

# **Bylaws of the Garner High School Band Boosters**



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# **1. Introduction**

## **1.1 Name**

The name of the organization is the Garner Senior High School Band Boosters Club, Inc. This group is organized solely as a non-profit organization as defined under section 501(c) of the Internal Revenue Code.

## **1.2 Location**

The location of the Garner Band Boosters is 8228 Hebron Church Road, Garner, North Carolina 27529. The mailing address of the organization is P.O. Box 1034, Garner, North Carolina, 27529.

## **1.3 Purpose**

To encourage, promote and support the Garner High School Band programs in conjunction with the support of the Director of Bands and Principal.

# **2. Membership**

## **2.1 Membership**

Parents and/or legal guardians (hereinafter referred to as parents) of band students shall automatically be members. One or more parent(s) of a band student shall constitute a family.

## **2.2 Voting**

The voting membership shall consist of band boosters. Each family in good standing (fees paid in full for current year, or current with designated payment plan) shall be allowed one vote per student on all voting matters. The family must be present to vote. Voting will take place at the Annual Spring Concert for board officers and budget approval. All other votes will be handled exclusively by the elected officers.

## **2.3 Meetings**

### **2.3.1 General Meetings**

General meeting shall be held once a fiscal quarter. The dates will be the second Tuesday of the following months: July, October, January, April at 6:30pm in the Garner Magnet High School Band Room unless otherwise stated by the President or Director of Bands. A quorum for the transaction of any business meeting shall consist of the members present.

### **2.3.2 Special Meetings**

The President may call special meetings at any time and the purpose of the meeting shall be stated in the call. A quorum shall consist of all members that are present. Notice of the time and place shall be by e-mail, posting on the Boosters' website and social media pages at least 72 hours before the start time of the meeting.

# **3. Officers**

The voting membership shall elect the following organization officers:

- President
- First Vice President

- Second Vice President
- Secretary
- Treasurer

### **3.1 Election of Officers**

A nominating committee of not less than three (3) members shall be formed in February of each year. This committee shall be formed by the President from volunteers from the general membership. It is the duty of this committee to render a slate of candidates for each elected office to the booster organization during the April meeting.

At the Spring Concert the members shall elect, by a majority vote of those members present, the new Officers. Additional nominations from the floor shall be permitted at the time of election, via "write in." Each family in good standing (fees paid in full for current year, or current with designated payment plan) shall be entitled to cast one vote per band student.

Newly elected officers shall assume their duties at the start of the next fiscal year.

### **3.2 Duties of Officers**

#### President

- Preside at all Board and general membership meetings
- Prepare meeting agenda
- Be ex-officio member of standing committees except the nomination committee
- Appoint chairpersons of committees
- Sign contracts on behalf of the organization
- Form auditing committee at the May general meeting

#### First Vice President

- Act as chairperson of the Transportation Committee
- Preside at meetings of the board and general membership in the absence of the President
- Perform other duties as indicated to the office of the President in absence of that officer, or disability of the President
- Handle special projects assigned by the Director of Bands or President

#### Second Vice President

- Act as chairperson of the Ways and Means Committee
- Preside at meetings in the absence of the President and First Vice President
- Perform other duties as indicated to the office of the President and First Vice President in absence of that officer, or disability of either officer

#### Secretary

- Record attendance, minutes, decisions and actions at all board and general membership meetings
- Distribute minutes of all meetings
- Conduct formal correspondence (thank you notes, sympathy cards, etc.)

#### Treasurer

- Collect dues, fundraising and other receipts
- Pay bills and other obligations
- Keep accurate records of receipts and disbursements
- Provide financial report for general membership and board meetings
- Prepare projected annual budget for board approval

- Report delinquent dues/fees to the President and Director of Bands
- Maintain accurate records of student accounts
- Prepare and file required tax forms per IRS and NCDOR regulations

### **3.3 Officer Requirements**

- An Officer shall serve a one-year term
- The same family may not hold the same office for more than two (2) consecutive years
- No family may hold more than one (1) office during a year
- The Officers will receive no remuneration for their board service although an Officer may serve the organization in another capacity and receive compensation
- Officer positions may be shared by two (2) voting members, while retaining one (1) vote for each elected position
- In the event there is nobody selected to fill an officer position the length of service of any current Officer may be extended by one (1) year with the approval of the board of directors. A majority vote of the board, excluding the current officer being voted upon, will be considered approval for the additional year of service.

