

LAKE NORMAN HIGH SCHOOL BAND BOOSTER ASSOCIATION (LNHSBBA)

Constitution and By-Laws

Revised: January 2014

Constitution:

Article I: Name

The name of the organization shall be the Lake Norman High School Band Booster Association, hereinafter referred to as the LNHSBBA. This organization is located in Mooresville, NC, in Iredell County.

Article II: Purpose

The purpose of the LNHSBBA shall be the support and further development of the Lake Norman High School Bands. The support shall be in the form of providing chaperones, volunteers, student recognition, and fundraising efforts, and they will foster communication and cooperation between band parents/guardians, students, the Band Director, and School Administration. The LNHSBBA shall honor all policies of Lake Norman High School as needed. The Band Director will serve in the capacity of an advisor to the Band Booster organization. No part of the organization's assets shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its tax-exempt purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. This organization shall not engage in any activities or exercise any powers that are not in furtherance of its purposes.

Article III: Membership

All parents and/or guardians of band members and auxiliary unit members (Color Guard) may be members of the LNHSBBA. The majority of those members present at a meeting shall carry a vote, except in the case of amendments to this document, which require a two-thirds (2/3) vote.

Article IV: Board of Directors

Section 1: General Powers. The Board of Directors shall transact the business and direct the work of the Band Booster Committees and shall have the power to authorize expenditures.

Section 2: Members. The Board of Directors will consist of the five officers (See Article V below). The band director and principal will serve as *ex officio* members of the board. The officers of the Board of Directors, as described in Article V will comprise the Executive Board. A person shall serve no more than two (2) years consecutively in the same office, and only one member per household may serve on the Board each year. Term of office shall be for one year, July 1 – June 30.

Section 3: Chairman. The President will serve as the Chairman of the Board and preside over meetings and perform other duties as directed by the Board.

Section 4: Duties. The Board of Directors will support and implement the operations of the Band Boosters and oversee/review Committee activities. The Board of Directors will prepare the annual budget for the upcoming school year and present it to the general membership in May at the Regular Meeting. The proposed budget will be voted on at the Regular Meeting in June. The Board of Directors shall meet at the discretion of the President. The Board will serve as the Nominating Committee each spring, and may fill any vacancies in offices if the need arises.

Article V: Officers

Section 1: Officers. The officers of the Board of Directors will be President, Vice President, Communications Director, Recording Secretary, and Treasurer.

Section 2: Duties. The duties of the officers are as follows:

- A. President.** The President is the chief executive officer and will lead the Board and the organization to support the LNHS Bands. The president will set agendas and preside over all meetings, supervise all business activities, sign and execute any papers on behalf of the Band Boosters, and perform any other duties incident to the office of President. The President shall be responsible for all communication on behalf of the LNHSBBA. He/She will have the voting power to break a tie. The outgoing President shall serve as a non-voting advisory member to the incoming Board of Directors during the year following his/her term.
- B. Vice President.** The Vice President, in the absence of the President, will perform the duties of that office; and will fill the unexpired term of the President should a vacancy arise. The Vice President will serve as liaison to all Committee Chairpersons. The Vice President will report to the Board of Directors the functions of all Committees as reported to him/her by the Committee Chairpersons.
- C. Communications Director.** The Communications Director is responsible for issuing a weekly Newsletter or as often as designated by the President. The Communications Director will prepare, maintain, and update, as needed, a roster of members of the LNHS bands, to include: the student's name, address, phone numbers, a volunteer email, and parents'/guardians' names. The Communications Director will maintain the band website and social media accounts, and manage publicity on behalf of the LNHSBBA to Lake Norman High School and the community.
- D. Recording Secretary:** The Recording Secretary is responsible for keeping an accurate record of the proceedings of all Regular, Board, and Special meetings. In the absence of the President and Vice President the Recording Secretary will preside at all meetings until a presiding officer pro tem is elected.
- E. Treasurer:** The Treasurer shall oversee all funds including depositing all monies in the name of LNHSBBA as directed by the Board of Directors, keep an accurate accounting of all monies received and expended, and ensure that all disbursements are made according to the approval of the Board of Directors.

Article VI: Dissolution

Upon the dissolution of this organization, assets will be distributed for one or more exempt purposes within the meaning of Internal Revenue Code section 501(c)(3), or corresponding section of any future federal tax code, or will be distributed to the federal government, or to a state or local government for a public purpose.

Article VII: Amendments to the Constitution and By-Laws

This Constitution and its corresponding By-Laws may be amended by two-thirds (2/3) of the membership present and voting, provided the proposed amendment shall have been submitted in writing to the Board of Directors.

By-Laws:

Article I: Meetings

Section 1: Regular Meetings. The Band Boosters will meet at Lake Norman High School at 7:00 p.m. during the first (1st) week of each month for a Regular Meeting, which is open to the general membership. Unless otherwise designated by the President, a minimum of seven (7) Regular Meetings will be held annually. The spring schedule for the Regular Meetings will be:

April: Nominating Committee will present a slate of officers (Board of Directors) for the upcoming school year (online voting will then take place).

May: Board of Directors for the upcoming school year will be announced; and the current, standing Board will present the budget for the upcoming school year.

