

VETERANS BAND BOOSTER BYLAWS

ARTICLE I

Name

The name of this organization shall be the Veterans High School Band Boosters, hereinafter referred to as Boosters.

ARTICLE II

Purposes and Powers

Section 1: The purpose of this organization shall be:

- a) To promote the interests of the Veterans Band Program, as set forth by the Band Directors;
- b) To provide organized financial support and physical assistance on a permanent annual basis;
- c) To stimulate and encourage helpful relationships among school officials, students, families, community, and Band Directors; and to foster among these individuals a spirit of cooperation, and understanding of each other's function and responsibilities;
- d) To acquire musical instruments and such other equipment as may aid and support the functions and operation of the band, and to donate said instruments and equipment to the Veterans Band Program.

Section 2: Veterans High School Band Boosters is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Section 3: The Boosters shall have all powers necessary to carry out the purposes of Section 1 of this Article.

ARTICLE III

Qualification for Membership

Section 1: This organization welcomes all people into its membership.

Section 2: All the rights and privileges, including voting and the ability to hold office, will be given to parents/guardians of current band students in good financial standing with both the school and the Boosters.

- a) Students will be found in good financial standing when all monies owed are paid on time or an arrangement has been made with the Band Directors.

ARTICLE IV

Officers

Section 1: The officers of this Boosters (Executive Board) shall be:

- a) President (or two Co-Presidents)
- b) Vice President of Events
- c) Secretary
- d) Treasurer (or two Co-Treasurers)
- e) Color Guard Coordinator

Two adults living in the same household shall not serve on the Executive Board together. One adult may be an Executive Board member and the other may serve in an alternate position, but not under direct supervision of the household member that serves on the Executive Board.

Section 2: Executive Board members shall be elected by majority vote in March of each year at the Band Boosters meeting. A ballot for nominations shall be sent to members 1 week prior to the meeting. Individuals must be present at the March meeting to accept their nomination.

Section 3: An officer may only hold a specific office for two consecutive years. Exceptions shall be approved by voting members present during regular scheduled booster meetings.

Section 4: The Executive Board shall be subject to additional called meetings as necessary.

ARTICLE V

Duties of Executive Officers

Section 1: The President(s) shall:

- a) be the presiding officer of the Boosters and shall have those powers and duties prescribed for presiding officers in Robert's Rules of Order;
- b) be the chief executive officer of the Boosters and shall have the powers and duties to enforce the rules and regulations of the Boosters, to supervise the execution of all orders of the Boosters, to supervise the other officers in the performance of their duties, and be subject to the direction of the Boosters;
- c) not have the right to vote on questions before the Boosters unless there is a tie, then the President shall make the deciding vote;
- d) liaise with Band Directors;
- e) support, oversee, and supervise the loading and unloading of the equipment trailer in an efficient and effective manner;
- f) assist in travel logistics for the band;
- g) lead fundraising and merchandising efforts;
- h) be authorized to maintain a bank card, or obligate funds for the organization;
- i) provide treasurer with a receipt for all expenditures within seven (7) days of purchase;
- j) be allowed to appoint individuals to help with any events, committees or duties as necessary.

Section 2: Vice President of Events shall:

- a) act as an aide to the President and perform duties of the President in the absence or inability of that officer to act;
- b) shall coordinate volunteers, to include keeping a record of volunteers and contact information;
- c) coordinate Band Camp, to include finding volunteers, coordinating lunch and snacks, and preparing all items necessary for the bandaid tent;

- d) coordinate volunteers for the concession stand at home football games;
- e) order, purchase and maintain the inventory of the concession stand;
- f) coordinate the Christmas Party and other special events that arise;
- g) be authorized to maintain a bank card, or obligate funds for the organization;
- h) provide the treasurer with a receipt for all expenditures within 7 days of purchase.

Section 3: The Secretary shall:

- a) keep all records of the Boosters, except such as are assigned to the treasurer;
- b) keep accurate records of the proceedings of the Boosters and report to the membership within 7 days of the meeting;
- c) have a thorough knowledge of parliamentary law and the organization's bylaws;
- d) notify members of meetings of the Boosters in a timely manner.

Section 4: The Treasurer(s) shall:

- a) be the custodian of all financial records of the Boosters;
- b) maintain a record of all collections and deposits made in the Boosters's bank account for all incoming funds;
- c) pay out money from the Boosters' funds for all authorized expenses;
- d) keep a record of all money received and expended for the Boosters;
- e) keep a file of all receipts and vouchers;
- f) make a report to the Boosters of its financial condition each meeting;
- g) send a report to the membership, to be included with the minutes, within seven (7) days of the meeting;
- h) be authorized to sign checks, maintain a bank card, or obligate funds for the organization.

- i) oversee use of Venmo/Cashapp;

Section 5: The Color Guard Coordinator shall:

- a) be responsible for representing the Color Guard at all executive and general meetings;
- b) coordinate and liaise between coach, parents, Booster Board, and Band Directors;
- c) shall coordinate the participation of color guard members in fundraisers and offer fundraiser suggestions.

ARTICLE VI

Vacancies

Section 1: Whenever the office of president is vacated the Vice President of Events shall become president for the remainder of the unexpired term.

Section 2: Whenever a vacancy occurs in any other office, the vacancy shall be filled by the Boosters by majority vote within 30 calendar days of the resignation, or otherwise at a meeting at which a quorum is present.

