

OFFICIAL SIGNED COPY ON FILE IN THE HIGH SCHOOL BAND ROOM

Grant County Band Booster Association Constitution and By-Laws

Adopted and Effective as of February 2nd, 2009

Mission Statement:

It is our mission to ensure that every child who is a member of the Grant County Band gets the best opportunity to experience the enrichment that music and the arts bring to our community and to our lives. We as parents and boosters will accomplish this goal by instilling a good work ethic in our children, putting service to others before ourselves, providing leadership and prudent management of funds, and supporting our professional music educators and staff in every way possible.

GRANT COUNTY BAND BOOSTER ASSOCIATION
CONSTITUTION AND BY-LAWS

Effective as of February 2nd, 2009

CONSTITUTION

ARTICLE I. Name

This organization shall be known as the Grant County Band Booster Association of Dry Ridge, KY (herein after known as the association).

ARTICLE II. Acknowledgements

Section 1

The association acknowledges that the Director of Bands for the Grant County School District is the head of the band program in all of its facets.

Section 2

The association acknowledges that it will exist to aid, and not make policy for the administration of the Grant County Band Program or in matters of student instruction.

Section 3

The association acknowledges that it is a school affiliated organization and exists only with the approval of the Band Director, School Administration and the Grant County Board of Education.

Section 4

The association acknowledges that all decisions made by the association are subject to review and/or reversal by the director who will, in the event of reversal, convene a special meeting of the executive meeting to provide cause and or justification for the reversal.

Section 5

The association is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501 C-3 of the Internal Revenue Code.

ARTICLE III. Purpose

The purpose of the association shall be:

A. To promote and maintain interest in the various phases of the 6th-12th Grade Band and Color Guard programs.

B. To provide moral support and encouragement to the band members and band directors.

C. To aid in providing funds for expenses not usually met by the Board of Education by organizing and administering fundraisers and fundraiser activities.

D. To assist the band directors in maintenance of the band and to cooperate with the school Administration, Principal, Superintendent and the Board of Education.

E. To aid the band directors in the pursuit of their vision for the future of the Grant County Band Program.

F. To promote means and opportunities for the education of the public with respect to the study and culture of instrumental music and the enjoyment and wholesome utilization thereof.

G. To solicit, collect, and otherwise handle and dispose of funds in the promotion of the activities of the Grant County Band (with advice and counsel from the Band Director).

H. To promote and enhance local community interest in the Grant County Band and Color Guard programs.

ARTICLE IV. Membership

Any parent or family member with a child who is an active member of the Grant County Band and/or Color Guard Program is eligible for membership in the association. Alumni members are also eligible for membership. The Superintendent of Grant County Schools, the Principal of Grant County High School and the band directors will be considered members of the association. Dues to the organization are \$1.00 annually and are payable to the treasurer of the association at any general meeting. All members shall be considered to be in good standing provided there is no debt to the association and dues are paid.

ARTICLE V. Executive Board

The Executive Board shall consist of four (4) offices (President, Vice President, Secretary, and Treasurer), the Band Director(s), and coordinators (fundraising, technology, guard, uniform, and equipment). Coordinators shall be appointed by the four (4) newly elected officer (announced at the April meeting). The number and duties of coordinators will be determined by the Board. The band directors and school administrators will act as non-voting advisors to the association.

ARTICLE VI. Election of Officers

Section I

Election of officers shall be held at the first regular meeting in the month of March. Nominations for all positions will be accepted from the floor at the February meeting. A nominating committee will be headed by the outgoing officers. The purpose of the nominating committee shall be to oversee the qualifications of the nominees and/or solicit qualified nominees if no nominations are received from the floor. Nominations from the general membership will also be taken at the February meeting. If no one is nominated for an open office or if no nomination for an office is accepted, the nominating committee will search for a suitable candidate and present them at the March meeting. The treasurer and secretary shall provide a list of members in good standing that qualify to vote in the election in preparation of the closed ballot vote.

Section II

Any association member that is in good standing with the association is qualified to vote on any matters of the association including the election of officers.

Section III

The election shall be by closed ballot by members in good standing with the association.

Section IV

In the case of more than two nominees for any one office and no candidate receives a majority, the two candidates receiving the highest number of votes will compete for a majority in a second ballot.

Section V

Following the March meeting, newly-elected officers will be considered an officer-elect until they officially assume their office at the May meeting. Each out-going officer shall be responsible for training the officer-elect until the May meeting and for serving in an advisory capacity through June 30th. Officers-elect are asked to attend the executive booster meetings in April and May.

Section VI

In the event a vacancy occurs in the office of president, the vice-president shall assume the duties of that office for the remainder of the term of office.

Unexpected vacancies in other offices can be filled by an interim officer by vote of the executive board under advisement by the band director.

ARTICLE VII. Funds

Section I

The Fiscal year of the association will be considered January 1st through December 31st.

Section II

The band director will present a budget for discussion and approval to the executive board annually at the January meeting. The budget will be subject to periodic review and amendment by vote of the executive board.

