

Longleaf Band Booster Club

By-Laws

Article I **NAME**

This organization shall be known as the Longleaf Band Booster Club.

Article II **MISSION**

The mission of the Longleaf Band Booster Club shall be to support the activities of and promote interest in the Longleaf Middle School Band Program, as well as to render financial support to the band. The group shall operate within the laws of a true non-profit organization in that no part of its earnings shall be used to the benefit of an individual or group of individuals. All financial distributions shall be made for the furtherance of one or more of the purposes above.

Article III **MEMBERSHIP**

Section 1: Parents and guardians of band members shall be active members of the Longleaf Booster Club.

Section 2: Only active members shall be entitled to vote and hold office.

Section 3: The Band Director shall serve as ex-officio member of all committees with no voting privilege.

Section 4: Provisions for Associate and Corporate memberships may also be established. These members will be allowed to attend meetings, participate in projects, but will not be eligible to hold office or have voting privileges.

Any membership dues and/or benefits may be established at the discretion of the membership.

Article IV **COMMITTEES**

Section 1: A Ways and Means Committee shall be established. It shall be responsible for formulating and carrying out, with the assistance of the membership, any fundraising projects or activities that are needed to support the band throughout the year. The Ways and Means Committee shall consist of a Chairman and members of the Boosters. The committee shall hold meetings at the discretion of the Chairperson.

Section 2: A Communication Committee shall be established. It shall be the duty of this committee to contact the members of the Boosters and remind them of meetings, solicit help

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for fundraising projects, etc. The Communication Committee shall consist of a Chairman and members of the Boosters.

Section 3: A Logistics Committee shall coordinate and provide chaperones, snacks, etc and assist the band program in all non-financial endeavors.

Section 4: A Public Relations/Newsletter Committee shall provide information about band and booster activities. This information is provided internally and externally in the form of newsletters, news releases and other appropriate means. There shall be a minimum of two newsletters per year.

Article V

MEETINGS

Section 1: Meetings shall be held on the third Thursday of each month, except June and July. Special meetings may be called by the President. The membership will be notified at least two (2) days prior to the meeting by the Communications Committee.

Section 2: The annual election of offices shall be held at the band banquet in May.

Section 3: The annual budget will be presented at the May meeting for approval by the boosters.

Article VI

OFFICERS

Section 1: The Executive Board shall consist of elected officials. This will be the governing board of the Booster club.

Section 2: The elected officers of this organization shall consist of President, Vice-President, Secretary, and Treasurer. Officers shall hold office for one year or until a successor is elected or appointed, under the provisions of the Constitution.

Section 3: Each officers shall be active member with no outstanding previous school's year debt to the Longleaf Middle School Booster Club.

Section 4: Officers shall be elected as provided in Article VIII. They shall officially take office at the beginning of the August meeting.

Section 5: If any officer or Committee Chairperson is unable to, or fails to fulfill his or her duty, it becomes the duty of the Executive Board to recommend replacing that individual by a vote of the Boosters at the next meeting.

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Article VII **DUTIES OF THE OFFICERS**

Section 1: It shall be the duty of the President to preside over all meetings of the Longleaf Band Boosters and be an ex-officio of all committees. The President may call special meetings when deemed necessary, appoint committees or officers not otherwise provided for. The President shall promote the growth of the organization and shall impartially enforce the Constitution and By-Laws and see that all officers and committees perform their duties.

Section 2: In the absence of the President, the duties shall be performed by the Vice-President, who in such event shall exercise any of the above powers of the President.

Section 3: The Secretary shall keep a full and accurate account of the proceedings of all Booster Club and Executive Board meetings. The Secretary, with the aid of the Presidents, shall carry on all correspondence for the club and give notice of special meetings. The notes shall be presented at each regularly scheduled meeting.

Section 4: The Treasurer shall keep a full and accurate account of the receipts and disbursements of the club and shall deposit all monies in the official depository. This person shall keep records of all monies received and expended, as related to the general fund account. A report of the financial status of the club shall be presented at regularly scheduled meetings, as well as upon request.

Article VIII **NOMINATION AND ELECTION OF OFFICERS**

Section 1: At a regular meeting of the Band Boosters in April, nominations are to be made by Booster members either verbally or in writing.

Section 2: A list of nominees shall be presented to the Band Boosters for vote at the annual band banquet in May. The nominees receiving the majority votes will be elected and introduced at this same annual band banquet.

Article IX **BUDGET**

Section 1: The Executive Board will submit a proposed budget at the fall meeting for approval. The budget shall be for a one year period which will run from the date of the budget's passage.

Section 2: Expenditures exceeding budgeted amounts must be approved by the Executive Board. The expenditure of funds may not be committed without the approval of the Executive Board. The President of the club has discretionary power in the expenditure of up

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to \$100.00 per budget line of the funds allocated to the operations of the club. Any amount in the excess of this limited must be approved by the Executive Board prior to the expense being incurred.

Article X

RULES OF ORDER

Section 1: Newly revised Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.

Article XI

AMENDMENT

Section 1: Any amendment to these By-Laws may be adopted by a two-thirds vote of the members present at a regular meeting, provided written notice of the proposed amendment was present to the members at the previous meeting.

Article XII

ORDER OF BUSINESS

Section 1: At a regular meeting, the order of business shall be as follows:

- a. Call to order by the President
- b. Reading of recorded minutes of preceding meeting
- c. Report of officers and committees
- d. Old business
- e. New business
- f. Discussion period
- g. Adjournment

Article XIII

CLUB DISSOLUTION

Section 1: If this club should disband at any time, the monies in the treasury at that time shall be assigned by the Executive Board of the Longleaf Band Boosters to the band account.

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