

BY-LAWS OF
THE LINCOLN COUNTY HIGH SCHOOL BAND BOOSTERS

Passed on Feb. 13th 2018

ARTICLE I - NAME AND PURPOSE

Section 1. Name

The name of the parents of the Lincoln County High School Band members shall be known as the LINCOLN COUNTY HIGH SCHOOL BAND BOOSTERS herein referred to as the Boosters.

Section 2. Purpose

The purpose and duty of said Boosters is to sponsor and/or support those activities that enhance the welfare of the Lincoln County High School Band, hereinafter referred to as the BAND. It is understood that the Boosters are to be ready to assist with activities of the Band, its leadership, and the school administration as requested. It is further understood that the Boosters will assist in obtaining finances that are to be applied directly to band requirements and activities. To this end, the Boosters are authorized to assess monetary fees of band students to cover the costs of operation of the band program, which are not funded by the Lincoln County Board of Education.

ARTICLE II—MEMBERSHIP

Section 1. Parents of Band Members

Membership in the Boosters is automatic of every parent or guardian who has a child actively participating in the Lincoln County High School Band program as either an instrument-playing or non-playing (e.g. guard) member of the band, or in any other capacity as approved by the executive committee. The Boosters will have no membership dues.

Section 2. Alumni Membership

Alumni membership in the Boosters is available to every former band member and every parent or guardian of a child who has previously participated in the Lincoln County High School Band program. Alumni members may be required to pay a nominal annual fee to cover the cost of mailing newsletters, etc. Alumni members shall have no vote in any matters brought before the Boosters requiring a vote.

ARTICLE III – OFFICERS

Section 1. Titles

The elected officers of the Boosters shall be as follows: President, Vice President, Treasurer, and Secretary.

Section 2. Terms of Office

All officers shall be elected for a term of two (2) years (July 1 through June 30) and shall serve at the will of the members. Regular attendance of both Executive Committee and general meetings is required to retain office. Failure to uphold the responsibilities of the office accepted may be grounds for dismissal as determined by the other members of the Executive Committee. If an officer resigns from their position, they cannot be re-elected for the same term.

Section 3: Qualifications for Office

- A. To be considered for an elected office, a candidate shall be an active member of the organization and have indicated a willingness to serve as an officer. This includes incoming parents. Incoming parents will also be allowed to vote if they have already turned in their "Intent to Participate" form for their student.
- B. Only one office may be held by immediate family members for any given membership year.
- C. An officer or executive committee member shall resign his/her office upon student's resignation or separation from enrollment in the band effective no later than the first day of the following semester or the end of the membership year, whichever comes first.
- D. If the Executive Committee feels that a member of the committee is acting in a way that is detrimental to the program, the Executive committee may vote to have that person vacated from office.

Section 4. Duties of Officers

- E. The President shall:
 - a. 1. Be the Chief Executive Officer of the Boosters and oversee all activities of the Boosters.
 - b. Serve as Chair of all scheduled meetings called by the President and/or the majority of the officers.
 - c. Establish special committees and appoint their chairpersons as necessary, including development of nominating committee for upcoming year's officers.

- d. Act as spokesperson for and representative of the Boosters, including communication in spring with 8th grade feeder schools for incoming freshmen.
 - e. In May, obtain quotes for uniform cleaning for upcoming season.
 - f. Prepare a monthly article for publication in the newsletter.
 - g. Coordinate securing tags and license for any band owned equipment.
- F. The Vice President shall:
- a. Preside at each meeting of the Boosters where the President is unable to attend, act in his/her absence, and succeed to the unexpired term of office of President if vacated.
 - b. Function as chairperson of the Executive Committee meetings if President is unable to attend.
 - c. Assist the President in matters of the Boosters as requested by the President.
- G. The Secretary shall:
- a. Keep an accurate record of all meetings of the Boosters and of the Executive Committee.
 - b. Furnish copies of current minutes to members on the Executive Committee.
 - c. Furnish review copies of minutes for general membership review at Boosters meetings.
 - d. Furnish copy of Boosters meeting minutes to be posted to website. To amend all minutes as required.
 - e. Attend to all correspondence of the Boosters as requested by the President and report same at the next regular meeting or when called on to do so by the President.
 - f. Maintain a historical file of all correspondence, minutes and other documents and information pertaining to the Boosters, including a copy of this constitution and Bylaws with amendments to date certified by the Secretary.
 - g. Compile and publish a directory containing the names and addresses of all band members.
- H. The Treasurer shall:
- a. Keep an account of all monies secured by the Boosters and disbursement of same for all accounts due when properly authorized by the Boosters' approved budget.
 - b. Maintain an open checking account in a local bank with all checks to be drawn in the name of the Lincoln County Band Booster.
 - c. Arrange the change of authorized signatures on all bank accounts, charge accounts, investment accounts and any other accounts requiring signatures, at the beginning of the fiscal year, if necessary.