June: New Board of Directors will be installed; and a vote will be taken to approve the proposed budget for the upcoming school year.

At some point in June (date TBD by newly elected President), a transition meeting will occur between the outgoing and incoming Board of Directors to share/transfer information, recommendations, and lessons learned.

Section 2: Board Meetings. The Board of Directors shall meet prior to the Regular (general membership) Meeting each month and/or at other times as designated by the President.

Section 3: Special Meetings. Special Meetings for the discharge of urgent business may be called by the President or upon written request of three (3) active members. Such request will state the business to be discussed. LNHSBBA members will be given a two (2) day notice of the time and place of the meeting and of the business to be considered.

Article II: Dues

Payment of dues is not a prerequisite for membership as defined in Article III of the Constitution.

Article III: Committees

Section 1: Committee Chairpersons. The Chairman for each committee shall be appointed by the President and confirmed by the Board of Directors. The President shall be an *ex officio* member of all committees.

Section 2: Standing Committees. Standing Committees shall be comprised of Chaperones, Uniforms/Apparel, Pit Crew/Equipment/Transportation, Concessions, Fundraising/Capital Campaigns/Corporate Sponsorship, Hospitality, Special Events/Trips & Travel, Volunteers, Recognitions, Winter Drum Line, and Color Guard. The Board of Directors may restructure committees annually before the start of the new school year as deemed necessary to support the bands in the best possible way.

Section 3: Nominating Committee. The Board of Directors will act as the Nominating Committee. On March 1st the Board of Directors will start accepting nominations for Board positions for the upcoming school year. Nominations can be made (1) by the Board of Directors, (2) an email from a member, (3) from the floor at the March General Meeting. The closing date for nominations will be March 31st by midnight. The Nominating Committee shall present a proposed slate of officers at the April General Meeting. Voting time will commence immediately at the close of the April General Meeting and will last no longer than one week. Votes will be collected via email with one vote per household. The Communications Director and Recording Secretary will receive and record the votes. The candidates receiving the majority of votes by the membership will be elected. If there is no majority on the first ballot, the two candidates with the highest number of votes will be placed on a second ballot. New officers will attend the May General Meeting where the budget will be presented. New Officers will be installed at the June General Meeting. In the event there is no nominee for an office on the Board of Directors, the existing officer(s) may opt to remain in office for an additional term, not to exceed two consecutive years in the same position.

Article IV: Parliamentary Procedure

In the absence of any By-Law or standing rule to the contrary, the practices described in the latest edition of Robert's Rules of Order shall apply at all meetings of this organization and its committees.

Article V: Receipt and Disbursement of Funds. The fiscal year shall be July 1 – June 30.

Section 1: Receipt of Funds. All revenues received by the Treasurer are to be deposited intact into the appropriate bank accounts of the LNHSBBA (General, Capital Reserve, or Concessions).

Section 2: Disbursement of Funds. The Treasurer shall ensure that all expenditures are documented through purchase receipts and/or issuance of checks.

- A. General Account.** The General Account will require three (3) signatures on file: The President, Vice President and Treasurer. They shall be authorized to sign checks drawn against the LNHSBBA *General* Account upon proper authorization of the expenditures. Two (2) signatures are required at all times, on all checks. Debit cards for the *General* Account will be issued to each of the three (3) designated members with signatures on file.

- B. Capital Reserve Account.** The Capital Reserve Account will require three (3) signatures on file: The President, Vice President and Treasurer. They shall be authorized to sign checks drawn against the LNHSBBA *Capital Reserve* Account upon proper authorization of the expenditures. Two (2) signatures are required at all times, on all checks.
- C. Concessions Account.** The Concessions Account will require three (3) signatures on file: The President, Vice President, and Treasurer. At the Board's discretion, they may designate signature authority on the Concessions Account to the Concessions Chairperson. They shall be authorized to sign checks drawn against the LNHSBBA *Concessions* Account upon proper authorization of the expenditures. Two (2) signatures are required at all times, on all checks. Debit cards for the *Concessions* Account will be issued to each of the designated members with signatures on file.
- D. Independent Contractors.** Each Independent Contractor shall present a proposal for acceptance, prior to commencing services. At that time, a W-9 must be provided. Payment to the Independent Contractor will only be issued upon receipt of a pre-approved service contract signed by a majority of the Board of Directors.

Section 3: Authorization. All major expenditures shall be approved by the Board of Directors. Checks and balances are in place for expenditures of and within approved Budget line items with the requirement of two signatures on all checks for all accounts, and multiple Board members authorized on all accounts.

Section 4: Financial Oversight/Internal Controls. The Board of Directors shall review the monthly bank statements at monthly Regular Meetings, with the review (acceptance/any anomalies) being documented in the meeting minutes.

Article VI: Assets

The assets of the LNHSBBA shall consist of funds in the three bank accounts, equipment, uniforms, vehicles and any other physical property owned and/or acquired by them, for the benefit of the Lake Norman High School bands.

Section 1: Disposition of Assets. Upon the LNHSBBA becoming inactive or dissolving, all real property will be donated to Lake Norman High School (LNHS) or sold, and proceeds given to LNHS.