

McCain High School Band Boosters Bylaws

Submitted by Archer, Ehrlich, Roggenkamp, Scheuerman, Spence

Article I - Name

The name of this organization will be *McCain High School Band Boosters* (hereafter *MHSBB*).

Article II - Purpose

The *MHSBB* is an organization comprised of students, parents, and business, and community leaders who have a vested interest in the success of the band programs at *McCain High School* (hereafter *MHS*). These programs include Color Guard, Concert Band, Jazz Band, Marching Band, Pep Band, Wind Ensemble, Winter Guard and Winter Percussion.

The primary purpose of the *MHSBB* is to assist the Director of Bands in the development of excellence in music education, performance skills, and leadership in our students. The *MHSBB* accomplishes this by providing financial, logistical, and moral support in a balanced fashion for all these programs and the students who participate in them.

Article III - Membership

A. Election of members - Membership is for parents and/or guardians, patrons, alumni, and band directors of students currently enrolled in the band programs at *MHS* and its feeder schools, both Junior High and Elementary.

B. Voting Rights - Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the members.

D. Resignation - Any member may resign by filing a written resignation with the Secretary.

E. Reinstatement - Upon written request signed by a former member and filed with the Secretary, the Board of Directors may, by the affirmative vote of two-thirds of the members of the Board, reinstatement of such former member to membership on such terms as the Board of Directors may deem appropriate.

F. Transfer of Membership - Membership in this corporation is not transferable or assignable.

G. Dues - Annual membership dues will be for the school year commencing in September and ending in August of the following year. A member is considered to be in good standing upon payment of annual membership dues. Annual family membership dues for the corporation are to be set by the Board of Directors and submitted for approval by the membership at the May meeting. For a minimum of \$10 per school year, alumni and friends of the *MHS* Band may receive an Associate Membership. For a minimum of \$50 per school year, firms and corporations are encouraged to support activities through a Business Associate Membership. Each membership will include: (1) one band student directory/calendar to be distributed at club meetings beginning with the

October meeting.

Article IV - Officers/Roles

DUTIES OF OFFICERS

President: The President shall preside over meetings and look after the general welfare of the Boosters. He/She shall attend all committee meetings as an ex-officio member.

Vice-President: The Vice-President shall preside over meetings in the absence of the President, and perform duties assigned to him/her by the President or Band Directors.

Secretary: The Secretary shall record the minutes of all *MHSBB* meetings and Executive Board meetings. He/She shall handle all business correspondence relating to the Boosters, report minutes of previous meetings to the general membership, and file minutes for future reference.

Treasurer: The Treasurer shall keep all financial records of the *MHSBB*, deposit money collected, issue checks, and report standings at each meeting. The Treasurer shall keep the general fund of the *MHSBB*, and shall pay out of the funds only in such a manner as authorized by the *MHSBB*. The Treasurer shall present a written statement of account at each meeting and other times when requested by the President. The Treasurer shall submit records at least once a year, at a time selected by the Executive Board for audit by the Audit Committee. The Treasurer will maintain a checking account requiring two (2) signatures on all checks written over \$100.00. Checks written under the amount of \$100.00 will only require one (1) signature. Signatures shall consist of any combination of the Treasurer, President, or Director of Bands. Each year there shall be sufficient funds to support a \$2,000 carryover to offset expenses incurred over the summer and to support season start up expenses.

Parliamentarian/Historian: The Parliamentarian/Historian is responsible for advising of parliamentary procedures. He/She will also keep the historical data of the *MHSBB* program.

COMMITTEES

*The following committees will be formed every year; other committees may be formed as considered necessary by the officers and band director.

General Fund: This committee will be in charge of setting fundraising events for the general fund of the *MHSBB*. These events should enable the *MHSBB* to help with the general expenses of the Band Program.

Membership/Directory: This committee will be in charge of contacting parents of students in the band to solicit membership in the *MHSBB*. They will also collect membership dues, keep records of all paid members, and publish the Band Member directory.

Band Trip Chaperones: This committee works with the band director to recruit chaperones for all band trips, including but not limited to contests, ball games, and major trips. They also will submit a list of all nominees for overnight trips of active members in the *MHSBB* who currently have a student in the band.

