

# **By-Laws of the Wheeler High School Orchestra Booster Club Inc.**

## **Article I. Name and Address**

### **Section 1. Name**

The name of the organization will be the Wheeler High School Orchestra Booster Club Inc.

### **Section 2. Location**

The principal office and place of business of said organization will be 375 Holt Road, Marietta, GA 30068

## **Article II. Objective**

### **Section 1. General Purpose**

The purpose of this club shall be to foster, promote, and support the activities of the instrumental music program of Wheeler High School. The major focus of the club is to support the best interest of the students and director as they engage in musical activities and continue to build a quality instrumental program.

### **Section 2. Specific Activities**

The club shall promote the Wheeler High School instrumental program by: assisting financially through fundraisers; helping to achieve and maintain uniforms; encouraging the member parents and students by providing awards, receptions, and other rewards; by being a positive force within the school and community.

### **Section 3. Limitations**

This organization shall seek neither to direct the administration activities of the orchestra nor to control its policies.

## **Article III. Policy**

### **Section 1. Non-Profit Status**

The club shall be incorporated in the State of Georgia as a non-profit organization.

### **Section 2. Political Policy**

The club shall be politically non-partisan and shall not support in any manner any political party, group, or individuals engaged in political activities. The club name and influence shall not be used in the furtherance or support of any local, state, or national political activities.

### **Section 3. Non-Discrimination Policy**

The Wheeler Orchestra Booster Club does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, physical ability or sexual orientation in the administration of its programs for students, staff and volunteers.

### **Section 4. Moral Policy**

The club resources, influence, name, and position shall not be utilized to the detriment of any individual, group, school, or community.

**Section 5. Use of Name**

Any function which carries the name *Wheeler High School Orchestra Booster Club and/or Wheeler High School Orchestra Booster Club Inc.* must have prior approval from the club's Board of Directors.

**Section 6. GHSA**

As provided in the By-laws of the Georgia High School Association (GHSA), this club will be responsive to the policies of the Cobb County Board of Education and the Principal of Wheeler High School. Any provision herein contained which conflicts with the by-laws of GHSA shall be null and void, and the provisions of the aforesaid GHSA bylaws shall govern.

**Article IV. Membership**

**Section 1. Criteria for Membership**

The families of all students involved in the orchestra program at Wheeler High School shall be eligible for membership in this club. Membership is granted after completion and receipt of a membership application and payment of annual dues.

**Section 2. Voting**

Each member family shall be eligible to appoint one voting representative to cast the member's vote at meetings.

**Section 3. Dues**

The amount required for dues for the following year shall be set by the majority vote of the executive board and the orchestra director prior to the beginning of the school year.

**Section 4. What Dues are used for**

The dues shall be used in ways that enhance the orchestra program at the discretion of the orchestra director and the executive board.

**Article V. Meetings**

**Section 1. Annual Membership Meeting**

The annual membership meeting of this organization shall be held in the Orchestra room at Wheeler High School at 7 p.m. on the second Thursday after school commences each and every year unless the Orchestra Director selects an alternative day and/or time. The alternative day and/or time may not be more than two weeks from the date fixed by these By-Laws.

**Section 2. Notification of Annual Meeting**

The Secretary shall notify every orchestra student and his or her family of the annual meeting.

**Section 3. Other Meetings**

Regular meetings of this organization shall be held as deemed necessary by the orchestra director and/or members of the executive board. The secretary shall cause all members to be notified of such meetings not less than three (3) days prior to the meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. Members may be notified in any manner at the discretion of the Secretary.

#### **Section 4. Definition of Quorum and Voting**

The presence of at least three members and the orchestra director shall constitute a quorum and shall be necessary to conduct the business of this organization. At all meetings, votes shall be by raised hands. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Results of all voting shall be recorded in the minutes of the meeting.

### **Article VI. Elected Officers**

#### **Section 1. Function of Officers**

The elected officers of the Wheeler High School Orchestra Booster Club shall be a president, vice-president, secretary and two co-treasurers. They will comprise the executive board. An office can be shared by multiple people and multiple offices can be shared by one person. Other officers may be added at the discretion of the executive board and the orchestra director.

