

CREEKVIEW HIGH SCHOOL BAND BOOSTER CLUB
CONSTITUTION/BYLAWS
CONSTITUTION

Accepted and Approved October 19, 2009

ARTICLE I The name of this organization shall be the

Creekview High School Band Boosters.

ARTICLE II The purpose and mission of this non-profit organization is to:
Section I Promote ways and means of providing the needs for the
students, directors, and administrators of the Creekview Band
program above and beyond those supplied by the Cherokee
County school district.

**This entity shall seek neither to direct the administrative
activities of the program nor control its policies.**

Section II This entity shall not contemplate pecuniary gain or profit or
distribution of profits or dividends to the members thereof.

Section III No officer, Director, or member of this entity shall be liable for
any of the debts of the entity, except as such party may
personally endorse or guarantee such debt of the entity.

ARTICLE III MEMBERSHIP:

Section I Membership in the Creekview High School Band Boosters
shall be open to any person interested in the enhancement
and enrichment of the program for all students.

All members of the Creekview High School Band program,
and all parents and/or guardians of such students are
automatically members of this entity and are eligible for
election to office of the same.

Section II The title of Honorary Member may be conferred upon any man
or woman whom the organization desires to honor.

ARTICLE IV OFFICERS:

- Section I** The Executive Board of Officers of this organization shall consist of not less than nine (9) nor more than fifteen (15) members and should include: a President, Vice President, Secretary, two Co-Treasurers and Members at Large. All officers shall be active members in good standing with a student currently active in the Creekview Band program.
- The Executive Board shall be elected by a plurality of the members of the entity present at the election meeting.
- Section II** Each member of the Executive Board shall have one vote. The Director(s) and previous President shall be ex-officio members of the Executive Board.
- Section III** The Executive Board shall have the power and responsibility to recommend to the membership the establishment of policy and control of the operation of the entity, acting through the President, other officers and Board members.
- Section IV** Term of Office. Officers shall hold office for a period of one year, or until he or she has been removed from the office, commencing May 1. No officer shall hold the same office for a period of longer than two (2) consecutive years.
- Section V** Newly and constituted Executive Board Officers shall be elected in the April membership meeting. The newly elected officers shall attend without a vote, a joint meeting of the Executive Board along with the outgoing officers. This joint meeting shall be held after the election and before June 1.
- Section VI** Vacancy in any office shall be filled by an election, held at the next regular meeting of the membership. A vacancy exists when any officer resigns his, or her office or is recalled by the members, directors, or school administration.

ARTICLE V MEETINGS:

Section I Meetings of the organization shall be held on the third Monday of each month at 7 PM in the band room, unless there is a holiday or concert conflict.

Section II Special meetings may be called by the President. The President shall call a special meeting upon request of five (5) members. No business can be transacted at a called meeting except that for which the meeting was called.

ARTICLE VI AMENDMENTS:

This constitution may be amended at any regular meeting of the organization by a vote of active members present, provided that the proposed amendment has been submitted in writing to the President and approved by the Executive Board.

BY LAWS

ARTICLE I MEETINGS

- Section I** The order of business shall be as follows:
- A. Call to Order
 - B. Program or Special Guests
 - C. Reading of Minutes
 - D. Report of Treasurer
 - E. Report of Committees
 - 1. Standing Committees
 - 2. Special Committees
 - F. Unfinished Business
 - G. New Business
 - H. Announcements
 - I. Directors' Report
 - J. Adjournment

- Section II** Roberts Rules of Order Revised shall be parliamentary authority.

ARTICLE II DUTIES OF OFFICERS:

- Section I** The **president** shall preside at all meetings of the organization and perform all duties pertaining to the office. He/she shall, with the approval of the Board and members, appoint all standing and special committees, and he/she shall be an ex-officio member of all committees.

- Section II** The **vice president** shall aid the president with all duties pertaining to the office. He/she shall in the absence of the president, perform all duties of the office of the president. He/she shall serve as chairman of the Audit Committee and shall furnish the Board and members with the findings of said audit. He/she shall be an ex-officio member of all committees.

- Section III** The **secretary** shall keep an accurate record of all the proceedings of the organization and shall furnish the president copies of all minutes to be filed with the appropriate school board members. He/she shall conduct all correspondence of the organization as directed by the president, issues notices of all meetings of the organization and shall read all communication directed to the organization at its scheduled meeting time.

Section IV

The **Co- treasurers** shall keep accurate records on the organization fund raising and purchases. Books will be of audit quality to pass an annual audit by the school district or IRS authority. Accounts should be reconciled monthly, annual state sales tax reports filed and income tax reports to the IRS to be filed annually. Supply the president with monthly balance sheets on the organization's funds balance. They shall process checks for organization's purchases as approved by President. Checks require the signature of two authorized signees from among the Director(s), President and Co-Treasurers.

ARTICLE III ELECTION OF OFFICERS:

The president shall appoint a nomination committee of no less than three (3) active members at the February meeting. Booster club members interested in one of the Board positions will be required to contact one of the three (3) nomination committee members to place their name on the ballot. Nominations from the floor will be accepted as a write-in on the secret ballot issued at the April meeting. However, if there is only one candidate for any office, the election for that office may be by voice. A majority vote constitutes an election to that position. Newly elected officers shall be installed at the April meeting. Term of office shall be for one year, commencing May 1 and ending April 30 of the following year. No officer shall serve in the same capacity for more than two (2) years. Vacancies during the year shall be filled by special elections.

