

CONSTITUTION AND BY-LAWS OF THE STAFFORD BAND BOOSTER CLUB

SECTION I – CONSTITUTION

Article 1 – Name

The name of this club shall be The Stafford Band Booster Club (hereinafter referred to as The Club).

Article 2 – Purpose

PART A: The purpose of this club shall be to fully cooperate with the Board of Education, the School Administration, and the Band Directors in furthering the interests and activities of this organization. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

PART B: The club shall furnish personnel to assist in operational, social, and fund-raising activities of the Band, at the request of the Band Directors.

Article 3 – Membership

PART A: The membership of this club shall consist of people interested in supporting the Stafford Bands.

PART B: Voting Rights: Each member in good standing shall be entitled to one vote on each matter submitted to the vote of the members.

Article 4 – Officers

The elected officers of this club shall be a President, a Vice President, a Secretary, and a Treasurer.

SECTION II – BY-LAWS

Article 1 – Duties of Officers

President

The President is the chief officer of the Band Boosters and provides leadership for the organization. The President shall serve as the representative of the organization and act as liaison between the organization and the Band directors. The President shall maintain a yearly log of his/her activities and create an Operations Manual based on that log in order to assist a

succeeding or replacement President. If an Operations Manual exists, the President shall ensure that the Manual is kept up-to-date and accurately reflects his/her actual activities. The outgoing President shall surrender everything associated with this office to the incoming President. The President shall preside at all meetings of the organization and of the Executive Board; shall perform such duties as prescribed in these bylaws or assigned by the organization or by the Executive Board and shall coordinate the work of the officers and committees of the organization. The President may appoint additional committees with the approval of the Executive Board. The President shall appoint the chairpersons of all committees.

Vice President

The Vice President shall assist the President in overseeing the functioning of the Standing Committees in association with the High School Band and other duties assigned by the President. The Vice President will be a co-signer on the checking account, and work closely with the President and Treasurer in keeping Checks and Balances. The Vice President will keep a record of any assignments given to them by the Executive Board. The outgoing Vice President shall surrender everything associated with this office to the incoming Vice President. The Vice President will perform such duties as prescribed in these bylaws or assigned by the organization or by the Executive Board.

Secretary

The Secretary shall record the minutes of all meetings of the organization and of the Executive Board. The Secretary shall conduct general correspondence of this organization. The Secretary shall maintain a yearly log to be consisted of: minutes, agendas, monthly budget reports, notes and bylaws as well as any other record of duties assigned by The Club. The Secretary shall develop and maintain a current roster of all members of the organization. These rosters will include the email address, and phone number of each person listed. The Secretary will maintain any social media sites, check the booster email, and coordinate chaperones for football/competition trips. The outgoing Secretary shall surrender everything associated with this office to the incoming Secretary. The Secretary shall perform other duties as may be prescribed in these bylaws or as assigned to him/her by the President or Club.

Treasurer

The Treasurer shall have charge of all funds belonging to this organization; shall collect and keep a full account of all monies of this organization; shall maintain current true and accurate financial records with full and correct entries made with respect to all financial transactions of the organization, including all income and expenditures, in accordance with general accepted accounting practices; shall pay out funds in accordance with the approved budget adopted by the organization; and shall make disbursements as authorized by the President, Executive Board, or organization. The Treasurer will complete and submit all necessary forms for

fundraisers and any other duties the President assigns. The Treasurer shall submit a written financial statement at each meeting of the organization. Upon expiration of the term, the Treasurer shall deliver all monies and properties of the office to the successor.

Executive Committee

The Executive committee shall consist of the officers of The Club, the chairpersons of committees, and the Band Directors. Its duties shall be to transact necessary club business between regular membership meetings and such other business as may be referred to it by The Club. Reports on actions of the Executive committee shall be presented at regular membership meetings.

Article 2 – Dues

Annual membership dues will be for the school year commencing on September 1 and ending on August 31 of the following year. A member is considered to be in good standing upon payment of annual membership dues. Annual membership will be a minimum of \$10 per school year, per person.

Article 3 – Election of Officers

Part A: An election of officers shall be held at the regular meeting of the school year. Officers shall be elected for a period of one year.

Part B: Booster members can nominate themselves or another booster member for a board position during the election process. If a member nominates someone else that person must be present, a booster member in good standing and accept the nomination. After nominations for each position are heard, the nominees shall leave the room. The remaining boosters will vote on the nominees by show of hands. The nominees with the most votes will win. In the event of a tie a second vote will be held. If, after the second vote, there is still a tie the President shall break the tie with an extra vote.

Part C: The newly elected officers will take over immediately with the exception of the Treasurer. The current Treasurer and the newly elected Treasurer will collaborate from the date the election was held until July 31. This is to ensure a smooth transition of all financial matters to the newly elected Treasurer.

Article 4 – Meetings

PART A: All Board meetings will be decided on by the President and Band Director by the first annual meeting in August of each year. Additional meeting may be called by the Booster President.

- PART B: Special meetings may be called officially by the President.
- PART C: A quorum of the membership shall be constituted by the members present at a stated or called meeting.
Four voting members constitute an Executive Committee meeting quorum with the exception of Co-Chair members.
- PART D: If an officer misses more than two (2) consecutive meetings without a just cause that officer can be replaced at the third missed meeting by a vote of the membership.
- PART E: All meetings will be held at the Stafford Middle/High School Band Hall.
- PART F: Committee meetings get previous approval as well as ensure a Board Member will be present.

Article 5 – Amendments

Amendments to the Constitution may be made at any Executive meeting and then presented and voted on at a General Meeting.

