

EAST COWETA BAND BOOSTERS, INC

BY-LAWS

ARTICLE I - NAME

The organization shall be known as East Coweta Band Boosters, Inc., hereinafter referred to as the *Band Boosters*.

◆**NOTE:** The ARTICLES OF INCORPORATION OF EAST COWETA BAND BOOSTERS, INC. are to become part of this document.

ARTICLE II - PURPOSE

- A. To create a structured working relationship between the school, Band director, Band, parents, friends, and community for the benefit of all band and colorguard members. The term “Band” is defined in these By-Laws as marching students, concert students, color guard/auxiliaries, and pit/front line.
- B. To lead fund-raisers and solicit other forms of funds for the purpose of enabling the band to operate effectively and efficiently.

ARTICLE III - OFFICE BUSINESS ADDRESS

- A. A post office box shall be maintained at a United States Post Office by the *Band Boosters* and be the business address of the *Band Boosters*.
- B. A safety deposit box shall be maintained at a local bank for the safe keeping of documents and records of this Corporation. The Board of Directors will decide which local bank.

ARTICLE IV - MEMBERSHIP

Membership running from July 1st to June 30th of each year is open to all adults who qualify in one of the following membership categories:

- A. **GENERAL MEMBERSHIP:** Will be open to parents or legal guardians of a current band member. Each General Member will have one (1) vote (maximum 2 per family) during Regular and Special meetings.
- B. **ASSOCIATE MEMBERSHIP:** Will be open to all band alumni and parents of band alumni interested in support of the *Band Boosters* and the band through physical and financial contributions. Registration for Associate Membership required.
- C. **HONORARY MEMBERSHIP:** Will be granted to those individuals or organizations for their contributions and support of the *Band Boosters* and the Band. Registration for Honorary Membership required.

Only General Members, as defined above can vote on issues and candidates at Regular and Special meetings. General Members must be in attendance at the time of a vote in order to exercise their right to vote. No voting by proxy shall be allowed.

Membership may be suspended or terminated by the Board of Directors for any member convicted of any felony or any conviction for an offense where moral turpitude or financial misconduct are involved that appear detrimental to the good name, reputation, and purposes of the ***Band Boosters***.

ARTICLE V - MEETINGS

- A. **REGULAR MEETINGS:** The regular meetings of the organization shall be scheduled on an appropriate Tuesday of each month except for those days regulated by various activities of the school. The agendas shall be determined by the Board of Directors.
- B. **BOARD OF DIRECTORS MEETINGS** are to be held prior to the Regular Meeting to set an agenda for points of discussion at the regular meeting.
- C. **SPECIAL MEETINGS:** The President or three (3) Board Members may call a Special Meeting. A special meeting may be called upon the request of twenty percent (20%) of the general membership. The business at the special meeting must be confined to that business for which said meeting was called.

ARTICLE VI - BOARD OF DIRECTORS

- A. All members of the Board of Directors shall be members in good standing of the corporation.
- B. The Board of Directors of the organization shall consist of the Officers of the organization, the School Principal, and the Band Director(s) of ECHS. The officers of the organization are to include all *elected* and *appointed* positions.
- C. The Board of Directors shall be allowed to carry on the business of the organization with a quorum of eight (8) members of the Board. The Board of Directors may authorize any officer or officers to enter into any contract or agreement on behalf of the organization. The President and Vice President are duly authorized parties to deliver or execute any contract or instrument unless this authority is delegated by the Board of Directors to others.
- D. The Board of Directors will appoint a Nominating Committee of at least three (3) members in good standing no later than the ***November Board of Directors meeting*** and announced no later than the ***December Regular Meeting***. The Committee may have more than three members but must consist of an odd number. Said committee will present a slate of Officers at the ***January Meeting***.
- E. The Board of Directors shall be allowed to select an Associate Member to be Chairman of a committee. This applies to appointed positions as well as special committees formed for various activities or occasions.