Article IV - Removal from Office

- An officer may be removed for cause.
- Cause may include, but not limited to, failure, without excuse, to attend meetings, failure to perform the duties of the position or acting in such a way to injure the good name of the CHS Band Boosters or hamper its work;
- A complaint must be made in writing to the Booster Board against an officer for such behavior;
- The complaint shall be investigated by the Booster Board excluding the accused officer.
- Findings and recommendation for action will be presented to the Band Director(s);

- Final decision shall be entirely at the discretion of the Band Director(s).

ARTICLE V FEES:

Fees are assessed to support various supplement budget items and activities. Fees shall be paid and submitted to the treasurers.

ARTICLE VI - FISCAL ACCOUNTING:

Section I: Fiscal Year and Budget

- The fiscal year of CHS Band Boosters shall begin on June 1 and end on the following May 31.
- The budget for the CHS Band Boosters shall be prepared by the Treasurer in conjunction with the Band Director(s) and presented to the Booster Board for approval.
- The budget shall include the Student Account fee per student along with a breakdown of the items covered by this fee.
- The proposed budget shall be made available for review by the general membership at least (30) days prior to vote by the general membership.
- Budget shall be approved by (2/3) majority vote of the general membership.

Section II: Finances – The monies from the CHS Band Boosters shall be divided into four areas within the main account. These shall be Operating, Savings, Student Accounts and Scholarship.

- Operating Fund
 - The Operating Fund is funded by concessions, CHS Band Program hosted events and other fundraisers, as necessary.
 - This fund is for general operations of the CHS Band Program not covered by the Cherokee County School District.
- Savings
 - Savings is funded by a yearly contribution from the Operating Fund.
 - A minimum of \$1000 per year should be placed into Savings.
 - This fund is to be used for big ticket items or in extreme emergency.
- Student Accounts
 - Student Accounts are funded by the students.
 - This fund pays for marching fees, trip fees, instructors, designers, T-Shirts and other items that relate directly to the students.

- Marching and trip fees will be determined by the Band Director(s) on a year-by-year basis.
- The Treasurer will use an accounting program on the CHS Band Booster computer to maintain student accounts.
- All student fundraisers will be placed into their Student Account.
- Student accounts are records of each student's contributions toward Student fees through payments and/or fundraisers.
- A statement of student accounts will be made available to students/parents monthly and/or when requested by student or parent.
- Funds recorded in these accounts are not the property of the individual students and may not be refunded.
- All monies credited to a student but not used, shall be carried over in the name of that student until the student graduates or ceases to be a member of the CHS Band Program for more than one semester with the following guidelines for liquidation of account overages:
 - In the event a student moves or quits the CHS Band Program, the monies become a part of the Operating fund of the CHS Band Boosters and cannot be reclaimed by the student if he/she chooses to return to the CHS Band Program.
 - Upon graduation, any remaining funds in a student's account will revert to the Scholarship fund for the CHS Band Program unless a written request is received.
 - Seniors who have a sibling currently in Middle School Band or CHS Band Program may ask that funds in the graduating student's account be held for use by their younger sibling when that student becomes a member of the CHS Band Program.
 - Parents (not students) must make a written request to the Treasurer asking that funds be transferred. This is to ensure parental approval as well as to have written documentation. All requests should include the name of the student for which the funds are being transferred or held.
 - If the recipient of transferred or held funds elects not to participate in the CHS Band Program, the funds will revert to the Operating fund at that time.

- CHS Band Program Student account funds may be expended for fees rightly owed by a student participating in any of the various events associated with the CHS Band Program.
- Funds are NOT transferrable to other organizations' fees unless a service is provided to the CHS Band Program or CHS Band Boosters as those funds were raised by and for the CHS Band Program.
- Funds cannot be expended to pay for performance fees with outside organizations (i.e. non-CHS Band Program sponsored events).
- Funds can be used to cover a parent's chaperone fees (for band trips) with written student approval for documentation purposes.
- Scholarship
 - Scholarship is funded by any overages of graduating seniors in addition to a yearly contribution from the Operating fund or donations designated for said fund.
 - This fund is to be used for scholarships to band camp, clinics, etc. associated with CHS Band Program sanctioned events.
 - Monies from the account will be awarded to up to 4 students per year from those who apply.
 - A written application form may be obtained from and returned to the Band Director(s).
 - All decisions for awarding of scholarships shall be made by the Band Director.
 - The amount of the scholarships awarded will be based on the cost of the event being attended by the student and the amount currently in the Scholarship fund.
 - The Booster contribution to the scholarship fund will be no less than \$500 and no more than \$1500 per year.

Section III: Audit

- An audit of the CHS Band Boosters financial books may be requested in writing by the general membership.
- Treasurer shall provide a summary of financial records for review upon receipt of said request.

ARTICLE V COMMITTEES:

There shall be standing committees elected at the time board member elections occur. The president retains the right to appoint any member in good standing to any committee created after elections, which are held in April, or fill any vacancy during that calendar year.

A. Revisions Committee

- B. Finance Prep & Audit Committee
- C. Nomination Committee
- D. Revenue Project Committee
 - 1. Ads/Program Sales
 - 2. Promotional Sales etc.
 - 3. Car Show
 - 4. Silent Auction
 - 5. Pancake Breakfast
 - 6. Fruit Sale
 - 7. Scholarship
 - 8. Scrip
- E. Section Liaisons
- F. Equipment and Support
- G. Uniform
- H. Communications: Email/Website
- I. Public Relations
- J. Guard
- K. Transportation and Travel

ARTICLE VI AMENDMENTS:

These bylaws may be amended at any regular meeting of the organization by a vote of the membership in attendance with at least (5%) of the active members present, provided that the proposed amendments shall have been submitted in writing to the Revision Committee and President for study. These by laws shall be reviewed bi-annually by the Revision Committee to ensure continued propriety.