

Approved 2/5/2019 by general membership

BYLAWS OF CENTURY BAND BOOSTERS A NON-PROFIT CORPORATION

ARTICLE 1 - NAME The name of the organization shall be Century Band Boosters.

ARTICLE 2 – MISSION AND PURPOSE The objectives of Century Band Boosters are:

- To provide support for Century High School band programs in the form of volunteering, fundraising, and maintaining records.
- To work in cooperation with the members of the school district and public and private entities to support and encourage the development of progressive music education programs.
- To provide financial support, accept and disburse funds, and otherwise assist the entire band membership through cooperation with and guidance from band director(s).
- To be organized exclusively for charitable and educational purposes.
- To support the Director and staff to ensure that they have the maximum amount of time to spend with the students

Century Band Boosters is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE 3 – MEMBERSHIP Membership in Century Band Boosters shall:

- A. Be open to all parents and persons interested in supporting the objectives of the organization and who agree to abide by the bylaws of the organization.
- B. Be open to adults with students currently enrolled in a band class and/or Colorguard/Winterguard.
- C. Have voting privileges if they have a student currently enrolled in a band class, participate in Marching Band and/or Drumline/Percussion, Colorguard/Winterguard. Members shall have one vote per parent(s) or guardian(s) with a maximum of one total vote regardless of the number of students in band and/or Colorguard/Winterguard.

ARTICLE 4 –EXECUTIVE BOARD (Officers)

A. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation.

Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

B. Executive Board Members will have the fair share fees for one student participating in Fall Season Marching Band waived for each board member in consideration for services rendered.

C. Officers:

1. The Executive Board will consist of no more than seven and no fewer than four elected officers of the Board and one permanent member, the Band Director.

i. Required Elected officers will consist of President, Secretary, and two Treasurers.

ii. Optional Elected officers will consist of Volunteer Coordinator, Uniform/Apparel/Food Vice-President, Fundraising Vice-President. If deemed necessary by the board, other Vice-Presidents maybe elected.

2. Elected officers will assume their duties on July 1st.

3. Officer positions are held by an individual and shall not have a co-chair position.

D. Vacancies:

1. When a Board vacancy exists, nominations for new candidates must be received by the Secretary five days in advance of a Board meeting. These nominations shall be sent out to members with the general meeting announcement to be voted upon by majority vote at the next regular meeting.

E. Resignations:

1. Resignation from the Board must be in writing and received by the Secretary or the President.

2. A Board member may be removed from office by a three-fourths vote of the remaining Board members or a three-fourths vote of the members' quorum.

F. Meetings:

1. The Board shall meet monthly, at an agreed-upon time and place, at least one week prior to the next general membership meeting. The Board may invite individuals to participate in board meetings; these individuals may not vote in the board. Members may request time to present in the board meeting by contacting the secretary no less than five days prior to the meeting. Any

member may attend board meetings at any time.

G. Terms:

1. All Board members shall serve one-year terms.

H. Quorum:

1. A quorum consists of at least sixty percent of the Board members before business can be transacted or motions made or passed.

I. Financial Responsibility:

1. Persons signatory to the account are all Treasurers, Century Band Boosters President, and the Band Director. All counting of money must include one person whom is a signer to the account.

J. Special Meetings:

1. Special meetings of the Board shall be called upon the request of the President or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member by email at least 24 hours prior to the meeting.

ARTICLE 5 – OFFICER DUTIES General Board Responsibilities

- Be an example/role model for parents on how to get involved, work together, work with students.
- Possess a high level of confidentiality with all Board matters, especially student information.
- Good understanding of the Century Band Boosters handbook and bylaws.
- Assist other board members and committee chairs as needed.
- Attend and actively participate in all Board and General Meetings.
- Answer questions regarding Century Band Boosters activities, volunteering, general schedules and fundraising.
- Refer questions regarding practice schedules, individual performance and student behavior/conflicts to band director or staff.
- Actively recruit parent and student volunteers.
- Monitor social media for appropriate usage/content.
- Maintain an updated notebook with all pertinent records for each respective position and shall convey this notebook at the end of their term to the newly elected officer.
- Check dedicated position gmail account every other day (at a minimum) and respond promptly to emails.
- Coordinate with other board members to ensure leadership/volunteer coverage at all competitions (see job descriptions for those positions that require competition attendance)

A. The President shall:

- Schedule regular Board and General Membership meetings and preside over such meetings. Attend all Marching Band competitions (manage volunteer/student/staff wristbands). Assist the Band Director as needed with planning, chaperoning, scheduling, etc. Act as committee chair and attend committee meetings as needed. Monitor social media communication relating to Team Dunlop, and all other pages (Winterguard, Percussion, etc.). Keep President Notebook updated with details of duties, meeting agendas, minutes, budget, and calendar.

B. The Secretary shall:

- Keep minutes for all board and general meetings. Manage all parent/student email communication, including but not limited to; meeting announcements, minutes, agenda, trip information, fundraising details. Assist Band Director with paperwork and other office duties as needed. Update student database (CHARMS) with new student information. Work directly with the VP or Committee chair to coordinate volunteer requirements for each event, trip, fundraiser, activity. Track volunteer hours for district reporting and update in CHARMS.