The duties of the executive board are as follows:

*The president* shall be the chief executive of the organization; shall convene board meetings at least quarterly; shall present at the annual meeting of the organization an annual report of the organization; shall see all books, reports and certificates required by law are properly kept or filed; shall ensure that Roberts Rules of Order are followed and the By-laws of the Orchestra Booster Club adhered to.

*The vice president* shall be the chief executive in training of the organization; shall fill in for the president as needed; and coordinate volunteers and committee chairs.

*The secretary* shall be responsible for recording and maintaining minutes of the club meetings; providing copies of the minutes to all board members; maintaining a master record of the activities of the organization; maintaining a roster of all members; and sending out meeting announcements and other notices to members of the organization.

*The co- treasurers* shall be responsible for collecting the monies for the organization from the Orchestra Director and depositing them in the bank; reconciling the bank account; providing signed checks for all approved expenditures; maintaining an accurate record of all income and expenditures; making a financial report at each annual meeting and providing a written copy for the Secretary to file in the master records; managing the student accounts and providing the students with an account summary at least once per semester. The co-treasurers shall split their duties to provide for internal controls.

#### **Section 2. Policy**

The elected officers shall be the governing body (executive board) of the Wheeler High School Orchestra Booster Club and are responsible, with guidance from the Orchestra Director, for overall policy and direction of the club. The board receives no compensation.

All board members shall be members of the Wheeler High School Orchestra Booster Club.

#### **Section 3. Election and Service**

All board members shall serve one-year terms, but are eligible for re-election for up to three consecutive terms. New board members shall be elected or re-elected by the voting representatives of members at a meeting in the spring by a simple majority of members present and introduced to the membership at the next annual meeting. Resignation from the board must be in writing and received by the Secretary. A board member may be terminated from the board by a majority vote of the remaining directors. A vacancy occurring in an elective office shall be filled by a vote of the remaining members of the executive board. Such actions shall then be presented at the next general meeting of the club for approval by a simple majority vote of those present.

#### **Section 4. Board Meetings**

The executive board, orchestra director, and committee chairs shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member and committee chair have notice at least three (3) days in advance. A majority of board members must be present for business transactions to take place and motions to pass.

### **Article VII. Committees**

#### **Section 1. Committees**

All committees of this organization shall be organized by the executive board as needed and staffed by the general membership. Committee members shall receive no compensation.

### **Article VIII. Expenditures, Bills, and Student Accounts**

#### **Section 1. Expenditures**

Expenditures within the current approved budget may be made at any time as long as there is reasonable assurance that funds will be available to cover the expenditures.

Expenditures for items not included in the budget must be approved by a majority vote of the executive board and the orchestra director. The club will not be responsible for *any* other expenditure.

#### **Section 2. Bills**

Bills outstanding against the Orchestra Booster Club shall be turned over to the Treasurer for said bills to be paid and notification, in writing, must be made to the Treasurer of the club.

#### **Section 3. Student Accounts**

All student members shall have a student account. Money in this account may be used to pay any orchestra related expense. Monies are not transferable to any other department and may only be applied toward obligations or expenses in the Wheeler High School orchestra department. Monies not used are automatically carried over from year to year. Monies may be transferred to a sibling's account. Students who graduate or leave the orchestra program donate their outstanding balance to the WHS Orchestra Booster Club Inc.

### **Article IX. Conflict of Interest Policy**

#### **Section 1. Conflict of Interest Policy**

The attached two page conflict of interest policy is hereby included in these by-laws.

### **Article X. Amendments**

#### **Section 1. Amendments**

These bylaws may be amended when necessary by a simple majority vote of the members.

Amendments may be requested by any member. Amendment requests must be presented in writing to the Executive Board during a regular meeting. The request shall then be reviewed and presented to the club members at the next meeting for a vote. These bylaws may be amended when necessary by a simple majority vote of the members.

#### **Section 2. Original Adoption**

These bylaws were approved by a majority vote of the executive board members attending the meeting on October 05, 2012.