

Bylaws of The Black and Silver Brigade Band Boosters, Inc. Houston County High School

Article I: Incorporation

Section 1: Name

The corporate name of the organization is Black and Silver Brigade Band Boosters, Inc. For purposes of these bylaws, Black and Silver Brigade Band Boosters, Inc. may be referred to as the "BASB Boosters" or the "BASB Booster Organization".

Section 2: Location

The principal office and place of business for said corporation shall be Houston County High School, 920 Hwy 96, Warner Robins, GA. The corporation may establish and maintain an office or offices at such other places, either within or without the State of Georgia, as the Executive Board of Directors may from time to time determine.

Section 3: Fiscal Year

The fiscal year may begin at 12:01 am on the first day of June and end at midnight on May 31.

Article II: Object and Purpose

Section 1

- a) To promote the education, development, and continuation of a superior band program at Houston County High School, to promote the interest of the band, encourage student participation, and to support the band directors, school administration, and the Houston County Board of Education.
- b) To have, but not be limited to, all the rights, powers, privileges, and immunities now or hereafter enumerated in Title 14 of the Code of Georgia as it may be hereafter given by law, or as now or hereafter may be enjoyed by a like non-profit organization, as those enumerated above, and said powers are made a part hereof to the extent as if they were quoted herein.

Section 2: Prohibition on Profit

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

Section 3: Personal Liability

No member of this Association shall be liable for any of the debts of the Association, except as such a member may personally endorse or guarantee such debt of the Association.

Section 4

This Association shall possess all the powers granted by law to any corporation in the execution of its purposes described herein.

Article III: Membership

Membership in the BASB Band Boosters shall be open to any individual who is the parent or guardian of a child currently enrolled in any of the HCHS Bands, any individual having a child who was formerly enrolled in the BASB band programs but is no longer active due to graduation or transfer to another school system, and members of the community at large that have an interest in furthering the HCHS BASB band program. Only parents or guardians of current Black and Silver Brigade band students are eligible to serve as Executive Officers or Chairpersons of standing committees. Executive Board members must have been an active member of the Booster Organization for a minimum of one year.

Article IV: The Executive Board

The elected officers of the BASB Boosters shall consist of a President, Vice President, Secretary, Treasurer, Co-Treasurer, Ways & Means and Co-Ways & Means. These shall serve as the Executive Board. The HCHS band Director(s) will be ex-officio members of the Executive Board. No one individual may hold two offices concurrently. All elected officers must be individuals who meet the membership requirements set forth in Article Two and responsibilities in Article VI. All Executive Officers are required to attend all general and executive board meetings unless prior arrangements have been made at least 2 weeks in advance with the President, or a person appointed by the President for such purpose, to account for that member's absence. Failure of any Executive Committee member to attend regularly scheduled general or executive board meetings without good cause or notice is grounds for removal under Article Five. Good cause includes unscheduled work-related activities, medical emergencies, and other similar events. Executive board members must have been an active member of the Booster Organization for a minimum of one year.

Article V: Executive Board Elections

The President, Vice President, Secretary, Treasurer, Co-Treasurer, Ways & Means, and Co-Ways & Means Chairperson shall be elected by majority vote of the general membership. Officers serve for a 1-year term that coincides with the HCHS Band Boosters fiscal year. No officer shall be eligible to serve more than three consecutive full terms in the same office. At the February meeting, the President shall appoint a Nominating Committee to propose officers for the following fiscal year. No officers of the current year may serve on the Nominating Committee. The Nominating Committee shall present their recommendations to the general membership at the March meeting. At that time, nominations may be made by any member of the BASB Band Boosters subject to the nominee's agreement. Election of officers shall occur at the April meeting. No two members from the same household may serve in an elected position on the Executive Board at the same time. To be eligible for election as an officer of the board, an individual must be a member in good standing of the BASB Band Boosters and indicate a willingness to serve if elected.

Article VI: The Executive Board Positions Responsibilities

Section 1: The President

The President shall:

- 1) Preside at all BASB Band Booster and Executive meetings.
- 2) Keep the membership informed of Booster activities.

- 3) Appoint special committees that may be needed.
- 4) The President acts as the primary point of contact between the board and the Band Director(s).

Section 2: The Vice President

The Vice President shall:

- 1) Attend the BASB Band Booster and Executive meetings.
- 2) In the absence of the President, the Vice President shall assume all duties of the President.
- 3) Should a vacancy occur in that office, the Vice President will be promoted to President and a new Vice President must be elected.
- 4) The Vice President acts as parliamentarian.
- 5) The Vice President shall be the primary point of contact for coordination of band travel and transportation activities and, in coordination with the Ways & Means Chairperson, serve as the secondary point of contact for fundraising activities and primary point of contact for sponsorship activities.
- 6) The Vice President shall operate the BASB store. The Vice President shall work in concert with the treasurers and directors to ensure that the store is well stocked with merchandise for students, parents, and other interested parties for purchase. The Vice President shall work with the treasurers to ensure timely delivery of purchased items to students and The Vice President shall submit orders to vendors and ensure vendors stay on target with delivery dates, communicating this information with the Executive board. The Vice President shall also inform vendors of any order errors and work with them to correct any issues.