ARTICLE VII - ELECTED OFFICERS AND DUTIES

The following executive positions must be filled by election from the General membership to run the day-to-day affairs of the ***Band Boosters***:

A. **PRESIDENT**

The President is the chief executive officer of the corporation who should execute the daily business of **Band Boosters** and preside at all Board of Directors', Special, and Regular Meetings. The President must be a General Member for at least one year before serving the current term. The major duties of this office are supervision and control of all the business and affairs of the **Band Boosters** subject to the oversight of the Board of Directors. The President may sign (with the Secretary or any other officer authorized by the Board of Directors) bonds, contracts, or other instruments obligating **Band Boosters** within the confines of the Board of Director's approved current budget, and these By-Laws and amendments unless that function has been expressly delegated to other **Band Booster** members by the Board of Directors or is required by law to be someone other than the President. Otherwise, the President shall perform any and all duties incident to the office and other such duties prescribed by the Board of Directors from time to time.

B. **VICE PRESIDENT**

In the absence of the President or by Presidential delegation, or in the event of the President's incapacity or refusal to act, the Vice President shall assume the office of President with all Presidential powers described above until such time as the President can resume office or is replaced. Otherwise the Vice President will be the overseer of all committees and perform other such duties as are assigned from time to time by the President and the Board of Directors. The Vice President must be a General Member before serving the current term.

C. **SECRETARY**

The Secretary shall keep the minutes of all pertinent Board of Directors Meetings, Regular Meetings, and Special Meetings in appropriate media; see that all required notices be duly given in accordance with these By-Laws, be custodian of the Band Boosters records, and other such duties as are assigned from time to time by the President and the Board of Directors. The Secretary shall keep a current alphabetical list of all members and others entitled to notice of meetings. The Secretary shall make available for inspection all minutes for the current year's business at all Regular, Special, and Board of Directors Meetings. The Secretary shall keep a complete inventory list of the Band Booster's equipment and other Band Booster owned items in the Band Booster's safety deposit box. The Secretary must be a General Member before serving the current term.

D. **TREASURER**

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the **Band Boosters**; receive monies due and payable to **Band Boosters** from whatever source and give receipts for same, and deposit all such monies in the name of **Band Boosters** in appropriate institutions as directed by the Board of Directors, and in general perform those duties incident with the office of Treasurer while, from time to time, performing those duties assigned by the President or the Board of Directors. Additionally, the Treasurer shall provide a general financial statement which includes records of all cash flow and the check ledger at each Regular and Board of Directors Meeting while following the generally accepted accounting principles in a manner directed by the Board of Directors. The Treasure must be willing to learn or have a working knowledge of the accounting program used by the Band Boosters. The Treasurer must be a General Member for 1 year before serving the current term.

E. CONCESSION STAND COORDINATOR I

1. Works with the Band Boosters Treasurer with regard to accounting for funds. The Concession Stand checking account shall be audited by the Treasurer and accounted for in the general account every month before the Regular Meeting.
2. Keep accurate records of all monies exchanged by this fund-raiser.
3. Solicits and organizes the parent volunteers to man Concession Stands.
4. Support the training process for parent volunteers and Stand managers as needed.
5. Coordinates a cooking crew to cook necessary items to be sold in the Concession Stands.
6. Sees that the Concession Stands are kept clean, organized and suitable as food preparation areas.
7. Is responsible for maintaining a food quality standard for all goods sold from the Concession Stands.
8. Is responsible for securing all products to be sold in Concession Stands.
9. Shall provide to the Secretary a complete inventory list of the Band Booster owned Concession Stand equipment every year before year end. Includes popcorn machine, cotton candy machine, coolers, grills, tables, soda machines, warmers, crock pots, etc.

F. CONCESSION STAND COORDINATOR II

◆NOTE: **Concession Stand Coordinator II** becomes **Concession Stand Coordinator I** after first year of service.