Section III

All funds of the Association shall be the responsibility of the Association Treasurer in accordance with the By-Laws of the Constitution.

Section IV

All committees are expected to adhere to their annual budget and will not go over their budgeted amount without prior approval by the executive board and the band director.

Section V

Expenditures for a single non-budgeted item of more than \$1,000 will require a two-thirds majority vote of the executive board at the next meeting of the association. A special executive board meeting shall be called to address any purchase of a non-budgeted item of more than \$500 and less than \$1,000. An emergency expenditure of not more than \$250 can be made with the approval of the band director and one additional member of the executive board.

Section VI

Expenditures, billings, and fee collection will adhere to Redbook policies and all appropriate forms must be used. The treasurer may be asked to attend a Redbook training.

ARTICLE VIII. Meetings

Section I

Regular meetings shall normally be held monthly at Grant County High School. Meetings will be held in a distraction free environment and in the appropriate forum. In the event that school is not in session, the meeting will be held on the next scheduled school day. Special meetings can be held at any time after reasonable notice (48-hour minimum) to the membership including the directors and/or the school principal.

Section II

Executive board meetings are held monthly before the regular meeting. Executive board meetings are closed to all but the Executive Board members.

ARTICLE IX. Income

No part of the net earnings of the Association shall go to the benefit of, or be distributable to, its members, officers or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE X. Legislation or Political Activities

No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office

ARTICLE XI. Operational Limitations

Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 C-3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 C(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XII. Dissolution Clause

In the event of dissolution of the Grant County Band Boosters, all profits, property and assets of the association, after payment of obligations, shall be rendered to Grant County High School for use in the band program. Grounds for dissolution may include, but are not limited to the following:

- A. Decisions made by school district administration
- B. Failure to function as an effective association by inappropriate or inadequate internal cooperation and/or demonstrated lack of commitment to the purposes of the association.
- C. Failure to follow IRS policy and/or failure to file
- D. Attempts, as a body, to set policy in regard to the administration of the band program or student instruction
- E. Misuse or mishandling of funds

Article XIII. Amendments

The constitution and by-laws may be amended. The requirements are that the amendment must be presented in writing at one regular meeting of the association with a vote to occur at the next consecutive regular meeting. A two-thirds majority of the voting members in attendance will be required at the second meeting to pass the amendment.

BY-LAWS

ARTICLE I. Executive Board

Section I

The executive board shall consist of the four elected officers of the association, the coordinators, the band directors, and school administration.

Section II

The duties of the executive board shall be

A. To discuss necessary business in the intervals between organizational meetings and to transact such other business as may be referred to it by the association.

B. To approve plans of work of the permanent committees.

C. To present a report at the regular meetings of the association.

D. To follow the agenda at the regular meetings and to act in an advisory capacity to the association.

E. To review the budget submitted by the band director and discuss with the director ways to meet the financial needs of the program.

F. To seek and appoint an appropriate auditor to provide an annual internal audit and ensure said audit is completed prior to March 15th yearly.

G. To review and approve an annual audit of the treasurer's accounts and the secretary's minutes.

H. To represent the Grant County Band Program and Grant County Schools in a positive and professional manner in all business, community, and internal interactions.

I. To help recruit new booster members and to provide a welcoming atmosphere for the membership.

Section III

Actions of the association requiring a closed ballot will be counted by the secretary and may or may not be recounted by one other officer of the association provided the action is not directly related to the re-election or removal of the secretary or officer in question. If this stipulation disqualifies all officers, the band director will count the ballots and a recount will be done by a party appointed by the band director.

Section IV

Any member of the executive board, aside from the band directors and school administration, who does not perform the duties of the office as outlined in the by-laws may be removed by majority vote of the remaining members of the executive board, said vote to be taken by closed ballot (counted and reported by the secretary of the association unless the action is in regard to this office).

Section V

The directors reserve the right to dismiss any executive board member in extreme situations. These may include, but are not limited to the following:

- A. Mishandling of booster funds
- B. Inappropriate interactions with band members
- C. Use of a controlled substance in the presence of band members
- D. Attempts, as an individual or member of a group, to set policy in regard to the administration of the band program or student instruction
- E. Conduct unbecoming a member of this association
- F. Failure to meet the duties of their office

Section VI

Meetings of the executive board shall be held prior to regular meetings of the association. Special meetings can be called at any time after reasonable notice (48 hour minimum) and approved by a quorum of the executive board. In lieu of unavoidable absence, the band directors will be provided with minutes from the executive board meeting and decisions made in the absence of a director will be subject to review at the next regular or emergency executive board meeting.

ARTICLE II. Officers

Officers (President, Vice President, Secretary and Treasurer) are voting members of the Executive Board and shall hold office for a period of one (1) year, which shall run from the May meeting to the next May meeting. Each officer shall attend a minimum of 75% of all General Membership meetings, or the officer may be removed from office by two-thirds vote of the remaining Executive Board members. An officer may be removed from office for causes included in the association constitution. If a vacancy shall occur (by resignation or removal), the General Membership shall elect a new member in good standing to fill the vacancy, with the exception of the President. Should the President vacate, the Vice President automatically becomes President and a new Vice President elected.

