

**MUNFORD BAND BOOSTERS BY-LAWS**

**Revised August 2014**

**Amended April 2017**

**ARTICLE**

**NAME:**

Section 1 The name of this organization shall be:

**THE MUNFORD HIGH SCHOOL BAND BOOSTERS, INC. (hereafter, MHSBB)**

**ARTICLE II**

**PURPOSE:**

Section 1 The purpose of the Boosters shall be to encourage interest in, and actively promote the MUNFORD HIGH and MIDDLE SCHOOL BAND PROGRAMS.

Section 2 To give financial and moral aid, assistance, support and direction as the Boosters may have at its command to the Munford High and Middle School Bands, their members and directors, through providing opportunities for scholarship and inclusion into institutions of higher-education through instrumental music.

Section 3 This organization is a non-profit organization dedicated, to the purposes as set forth in these by-laws and will not condone personal profit or gain of any kind.

Section 4 If, for any reason, this organization shall dissolve, all Booster monies will go to the Munford High School Band Program, and shall be administered by the Munford High School Band Director.

**ARTICLE III**

**JURISDICTION:**

Section 1 This organization shall not attempt in any way to control or direct the policies of the Tipton County School System with respect to the band.

Section 2 In like manner, the Tipton County School System shall not commit the Boosters to any financial commitment without the approval of the membership as outlined in this document.

Section 3 One year, as contained in this document, shall be defined as June 1 through May 30.

**ARTICLE IV**

**MEMBERSHIP:**

Section 1 Membership in the Munford High School Band Boosters, Inc. shall be comprised of three categories:

NOTE: The term Parents for the purposes of these by-laws shall be defined as an adult who has a parental relationship with the student.

- a. **Active Member** – Parents or legal guardians of active Band students with up-to-date dues as prescribed hereinafter.
- b. **Alumni Member**– Former, graduate Munford High School Band Students and their parents or legal guardians and having up-to-date dues as prescribed hereinafter.
- c. **Associate Member**- any person having an interest in the purposes of the Munford High School Band Boosters and having up-to-date dues as prescribed hereinafter.

**Good Standing** – Defined as a member that attends one meeting per the preceding quarter or volunteers and works a MHSBB organized function. Incoming Freshman Members – must have one full quarter of membership completed.

Section 2 No vote or application for membership is necessary.

Section 3 **Dues/ Sponsorships**

- a. The fee for membership in the Munford High School Band Boosters shall be determined annually at the general membership meeting by March.
- b. Sponsorship/Membership shall be as follows: Platinum, Gold, Silver and Family. Fees for these sponsorships shall be determined in May. Corporate and personal sponsors are welcomed and encouraged. Corporate sponsorships shall be limited to one business per sponsorship fee.
- c. Membership shall be in effect from July 1 through June 30 of each year, with all memberships expiring on June 30th

Section 4 **Membership Cards/Certificates**

- a. A membership card will be issued to each Booster member upon receipt of membership dues.
- b. Sponsors will be issued a membership certificate/letter upon receipt of appropriate sponsorship fee.

Section 5 Voting privileges will be limited to members in good standing of the Munford High School Band Boosters, one vote per member.

**ARTICLE V MEETINGS:**

Section 1 The Boosters shall have a general meeting of the membership on the second Monday of each month at 7 P.M. or as directed by the Executive Committee.

Section 2           The President or Directors may call a special meeting, upon reasonable notification of the members, for other than the scheduled monthly meeting date.

**ARTICLE VI                   MOTIONS, VOTING AND QUARUM:**

Section 1           The privileges of making motions and voting shall be open to all members who are in good standing.

Section 2           Members present at a general or special meeting shall constitute a quorum for the transactions of business at such meeting.

**ARTICLE VII                 RULES OF ORDER:**

Section 1           Robert’s Rules of Order shall govern the deliberation of the organization.

**ARTICLE VIII               STANDING COMMITTEES:**

Section 1           Standing Committee Chairpersons and Committee Members.

- a. Committee Chairpersons must be members in good standing, who are appointed by the President and approved by the Executive Committee. Appointments shall be made within the first month of the President’s term of office.
- b. Standing Committee members are to be selected from volunteers by the Standing Committee Chairperson.
- c. Committee Chairperson Vacancies must be filled and the general membership notified at the first meeting following the vacancy.
- d. Standing Committee members may serve on multiple standing committees.

Section 2           The following Standing Committees shall be established with a Chairperson. The Chairperson shall actively recruit sufficient committee members to accomplish assigned tasks, preside at committee gatherings, direct the efforts of the committee, keep the MHSBB President and members apprised of all efforts and potential problems and present committee findings and proposals at MHSBB general meetings.