1. Reports to the Concession Stand Coordinator I.
2. Supports all duties of Concession Stand Coordinator I.
3. Carries out duties assigned by Concession Stand Coordinator I.
4. Learn duties of Concession Stand Coordinator I to step in and fulfill these duties the next Band Boosters fiscal year.

G. PROJECT COORDINATORS I and II

◆NOTE: **Project Coordinator II** becomes **Project Coordinator I** after first year of service.

Overview of Project Coordinators:

These individuals will be responsible for developing and coordinating fund-raising activities to support the band program's annual budget. Fund-raising projects will also be conducted to provide opportunities for individual members to supplement payment of band fees. The Project Coordinators should provide a proposal request to the Booster Board before engaging in any fund-raising activity. At this level, the proposal will be approved or rejected. The Project Coordinators must continuously be supplying the band program with viable and reliable income. It is the duty of these individuals to ensure that the students have ample opportunity to meet their fund-raising needs.

Project Coordinators I and/or II will facilitate all fund-raising activities with the exception of specific duties or projects that are the responsibility of other officers or committees, e.g., Concessions or special fund-raisers for a designated purpose and assigned to a committee who oversees the life of that project. These Coordinators will focus on budgeted projects while always looking for new and better fund-raising activities. These coordinators network with the community to promote the band's activities.

The primary functions and responsibilities of project coordinators include the following:

1. Making specific plans for the project
2. Arranging to obtain appropriate resources needed for project
3. Coordinating with the membership to recruit volunteers to carry out project
4. Communicating with volunteers regarding job duties and overall project plans
5. Coordinating with the treasurer to obtain advance funding for project as appropriate
6. Coordinating with the Treasurer to turn in any received monies where the project is for purpose of fund-raising.
7. Acquiring corporate donations and sponsorship
8. Communicate timely with the Treasurer and Board to assure financial stability for the organization

The Project Coordinators shall possess both required oral and written communication skills necessary to achieve the functions and duties as outlined above.

ARTICLE VIII - APPOINTED CHAIRPERSONS AND DUTIES

The following chairperson positions are to be filled through appointment by The Board of Directors.

A. UNIFORM CHAIRMAN

The Uniform Chairperson's duties are to assure each marching band student is properly fitted with formal uniform and alternate uniform for every event. The Uniform Coordinator also assures that during concert season each performing student is properly fitted with the designated formal wear for the young men and young ladies.

1. Organize a crew of parents to fit, distribute and recover marching uniforms, concert season attire and all associated accessories.
2. Coordinate the repair or replacement of damaged items of the uniform and make recommendations to the Directors regarding needed replacements of damaged or lost parts.
3. Organize a crew of parents to accomplish laundering and maintaining the marching uniforms and concert season attire and all associated accessories.
4. Establish and maintain order in the uniform room.
5. Establish and maintain the environment in the uniform room (clean and organized).
6. Shall provide to the Secretary a complete inventory list of the Band Booster owned items in the Uniform Room. Includes uniforms, hats, plumes, shoes, formals, tuxedos, garment bags, steamers, etc.

B. EQUIPMENT CREW CHAIRMAN

1. Shall organize a crew of parents and students to set up and remove the pit equipment and show props during half-time at football games, at marching contests or any other event where equipment will be moved.
2. Shall oversee the logistics and maintenance for the *Band Boosters'* transport equipment ie. trailers, carts, gator, etc.
3. Shall oversee the truck loading crew.
4. Shall arrange for water coolers with water and ice at each band practice as necessary - especially in hot weather.

5. Shall provide to the Secretary a complete inventory list of the Band Booster's equipment. Includes trailers, gator, generator, coolers, tools, etc.