## **4. Board of Directors**

### **4.1 Board Membership**

The Board of Directors will consist of the elected Officers, Immediate Past President, the Director of Bands, and the Band Council President.

### **4.2 Meetings**

#### **4.2.1 General Meetings**

A general meeting of the board shall be held on the first Tuesday of each even numbered calendar month at 6:30pm in the Garner High School Band Room unless otherwise stated by the President or Director of Bands. Fifty percent of the board members shall constitute a quorum for any transaction of business at any meeting of the board. If less than fifty percent of the board is present, it is the discretion of the President and/or the Director of Bands to continue or call off the meeting.

#### **4.2.2 Special Meetings**

The President may call special meetings at any time and the purpose of the meeting shall be stated in the call. A quorum shall consist of all members that are present. Notice of the time and place shall be by e-mail at least 72 hours before the start time of the meeting.

### **4.3 Board Requirements**

- A majority of the board members present at a board meeting shall constitute a quorum
- Any board member who cannot or does not attend three (3) board meetings, or does not adequately fulfill their obligations as outlined herein and in section 3.3, shall be subject to removal upon majority vote of the board, excluding the member in question
- A replacement for the removed officer shall be appointed by a majority vote of the board to fulfill the remainder of the term
- The board shall have full authority to manage this organization within the confines of these bylaws

#### **4.4 Contracts**

The board of directors may authorize any officer or agent(s) of the organization to enter into contract or execute and deliver any instrument in the name of the organization. This authority may be general or confined to specific instances.

### **5. Financial**

#### **5.1 Funding**

Funding for the Garner High School Band Boosters is the responsibility of the students' families and shall include band student fees. Designated payment schedules will be agreed upon by the board members based on the budget projections prepared by the board. All families are expected to meet their obligations on time. To help offset these costs the students and/or families can participate in fundraising projects.

Notwithstanding the criteria listed under Student Accounts, all funds and income received by the organization shall be used solely for the promotion, improvement, instruction, equipment, transportation, aid and support of the Garner High School Band programs.

The treasurer's accounts shall be examined annually by an auditor or auditing committee of not less than three (3) members, who, satisfied with the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The President shall select an auditing committee at the May meeting.

Requests requiring the expenditure of non-budgeted funds in excess of \$100.00 must be submitted to the board for approval prior to the disbursement of those funds. The board and Director of Bands shall be permitted to spend up to \$150.00 per month on non-budgets items without the approval of the general membership.

#### **5.2 Fees**

The amount of fees that are to be paid for each student will be determined and presented at the annual meeting. Special assessments and adjustments will be voted on as needed. Fees shall be payable within ten (10) days of the due date. Full payment of fair share fees will be due by December 1 of each school year.

In the case of delinquent fees, all rights and privileges of being in the Garner High School Band may be suspended until such time as fees are made current. Delinquent fees will carry over from year to year.

Examples of these rights and privileges include, but are not limited to:

- Participating in any performance
- Receiving any award or scholarship
- Participating in any trip with the band(s)
- Voting on any issue involving the band program
- Participating in WCPSS functions (prom, graduation, parking passes, etc.)

A final decision on these privileges and rights rests with the Director of Bands

#### **5.3 Fee Waiver Program**

Financial aid is available for student needs upon recommendation of the Director of Bands and review of the Officers. Request for Fee Waiver forms should be obtained from the

Director of Bands. Students and parents must sign this request for a fee waiver. Fee waivers must be requested annually.

When financial aid is granted, it is expected that the student and parents participate as much as possible in fundraising activities. Any funds normally deposited in the student's account will instead be deposited in the general fund, up to the total amount granted as financial aid.

A student's fees must be paid in full, before participating in any student-funded trip. If fees are waived, they must be paid in full or earned by participating in fundraising activities before payments will be accepted for a trip.

The fee waiver when granted shall apply only towards the general band fee. Other expenses such as marching shoes, accessories, picnics and banquets, and concert tickets, are not covered under the Fee Waiver Program.

#### **5.4 Scholarships**

Funds permitting, scholarship(s) may be awarded to the institution of higher learning of choice of a graduating senior's choice upon a vote of the Officers.

#### **5.5 Student Accounts**

The treasurer shall maintain funds, and records, earned by students active in the band. These funds will be maintained in a separate budget account from the funds of the organization. Funds in a student's account can only be used for band expenses or band sponsored activities. The student or parent shall request the use of these funds by submitting an Account Debit Form to the treasurer.

