

## **BY-LAWS of the COLUMBIA BAND BOOSTERS**

### **Article I: Organization**

The name of this organization shall be the Columbia Band Boosters.

### **Article II: Objectives**

The objectives of the Columbia Band Boosters shall be:

1. To aid but not make policy for the Columbia Central High School Band program.
2. To assist in financing the band programs.
3. To promote interest in the Columbia Central High School Band.
4. To assist the Director(s) of the band in maintaining their bands and to cooperate with the Central High School Administration.
5. To encourage and help motivate the band students.

### **Article III: Officers**

1. The elected officers shall consist of a President, President-Elect (Membership Chairperson), Secretary, Treasurer, Publicity / Historian Chairperson, Fund Raising Chairperson, Band Contest Chairperson, Concessions Chairperson, Ads & Trophy Chairperson, Events Chairperson, Pit Crew Chairperson, Chaperone Coordinator and Costume Chairperson. Past President and Band Directors serve as non-elected board members. These officers shall hold office for a term of one (1) year, ending with the close of the school year, at which time the previous year's officers will turn over all records and monies to the incoming officers no later than July 1 of the year leaving office. Officers must have dues paid prior to assuming position.
2. Officers must maintain good integrity and financial standing with the booster organization. All monies due past 90 days shall result in suspension or dismissal from the board. Extenuating circumstances may be brought before the Executive Board Committee

### **Article IV: Membership**

1. Members shall be parents, guardians, or friends who have applied for membership drive or at any regular or special meeting of the Band Boosters. The board shall set and annual membership fee, which is due in September. Non-members may not vote or hold office.

2. A committee consisting of the Booster President, President-elect, and the Band Directors will determine Lifetime Memberships. This committee will meet in April to select Lifetime Membership Recipients.
3. Officers are expected to maintain good conduct, professionalism and a positive attitude during all band activities, communications, and on Social Media.
4. Lifetime Memberships will be awarded to selected recipients at the annual Band Banquet.
5. These memberships shall be given to:
  - a. Past Presidents of the Columbia Band Boosters.
  - b. Members who have been made significant contributions of their time, resources, and distinguished themselves in support of the Columbia Band Booster Organization.

#### **Article V: Meetings**

1. Regular meetings shall be held as necessary. The Executive Board meeting shall be held each month unless a meeting is deemed unnecessary by consensus of the Executive Board.
2. Special Executive Board meetings may be called by the President, by sending notice to all Board members by mail, telephone, or email.
3. Special Band Booster meetings may be called by the President, by sending notice to all Band Booster members by mail, telephone, or email (email preferred for traceability).

#### **Article VI: Elections**

1. There shall be a Nominating Committee, which shall consist of the President-Elect, who shall serve as Chairperson of the Committee, a Band Director, and four (4) additional members. These members will be appointed by the Executive Board. They will consist of one (1) representative each for grades 8, 9, 10, and 11.
2. During the March Executive Board meeting, a report from the Nominating Committee showing the proposed slate of officers will be presented. At this meeting the Executive Board shall vote to approve or disapprove each proposed offer.
3. The approved slate of proposed officers shall be included in the March Booster email, or if that is not possible, notice of the proposed slate of officers shall be sent to all Booster members by mail, telephone, or email at least two weeks prior to the April Booster meeting. In addition this slate of officers, nominations may be made from the floor by any booster member in good standing. The officer shall be elected at that meeting.
4. The candidate for each office, receiving the largest number of votes cast shall be declared elected.

**Article VII: Duties of Officers**

1. **The President** shall preside at all meetings, appoint committees and shall be the Executive Head of the Columbia Band Boosters, with full power to enforce the Bylaws. In addition to presiding at the regular Executive Board and Band Booster meetings, the President shall meet with the Band Director(s) at least once monthly, to consider the needs of the program. The president will be responsible for making sure each board member receives a copy of the By-Laws and a copy of their job description.
2. **The President-Elect / Membership Chairperson** shall preside in the absence of the President, perform such other duties as may be assigned by the President, and will become President the following year. As Membership Chairperson, he/she shall solicit membership and accompanying dues from the parents, keep a list of said paid members, and be prepared at any meeting to reveal the names of voting members if necessary. The President Elect shall review and approve all financial reports.
3. **The Secretary** shall prepare all correspondence as required by the Boosters and its officers, notify all members and prospective members of the time and place of meetings prior to the meeting, and perform such other duties as are assigned by the President. Before each meeting, the Secretary may give the President an outline of "Unfinished Business". The Secretary shall keep accurate minutes of all Booster and Executive Board meetings. Once the minutes are approved, they become the property of the organization and cannot be changed without its consent. The Secretary shall, in conjunction with the President and Band Director(s), prepare and distribute a email to each Band Booster member monthly or as necessary. The Secretary shall be responsible for taking roll at each meeting.
4. **The Treasurer** shall serve as Chairperson of the Finance Committee. He/she shall receive from the chairperson of each fund-raising project all monies accruing to the Boosters and deposit same into an approved depository under the name of Columbia Band Boosters. The treasurer shall not pay money from this account except by an approved check or debit card. The treasurer will provide sufficient copies of the current financial statement at each Booster meeting. The financial statements must be reviewed and approved by the President-Elect before presentation to the body.
5. **The Publicity / Historian Chairperson** shall act, and secure others to assist as necessary, to continually keep before the public, information regarding band activities, awards, and fundraisers and in every way possible, seek to provide good public relation for the bands. Also, the Publicity / Historian Chairperson shall compile and produce a scrapbook for the current year, providing pictures, news coverage, and other necessary contents to complete record of events for the Band and the Boosters.