Newsletter: The committee works with the Band Director and other board members to publish a monthly newsletter, which keeps the paid membership up to date about important dates, events, and other information relating to the band.

Telephone: This committee compiles a calling tree to be sure that all band members and parents will be promptly contacted when necessary.

Social: This committee will work with the Band director, students, and other booster members to plan social activities for the band. They will be in charge of securing sponsors, food, buildings, and other necessary items for these social activities.

Hospitality: This committee will arrange for refreshments provided at all meetings of the boosters. They will also arrange for refreshments for judges and officials during contests or any time the Band is hosting an event.

Concessions: This committee is responsible for staffing and supplying concession stands at fundraising functions and band activities.

Scholarship: This committee will turn in money contributed and/or raised for the purpose of student scholarship to the Booster Treasurer. They shall also submit scholarship records once a year for audit.

Spirit/Public Relations: This committee will be in charge of handling the banner at all band activities. They will also sell booster spirit items (such as shirts and hats). Through the newspaper and other modes, they will advertise about the Band and *MHSBB* activities in order to inform the general community of any and all happenings.

Article V - Executive Board

MAKEUP

The executive board shall consist of the officers, director(s), and committee chairs.

RESPONSIBILITIES

A. The executive board will be in charge of the management of all affairs, property and business of the *MHSBB*. The board may consult with the principal of *MHS* and the McCain School District superintendent concerning the affairs of the boosters.

B. A single individual or a couple may hold each office with each person acting as a representative of that office. However, in the event one or more offices are held by more than a single person, only one vote per office shall be cast on any vote taken at all executive board meetings.

C. *MHSBB* may have other officers as the executive board shall determine and direct. Under no circumstance shall any person hold more than one office on the executive board.

D. The *MHSBB* Executive Board shall present information to the general membership and students designed to benefit the band program at *MHS*. They shall coordinate in researching and presenting information to the general membership and students regarding projects. The Executive Board has the ultimate responsibility and decision-making authority for projects undertaken and financially supported by the *MHSBB*.

E. The president, with advice from the executive board, may constitute committees to better achieve the purpose of the *MHSBB*. Each committee shall have a chairperson appointed to serve at the pleasure of the executive board who shall become a member of the executive board for the tenure of the committee or for a term specified in the appointment. The committee chairperson shall recruit members from the general

membership to serve them.

F. All executive board members shall be bound to support and vote for the issues in the best interest of the band program students.

G. The executive board shall transact necessary business between regular general meetings of the *MHSBB*.

MEETINGS

MHSBB executive board meetings will take place the first week of each month during the calendar year. The time and place will be determined and announced one month prior to the meeting. Additional executive board meetings may be called by the director or *MHSBB* president as seen necessary.

QUORUM

The quorum shall be no less than eight members of the executive board excluding band director(s). Quorum also will not be met unless one director is present.

EXECUTIVE BOARD VOTING

A. All issues will normally be voice voted at the monthly executive board meetings and recorded in the meeting minutes. Each board position, excluding the band director(s), shall have only one vote per issue.

B. Under special circumstances (i.e., a request from band director(s) that cannot wait for the next meeting or inability for all executive board members to be present for a vote, or an emergency issue from an executive board member) voting may be done telephonically or by e-mail and recorded at the next executive board meeting in the minutes.

C. All votes performed by telephone must be followed up with a letter or e-mail documenting date and time of conversation, items discussed, and what each vote was to be kept with the executive board minutes.

Article VI - Meetings

A. Notice of all meetings will be posted in the band hall as well as on the band website.

B. General membership meetings of the *MHSBB* shall be monthly or as determined by the executive board. Special meetings may be called by the President and/or Director.

C. The executive board shall meet prior to each scheduled general membership meeting to determine the agenda of the general membership meetings.

D. Annually, at an executive board meeting, the parliamentarian will provide training and information regarding these Bylaws and an overview of Robert's Rules of Order. This training will carry through into the conduct of regular meetings of the *MHSBB*.