Section 3: The Secretary

The Secretary shall:

- 1) Keep minutes of all proceedings of BASB Band Booster and Executive Board meetings.
- 2) Keep such other records as may be determined by the BASB Band Boosters, its officers, or committees.
- 3) Ensure that the minutes of the present and previous years are available for reference at all Booster and Executive Board meetings.

Section 4: The Treasurer

The Treasurer shall:

- 1) Maintain detailed and accurate records of receipts and expenditures of all BASB Band Boosters' funds.
- 2) Receive and disburse funds in accordance with the stated directives of the BASB Band Boosters.
- 3) Submit a written report to the President and Secretary including itemized expenses and an ending balance before each board meeting.
- 4) Prepare a summary of finances at the end of the fiscal year which shall be available to all members. Included in the report shall be an itemization of expenses and profits from each fundraising activity.
- 5) Maintain detailed year-end financial statements that will provide historical perspective on the BASB Band Boosters finances. Year-end financial statements shall be maintained in the Band office.

- 6) Submit each year's detailed financial statement to the Executive Committee for approval. Upon approval, deliver the report to an approved independent auditor between May 1 and June 1 for audit and tax preparation.
- 7) Cause all BASB Band Booster disbursements to be made by check, and all deposits made in the name of BASB Band Boosters.
- 8) Receive all funds due to the BASB Band Boosters for the deposit of funds in a designated depository determined by the board.
- 9) Count and deposit all money received in a timely manner. The night deposit should be used for weekends. At no time shall any money remain under the control of the Treasurer for more than 10 days prior to deposit. Failure to meet this requirement shall result in immediate probation without vote unless the President or Vice President is notified in advance.
- 10) Update student funds received within 30 calendar days.
- 11) Notify drafter of checks returned for insufficient funds and reprocess returned checks within 10 days of this notification unless reasonable accommodations are deemed necessary after consultation with the President or Vice President.
- 12) Responsible for business registration through the GA Secretary of State office and responsible for hiring and maintaining communication with a CPA for tax preparation and compliance
- 13) Present at each Booster meeting the following information:
 - a) A balance sheet that reflects all funds received and disbursed through the end of the previous month.
 - b) Furnish a report of unpaid obligations to the Executive Board when requested.

The Co-Treasurer shall assist, as necessary, in performing the duties of Treasurer. If a vacancy occurs in the Treasurer's office, the Co-Treasurer will be promoted to Treasurer and a new Co-Treasurer must be elected.

Section 5: Ways & Means

The Ways & Means Chairperson shall:

- 1) Be responsible for all fundraising activities.
- 2) The Ways & Means Chairperson works with the Vice President to oversee all fundraising activity and coordinates subcommittees to manage specific support functions.
- 3) Members of the Ways & Means Committee will chair the various fundraising activities.
- 4) Support functions include, but are not limited to, concession stand operations and student meals at band events.
- 5) Sub Committee members will report all profits, losses, and inventories to the Ways & Means Chairperson.
- 6) At the completion of operation of the concession stands for the year, an inventory is to be conducted of all unsold merchandise.

The Co-Ways & Means Chairperson shall assist, as necessary, in performing the duties of Ways & Means. If a vacancy occurs in the Ways & Means office, the Co-Ways & Means will be promoted to Ways & Means, and a new Co-Ways & Means must be elected.

Section 6: Additional Standing Committees

Additional standing committees are comprised of those outlined below. Each committee chair will deliver a report at the Booster meeting on the status and needs of the committee. All committee chairs will work in concert with the treasurer to ensure that budgetary constraints are met

Section 6a: The Uniform Committee

The Uniform Committee Chairperson Shall be responsible for the care, repair, inventory, issuance, and storage of all band and auxiliary uniforms. The Uniform Chairperson ensures that all invoices and appropriate paperwork from the cleaners are to be submitted to the Treasurer promptly.

Section 6b: The Chaperone Committee

The Chaperone Committee Chairperson shall:

- 1) Be responsible for providing adult chaperones for all band activities that require such.
- 2) Develop and maintain an outline of duties and responsibilities to be performed by the chaperones and provide these outlines to all chaperones involved in an event prior to the start of the event.
- 3) Maintain and restock all chaperone bags and the medical bag.
- 4) Conduct Chaperone 101 Training at the beginning of each season, including explanation of uniform guidelines for all Chaperones.

Section 6c: The Transportation Committee

The Transportation Committee shall:

- 1) Be responsible for maintenance and the upkeep of all vehicles and trailers.
- 2) Appoint all committee members and secures drivers for all events.
- 3) Secure equipment loaders and handlers for all performance equipment and all transportation-related equipment.

Section 7: Vacancies

Section 7a: Resignation

Resignations will only be accepted by correspondence, written or electronic. delivered to the President.

Section 7b: Probation by Executive Committee

Officers may be placed on probation by a majority vote of the Executive Committee for a period of no less than 30 days following failure to perform the Officer's duties. No notification of the BASB Booster Club is required. The basis for probation shall be provided to the Officer in writing.