Section 3: A person may not hold multiple officer positions simultaneously.

Section 4: In the event a member of the Executive Board misses two (2) meetings without a medical or family emergency, that Executive Board member will be considered to have resigned from their position and be removed from the Executive Board. The Executive Board member shall be replaced according to ARTICLE VI, Section 2.

ARTICLE VII

Meetings

Section 1: Meetings of the organization shall be held at such times and at such places as the President may designate. Regularly scheduled meetings are held monthly.

Section 2: Special meetings may be called by the President(s) or Band Directors

whenever deemed necessary.

Section 3: Notice of each meeting shall be posted on social media, through Charms, Band app and posted on the band website.

Section 4: A quorum for the transaction of business by the organization shall consist of the membership of the Boosters present at a called meeting. A minimum of three officers must be present for business to be voted on.

Section 5: The Vice-President of Events shall perform the duties and exercise the powers of the President in the absence of the President. If unavailable, the Treasurer will preside.

ARTICLE VIII

Committees and Division of Responsibilities

Section 1: The President(s) and Vice President of Events may appoint special committee chairpersons as the need arises. Each special committee chairperson shall appoint committee members from the organization and the committee shall serve until the need for the committee no longer exists at which time the committee shall be dissolved. All officers may appoint such subcommittees as may be necessary to perform their assigned functions. The Band Directors serve as an ex-officio member of all committees.

Section 2: The Executive Committee shall be composed of the President(s), Vice President of Events, Secretary, Treasurer(s), and Color Guard Coordinator. The Executive Committee shall have full power to take action requiring expediency between regular Boosters meetings. Expenditure of funds by the Executive Committee between regular meetings for non-budgeted items shall be permissible but in no case shall the expenditure exceed five hundred (\$500.00) per week. All actions taken by the Executive Committee between regular meetings shall be brought before the Boosters members at the next regular meeting for their information.

Section 3: The current Executive Committee and incoming Executive Committee, in conjunction with the Band Directors, shall be responsible for the proposed budget preparation for the upcoming club year. The proposed budget, in expenditure priority order, shall be presented to the Boosters after the installation of the incoming officers, at the Boosters meeting for discussion and approval. The incoming Executive Committee shall participate in Spring Training and take on their duties at the time.

ARTICLE IX

Nomination of Officers and Elections

Section 1: Nominations shall take place during the March meeting for all open positions.

Section 2: Members wishing to be nominated for office must be present to accept the nomination at the March meeting. Should an emergency arise, those wishing to be nominated may send a representative to accept their nomination.

Section 3: Members wishing to be nominated must be in good financial standing (ARTICLE III, Section 2:a).

ARTICLE X

Rules of Order

The rules contained in Robert's Rules of Order shall govern the Boosters in all cases in which they are not in conflict with the By-Laws of this Boosters.

ARTICLE XI

Order of Business

Section 1: The order of business for the meetings for this Boosters shall be as follows:

- a) Call to order
- b) Reports of Officers and Approval of Reports:
 - a. Secretary's Minutes
 - b. Treasurer's Report
 - c. Vice President of Events
 - d. President
- c) Reports of Band Directors
- d) Old Business

- e) New Business
- f) Adjournment

ARTICLE XII

Projected Budget

The Executive Board will provide a projected budget to the Band Directors. With the Band Directors approval it will submit a projected budget to the Boosters at the last meeting of the year.

ARTICLE XIII

Amendments

These By-Laws will be reviewed and amended by $\frac{2}{3}$ majority vote in the February meeting; PROVIDED that amendments were submitted via The Bands of Veterans website no later than January 15th. Members who propose a change must be present at the February meeting in order for the proposed change to be addressed. The Executive board, in discussion with the Band Directors, retains the ability to veto an amendment if it is not in keeping with the spirit of the Boosters or the Veterans Band Program.

ARTICLE XIV

Recall

SECTION 1. In the event a petition asking for a recall of any officer, and signed by, at least, 10 members is delivered to the President(s), or Vice-President(s), or Secretary, the officer in question and the membership shall be notified of the recall petition prior to the next regular meeting, which is, at least, seven (7) days from the date of such delivery, at which time a secret ballot vote shall be held. If the vote is affirmative by a majority of the members present and voting, the office shall be immediately recalled.

SECTION 2. In the event of a recall of the entire slate of officers, the Band Directors, as ex-officio member(s) of the Executive Committee, shall preside over the election of a new slate of officers at the same meeting.

End of By-Laws

Standing Rules

I. Student Accounts

- a) An account will be created for each student in the band program;
- b) All disbursements and receipts of funds will be updated in the accounts monthly;
- c) All funds will be held in a bank account and should be reflected in the books of the Treasurer;
- d) Said accounts will be maintained by the Treasurer(s).

II. Treasury Guidelines

- a) Normal business guidelines will be followed in that a fee will be assessed on all NSF checks. After two NSF check occurrences, future payments may be required to be paid by certified funds for the remainder of the school year;
- b) When a payment is received all outstanding student debts are cleared first;
- c) The Treasurer(s) will issue statements on a monthly basis to those members who owe money to the band program;
- d) Hardships - the Treasurer(s) will present the Band Directors with known cases of hardship for a decision based on current hardship policy.

Proposed: March 8, 2023