Article VII - Rules

A. *MHSBB* shall be non-commercial, non-partisan and non-sectarian.

B. *MHSBB* shall not discriminate in any fashion against any person, or on that person's association with another, based on color, race, national origin, religion, creed, gender, sexual orientation, disability; age, genetic composition, or any other protected classification.

C. *MHSBB* shall not have any input in, nor interfere with, the decision making

prerogatives of the *MHS* administration, the *MHS* Director of Bands or the music faculty in relation to band activities, curriculum decisions, teaching, discipline, or any similar related functions.

D. No officers or members of *MHSBB* will be paid or receive any compensation or remuneration whatsoever from the organization.

E. The name of the *MHSBB* or the name of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the *MHSBB* or the *MHS* band program.

Article VIII - Finances

FISCAL YEAR

The fiscal year will be a twelve-month period starting July 1 and ending June 30.

FUNDS MANAGEMENT

A. All bank accounts will be maintained at institutions insured by the FDIC or similar entity.

B. All funds will be deposited in the organization's bank account.

C. Disbursements will be made by check signed by two authorized signees.

D. All bills and expenses will be paid in a timely manner.

E. The membership shall determine by majority vote of qualified voters present to approve all fundraising, debts, and expenses.

F. The organization shall set aside and provide the band's director a discretionary expense allotment in the sum of \$1000 per fiscal year.

1. The director may use these funds for such expenditures and purchases as he or she may deem fit and proper for the good of the *MHS* Band.

2. The director shall inform the treasurer of any such expenditures or purchases as soon as reasonably possible.

3. Any expenditures should be disclosed to the *MHSBB* general membership at the next meeting.

4. Any money not spent in the fiscal year will roll back into the *MHSBB* general budget.

G. The organization shall consider in good faith, and at all times endeavor to accommodate and give priority to, the band director's other specific requests for assistance and support.

H. In the event of dissolution of this organization, any funds remaining after paying all liabilities of the organization shall be distributed to the band program as explained in Article X.

I. *MHSBB* is organized exclusively for charitable, educational and scientific purposes under section 501c(3) of the Internal Revenue Code or corresponding sections of any future tax code. No part of the net earnings of *MHSBB* shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the *MHSBB* shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the

purposes set forth in the purpose clause hereof. No substantial part of the activities of *MHSBB* shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, *MHSBB* shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Code or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

J. The corporation shall, in all things, act or refrain from acting so as not to subject itself to taxes imposed by Section 4941 (self-dealing), Section 4942 (failure to distribute income), Section 4943 (excess business holdings), 4944 (investments jeopardizing charitable purposes), or 4945 (taxable expenditures) of the Code.

BUDGET

A. The President, after consultation with the band director, will submit a budget to the executive board for approval prior to the August general membership meeting.

B. The budget will be presented to the general membership for approval at the August meeting.

C. Existing committees will submit budget requests to the president by the May executive board meeting.

Article IX - Amendments

These Bylaws may be amended by a two-thirds vote at any regular membership meeting of *MHSBB*, 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 X – Dissolution

In the event that the organization shall dissolve, any funds remaining shall be distributed by the Principal of *MHS* in a manner which would best benefit the *MHS* band programs. If, at the time of dissolution, the executive board still exists, the board shall approve the distribution.

THESE BYLAWS WERE ADOPTED BY A MAJORITY OF THE MEMBERSHIP AT THE INITIAL MEETING OF THE BAND PARENTS, PATRONS, AND ALUMNI ON _____, 2013.

President

Secretary

Rationale for Bylaws:

We chose articles based on what we saw in examples from KSOL and other booster programs online. The point of the booster club is to support the band program. We decided that the community members should be given opportunities to be involved upon payment of dues. This allows a better connection to the community and more income for the band. By opening up the boosters program, it makes accessibility to the program easier.

For the executive board, we wanted enough members to help cover power struggles that could occur. This is why our board includes officers and chairpersons of the committees. The band director will be there to be sure that everything aligns and supports the band. With the backing of the principal on topics that may be political or controversial, the organization should be able to run efficiently for the band program.

Funds for the organization will support the band. They will be approved by the organization and all checks will be signed by two officers in order to protect the organization.