

**BYLAWS OF NORTH OCONEE HIGH SCHOOL
BAND BOOSTERS, INC.**

Article I: Name

The name of this organization shall be “**NORTH OCONEE HIGH SCHOOL BAND BOOSTERS, INC.**” In these bylaws, this organization shall be called the Association.

Article II: Constitution

The Association exists as a voluntary association of its members. The constitution of the Association shall consist of these bylaws and any amendments approved by the membership through appropriate procedures.

Article III: Purpose/Objectives

The Association shall be a nonprofit, nonpartisan, and nonsectarian organization functioning exclusively for the support of music education and, as such, will support the following objectives:

1. To raise funds to support the operation of the band program and to assist the director in obtaining and maintaining facilities, equipment, voluntary manpower, and resources for the band program.
2. To elevate and enhance the band program to high levels of performance achievement.
3. To support the band director and the administration of North Oconee High School (NOHS) in all matters pertinent to the band program and to remain within the authority of the band director, the school and its administration, and the Oconee County School System.
4. To promote strong advocacy among students, parents, the band director, and the administrations of NOHS and the Oconee County School System.
5. To help foster a deeper interest in music among students, parents, the school, and the community.
6. To encourage a positive working relationship between the band program, parents, school, other school organizations, and the community.

Article IV: Membership

Section 1: Consistent with the objectives of the Association, membership shall consist of all parents/guardians of students enrolled in the NOHS band programs. Membership fitting this classification shall be known as **active membership**. Every parent or guardian shall have one vote on all voting matters brought before the Association.

Section 2: The classification of membership known as **associate members**, a non-voting membership, shall consist of:

1. Any past active member of the NOHS band program whose child or ward has graduated from NOHS.
2. Any other person(s) whose interest in the NOHS band would lend greater support to the advancement of the band program.

Article V: Organizational Structure

The Association shall function according to the following hierarchy of authority:

1. Oconee County Board of Education Superintendent, central office administration, and NOHS administration;
2. NOHS Band Director;
3. NOHS Band Boosters, Inc. officers and committee chairs (as described in these Bylaws); and
4. NOHS Band Boosters, Inc. members (e.g., active/associate members).

Article VI: Officers and Elections

The primary responsibility of each officer is to contribute to the planning of Association activities with the executive board. Special responsibilities for each officer are described under the sections below.

Section 1: The officers of the Association shall be **President, Co-1st Vice-Presidents, Co-2nd Vice-Presidents, Co-3rd Vice-Presidents, Secretary, Treasurer/Co-Treasurer, and Parent Volunteer Coordinator.**

Section 2: All officers shall be elected no later than the April business meeting and shall be installed at the May meeting. Nominations for any office or position may be made from the floor during the March meeting when the slate is presented, provided prior permission of the person being nominated has been secured. Voting shall take place by secret ballot.

Section 3: A Nominating Committee, consisting of a minimum of a chair and two additional members, shall prepare a slate of nominations to fill all offices for the following year. The committee shall accept nominations from active members. This slate shall be presented to the Association at a general business meeting no later than March each year.

Section 4: The term for each office shall be one year. The term shall begin in May of each year. The retiring officers shall coordinate and work cooperatively with new officers to complete the business of the year and shall surrender to the new officers' essential books, papers pertaining to their respective offices, resources, and materials.

Section 5: Removal of an officer from his or her office would be considered if said officer fails to perform specified duties consistent with the Purpose/Objectives of the Association.

Section 6: All positions are volunteer positions. No officer will receive pay for any duty performed; however, reimbursement may be made for justifiable expenditures upon presentation of receipts.

Article VII: Band Director

The Association shall rely on the Band Director for leadership and guidance in identifying the needs of the band students and band program. The Band Director shall be an ex-officio member of the executive board and of all committees of this organization.

The Band Director shall be allowed to approve disbursements, in conjunction with the Treasurer, which are identified and included in the annual budget. The Band director in conjunction with the executive board may make adjustments as needed depending on current income and expenditures.

Article VIII: Duties of Officers

Revised 3/2015; Revised 5/2016

Section 1: The **President** shall preside at all Association and executive board meetings and monitor the effectiveness of all committees. The President shall call for regular committee reports at every meeting and shall act as a liaison with the band director and school administration. In the event a committee chair or committee member cannot perform specified duties, the President shall be in charge of finding suitable replacement or doing the tasks required. In addition, the President shall oversee the operating budget for the Association and assure funds from the proposed budget are raised and spent appropriately, in conjunction with the band director and the executive board.