C. The Treasurers shall:

- Manage all aspects of Century High School Marching Band and Century Band Boosters funds, budget and accounting program. Work directly with the Century High School Bookkeeper for deposits, payments, checks. Check payment box in the band room on a daily basis. Post transactions to accounts in system, pay staff (band, percussion, guard, jazz, CHOMP etc.), and reconcile bank statements weekly & monthly. Provide cash boxes and Square for all events. Pay invoices, process reimbursement requests and reconcile purchasing card statement. Bill accounts for all fees and costs (costumes, fair share, supplies, fair share hours, trips, fundraisers). Send monthly account update email to parents and respond promptly to questions/issues that parents have. Century Marching Band Showcase needs treasurer coverage all day (checking cash boxes, making deposits). Work directly with Band Director on overdue accounts/payment issues. Prepare monthly budget status update for board and general meetings. Prepare year end accounting and budget reconciliations. Work with board to prepare yearly budget for member approval. Majority of the time commitment is behind the scenes account management and accounting.

D. The Uniform/Apparel/Food Vice-President shall:

- Manage Marching Band uniforms (sizing, care, cleaning, organization), symphonic band attire (ordering, sizing, distribution). Organize, order and distribute band apparel (ordered by parents/students) 1-2 times a year. Attend all Marching Band competitions (to handle uniform issues – gauntlets, snaps, socks, plumes), parades and band performances throughout the year or arrange proxy to attend. Act as food committee chair as needed and support food committee chair – provide food for all competitions and trips, coordinate food volunteers. Keep Apparel/Food notebook updated with details of duties, recipe and food amount, cost history.

E. The Fundraising Vice-President shall:

- Manage all fundraising events, activities for program, including but not limited to Marching Band, Colorguard, Winterguard, and Percussion. Complete fundraising activity request form and submit to CHS office for approval prior to the fundraiser. Manage fundraiser communication via Secretary and use of Facebook. Direct communication with fundraising companies. Manage fundraising products upon arrival & sort/distribute products as needed. Keep Fundraising notebook updated with details of duties, fundraising information/results and contact information.

F. The Volunteer Coordinator shall:

- Manage all volunteer needs of the group, track volunteer hours and confirm all volunteers are district approved.

ARTICLE 6 – NOMINATIONS

- A. Board Officers shall be elected from the members of Century Band Boosters.
- B. A person may nominate themselves or may be nominated from the floor with consent of the nominee during the regular meeting in April.
- C. Nominations will be accepted via email to the Secretary until 5 days prior to the next general voting meeting in May.

ARTICLE 7 - ELECTIONS

- A. Officers are elected by a majority vote of those members present at the May meeting. Voting by proxy, email or phone will not be allowed. The voting shall be by secret ballot.
- B. Officer positions are held by an individual and shall not have a co-chair position.

ARTICLE 8 - MEETINGS This organization shall be governed by an abbreviated Roberts Rules of Order in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules or order the organization may adopt.

A. General meeting:

1. Monthly meetings will be held during the months of August through June.
2. Will be announced to the membership in advance.
3. Will be held at Century High School.
4. Will record attendance to include name of student, name of member
5. Agenda items will be given to the Secretary one week in advance. Any items not placed on the agenda will be tabled until the next regular meeting.

B. Special Meetings:

1. Special meetings of the members shall be called to consider matters of a significant nature.
2. Will be called at the request of the President or two-thirds of the members.
3. The Secretary shall email notices of special meetings to each member at least 48 hours prior to the meeting.
4. Will require a quorum of a minimum of 20 members to include at least four Executive Committee members.
5. Will require any votes taken to be passed by two thirds of the members present.

ARTICLE 9 – COMMITTEES

A. The Board may create committees as needed.

1. There shall be one standing committee—Finance Committee.
2. Each committee will appoint its own chair; the President is a de facto member of every committee.
3. Committee chairs report to the Board.

B. Finance Committee:

1. The Treasurers are joint chairs of the Finance Committee which is responsible for developing and reviewing fiscal procedures, a fundraising plan, and the annual budget.
2. The budget must be agreed upon by the Board and approved by the members and all expenditures must be within the budget.
3. Proposed non-budgeted expenditures greater than \$200 must be approved by at least two board members.

4. Non-budgeted expenditures may not exceed \$1,000 unless approved by a quorum of the board.
5. The fiscal year shall be from July 1 to June 30.
6. Reports are required to be submitted to the Board showing income and expenditures during the months of October, January, April and August (which will be the end of year report).
7. Reports are required to be submitted to the Board showing income and expenditures and will be made available to the general membership at the next general meeting. The financial records of Century Band Boosters are public information and shall be made available to the membership upon request.

ARTICLE 10 – AMENDMENTS

- A. These bylaws may be amended by a two-thirds vote of the attending members at a regular meeting provided these amendments are presented to the membership at the preceding regular meeting.
- B. Voting on bylaw amendments may be held by secret ballot (through procedure).
- C. Attending members (through procedure) may move to vote on amendments individually or collectively.

ARTICLE 11 – FINANCES

- A. **Budget:** The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved by in advance by the membership.
- B. **Obligations:** The Executive Board may authorize any officer or officers to enter into contracts for agreements for the purchase of materials or services on behalf of the organization.
- C. **Loans:** No loans shall be made by the organization to its officers or members.
- D. **Banking:** The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization.
- E. **Financial controls:** The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:
 1. All expenses must be approved by the membership by way of approval of

an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board.

2. Checks exceeding \$250 must be endorsed by at least two officers.

3. An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis; and,

4. A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

F. **Fiscal Year:** The fiscal year of the organization shall be from July 1 to June 30 but may be changed by resolution of the Executive Board.

ARTICLE 12 - INDEMNIFICATION Every member of the Executive Board, officer or employee of the Corporation may be indemnified by the Corporation against all expenses, liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer, or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of his/her duties. Provided however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE 13 – DISSOLUTION Upon dissolution of Century Band Boosters, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.