Committee Chairperson Minimum Requirements				
Committee	Active	Alumni	Associate	Special Requirement
Chaperone	☑			Minimum of one year as active chaperone.
Concessions	☑			
Color Guard	☑			
Uniform	☑	☑	☑	
Publicity	☑	☑	☑	
Communication	☑	☑		
Fundraising	☑			
Membership and Sponsorship	☑			
Equipment	☑	☑	☑	
Merchandising	☑			
Hydration	☑	☑	☑	

\* A background check through the TCBOE may be required upon request of the band director for any chairperson or committee member who is in daily contact with students.\*

The duties for each of the Standing Committees are listed in the Standard Operating Procedures document. The executive committee will review the duties annually and present changes to the membership by the April General Membership Meeting. The executive committee may make necessary changes during the fiscal year to the committee's duties for the purpose of organizational safety and security. The membership will have the ability to veto any changes. **Amendments or revisions to S.O.P become effective immediately upon approval of the membership.**

Additional committees and committee chairpersons may be established by the Munford High School Band Booster President with the approval of the Executive Committee on an as needed basis. These committees will be disestablished upon completion of assigned task.

**ARTICLE IX**

**EXECUTIVE COMMITTEE**

- Section 1 An Executive Committee is hereby established to facilitate the conducting of Munford High School Band Booster business and directing the operation of the organization. The members of the Executive Committee shall be:
  - a. Elected Officers of the Munford High School Band Boosters, Inc.
  - b. Munford High School Band Director(s).
  - c. Parliamentarian (non-voting member).
  - d. Chairpersons of standing committees, upon request by Executive Committee (non-voting member).
- Section 2 The Executive Committee shall recommend actions to be taken into consideration by the general membership.
- Section 3 The Executive Committee as described in Sections 1.a. and 1.b. of this article shall approve/disapprove Committee Chairperson Nominations.

**ARTICLE X**

**OFFICERS:**

- Section 1 The elected officers of the Munford High School Band Boosters shall be President, Vice President, Secretary, Treasurer and Co- Treasurer. All officers shall be “**Active**” members in good standing.
- Section 2 Terms of office shall be one year or part thereof in the case of one elected to fill a vacancy. Munford High School Band Boosters Officers shall not hold a Committee Chair, with the exception of the Chaperone Standing Committee Chair, without approval of the Band Director(s) and Executive Committee. An individual may be nominated for the same office or another office in a following year. No individual shall hold the same office for more than two consecutive years. In order to remove a duly elected officer from office before the end of the elected term, a two-thirds majority vote of the members present at a general or special meeting will be required. In the event the President is removed from office the Vice President shall assume the responsibilities of the President as set forth in Article XI below.
- Section 3 Elections for officers will be held at the scheduled meeting in May.
  - a. Nominations will be accepted from the floor and voted upon by the Munford High School Band Booster members present.
  - b. Election will be by simple majority vote of the members present. Munford High School Band Booster membership must be verified at the time of the vote.

(1) Voting will be by secret ballot.

- c. The installation of new officers will be held at the next general meeting.
- d. Vacancies in office shall be filled by a simple majority vote of members present at the next general meeting following vacancy, with nominations coming from the floor.

**ARTICLE XI**

**OFFICERS' DUTIES:**

Section 1

**The Munford High School Band Booster President** shall preside at all meetings of the Munford High School Band Boosters and accompany the Band Directors to meetings, as the Band Directors deem necessary. The President must have actively served as an Active member in good standing for at least one year to be eligible for office. The President shall represent the Munford High School Band Boosters at times when a representative is necessary, or may delegate this function to an active Munford High School Band Booster member. By virtue of this office, they may be a member of any or all committees. Each Committee Chairperson or representative of a committee and all elected officers of the Munford High School Band Boosters will report to the President the activities, findings and decisions of their committee/areas of responsibilities or accountability. The President shall be responsible for ensuring that all provisions of this document are enforced. In the event of transfer or resignation of the President, the Vice President shall be elected from the floor. Should the Vice President be unwilling or unable to accept the office of President, a Pro-Tem Chair will be selected as in accordance with Robert's Rules of Order. The secretary will call the meeting to order, and the assembly should immediately elect a Pro-Term chair. A motion to declare the chair vacant is presented to the assembly by the secretary. The President Pro-Tem is to accept nominations for the office of President from the floor to be voted on at the next regular general meeting. The Pro-Tem Chair is to conduct the remainder of the session as normal. The Pro-Tem Chair will preside over the next regular meeting until a new President is elected. Notification shall be sent to members, at least seven days prior to the voting meeting, of a special election stating the position(s) vacant.