Section 2: The **Co-1st Vice-Presidents** shall preside in the absence of the President and shall assume all duties of the President if a vacancy occurs in that office. Two active members of the Association shall serve as Co-1st Vice Presidents. These Co-1st Vice Presidents will oversee band camp activities, 8th grade visitation night, Senior/Awards night, the Friends campaign, and activities related to sponsorship.

Section 3: The **Co-2nd Vice Presidents** shall oversee uniform distribution, Jazz Band events, and other responsibilities deemed necessary by the board. Two active members of the Association shall serve as Co-2nd Vice Presidents.

Section 4: The **Co-3rd Vice Presidents** shall oversee the Concession Stand activities and other reception events. Two active members of the Association shall serve as Co-3rd Vice Presidents. These individuals will work closely with the NOHS administration, the Association treasurer, and the band director to coordinate concession and reception activities.

Section 4: The **Parent Volunteer Coordinator** shall work in concert with the band director and president to secure volunteers to assist with band activities and events. This individual shall be an active member of the Association.

Section 5: The **Secretary** shall keep minutes of all proceedings of Association meetings. The Secretary shall keep such other records as may be determined by the Association, its officers or committees, and shall serve as the Association's Parliamentarian. The Secretary shall ensure the minutes of the present and previous years are available for reference at all Association and executive board meetings. The Secretary shall also maintain and make available at any meeting a current roster of the Association's members and a current copy of the Association Bylaws. The Secretary shall keep an accurate database of student/parent information for committee and officer use. The secretary shall also facilitate the Association's communications and publicity.

Section 6: The **Treasurer** shall, in conjunction with the band director and executive board, create a yearly budget, and

1. keep accurate and complete records of the Association's financial transactions.
2. receive, deposit, and disperse the Association's funds in accordance with the approved budget. Additional disbursements shall be made as directed and approved by the Association or by a simple majority of the executive board.
3. not disperse funds in excess of \$500.00, which are also not included in the annual budget, without the approval and signature of the Treasurer and either the President or one of the Co-1st Vice Presidents.
4. present a statement of account at every meeting of the Association and at such other times as directed by the Association or executive board.
5. ensure expenditures for Association are made in accordance with following criteria:
 - a. All expenditures must be supported by an invoice.
 - b. A receipt can be used to support expenditures; however, a complete written document explaining the request for funds should accompany the receipt.

- c. A reimbursement request must be approved by at least two members of the executive board for all reimbursements to Association members in excess of \$250.00.
6. reconcile all bank accounts (monthly for checking account and savings account) and submit a summary of such statements and reconciliation to the Association Dropbox to include with minutes of the Association. Although the financial statements will not be publicly listed on the Association website, the summary will be recorded in the Association's secure electronic storage area.
7. ensure timely deposits.
8. maintain the financial records of the Association on a June 1 to May 31 fiscal year basis.
9. present the financial records to and cooperate with a budget committee. Annually, the Treasurer shall submit to the executive board and audit committee an annual report containing the following information:
 - a. Final balance sheet as of May 31 for the most recently completed fiscal year;
 - b. Final budget to actual comparison of income and expenses as of May 31 for the most recently completed fiscal year;
 - c. Listing of all deposits made during fiscal year for all bank accounts of the Association;
 - d. Listing of all checks written during fiscal year for all bank accounts of the Association;
 - e. Detail general ledger (transaction detail) for all Association income, expense, and balance sheet accounts for most recently completed fiscal year;
 - f. Copy of budget for next fiscal year; and
 - g. Copy of most recent bank statements for Association bank accounts.
10. distribute notifications of contributions to contributors in excess of \$250 as required by the federal government. These notifications will follow best practices indicating that no goods or services were exchanged for the donation.

The Treasurer and President will be authorized signers of Association bank accounts.

The Treasurer shall be covered by an adequate Fidelity Bond. The amount of the bond shall be reviewed and approved annually by the executive board; however, the bond shall not be established at an amount less than \$10,000.00 without approval of the Association. The Association shall be responsible for the cost of the Fidelity Bond.

The Treasurer will work closely with the Band Director to reconcile student accounts activity on a monthly basis. The Treasurer will be responsible for maintaining student account records and make appropriate adjustments in the Association's financial records. Student Account withdrawal forms will be made available in the band room for account withdrawals and approved by the band director for band related expenses.