Funds remaining in the account of a student at the end of the student's graduating year, or funds remaining when a band student leaves the band program, will be disbursed as follows:

- Will be applied to any delinquent band fee
- May be transferred to a band student sibling in the Garner High School Band Program within two (2) years if requested by a parent
- Transfer of funds of student leaving Garner High School for another band program at another school if requested by the parent/student (request should be made within two (2) months of leaving the Garner Band Program)
- Other than indicated above, remaining funds revert to the general fund

In the case of any dispute concerning the disbursement of a student account, the Director of Bands will make the final decision.

#### **5.6 Checks**

The Treasurer shall sign all checks or payments of money issued in the name of the organization. If the board deems a countersign necessary the President shall be the countersigner.

#### **5.7 Deposits**

All funds collected by the organization shall be deposited bank account of the Garner High School Band Boosters within fifteen (15) days of receiving the funds.

### **6. Standing Committees**

At the June meeting of each year, the newly elected President shall appoint a chairperson for each of the following standing committees:

- Band Camp/Chaperone
- Bylaws Committee (even years)
- Garner Bands Classic
- Historian
- Middle School Liaison
- Public Relations
- Social
- Transportation (G-Force)
- Uniforms
- Ways and Means

The First Vice President will chair the Transportation Committee and the Second Vice President will chair the Ways and Means Committee. The chairpersons of each standing committee shall hold office for one (1) year.

The duties and responsibilities of each chairperson and committee shall be as follows:

|                              |  |
|------------------------------|--|
| <b>Band Camp/Chaperone</b>   | Coordinate and provide adults to chaperone the band at all functions and to provide for any special needs that may rise. Work with the Director of Bands to organize Band Camp in August.  |
| <b>Bylaws Committee</b>      | Every school year that begins with an even year (i.e. August 2014, 2016, 2018...) a bylaws committee should be formed with the sole purpose of examining the bylaws and suggesting changes as needed for the program.  |
| <b>Garner Bands Classic</b>  | Coordinate and organize the annual Garner Bands Classic.   |
| <b>Historian</b>             | Along with the committee shall be responsible for photographing and recording the band's activities throughout the band year.  |
| <b>Middle School Liaison</b> | The Middle School Liaison shall be responsible for maintaining contact with the band directors for Garner High School feeder middle schools, identifying rising 9 <sup>th</sup> grade students who may attend Garner High School, coordinating the Middle School Night in the Fall, and coordinating, with the Director of Bands, visits to the feeding middle schools in the spring. The Liaison will be responsible for ensuring communication of all appropriate band events to the middle school contacts. |
| <b>Public Relations</b>      | Inform the general public of the activities of the Garner High School Band and of this organization. Assist the Ways and Means committee with the advertising of fundraisers. Create and maintain an updated list of Garner Band Alumni.   |
| <b>Social</b>                | Arrange and provide for activities deemed as Garner Band Booster social events. This includes Meet and Greet, Friends  |



and Family Show, Marching End of Season Celebration, and the Banquet

**Transportation**

Provide safe transportation for the Garner High School Band and its equipment. Aid in loading and/or hauling of equipment and instruments.

**Uniforms**

Responsible for all aspects of the band uniform to include the marching and academic bands.

**Ways and Means**

Investigate and recommend to the board the manner in which revenue may be obtained by the organization for the attainment of its purpose

**7. Miscellaneous Provisions**

**7.1 Fiscal Year**

The fiscal year of the organization shall begin July 1 and end June 30 of the following year

**7.2 Prohibition Against Private Inurement**

No part of the net earnings of the organization shall inure the benefit of, or be distributable to, its members, directors, officers, or other private persons except that that organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution

**7.3 Limitation on Activities**

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

**7.4 Amendment Process**

These bylaws can be amended in whole or part at a duly organized general membership meeting after a minimum two (2) week notice. Amending the bylaws shall require approval of two-thirds (2/3) of the voting members attending the meeting.

**7.5 Relationship with School Administration**

The organization may make recommendations for changes in school programs through the appropriate members of the school staff or administration. The organization shall not interfere with the day-to-day operation of the school nor the band program.

**7.6 Dissolution Process**

Should the organization desire to dissolve itself a meeting for this purpose shall be called by the President with a minimum two (2) week notice. A quorum at this meeting shall be at least fifty percent (50%) of the voting membership. Dissolution shall require approval of two-thirds (2/3) the voting members attending the meeting.

Upon the dissolution of the organization, the board of directors shall, after paying or making provisions for the payment of all the liabilities of the organization, transfer the remaining assets to the Garner High School Band.

## **8. Revision History**

April 10, 2017