

West Carrollton Band Boosters Constitution and By-laws

Article I Name and Objective

Section 1 Name

The name of the organization shall be the West Carrollton Band Boosters.

Section 2 Purpose

The purpose of this organization is to encourage, promote and support the band program and provide funds for equipment and expenses not usually met by the Board of Education.

Section 3 Participants

The band program denotes participants in: marching band, fall guard, concert band, pep band, jazz band, and winter guard and winter percussion.

Section 4 Fiscal Year

The fiscal year of the West Carrollton Band Boosters is June 1st thru May 31st.

Article II Membership

Section 1 Automatic Members

All parents and/or guardians of current participants (students), and directors and coordinators of the band program are automatically members of the organization.

Section 2 Voluntary Members

Membership shall include any adult willing to promote the purpose of the organization.

Article III Meetings

Section 1 Annual Business Meeting

An annual business meeting shall be held for the election of officers and presentation of annual reports.

Section 2 Student Participation

Participants (students) may attend meeting as requested by the Executive Board.

Section 3 Monthly Meetings

General membership meetings will be held monthly with special meetings called at the discretion of the President. . Band officers (President, Vice President, Secretary) and Class Representatives and Guard captain(s) shall attend all Booster meetings and designate an alternate if they are unable to attend.

Section 4 Meeting Notification

All reasonable efforts must be made to notify all members.

Article IV Executive Board

Section 1 Executive Board

The management of the organization shall be vested in the elected officers who constitute the Executive Board. All Executive Board members (excluding the treasurer) must be a parent and/or guardian of a band program participant for the upcoming school year.

Section 2 Membership

The Executive Board shall be comprised of the President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. All offices except for the President and Treasurer can be a shared office but held by no more than 2 members at once. The Past President, Band Director and Coordinators of the band program shall be ex-officio members.

Section 3 Terms of Office

The elected officers shall serve for a term of one (1) year. That person may hold the elected office until such time as one that person resigns or two is replaced as a result of the normal yearly election process. An elected officer may be removed from office for failure to perform the duties of the position or for violations of the Code of Conduct or Code of Ethics following the procedures outlined in the Code of Conduct.

Section 4 Job Descriptions

Sub-section 1 President

- Shall conduct meetings, both Executive Board and general membership

- Is to be the direct liaison between the directors and the organization
- Shall be a member ex-officio of all committees except the Nominating and Constitution and By-laws committees
- Designates the Vice-President to preside at meetings when absent.
- Member of the Budget/Finance committee.
- Has authority to write checks/debit card. When writing checks/debit card the treasurer must be notified of expenditures within 7 days.

Sub-section 2 Vice-President

- Shall act in place of the President when designated
- Is to be the liaison to the Ways & Means, Functional Operations Committees and Concessions Committees
- Member of the Budget/Finance committee.
- Shall assist the President and other board members as directed.
- The Vice-President becomes President if the position is vacated.

Sub-section 3 Treasurer

- Shall maintain all financial records and bank account(s)
- Prepare and sign checks/debit card within the authority granted by the organization of the Executive Board
- Report to the Executive Board and the general membership at all meetings
- Shall be chairperson of the Budget/Finance Committee
- Shall present the annual budget for general organization approval for the upcoming year.
- Shall the keep student records current.
- Shall work with the Chairperson of Concessions to facilitate funds transfer.
- The treasurer will be a paid position at a rate of \$200 per month.

- The position vacancy will be posted and applicants will be interviewed by the board.
- Outgoing Treasurer is required to help the incoming Treasurer with the taxes for the previous year.

Sub-section 4 Recording Secretary

- Shall record the minutes of the general and Executive Board meetings
- Shall take and retain the attendance for all meetings
- Shall email meeting minutes to all board members within 1 week of meetings for review.
- Shall retain a copy of all minutes, agendas, treasurer reports and a copy of any other handouts or literature distributed at said meetings for a period of seven (7) years
- Shall maintain and archive reports from the chairpersons of all committees for future reference
- Shall provide sufficient copies of the agenda and previous meetings minutes for the general meetings for review and approval.

Sub-section 5 Corresponding Secretary

- Shall be responsible for collecting, sorting and distributing mail received at the Band Booster's post office box
- Shall be responsible for mailing all official correspondence
- Shall be responsible for compiling and mailing the newsletter
- Shall handle media releases and public relations.

Section 5 Election of Officers

Elections will be held at the February general membership meeting. The elected officers will take office at the May meeting. Nominations to each office will be selected by the Nominating Committee. The Nominating Committee, consisting of at least three (3) people, is designated by the President in constitution with the Band Directors and Executive Board. Nominations will be accepted and closed at the January meeting. The final slate of nominees will then be presented to the general membership for approval. The final slate will also be published in the newsletter

prior to the February meeting. In the event more than one (1) individual is nominated for an office, a written ballot will be required. Newly elected officers will be invited to attend all Executive Board meetings held between their election and the date they are to assume office.

Section 6 Office vacancies:

Upon a vacancy of any office on the Executive Board, except that of the President, the President shall appoint a person to fill the vacancy with the majority approval of the Executive Board.

Section 7 Committee Chairpersons:

Committee Chairpersons will be selected by the President with the approval of the Executive Board.

Section 8 Executive Board Meetings:

Meetings of the Executive Board will be held as needed at the discretion of the President. A quorum is necessary for voting on any matter. A quorum consists of no less than 4 Executive Board members; passing of votes is by majority rule.