Section 7c: Probation by Quorum

A majority vote of members during a quorum may place an Executive Board member on Probation for 60 days if a Quorum is present following failure to perform the Officer's duties. The basis for probation shall be provided to the Officer in writing by the Executive Board.

Section 7d: Removal

A majority vote of the Executive Committee or majority of members (when a quorum is present) is required to lift an Officer from probation. Failure to lift an Officer from Probation after the probation period has expired will result in immediate removal of the Officer without vote.

Section 8: Replacement

Replacement procedures for open positions on the Executive Board will be:

- 1) Temporary appointment of an Officer to an open position may be made by the President *sue sponte*.
- 2) Absent an appointment by the President, the Executive Committee shall appoint a temporary standing committee consisting of two or more people to fill the vacant position. The standing committee shall serve for the remainder of the school year or until a permanent officer has been elected.
- 3) At the next regularly scheduled meeting of members, the temporary appointment or standing committee shall be disclosed to members.
- 4) A Special Election will be held within 60 days after a position is vacated to confirm the temporary appointment, temporary standing committee, or to elect a new Officer.
- 5) In the absence of an officer of the executive board, until a replacement is appointed or elected, any executive board member, except the President or Vice President, may fill the vacancy for up to 60 days.

Article VII: Budgetary Constraints

The members of the elected Executive Board represent the best interest of our students and parents, especially concerning financial decisions.

Section 1: Purchases

All purchases shall remain within budget. Any purchase made under this Article becomes the property of the BASB Band Boosters. No elected officer or member of the BASB Band Boosters shall realize any financial benefit from dealing with the BASB Band Boosters. No committee may obligate the BASB Band Boosters in any way, financially or otherwise, without the notification and approval of the Executive Board. Purchases up to \$500.00 may be granted to Band Directors, the Transportation and Uniform Committee, and the Ways & Means Committee, without approval by the Executive Board to meet urgent or unforeseen needs, once per month. Scheduled and budgeted expenses, such as purchase of concession stand supplies, do not require additional approval. All other requests must be approved by the Executive Board.

Section 2: Emergency Funds

Emergency funding more than \$500.00 may be granted on a case-by-case basis by any member of the Executive Board if the emergency directly impacts the band's performance at football games, competitions, and other performances. Such funding shall be disclosed to the Executive Board at the next meeting, or via email. For the purposes of this article, an emergency is defined as an unanticipated need that occurs without time to obtain approval by the Executive Board.

Section 3: Optional Travel

All travel unrelated to performances or participation in competitions, football games, or GMEA events that involve the participation of at least 100 (one hundred) band members must be approved by the Executive Board. A minimum of 2 (two) bids from reputable travel companies with comparable itineraries must be received and reviewed by the board a minimum of 6 (six) months before said travel will take place. The final approval for travel company will be made by the Director and Assistant Director no later than 4 months prior to departure date.

Article VIII: Meetings

The BASB Band Boosters shall meet on the first or second Tuesday of every month when school is in session or there is not a school holiday. The Executive Board shall meet prior to the regular Booster meeting. All meetings will be at the HCHS band room unless otherwise announced or as needed for space constraints. Special meetings or changes to meetings may occur if the BASB Band Booster membership is notified 3 days prior to the meeting. Ad Hoc meetings of the band board may be requested by any board member when needed to resolve important issues and may be conducted in person, via Zoom, or other digital means. The President will approve and schedule any requested Ad Hoc board meetings. Communications will be through email, text messages, web, phone calls, or correspondence through band students.

Article IX: Voting

At any general meeting, a quorum for the purpose of conducting business shall consist of ten members of the BASB Band Boosters present at the time of voting. Voting at any meeting shall be by voice or by a show of hands. A roll call or secret ballot may be requested by any member or held at the discretion of the President and must be held when more than one person is nominated for an office. Every member of the BASB Band Boosters is entitled to one vote in the affairs of the BASB Band Boosters. In the case of a family having more than two members then the vote shall be limited to two adult members from that family.

Article X: Bylaws

The BASB Band Boosters shall be governed by these Bylaws. Where they do not apply, the current edition of Robert's Rules of Order shall govern.

Article XI: Amendments to the Bylaws

Members may propose an amendment to these Bylaws by submitting a proposal, in writing, to the Secretary, at any meeting. The member will be given an adequate opportunity to explain why the amendment is necessary. At the conclusion of the meeting, the Secretary shall deliver the proposed amendment along with an accurate summary of the discussion. The entire general membership will be informed that a proposed amendment has been submitted, provided a copy of the proposal along with the discussion summary and advised as to the date the amendment is to be voted on. A majority vote of the members present at the meeting the amendment is voted on is required for passage.

Article XII: Dissolution

Upon the dissolution of the HCHS Band Boosters, assets shall be distributed for one or more exempt purposes or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Signatures

President _____

Vice President _____

Treasurer _____

Co-Treasurer _____

Ways & Means _____

Co-Ways & Means _____

Secretary _____

Band Director (Ex-Officio) _____

Assistant Band Director (Ex-Officio) _____

Voted and approved this _____ day of _____, 20_____

Secretary