- d. Ensure that all approved disbursements are made by check and are supported by documentation of the amount due.
- e. Ensure that he/she (or an individual designated by him/her) is present at all band activities where monies are collected as income of the Boosters and to assume responsibility for said monies.
- f. Prepare monthly statements of income and expenses of the Boosters to be presented to the members at the regularly scheduled meetings of the Boosters.
- g. Write monthly checks to the Staff as approved by the band director.
- h. Reimburse directors' pre-approved lodging, meals and other approved expenses.
- i. Establish an annual operating budget in accordance with the requirements of the Executive Committee in conjunction with the LCHS Band Director(s). Such budget should be presented at the last meeting of the previous fiscal year.
- j. Prepare a year-end financial report detailing the total year's income and expenses and current financial assets of the Boosters. Such report, together with all supporting records, is to be submitted to the Executive Committee for financial review. Printed records shall be maintained for five (5) fiscal years and unneeded records disposed of thereafter, in accordance with IRS guidelines and requirements. 11. Complete an Internal Revenue Service Form 990 (return for Organizations exempt from income tax) for the fiscal year in which treasurers served in that capacity. Form 990 is to be filed no later than November 15 following the end of the fiscal year.
- k. Submit an Internal Revenue Service Form 1099-Misc for each individual to whom the Boosters distributes funds in the calendar year, as required by Internal Revenue Service regulations.
- l. Maintain an inventory of all instruments, uniforms, and other equipment and ensure adequate insurance coverage, with the assistance of the band directors.
- m. Administrate the Bagwell Scholarship fund and/or any fund as established by the executive committee with the same stipulations, less disbursement authority.
- n. The treasurers shall have the authority to appoint a special projects co-treasurer as needed. Special projects appointment is not a Executive Committee voting position and will be terminated with the termination of the project. The appointment must be approved by the Executive Committee.

ARTICLE IV – ELECTION OF OFFICERS

Section 1. Nominating Committee

The Nominating Committee shall be appointed by the President in February of each year and shall consist of at least four persons, including LCHS band director(s). The nominating Committee shall develop a list of nominees for executive committee offices as stipulated in Article III, Section I. The Chairperson of the Nominating Committee will present the committee's nominees at the regular Booster's March meeting. The list of nominees will also be presented in the Boosters' April meeting.

Section 2. Other Nominations

Chairperson of the Nominating Committee will accept nominations from the floor following the Nominating Committee's report at the Boosters regular March Meeting.

Section 3. Election

The election of officers shall take place at the April meeting. The President shall determine the method of balloting. Section 4. Vacancies In the event the President is unable to complete his/her term, the Vice President assumes the presidency. A special appointment to fill any other vacancy for the remainder of the term will be made by the Executive Committee, subject to the approval of the band boosters.

ARTICLE V--- Executive Committee

Section 1. Composition

The Executive Committee shall be composed of the President, Vice President, Treasurer, and Secretary, and standing members include the current LCHS Band Director(s).

Section 2. Responsibilities

It shall be the responsibility of the Executive Committee to propose guiding and governing policies of the Boosters and to conduct the general business of the Boosters between meetings of the general membership.

Section 3. Meetings

Regularly scheduled meetings of the Executive Committee shall be held prior to each regularly scheduled meeting of the Boosters and as otherwise requested by the President. A minimum of (3) members of the Executive Committee must be present at any meeting for the Executive Committee in order to conduct business.

ARTICLES VI-- STANDING COMMITTEES

Section 1. Standing Committees

The standing committees of the Boosters will include, but not be limited to, Chaperones, Uniforms, Transportation, Truck, Concerts, Color Guard, Stadium set up, Publicity, Newsletter, Historian, Concession, Spirit, Hospitality, and Ways & Means (Fundraising.)

Section 2. Appointment of Chairperson

The appointment of chairpersons for the standing committees shall be the responsibility of the President under whom each functions, as defined in Article III Section 3. The chairpersons shall appoint members of the committees.

- A. The responsibilities of the Uniform Committee include, but are not limited to:
 - a. Issuing uniforms to individual band members, with records kept showing to whom each uniform part has been issued.
 - b. Maintaining a supply of spare uniform parts to be loaned or sold to band members as needed.
 - c. Collecting uniforms at the end of the school year and arranging for their cleaning and summer storage.
- B. The responsibilities of the Transportation Committee include, but are not limited to:
 - a. Arranging for bottled water for the band students after their performance at each marching competition.
 - b. Arranging adequate transportation for the equipment when the band is required to perform away from the school.
 - c. Moving instruments and equipment onto and off the marching field for all marching performances.
 - d. Arranging for transportation of the Mule and the trailer whenever needed.
 - e. Arranging for storage of the Mule and the trailer whenever not in use.
- C. The responsibilities of the Publicity Committee include, but are not limited to:
 - a. Obtaining from the Band Directors, information about upcoming concerts and events for submission to local media (newspapers, TV, radio, etc.).
 - b. Publicizing awards and recognition received by the band or individual band members.
 - c. Support the maintenance and updating of the band website as requested by the Executive Committee or Band Director(s).
 - d. Maintaining all domain and service providers as required for the operation of the website.