Section 9 Spending Limits of the board:

The Executive Board is authorized to spend no more than \$500.00 greater than any budgeted item in the approved budget and no more than \$500.00 for any individual unbudgeted item without the approval of the general membership with an emergency situation being an exception.

Section 10 Limitations:

President and treasurer can not reside in the same household.

Section 11 Voting:

A roll-call vote may be allowed via phone/email if the issue needs to be addressed/resolved prior to the next board meeting and a special meeting is not feasible. Each position on the board has one vote. In the event of shared positions and if the co-officers can not agree on a matter the voting officer will be decided by coin toss.

Article V *Budget/Uniforms*

Section 1 Budget

The budget will be determined annually by the Budget/Finance Committee. The budget shall be presented to the general membership at the April meeting for approval.

Section 2 Uniform Replacement Fund:

\$25.00 from each student's uniform rental fee (minimum of \$2500 per school year) must be placed in a separate interest bearing replacement account by the end of the fiscal year and must not be considered as part of the cash flow of the Treasurer, except in an emergency as declared by the Executive Board and approved by the general membership.

Article VI *Parliamentary procedure*

Section 1 Parliamentary procedure

Standard parliamentary procedure will be followed at all meetings.

Article VII *Simple Statement Policy*

Section 1 Business

It is the policy of the West Carrollton Band Boosters, as with any group that elects officers to head an organization, that no business shall be conducted by anyone who has not been appointed by the Executive Board to do so. No information shall be made public without the consent of the Executive Board. No business shall be transacted without the consent of the Executive Board.

Section 2 Band Staff

All Matters concerning this organization shall be brought to the Executive Board and not to the Band Staff. The Band Staff is concerned with the functioning of the band itself and should not be burdened with Booster activities and/or problems.

Section 3 Money

All moneys are to be turned over to the Treasurer when collected. At the close of a fund raiser all moneys/products must be reconciled within Seven (7) days.

Section 4 Receipts

Receipts shall be issued for all financial transactions.

Section 5 Returned Check Charges

A returned check charge of \$25.00 will be charged for all returned checks.

Section 6 Audit

An independent audit will be performed yearly at the end of the fiscal year or any time the office of Treasurer is vacated.

Section 7 By-laws

The Constitution and By-Laws shall be reviewed every three (3) years by a committee of three (3) general members and two (2) representatives of the Executive Board exclusive of the President.

Section 8 Amendments

Amendments to the Constitution and By-laws may be made by a two-thirds (2/3) majority vote at any general membership meeting, providing a thirty (30) day notice is given in writing to all members. Publishing of an amendment in the Band Boosters Newsletter will be considered acceptable as written notice to all members.

Article VIII Committees

The positions described herein shall be appointed by the President as set forth in Article IV Section 7.

Section 1 Committee Chairpersons

- Shall be responsible for creating and overseeing sub-committees as needed to fulfill projects and obligations in their area of responsibility
- Shall act with the President to appoint individuals to chair each sub-committee
- Shall collect the final reports from the sub-committees and turn them in to the Recording Secretary for archiving

- Shall be the liaison between the sub-committees and the Executive Board via the President or Vice-President as indicated.

Section 2 Budget/Finance Committee

- The Budget/Finance Committee shall meet with the Band Staff to determine the funds needed and produce the budget for the upcoming fiscal year.
- This Committee shall be comprised of, but not limited to, the current President, Vice-President, and Treasurer as Chairperson, Ways & Means Chairperson(s) and the incoming Executive Board.
- The Budget/Finance Committee shall present the budget to the Executive Board for approval.
- After approval, the Treasurer, in conjunction with the Band Directors, shall present the budget to the general membership at the April meeting for approval.

Section 3 Ways & Means Committee

- Responsible for all fundraising activities not specifically assigned to other chairpersons.
- These may include :
 - Pirate Table
 - Candy sales
 - Car washes
 - Any other fundraising opportunity.
- The Chairperson of the committee reports to the Vice President.

Section 4 Functional Operations Committee

- Responsible for the operations that directly support the physical needs of the band
 - Getting the students to/from their destination
 - Getting the students on and off the field
- These include

- Band camp
- Props
- Uniforms
- Trailer
- Golf Cart
- Hospitality table
- Field support.
- The Chairperson of the committee reports to the Vice President.

Section 5 Concessions Committee

- Responsible for the operation of football, UD and any other concession stands operated by the Band Boosters with the exception of the concession stands at the Invitational.
- Shall oversee the ordering of supplies, maintaining inventory, maintaining health standards, scheduling dates, and staffing the stand as needed.
- Shall provide the treasurer with all bills and receipts in a timely manner (within 7 days).
- Shall provide the Recording Secretary an annual report for archiving.
- Each concession stand (i.e. Football games, craft show and UD) will have their own sub committee chairpersons.
- The Chairperson of the committee reports to the Vice President.

Section 6 Invitational Committee

- Responsible for the planning and oversight of the West Carrollton Band Invitational competition.
- This includes all aspects of the competition including but not limited to:
 - Concessions
 - Trophies/awards
 - Judges

- Lights
- Lodging for judges
- Program
- Hospitality Room
- The Chairperson of the committee reports to the Board President.

2007 Constitution and By-laws Committee: Kimberly Savage (Chairperson), Nancy Wheeler, Cindy Miller, Mike Carter, Diane Carter