Student account is defined as a rendering of monies credited to a student via earned monies from band activities such as individual student contributions through band fees, fundraisers, donations, etc. Money can be debited from a student's account for unpaid student participation fees and other unpaid band expenses. **This is a "draft" only account.** This account may not be used for withdrawals payable to the student, except upon approval of the band director for band related expenses documented by receipts. Monies are carried over from one year to the next with the exception of the student's senior year. At that time, the amount remaining in the student account can be transferred to a sibling participating in the band program during the upcoming year or will revert to the general fund of the Association after the student graduates. Similarly, if a band member quits during or at the end of the school year, the amount remaining in the student account can be transferred to a sibling or will revert to the general fund of the Association.

Article IX: Executive Board

Section 1: The executive board shall consist of the officers of the Association and the band director, who serves as an ex-officio member. The principal of North Oconee High School will serve as an advisory member to the executive board.

Section 2: The executive board shall conduct all necessary business between meetings of the Association, shall make or approve all plans for the fulfillment of the Association's purposes and shall appoint committees.

Section 3: All actions of the executive board shall be reported to the Association at the next regular meeting for approval by the Association.

Section 4: The executive board may meet prior to each regular Association meeting. Special executive board meetings may be called by the President, band director, school principal, school system administrator, or to present emergency business.

Section 5: The presence of a majority of executive board members shall constitute a quorum to transact committee business during executive board meetings.

Article X: Meetings

Section 1: The annual schedule of regular meetings for the following school year shall be recommended by the executive board in time to be published on the NOHS Band website for the following year. The Association shall meet monthly during the school year unless a meeting is canceled by the executive board.

Section 2: Special Association meetings may be called by the President, band director, Executive Board, or school officials.

Section 3: The membership in attendance and a majority of the executive board will constitute a quorum for conducting business at any regular or special Association meeting.

Article XI: Committees

Section 1: The respective officer in charge of specific Association Events shall appoint committees as needed to assist with Association activities. The Association should formally establish the following committees each year: Nominating, Budget, Fundraising, Concessions, Communication/Publicity, Uniform, Band Camp, Operations, and Awards. Ad hoc committees may be established upon need and disbanded when the needs, activities, or events are concluded.

Section 2: Each committee chair shall report on the status of the committee and its work to the Association. No committee shall be appointed without the approval of the executive board.

Section 3: Time will be allotted at each regular meeting for reports from the committees and discussion of matters affecting their work.

Section 4: Membership and duties of the Association committees are:

- a. The **Nominating Committee** shall consist of a chair and two other members. It shall carry out its duties as described in **Article VI, Section 3**.
- b. The **Budget Committee** shall consist of a chair (the Treasurer) and a minimum of two other Association members along with the band director. The duties of the budget committee are outlined in **Article XII**. The Treasurer shall present the committee with a draft budget as prepared under the guidelines in Article VII, Section 6. The committee shall review and help shape a detailed budget projecting income, its sources, and disbursements. This budget shall be presented to the Association and approved for the coming year no later than the May meeting. Auditing procedures, including an independent audit, should be conducted by an external financial professional.
- c. The **Fundraising Committee** shall consist of members of the executive board and as many Association members as are deemed necessary. The committee shall be responsible for developing and implementing as many fundraisers throughout the year as needed to provide for general band funds, as well as funds for student accounts. At the initial meeting of the committee, a chair shall be elected. The chair may appoint sub-committees throughout the year as various fundraisers are held. The Fundraising Committee shall also assist the band director in preparing and presenting requests for fundraiser approvals to the school board. The Fundraising Committee shall be responsible for renewing and obtaining a license for 50/50 Raffle.
- d. The **Concessions Committee** shall be headed by the Co-3rd Vice Presidents and composed of not less than two members. These members shall be responsible for the purchase of all supplies needed for the concession stands for the football games and other associated events. The committee shall make monthly reports to the executive board and the Association and shall provide receipts and a report of revenues to the Treasurer monthly.

This committee shall be responsible for keeping an inventory of supplies on hand for the concession stands and for ordering additional supplies well in advance of scheduled football games. This committee shall be responsible for the condition of the concession stands, reporting to the executive board and school administration any need for repairs, etc.

This committee shall be responsible for counting and depositing concession receipts.