- 6 The Band Contest Chairperson** shall appoint all committee members and work with the Band Director(s) to cover all aspect of the Contest(s).
- 7. The Concessions Chairperson** shall appoint all committee members and work with the Band Booster Organization to provide concessions for all events sponsored by the Columbia Band Boosters.
- 8 The Fundraising Chairperson** shall appoint all committee members of fund raising. The Fundraising Chairperson shall be responsible kicking off all fundraisers, tracking all merchandise, supervising the collection of money, etc. This person will be responsible for reconciling funds with the assistance of the Treasurer.
- 9 The Ads and Trophy Chairperson** shall appoint all committee members to work towards soliciting ad sales and trophy sponsors for all band events.
- 10 The Pit Crew Chairperson** shall appoint all committee members to work on the Pit Crew and work with the Band Directors to take care of all aspects of Pit Equipment, Props and Equipment movements.
- 11. The Events Chairperson** shall appoint all committee members and be responsible for coordination the Band Banquet, Tail-gating, Parent Performance and any other social or performance gathering.
- 12 The Costume Chairperson** shall appoint all committee members and work with the Band Directors to coordinate all sewing projects for the band. The Costume Chairperson shall be responsible for appointing the Stadium Seat Covering Committee.
- 13 The Chaperone Coordinator** shall appoint and coordinate all properlyvetted booster members to duties on band related activities requiring chaperones.

#### **Article VII: Funds**

1. A balanced budget shall be approved by the Boosters each year. The President, President-Elect and Treasurer shall be responsible for communication with the Directors to develop a workable balanced budget by April 1of each year. The proposed budget shall be approved by the Executive Board prior to the May Booster meeting and will be presented to the Boosters for a vote during the May meeting.
  - A. Specially called Executive Board meeting(s) shall be conducted as necessary in order to present a balanced budget to the booster membership.
- 2 The fiscal budget, beginning on July 1 and ending June 30, will consist of line item requests from the Band Directors and an operating budget for the Boosters, both of which shall be approved by a majority vote of the Boosters present.
- 3 In the event no budget is approved by the beginning of the fiscal year on July 1, no booster funds shall be obligated or disbursed until such budget for the Boosters, both of which shall be approved by a majority vote of the Boosters present.

Amended

- 4 All budgeted disbursements of funds shall be drawn by the treasurer, supported by receipts or invoices without the need for prior Executive Board or Booster approval.
- 5 Non-budgeted disbursements of more than five hundred dollars (\$500) must be approved by a majority vote of the Boosters, at any meeting. Non-Budgeted items shall be supported by written estimates, or exact cost bids.
- 6 All booster funds shall be promptly made available to the Treasurer for deposit into the appropriate booster band account. This includes all checks and cash.
7. Cash disbursements shall only be made through the Treasurer and properly annotated in the proper account register.
- 8 Deposits will be made within 30 days of receipt however every attempt will be made to make deposits within 15 days.
- 9 Two signatures are required on checks over \$500.
- 10 Any checks that are returned will be redeposited within 2 weeks and check holder will reimburse Band Boosters of NSF fee charged by the bank.
11. President-Elect will approve all financials and reconcile the current bank statement with Treasurer on a monthly basis, missed reconciliations shall not go past 2 months.
- 12 Monthly financials must be presented as budget amount vs. actual amount.
- 13 Any cash received must have a cash receipt written.
- 14 The Executive Board will secure the services of a qualified individual to review the accounting records/books by year-end.
- 15 The President shall secure a bank statement prior to next scheduled meeting (3 business days or less).
- 16 Any Mileage for towing band trailer to any Band event will be reimbursed at the State rate at the time of the event.

#### **Article IX: Executive Board**

1. The Executive Board shall consist of the thirteen (13) officers, outlined in Article III above, the Band Director(s), and the Immediate Past President.
- 2 There will be an Executive Committee consisting of President, Past-President, Treasurer, Secretary and a Band Director.
- 3 A majority of members of the Executive Board shall constitute a quorum for this group.
- 4 There will be six ex-officio members. The positions are assistant secretary, assistant treasurer, assistant publicity, assistant fund-raising chair, assistant contest chair, and assistant concession chair.
- 5 Ex officio members shall not have the right to vote at Executive Board meetings at any time unless the Board member is absent and has, with the President's consent, authorized their assistant to vote in their place.
- 6 No Executive Board Member can serve the same position more than four years.

**Article X: Vacancies**

1. In the event that the office of the President becomes vacant for any reason, the President-Elect shall automatically become President and serve the remainder of that term plus their intended Presidential term
  
2. In the event that any other office shall become vacant for any reason, the office shall be filled at the next regular meeting, by nominations from the floor and a majority vote of members present.

**Article XI: Special Purpose Committees**

Special Purpose Committees, as designated by the President, may be appointed and dissolved by the President.

**Article XII: Amending the Constitution and By-Laws**

This Constitution and Bylaws may be amended by majority vote any regular or special called meeting. Members must be duly notified no later than two (2) weeks prior to this meeting.

**APPROVED AT BOOSTER MEETING ON:**

**Signed by:**

**President: (Vishal Patel)**\_\_\_\_\_

**President Elect: ()**\_\_\_\_\_

**Secretary: (Evelyn Madeo)**\_\_\_\_\_