Article 6 – Filling Vacancies of Office

PART A: In the event that the office of the president is vacated for any cause, the Vice President shall thereupon become President of this club for the remainder of the term in which such vacancy occurs. He shall promptly assume said title and all duties of the President and there shall be no necessity for action on the part of the membership other than the recording of such occurrence in the minutes of the next regular meeting.

PART B: Should a vacancy occur for any reason in any elective office other than that of President, the President shall have the power and shall forthwith fill such vacancy by appointment, and the person so appointed to said vacated office shall promptly assume the title and duties of said office and hold the same of the remainder of the term in which such vacancy occurs. Such action shall be read into the minutes of the next regular meeting.

Article 7 – Statement of Policies by the Instrumental Music Department

Any and all equipment purchased by The Club or donated by The Club or individual will become the property of the local school and school district.

Article 8 – Scholarship Committee

A Scholarship Committee will be appointed annually by the President and is to be comprised of a 4-5 person panel; one must be a Board member and the other a Band Director. The other 2-3 will be from the Club at large as long as they do not have a graduating senior.

Additional scholarships or money may be given based on the end of the year financial report and voted on by the Members of the Scholarship Committee. The Scholarship Committee has the discretion to award additional scholarships provided there are extra funds available per the Treasurer's approval, not to exceed \$500.

Scholarships will be awarded by The Club annually allowed by budget will be given as follows:

- 1 - \$1,000 award for music major at a college or university level with band participation
- 1 - \$500 award for music participation at a college or university level
- 2 - \$500 awards for non music participation at a college or university level
- 6 - \$250 awards for participation in the band program at Stafford

The scholarship will be awarded upon proof of registration in a college and /or band program and will be used toward tuition, fees and books.

Criteria for eligibility to apply for these scholarships are as follows:

1. Band students with senior status and will be awarded as stated above.
2. Completed application form.
3. A recommendation letter from the band director
4. A recommendation letter from one teacher of your choice, written by the teacher, not the student.
5. Complete the Stafford Band Participation Form to be signed by a Stafford Band Director.
6. An essay from the student stating their educational goals, reasons for applying for the scholarship, the meaning of the years in band and any other pertinent information to this scholarship.
7. One copy of the student's transcript.

Recipients of a band scholarship in the amount not to exceed \$250 will be given a check issued by the Booster Club on the date the scholarship is awarded.

Recipients of a band scholarship have until December 31st of the year they were awarded the scholarship to show proof of enrollment in a college and/or band program to receive their awarded scholarship. Failure to do so will forfeit said scholarship

Article 9 – Dissolution

The Club may be dissolved by the same process as amending the by-laws. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. The remaining balance may be given to the band as long as the funds are used for exempt purposes such as band supplies and scholarships.

Article 10- Voting

1. An email vote by the Executive Board must have at least a total of 4 votes with the exception of Co-Chair Members. (President, Vice President, Treasurer and Secretary).
2. Any Executive vote by email must be printed and kept on file by the Secretary as well as reported at the next General Meeting.

Article 11- Fundraising

Selling Protocol

Part A. Two paying Booster Members in good standing must be present to count monies before and after a fundraising event. Two paying Booster Members in good standing must be present at all times during the event.

Part B. All fundraising monies, inventory and proper signed paperwork must be delivered within 24 hours at the end of a fundraising event.

Part C. If an Executive Board member can not meet with the Treasurer a scanned signature sheet must be sent via email within 24 hours. The Executive Board member has 2 days from the day of a fundraising event to deposit money collected.

Article 12- Committees

PART A. Committee Appointees: Standing Committees and Chairpersons shall be determined by the Executive Board for each Calendar Year.

PART B. Special Committees: Special Committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization as needed and without amendment to the bylaws. Special Committee Chairpersons report to the designated Executive Board member at the monthly general meetings or as requested by the Executive Board. Special Committee chairpersons carry out a specified task. Once the task is complete and a final report is presented then the committee ceases to exist.

PART C.

Standing Committees:

The Officers and Band Director shall appoint the chairpersons of the following standing committees:

- (a) Father/Daughter Dance
Coordinate decorations, food, music, chaperones, photography, corsages/
boutonnieres, etc.
- (b) BBQ Fund Raiser
Coordinate tickets, sales, money collection, etc.
- (c) Chaperones
Coordinate back ground check, email reminders, bus assignment (provided by
Director of Bands)
- (d) July Celebration Booth
Coordinate reservation of booth and items to be sold, purchase/pick up of items,
decorations, volunteers, etc.
- (e) Senior Parent Night
Coordinate purchase list, number of seniors (provided by Director of Bands),
volunteers, etc.
- (f) High School Open House table
Coordinate date/location, volunteers, etc.
- (g) Publicity
Coordinate dates/times, upcoming events, etc.
- (h) Scholarship
Coordinate volunteers, meeting location, date and time, payments to colleges or
student, recipients list to Director of Bands.
- (i) Social
Coordinate posting/texting upcoming events, meeting and reminders given by the
Committee Chairperson, Executive Board or Director of Bands.
- (j) Spirit/Morale
Coordinate vendor, product, pricing, distribution, volunteers, etc.

Article 13-Yearly Expenses

1. Water for the Band
2. Security for Band concerts and dance
3. Pool Party (pizza, water and lifeguards)
4. Band Beau & Sweetheart Homecoming mum/garter and sashes
5. Father/Daughter Dance supplies---corsage/boutonniere, paper for flyers, refreshments
6. July 4th Parade (pizza and water)
7. BBQ food---chicken leg quarters, sausage links, potato salad, beans, Styrofoam containers,
silverware packets
8. Minimum \$4,000 given in scholarships