep a record detailing all credit and debit transactions to and from student accounts by activity and individual student.
- c. Provide the treasurer with statements to facilitate fund transfers from student accounts to the general fund.
- d. Provide a mechanism for parents to transfer funds from their student's individual account for band-related expenses.
- e. Maintain a process for communicating student account information to students and parents each month.
- f. Provide a report at each Board of Directors meeting to include total funds held in student accounts.

Section 13: The Legislative Affairs Chairman shall:

- a. Be responsible for sending a Booster Board representative to monthly Fayette County Board of Education meetings to include working meetings.
- b. Ensure that the representative provides a report at the next Board of Directors meeting.

Section 14: Hospitality Chairman Shall:

- a. Coordinate food/snacks during or before band events as needed (8th Grade Night, Marching Band Awards Night pot-luck, Senior Night, Half time at home games, etc.)
- b. Coordinate and order Competition meals.
- c. Provide snacks and bottled water at competitions.
- d. Band camp food, snacks and beverages.
- e. Coordinate a team of volunteers to assist with hospitality related duties.

Section 15: First Aid Chairman Shall:

- a. Maintain the binders that contain physical forms, medical release forms, parental consent to participate forms, field trip forms.
- b. Work with MHS athletic secretary to get copies of needed physical forms for band 1st Aid Binder.
- c. Inform students/parents and the directors when forms have expired or are about to expire.
- d. Record any updates in parent/guardian contact details in the band 1st Aid Binder (information will come from communications committee).
- e. Maintain the first aid kits – keep them stocked/supplied.
- f. Be sure First Aid kit and First Aid Forms Binder is carried to each band event/performance.
- g. Coordinate volunteers to staff the first aid station at band camp and other days as needed.
- h. Set up first aid station as needed at each home event/activity (First Aid kit, binder, table, chairs, tent, ice etc.).

ARTICLE X: MEETINGS

Section 1: The organization meetings shall be determined by the Board of Directors at the beginning of each school year.

Section 2: The organization shall hold a minimum of three general membership meetings each year. Additional meetings may be held as needed. A meeting may be postponed or cancelled by a majority vote of the Board of Directors.

Section 3: Those members present at any regularly scheduled meeting, and at any duly called meeting where notification has been given, shall constitute a quorum for all voting purposes. Votes taken on issues not relating to these Bylaws will pass with a simple majority.

Section 4: All committee meetings and the Board of Directors meetings shall be open to anyone. Guests must contact the President prior to the meeting to be placed on the Agenda to speak. The Board may close a meeting if discussing personnel matters. Nominating committee meetings are closed.

ARTICLE XI: CONSTITUTION AND BY-LAWS

Section 1: In the absence of the rules of this organization, or the Constitution and By-laws, the proceedings of the Board and regular meetings shall be conducted in accordance with established parliamentary procedures of Robert's Rules of Order.

Section 2: Any amendments to the Constitution and By-laws shall be presented at a general membership meeting of this organization and then voted on at the next general membership meeting. It shall require 2/3 vote of the membership present. Any article and section affected by Amendments shall be automatically revised upon the next printing of the Constitution and By-Laws.

ARTICLE XII: DISSOLUTION OF THE ORGANIZATION

Section 1: In the event that the McIntosh High School Band Boosters, Inc. should be dissolved for any reason, all inventory and money belonging to the organization will go to McIntosh High School for use in the band program. This is in accordance with the Articles of Incorporation for this organization.