Section 2

**The Munford High School Band Boosters Vice President** shall be in charge of ways and means, shall assist Standing Committee Chairpersons to investigate new projects and shall perform the duties of the President in the President's absence. The Vice President will also be responsible for maintaining a list of all Munford High School Band Booster acquired equipment. The Vice President shall also maintain the appropriate legal records for the Munford High School Band Boosters status as a not-for-profit organization. The Vice President will be responsible for obtaining a monthly inventory report from each committee chair.

Section 3        **The Munford High School Band Boosters Secretary** shall maintain the By-laws, minutes of all Munford High School Band Boosters and Executive Committee meetings, and copies of all correspondence, also providing a copy of the minutes of each meeting to members of the Executive Committee and the school Principal within one week. A list of all current members and sponsors, provided by the Membership Committee Chairperson shall be kept in the permanent account of the Munford High School Band Booster Historical Record. Additionally, the Secretary shall obtain a roster of attendees at each general meeting. This roster will become an attachment to the minutes. The Secretary shall also ensure that the Historical Record of the Munford High School Band Boosters is maintained and available at all meetings.

Section 4        **The Munford High School Band Boosters Treasurer** shall receive all monies of the organization OR and shall pay out expenditures only as authorized by the Munford High School Band Boosters, including necessary expenditures for the conduct of fund raising projects and Munford High School Band Booster operation and shall share all duties with the Co-Treasurer to ensure accurate record keeping. The Treasurer shall keep an accurate record of all receipts and expenditures. The Treasurer or Co-Treasurer shall collect all monies immediately upon completion of each event for deposit into the MHSBB account on the next banking business day. The Treasurer shall present a current written statement of accounts at each meeting, to include the status of all previously obligated funds, to become a part of the minutes. The Treasure shall keep an accurate record of all receipts and expenditures. The Treasure/Co-Treasurer will be responsible for collecting all receipts and invoices from all Standing Committee Chairs monthly.

Section 5        **The Munford High School Band Boosters Co-Treasurer** shall receive all monies of the organization OR and shall pay out the expenditures only as authorized by the Munford High School Band Boosters, including necessary expenditures for the conduct of fund raising projects and Munford High School Band Booster operation and shall share in all the duties of the Treasurer to ensure accurate record keeping. This position is designed to provide a means of checks and balances in recording and verifying financial matters. For purposes of propriety, the Munford High School Band Boosters Co-Treasurer may not have outside affiliation with the Treasurer. Determination of outside affiliation will be decided by the Band Director and outgoing President.

**ARTICLE XII**

**THE MUNFORD HIGH SCHOOL BAND BOOSTERS PARLIAMENTARIAN:**

Section 1        The Munford High School Band Boosters Parliamentarian shall be appointed by the Munford High School Band Boosters President, subject to the approval of

the Executive Committee, to advise the President and members of procedures when requested. Duties will include:

- a. Interpret the by-laws, standing rules and adopt parliamentary authority when requested.
- b. Process all amendments and standing rules in accordance with the by-laws and standing rules of the Munford High School Band Boosters.

**ARTICLE XIII**

**BUSINESS PLAN:**

- Section 1 A business plan shall be developed after the January General Membership meeting by the Ad-Hoc Budget Committee. The Ad-Hoc Budget Committee shall consist of the current year's officers, band director and at least two members at large in good standing. The current officers shall provide a yearly business plan to the membership in March for the following fiscal year. This plan shall contain any planned expenses such as, but not limited to, Band Camp costs, potential trip expenditures, instrument and uniform requirements, and transportation needs. The Business Plan shall also include any major fund raising activities for the year.
- Section 2 Any expenditure, which is not covered under a specific Article of these by-laws, shall require a two-thirds approval of the members present at a general or special business meeting of the Munford High School Band Boosters.
- Section 3 Any emergency expenditure, including to replace or repair existing equipment or assets that have been damaged, broken or stolen, not to exceed \$750.00, may be approved by the Executive Committee. Notification of such expenditures must be presented at the next general meeting of the Munford High School Band Boosters.