C. CHAPERONE CHAIRMAN

1. Organize a crew of parents to chaperone both "on school grounds" and "away" events. These chaperones are to maintain order and discipline according to the guidelines set forth in the *East Coweta High School Marching Indian Band Handbook*.
2. Shall arrange and coordinate transportation of The Band for events where transportation is not provided by Coweta County.
3. If an overnight stay is required, the Chaperone Chairman is responsible for lodging, food, etc. arrangements.
4. Arranges bus seating, lodging, etc. for students for any "away" function.
5. Makes basic first aid kit available at all band functions. Carries copies of Emergency Consent Forms and student health insurance cards.

D. COLOR GUARD LIAISON (One year term)

1. Ensure effective communication between the Band Boosters and Color Guard Instructor with regard to Color Guard activities.
2. Help to oversee accounts of guard activities.
3. Works with the Band Boosters Treasurer with regard to inventory and accounting for funds.
4. Shall provide to the Secretary a complete inventory list of the Band Booster owned items for the Color Guard. Includes flags, poles, rifles, sabers, material, tarps, etc.

E. SPIRIT CHAIRMAN (One year term)

1. Coordinates the Band Booster apparel (Booster shirts, Equipment Crew shirts, etc.)
2. Secures and sells ECHS Spirit items (hats, jackets, flags, stickers, license plates, etc.) at band events and practices.
3. Works with the Band Boosters Treasurer with regard to inventory and accounting for funds.

F. MEDIA/VIDEO CHAIRMAN

Web-Site Coordinator:

1. Secure the renewal of the web-site domain name www.echsmi.org and web-site hosting service. All service fees should be paid by the Band Boosters.
2. Work with the board and staff to keep the site up-to date.
3. Maintain the calendar on the web-site.
4. Maintain the general appearance of the web-site with pictures, information and links to other band related sites.

Photographer:

1. Provide photographs of performances at games, competitions and events.
2. Maintain the photo album(s) for the years events.
3. Work out a way for parents to obtain copies of pictures.

Videographer:

1. Video performances at games, competitions and events.
2. Provide a copy of all performances (games & competitions) to the Band Director(s) for their review. Generally, this is provided by the next school day.
3. Create or have created an End of Year Video.

G. PUBLICITY CHAIRMAN

1. Shall be responsible for notifying the local newspapers and/or the local cable channel about current fund raisers, events, competitions, parades, and any other pertinent information that would promote the East Coweta Marching Indians.
2. The Publicity Chairman will need to communicate with the Band Director, band staff and other board members to obtain the information needed for the articles.

◆NOTE: The above elected and appointed offices shall serve a term of two (2) years, unless otherwise specified. The President and Treasurer and shall be installed in the same year. The Vice President and Secretary will be installed during the alternate year.

The *Concession Stand Coordinator II* is to be elected every year for a two year term. The second year of service is to be served as *Concession Stand Coordinator I*.

The *Project Coordinator II* is to be elected every year for a two year term. The second year of service is to be served as *Project Coordinator I*.

ARTICLE IX - ELECTION OF OFFICERS AND COORDINATORS

- A. All elected positions shall be chosen from the General membership and must receive a majority of the votes cast at the *February Meeting*. When there are more than two candidates for an office and a majority is not received by one candidate, there shall be a runoff between the two leading candidates unless the second place candidate concedes. The rules governing nominations and procedures shall be left to the Board of Directors. Methods of balloting (secret ballot, voice vote, acclamation, etc.) will be at the discretion of the chair. However, if any dispute arises over a result, the secret ballot is the default.
- B. Nominations for elected offices shall be made by a nominating committee.
 1. The members of the nominating committee shall be appointed by the Board of Directors and announced no later than the *December Regular Meeting*.
 2. The nominating committee shall present the slate of nominees for the offices to be filled at the *January Board of Directors Meeting* for the Board's approval, and presented to the General membership at the *January Regular Meeting*.
 3. Final nominations shall be made and elections for offices to be filled, shall be held at the *February Regular Meeting*.
 4. Any and all nominations, upon qualification as a candidate as stated in these By-Laws, and with the nominee's consent, shall be included on the ballot.
 5. All nominees for the elected offices being vacated through expired terms will be open to the general members.