- e. Gathering information from the Band directors, Boosters Executive committee members and committee chairpersons for inclusion in the newsletter.
 - f. Publishing a monthly newsletter including the reproduction and mailing at least one week before the regularly scheduled monthly meeting.
- D. The responsibilities of the Concession Committee include, but are not limited to:
- a. Recruiting and scheduling Boosters members and students to work in concession.
 - b. Compile, reconcile and submit report to treasurer of all financial activity at the closure of each event.
 - c. Compile inventory from both concession stands at the end of each event and submit to the treasurer

ARTICLE VII—SPECIAL COMMITTEES

Section 1. Special Committees

As needed, the President shall appoint a Nominating Committee to propose committees for various special purposes.

Section 2. Bagwell Scholarship Administrative Board

In April of each year, The President shall appoint two members of the Boosters to serve on the Bagwell Scholarship Administrative Board as set forth in the bylaws of the scholarship fund.

Section 3. Other Committees

The President may establish other special committees as needed and appoint their chairpersons as approved by the Executive Committee.

ARTICLE VIII -- MEETINGS

Section 1. Regularly Scheduled Meetings

The Boosters will meet regularly once a month during each school year on a day and at a time to be announced by the President at the beginning of each school year.

Section 2. Special Meetings

At the discretion of the President and/or majority of the officers, a special meeting may also be called, with at least one week's written notice emailed to the members of the Boosters. Notices of special meetings will also be posted on the website when possible.

Section 3. Quorum- A quorum shall consist of the members present at any meeting that received at least one week's written notice.

ARTICLE IX – GENERAL PROVISIONS

Section 1. Fiscal Year

The fiscal year for the Boosters shall be July 1 to June 30 inclusive. All terms of officers, budgeting and financial accounting shall be on this basis.

Section 2. Voting

In elections or any voting on any matter submitted to the membership during a meeting, each member of the Boosters in attendance is entitled to one vote.

Section 3. Books and Records

Any executive committee member may inspect all books and records of the Boosters, or his/her agent or attorney, at any time by written request to the committee stating such purpose.

Section 4. Uniforms

Any uniform issued to a student, including but not limited to marching, symphonic, concert, is the responsibility of the student and parent. Replacement cost of any lost or stolen article is the responsibility of the student/parent. A uniform committee designee will be the contact for securing replacement articles.

Section 5. Fees

The amount of fees shall be determined each year by the elected Executive Committee and adopted by the Boosters. Each year's fees will be based on the Booster's operating budget. The fees may be in terms of dollars or a combination of dollars and fair share fundraiser fundraising credit hours. Families with two or more students in the LCHS band program receive \$50.00 off.

Section 6. Discretionary Funds-

If funds allow, the head band director at LCHS will receive \$200 per month in discretionary fund allowances. This money is to make "on the spot purchases" while traveling with the band at events and to use for repairs or the purchasing of supplies and equipment needed at the director's discretion. Receipts of transactions need to be

signed and given to the treasurer for bookkeeping purposes. Unused funds roll over month to month but do not roll over year to year.

ARTICLE XI – AMENDMENTS

Section 1. Proposing Amendments

Any member of the Boosters may propose an amendment to this constitution and Bylaws by presenting said amendment to the President in writing. Said amendment must be presented for review and discussion at the regularly scheduled meeting prior to the meeting at which a vote is taken. For an amendment to be passed it must receive the vote of the majority in attendance at a regularly scheduled meeting of the Boosters.

ARTICLE XII - DISSOLVEMENT

Section 1. - Process of Dissolvement

Should the need arise and the Executive Committee or LCHS Band Director(s) need to dissolve the Band Booster Organization, this can be done in one of two ways. This will either be at the discretion of the Executive Committee, by unanimous vote with all current members present, or at the sole discretion of the LCHS Band Director(s). Reasons for dissolvement of the booster organization may include but are not limited to the following: Ineffective practices, illegal activity, violations of tax law, failure to effectively communicate, detriment to the overall goal of the director(s) and the LCHS Band, or behavior that can have a negative impact on student experience or learning or is otherwise unethical/inappropriate.

Section 2. - Allocation of Assets

Should the LCHS Band Booster organization undergo dissolvement. All liquid assets are to be turned over to the Band Organization at Lincoln County High School. Any physical assets, including records, are to be returned to Lincoln County High School.