**ARTICLE XIV**

**MONEY:**

- Section 1 All monies obtained from projects or functions involving the Boosters will be deposited in the Munford High School Band Booster account in a bank. Checks will be written to cover all expenditures with Sections 2a & b of this article being the only exceptions.
- Section 2 All checks issued by the Munford High School Band Boosters will be signed by two of the five persons: Treasurer, Co-Treasurer, President, Vice President, or Secretary. The Treasurer and Co-Treasurer may not sign the same check. Except under extenuating circumstances, the Treasurer or Co-Treasurer will be one of the signatures on every check. For purposes of propriety, the co-signers may not have outside affiliation with one another. All checks must have a receipt, invoice or purchase order.



- a. Debit/Credit cards drawn on MHSBB, Inc. account shall be issued to the following: Elected Officers to facilitate approved and emergency expenditures.
- b. The concessions chairperson will be issued a debit/credit card annually to aid in the execution of the duties of the position as detailed in Article VIII, Section 2b of the MHSBB, Inc. bylaws. Each transaction shall be limited to \$1000.00.
- c. All bank transactions shall be turned into the Treasurer/Co-Treasurer on a weekly basis accompanied by an itemized receipt detailing each transaction.

Section 3 An audit of Munford High School Band Booster funds shall be conducted every 12 months, normally in May of each year, or upon request of a majority of the members present at a general meeting. The requested audit will be conducted by the full Executive Committee, with findings presented at a general meeting and made a permanent part of the Munford High School Band Booster Historical Record. The Munford High School Band Boosters Treasurer and Co-Treasurer and Band Director(s) shall be present at said audit. The incoming elected officers must be included.

Section 4 In the event a check for any payment to the band is returned by the bank without payment due to insufficient funds, account closed, or other reasons which results in a bank charge to the band account, a charge of \$25.00 will be imposed. Upon a third returned check fee incurred due to the same student/sibling account, from the same household, all future payments from that household for that student/sibling must be made by cash, money order or credit card.

Section 5 In the event a student, and siblings thereof, that have a remaining balance due from the previous year, the following actions will take place:

- a. Distribution of debt list will only be to the Elected Officers, Band Directors and the Munford High School Administration. Officers may elect to share total number of students on the debt list or total amount owed with Committee Chairs for the purpose of fulfilling assigned tasks. At NO time shall a list of student names and amount owed by individual students be released to anyone other than Elected Officers, Band Directors, and the Munford High School Administration.
- b. The Board of Directors will work with the Munford High School Principal to devise a plan to collect funds listed on the debt list throughout the school year.

- c. The membership will be informed of the plan for collecting the funds and any changes agreed upon at the next general membership meeting.

Any student on the debt list will not be permitted to participate in any MHSBB sponsored event or trip.

- Section 6 Fundraising money accrued in a band member's account may only be used to pay for band fees or trip fees.
- Section 7 Munford High School Band Boosters will maintain a separate fund for the sole purpose of replacing major Munford High School Band uniform components (i.e. Tunics, Trousers and Hats). It will not be used to fund uniform maintenance items (i.e. buttons, braids, buckles, belts, plumes, chin straps, etc.) or Color Guard Uniforms. In addition to any contributions specifically designated for this purpose, the Munford High School Band Boosters will make an annual contribution to this fund on a per capita basis (based on the official enrollment in the Munford High School Band class on October 1st each year.) The monies will be transferred from the General Operating Fund to the Non-discretionary Uniform Replacement Fund no later than April 1st. The per capita amount will be recommended to the General Membership by the Munford High School Band Booster Ad hoc Fee Committee that sets the fees in the spring for the following fiscal year. The general membership will authorize and approve the amount annually at the April band booster meeting.
- Section 8 Credit/ Debit cards are acceptable forms of payment for band fees. The booster organization shall add the current market processing fee/cost to each credit card/ debit transaction.

**ARTICLE XV REVISION AND/OR AMENDMENT OF BY-LAWS:**

- Section 1 These By-laws may be amended or revised at a general business meeting by a two-thirds affirmative vote of the members present, providing the proposed amendment or revision had been presented in writing. Changes must be read and opened for discussion at three consecutive general business meetings, and voted on after the third reading as required according to Robert's Rules of Order. A correspondence shall be sent through the communication committee to all voting members no less than 7 days prior to the meeting to inform members of a vote for a proposed change to the by-laws. Such writing is to be attached to the minutes of each meeting.
- Section 2 Amendments or revisions to these By-laws shall become effective immediately upon approval.

Section 3

An ad-hoc committee will be appointed to review Munford High School Band Booster by-laws annually. The findings of said committee will be presented by April to the Munford High School Band Boosters Executive Committee with the Band Directors present. Once the Executive Committee reviews and accepts the findings of the By-laws Committee, the recommendations for changes or acceptance as written will be made to the general membership.