- C. Elections of Officers as stated above in Article IX, Item A, are to be elected at the February Regular Meeting and become “Officers Elect” until the gavel is passed at the Regular Meeting in May.
- D. The “Officers Elect” are to be included in the budget proposal process (March Meeting) and budget approval process (April Meeting) for the next fiscal year starting July 1.
- E. Officers may be removed from office by a 2/3 vote of the general membership in attendance at the Regular Meeting. Such a vote must be presented as a motion from the floor, will require a second, and is open for discussion.
- F. All resignations must be in writing to the Secretary and all vacancies may be filled by appointment of the Board of Directors with a two-thirds (2/3rds) vote of the Board.

ARTICLE X - GUIDELINES FOR HIRING INSTRUCTORS/STAFF

Occasionally the band director may need additional assistance in order to achieve his/her goals. All monies for additional instructors/staff must be approved by a simple majority of the voting members present at the Board of Directors Meeting at which the proposition is made. The Band Boosters may then enter into a contract with the instructor/staff member. Terms of the contract are to include the duties, hours, the amount, and schedule of payment of the instructor/staff. The contract will be signed by the band director, instructor/staff, and Band Booster President before it is considered to be in effect and any monies paid. The Board of Directors will oversee compliance by the instructor/staff within the terms of the contract.

ARTICLE XI - FINANCIAL POLICY

- A. A petty cash fund of Fifty dollars (\$50.00) or less, shall be maintained by the Treasurer. Properly documented receipts must be presented for reimbursements.
- B. All monies, except the petty cash fund, received by the organization shall be held in a checking account, money market or certificate of deposit in a local bank.
- C. Checks for expenditures of more than Fifty dollars (\$50.00) to Four Hundred dollars (\$400.00) require approval by the Band Booster President and at least one other Elected Officer.
- D. All checks over Four Hundred Dollars (\$400.00) shall require a Purchase Order (P.O.).
- E. Exception to Article XI, Items A, B, C, and D, is the purchases made by the **Concession Stand Coordinator** to supply the concession stand with goods for upcoming events.
- F. At the discretion of the membership, through a majority vote of those present at any scheduled meeting of the organization, an outside auditor shall be retained to perform a limited review, review, or audit of the books and records of the organization, as determined by the membership.
- G. The Board of Directors shall establish and maintain written policies and procedures for handling funds received by the Band Boosters. These policies and procedures should be written within standard accounting practices. Said policies and procedures are enacted to protect the **Band Boosters** and those individuals who are directly responsible for said funds.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern all meetings of the executive board, general membership, and all committees. A copy of these rules shall be available at all executive board meetings and all general membership meetings.

ARTICLE XIII - FISCAL YEAR

The Fiscal Year of the organization shall begin on the First (1st) day of July and shall end on the Thirtieth (30th) day of June.

ARTICLE XIV - RECORDS AND PROPERTY

- A. Property - All uniforms, instruments, and other equipment purchased by the Band Boosters or donated to the band through the Band Boosters shall become the property of the East Coweta Band Boosters, Inc. until such time as the Band Booster organization is dissolved, at which time the property reverts to the East Coweta High School Bands.
- B. Inventory of property - An inventory of all Band equipment shall be reviewed by the Board of Directors or an appointed committee at the end of each fiscal year.
- C. A copy of the inventory shall be added to the record book kept by the Secretary and Treasurer, and shall be available for viewing by the general membership.
- D. Responsibility - All members of the Band and Band Boosters using property belonging to the Band shall be held responsible for said property.

ARTICLE XV - AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3rds) vote of the Board of Directors and by a simple majority vote of the General membership at the Regular Meeting.

ARTICLE XVI - ACCEPTANCE

The East Coweta Band Boosters, Inc. By-Laws were voted upon, accepted and became effective on the Second day of December, 2003