- e. The **Communications/Publicity Committee** shall consist of the Secretary as chair, the band webmaster, and as many members as are deemed necessary. The committee shall be responsible for maintaining an up-to-date roster, which shall include the current telephone number, address, and email address for all band students and their parents/guardians. It shall inform the membership of band meetings, events, news, and activities via mail-outs, email, and/or postings on the website. It shall also be responsible for contacting local newspapers or other media when information regarding the band or band boosters needs to be published to the community.
- f. The **Uniform Committee** shall be headed by the Co-2nd Vice Presidents and consist of as many members as are deemed necessary. The committee shall be responsible for the care, repair, inventory, issuance, and storage of band uniforms and shall work with the band director and students to fulfill its tasks. The committee will inventory band uniforms upon issue to students and upon return. The committee will also assist in the acquiring, exchanging, and issuing of auxiliary corps uniforms and accessories.
- g. The **Band Camp Committee** shall be chaired by the Co-1st Vice-Presidents. These Vice-Presidents will seek the help of as many members deemed necessary to fulfill the responsibilities

and activities conducted during the band camp. This committee will be responsible for pre-registration of all camp participants and will maintain records such as health forms and emergency numbers. The committee will be responsible for planning and carrying out band camp activities.

- h. The **Pit Crew** shall be chaired by a band-director appointed member of the Association and overseen by the band director. The principle duties of this committee will center on loading, transporting, and maintaining equipment necessary for marching band competitions and festival performances. This committee will also be responsible for ensuring that the band van and trailer are maintained in good condition and will make arrangement for service when concerns are present.
- i. The **Awards Ceremony Committee** shall be chaired by the Co 1st-Vice-Presidents and as many members as are deemed necessary to accomplish tasks associated with the awards night held each spring. The committee shall be responsible for planning and conducting the annual band awards ceremony, securing a location for the event, and working with the band director to appropriately highlight the presentation of awards to band members.
- j. The duties of **Ad Hoc** shall be noted in the Association minutes at the time such committees are appointed or elected.

Article XII: Financial Audit

The Budget Committee has authority to request a yearly independent, professional audit of the Associations financial records be performed. If approved by the Association, the Budget Committee will oversee and report results of the audit to the Association. The Association or executive board shall provide financial resources for carrying out this task. The Budget Committee may perform an audit upon departure of the Treasurer from office for any cause. Given the 501(c)(3) status, records will be sent to the attorney who will prepare the yearly required tax forms to be submitted to the federal government. In the event the band director resigns from his or her position, the executive committee will take charge of replacing that individual's name on the incorporation documents with the State of Georgia's Secretary of State's office.

Article XIII: Parliamentary Authority

The Association shall be governed by these bylaws. Where they do not apply, the current edition of Robert's Rule of Order shall govern the Association. The Secretary of the Association shall serve as the Parliamentarian.

Article XIV: Voting

Section 1: Members must be present at meetings and must be active members as defined in **Article IV, Section 1** to be eligible to vote.

Section 2: A quorum for voting shall be the same as a quorum for meetings as stated in **Article X, Section 3**.

Section 3: Voting on general meeting items at any meeting shall ordinarily be by voice or by a show of hands, but a roll call or secret ballot may be requested by a member or held at the discretion of the President. Election of officers must be conducted through secret ballot. (**Article VI, Section 2**).

Article XV: Amendments

Section 1: These bylaws may be amended by a positive two-thirds vote of the members present at any regular meeting or at a special meeting called for that purpose, provided that the quorum is present, and

provided that a written copy of the same shall have been distributed at a regular meeting or made available to all members through electronic communication system prior to the meeting at which the vote is taken to amend the bylaws.

Section 2: Members proposing an amendment or any change to these bylaws shall present them in writing to any officer. The proposed amendment will then be presented to the membership at the next regular meeting. A vote will be taken according to the regulations of Section 1 of this article.

Section 3: If an amendment or change of the bylaws is approved by the vote of the Association as outlined in Section 1 of this article, the amendment or change becomes effective immediately.

Section 4: The date of the adoption of any amendment or change to these bylaws will be recorded both in the minutes of the Association and on the official copy of the bylaws maintained by the Secretary.

Article XVI: Dissolution

If the Association should disband or be dissolved, any assets remaining shall be distributed to North Oconee High School to be used for the band program.

Approved, _____, 2016. _____, President