ARTICLE III. Committees/Committee Coordinators

The association shall maintain six standing committees (fundraising, uniform, guard, food/concession, technology and equipment). Other special committees may be created by vote of the executive board or by appointment by the Band Director. Committee coordinators for standing committees and special committees are considered voting members of the executive board.

ARTICLE IV. Duties of Officers and Standing Committee Coordinators

President

It is the duty of the president to preside at all meetings, represent the association, uphold the by-laws, recommend committees as required, and to call special Executive Board and regular association meetings. The president shall be responsible for conducting the meetings in an orderly and efficient fashion. The president shall compose and distribute an agenda no less than 2 days prior to a meeting to all members of the association who have supplied an email address. The president shall act as a liaison between the association and the director. The president will be responsible for discussing appropriate problems and/or issues with the directors as needed. The president and director shall be responsible for approving purchase orders for payment of non-budgeted items under \$250.

Vice President

It is the duty of the vice president to act in the absence of the president, to aid and assist the president as deemed necessary. The vice president shall communicate with the different committees and make scheduled reports to the president.

Treasurer

It is the duty of the treasurer to make a financial report at each general meeting, to receive and deposit all monies of the association and to keep record of all the association's disbursements and receipts. Only legitimate budgeted items and/or booster and director approved purchases will be reimbursed. The treasurer will present the books for audit at the end of each fiscal year (by January 30th) to the appointed auditor. The treasurer will retrieve the books from the auditor and present them to an appropriate tax preparation service for filing prior to the April 15th federal deadline each year. The treasurer will ensure that the preparer completes all necessary paperwork to maintain the association's 501(C)(3) or other special tax status. Confidentiality is a requirement of this office and the treasurer will be the only booster member with knowledge of each child's specific fee status. All fee information will be shared with the band directors only.

Secretary

It is the duty of the secretary to make proper records of the proceedings of all association and Executive Board meetings. This includes, but is not limited to, taking roll of attendees at every meeting and recording appropriate minutes and actions from each meeting. The association meeting minutes are to be compiled within 7 working days after the meeting and posted for review via email to all members who have supplied their email address. Responses on discrepancies in the minutes will be forwarded to the secretary within seven working days. Formal approval of the minutes will occur at the start of the next consecutive meeting. The secretary will also be responsible for counting ballots and reporting results for any vote that a ballot system is used except for ballots cast for the office of secretary. These votes may be counted by any other member of the executive board. The secretary will also organize hospitality rooms for special events.

Uniform Coordinator

It is the duty of the uniform coordinator to organize, size and fit the uniforms for the band members. The uniform coordinator will be responsible for having the uniforms cleaned after each competition and for making arrangements for alterations and repairs. The uniform coordinator will work with the directors to fulfill such duties.

Equipment Coordinator

It is the duty of the equipment coordinator to organize, schedule and coordinate the transportation, assembly, and, if needed, construction of props and equipment and to arrange and organize transportation of instrument. The equipment coordinator will work with the directors to fulfill such duties.

Food/Concessions Coordinator

It is the duty of the food/concessions coordinator to organize, schedule and coordinate scheduled meals and snacks for the band and the concessions for football games and annual events. The food/concessions coordinator will work with the directors to fulfill such duties.

Fundraising Coordinator

It is the duty of the fundraising coordinator to organize, schedule and coordinate fundraising activities for the association. The fundraising coordinator will work with the directors to fulfill such duties.

Technology Coordinator

It is the duty of the technology coordinator to maintain the Grant County Band Website and to manage and archive all audio, video, and photographic media related to the Grant County Band. The technology coordinator will serve as a resource to the band directors and executive board for technology and media issues. The technology coordinator will work with the directors to fulfill such duties.

Guard Coordinator

It is the duty of the guard coordinator to organize, size and fit the guard uniforms. The guard coordinator will be responsible for having the guard uniforms cleaned after competitions. The guard coordinator will work with the directors to fulfill such duties.

ARTICLE V. Quorum

A quorum must be present at any regular or special meeting in order to conduct legal business. Five members of the association shall constitute a quorum including at least three elected officers and two active members. Business decisions made in absence of a band director will be subject to immediate review and/or reversal upon review of the minutes. No vote can be held without the presence of the band director or his/her designated appointee.

ARTICLE VI. Rules of Order

Robert’s Rules of Order shall serve as a model for conducting booster meetings. While Robert’s may not be strictly followed, the meeting must transpire in a professional, effective, and timely fashion. The president will be responsible for calling and maintaining order.

ARTICLE VII. Approval

Section I

The affixing of signatures constitutes approval of this constitution and by-laws.

Section II

The president shall sign on behalf of the association after this constitution and by-laws are accepted by a two-thirds majority vote of those in attendance.

Signatures:

President, Grant County Band Boosters

Band Director, Grant County High School

Witnessed by:

