

MUNFORD BAND BOOSTERS BY-LAWS

Amended March 2023

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 fiscal year, as contained in this document, shall be defined as July 1 through June 30

ARTICLE IV

MEMBERSHIP:

Section 1

Membership in the MHSBB 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 MHSBB and having up-to-date dues as prescribed hereinafter.

Good Standing – Defined as a member who 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**

- a. The fee for membership in the MHSBB shall be determined annually at the general membership meeting by March.
- b. Membership shall be in effect from June 1 through May 31 of each year, with all memberships expiring on May 31st.

Section 4 **Membership Cards**

- a. A membership card will be issued to each MHSBB member upon receipt of membership dues.
- b. Section 5 Voting privileges will be limited to members in good standing of the MHSBB, 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 QUORUM:

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, 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	✓			
Website	✓	✓		
Fundraising	✓			
Sponsorship	✓			
Equipment	✓	✓		
Merchandising	✓			
Hydration	✓			
Volunteer Coordinator	✓	✓	✓	
Audio and Visual	✓	✓		
Medical	✓			

* All Committee Chairs require a background check through the Tipton County School Board.*

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 MHSBB President with the approval of the Executive Committee on an as needed basis. These committees will be disestablished upon completion of assigned tasks.

ARTICLE IX

EXECUTIVE COMMITTEE

- Section 1 An Executive Committee is hereby established to facilitate the conducting of MHSBB 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. Middle School Liaison (non-voting member).
 - e. 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 Section 1 of this article shall approve/disapprove Committee Chairperson nominations.
- Section 4 Elected Officers and Committee Chairpersons may not be compensated by the Munford High School Band Boosters for services rendered to the Munford High School Band Boosters but may be reimbursed for expenses incurred in rendering those services.

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. MHSBB 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 the following year. No individual shall hold the same office for more than two consecutive years unless there are exceptional circumstances that require an elected officer on his/her second consecutive term to run for only one additional term, upon the recommendation initiated by the Band Director. The Executive Committee may consider the circumstances, and if warranted, notify and submit the proposal to the voting members. A membership vote of two-thirds shall be required for approval of an additional term. All officers must be “**Active**” members in good standing as defined in Article IV Section 1. or appointed by the Band Director. 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 MHSBB members present.
- b. Election will be by simple majority vote of the members present. MHSBB membership must be verified at the time of the vote.
 - (1) Voting will be by secret ballot; however, when there is only one candidate for an office, the secretary shall declare the nominee elected by acclamation.
- c. The installation of new officers will be held at the next general meeting.
- d. Vacancy 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 MHSBB 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 MHSBB at times when a representative is necessary or may delegate this function to an active MHSBB 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 MHSBB 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-Tem 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 MHSBB 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 must have actively served as an Active member in good standing for at least one year to be eligible for office. The Vice President will also be responsible for maintaining a list of all MHSBB acquired equipment. The Vice President shall also maintain the appropriate legal records for the MHSBB status as a non-profit organization. The Vice President will be responsible for obtaining a monthly inventory report from each committee chair.
- Section 3 **The MHSBB Secretary** shall maintain the By-laws, minutes of all MHSBB 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. The Secretary must have actively served as an Active member in good standing for at least one year to be eligible for office. A list of all current members and sponsors, provided by the Membership Committee Chairperson shall be kept in the permanent account of the MHSBB 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 MHSBB is maintained and available at all meetings.
- Section 4 **The MHSBB Treasurer** shall receive all monies of the organization and/or shall pay out expenditures only as authorized by the MHSBB, including necessary expenditures for the conduct of fundraising projects and MHSBB operation and shall share all duties with the Co-Treasurer to ensure accurate record keeping. The Treasurer must have actively served as an Active member in good standing for at least one year to be eligible for office. 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 within two banking business days. 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 Treasurer shall keep an accurate record of all receipts and expenditures. The Treasurer/Co-Treasurer will be responsible for collecting all receipts and invoices from all Standing Committee Chairs monthly.
- Section 5 **The MHSBB Co-Treasurer** shall receive all monies of the organization and/or shall pay out the expenditures only as authorized by the MHSBB, including necessary expenditures for the conduct of fundraising

projects and MHSBB operation and shall share in all the duties of the Treasurer to ensure accurate record keeping. The Co-Treasurer must have actively served as an Active member in good standing for at least one year to be eligible for office. This position is designed to provide a means of checks and balances in recording and verifying financial matters. For purposes of propriety, the MHSBB 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 Appointed Positions

Section 1 **The MHSBB Parliamentarian** shall advise the President and Executive Committee 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 MHSBB.

Section 2 **The MHSBB Middle School Liaison** shall represent the needs of the middle school band membership and communicate current band activities to middle school families in order to assist with the transition to high school. The Middle School Liaison shall assist the middle school director(s) in other areas as requested.

Section 3 The MHSBB Parliamentarian and MHSBB Middle School Liaison shall be appointed by the MHSBB President subject to the approval of the Executive Committee.

ARTICLE XIII BUSINESS PLAN:

Section 1 A business plan shall be developed before 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 by 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, instruments, uniform requirements, and transportation needs. The business plan shall also include any major fundraising activities for the year.

Section 3 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 MHSBB.

Section 2 Any nonbudgeted expenditure, including to replace or repair existing equipment or assets that have been damaged, broken or stolen, not to exceed \$1000.00, may be approved by the Executive Committee. Notification of such expenditures must be presented at the next general meeting of the MHSBB.

ARTICLE XIV

MONEY:

Section 1 All monies obtained from projects or functions involving the Boosters will be deposited in the MHSBB bank account. Checks will be written to cover all expenditures with Sections 2.a. and 2.b. of this article being the only exceptions.

Section 2 All checks issued by the MHSBB 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 account shall be issued to the following: Elected Officers to facilitate approved and emergency expenditures.
- b. The Concessions and Equipment Chairperson will be issued debit card(s) annually to aid in the execution of the duties of the position as detailed in Article VIII, Section 1.b. of the MHSBB, Inc. bylaws. Each transaction shall be limited to \$1000.00
- c. The account used for the debit cards for Concessions and Equipment Committee Chairs shall be funded by an expense account that is separate from the main checking account. Expense account shall not have a balance that exceeds \$3,000.00.
- d. All bank transactions shall be turned into the Treasurer on a weekly basis accompanied by an itemized receipt detailing each transaction.

Section 3 An internal audit of MHSBB funds shall be conducted every 12 months, normally in June 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, not including the Treasurer, Co-Treasurer and Band Director, with findings presented at a general meeting and made a permanent part of the MMHSB Historical Record. The MHSBB Treasurer, Co-Treasurer, Band Director(s), and incoming elected officers shall be present at said audit.

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 only.

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

- a. Distribution of the debt list will only be the Elected Officers, Band directors, and the Munford High School Administration. Officers may elect to share the total number of students on the debit list with Elected Officers for the purpose of fulfilling assigned tasks. At NO time shall a list of student names or amount owed by individual students be released to anyone other than Elected Officers, Band Directors, and the Munford High Scholl Administration.
- b. The Elected Officers 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. Any student on the debt list may not be permitted to participate in any MHSBB sponsored event or trip.

Section ~~5~~ ~~the band.~~

Section 6 MHSBB will maintain a separate fund for the sole purpose of a major replacement of 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 MHSBB will make a monthly contribution to this fund. The monthly amount will be recommended to the General Membership by the MHSBB Ad-Hoc Budget Committee that sets the fees in the spring for the following fiscal year. The general membership will authorize and approve the amount annually when the new fiscal year budget is proposed.

Section 7 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.

Section 8 Under extenuating circumstances the **Elected Officers** may use monies allocated to the Uniform Savings account as an emergency funding source to offset organizational operating costs. Extenuating circumstances are exceptional

situations that adversely impact approved budget expenditures. The approval of this action, along with the amount of monies to be used, must be authorized by the Band Director and pass via motion to use by a majority vote of members who are in good standing and present at a general or special meeting.

Section 9 At the end of the fiscal year, any monies remaining in a student's account will rollover to the following year. Graduating students may elect to transfer their remaining funds to either another student or to the MHSBB general account.

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 two consecutive general business meetings and voted on after the second 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 MHSBB by-laws annually. The findings of said committee will be presented by April to the MHSBB 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.