

# Clinton High School Band Boosters

## Constitution and Bylaws

Originally Approved September, 2013

Amended April 2018

### Article I: Name and Address

Clinton High School Band Boosters  
401 Arrow Drive - P.O. Box 808, Clinton, MS 39060  
clintonmsbandboosters@gmail.com

### Article II: Mission

The purpose and mission of this non-profit organization is to promote ways and means of providing for the needs for the students, directors, and administrators of the Clinton High School Band Program above and beyond those supplied by the Clinton Public School District.

#### Section I: Principal Duties

1. Raise and expend funds to operate the bands.
2. Elevate and enhance the band program to higher levels.
3. Encourage the interest of the school district and community as a whole toward the Clinton High School Bands.
4. Unite the members of the Clinton High School Band Boosters, band members, administration, and the directors together in the closest bonds of good fellowship.
5. It is not the responsibility of this organization to make direct administrative activities of the program or discipline students.

#### Section II: Non-Profit Status

The Clinton High School Band Boosters are organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. As per Section 501(c)(3), no part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees or officers. The only exception to this is that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its exempt purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. The organization shall

not carry on any activity prohibited by organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

### Section III: Personal Exemption from Entity Debt

No officer, director or member of this group shall be responsible for the debts of the entity. All Executive Board members will be covered under a liability insurance policy paid for by the Clinton High School Band Booster Association.

### Article III: Membership

#### Section I: Member Requirements

Membership in the Clinton High School Band Booster Association shall be open to any person interested in the enhancement and enrichment of the Clinton High School, Sumner Hill, CJHS, and Beginner Band Programs. All band members and all parents or guardians of such students are automatically members of this entity and are eligible for election to office. There are no membership dues. Members have voting privileges, one vote per member.

### Article IV: Officers and Assigned Duties

#### Section I: Organizational Structure

The Clinton High School Band Booster Association shall function according to the following hierarchy:

1. Head Band Director
2. Clinton High School Band Boosters Officers
3. Clinton High School Band Boosters Committee Chairs and General Members

This hierarchy states the proper chain-of-command in matters concerning the Clinton High School Band Booster Association, including but not exclusively, decisions relating to operation of the Clinton High School Band Booster Association and its financial matters.

#### Section II: Executive Board Composition

The Elected officers of this organization shall consist of: President, Vice President, Secretary, Treasurer, and Purchasing Agent. All officers shall be parents or guardians band students.

The Executive Committee shall be comprised of the duly elected officers and the Band Director(s).

## Section II.1: Band Booster Administrative Assistant

The duties of the Administrative Assistant shall be

- Monitor student member database.
- Maintain organization files, tax preparation materials, including accounting software.
- Work directly with the Director of Bands, the Booster President, and Treasurer.
- Provide other associated services in connection with identified issues as reasonably requested.

This position is a contracted yearly with the Band Director and Booster President.

## Section III: Executive Board Member Votes

Each member of the Executive Board shall have one vote. The Band Directors shall be ex-officio member of the Executive Board.

## Section IV: Executive Board Duties

The Executive Board shall have the power and responsibility to recommend to the general Band Booster Association membership the establishment of policy and control of the operation of the entity, acting through the President, other Officers, and Board Members. The duties of the Executive Committee shall be:

1. Transact necessary business between general Booster meetings
2. Transact necessary business as may be referred to it by the general membership
3. Create ad hoc committees and approve the specific work of such committees and to meet ahead of the Booster meetings
4. Create and approve agendas for general membership meetings
5. Recommend changes to the approved operating budget of the Band Program as proposed by the Director for adoption by the General Membership
6. Approve purchases not itemized on the yearly budget should funding exist in surplus; however, if the purchases made from the surplus will exceed a 3% increase in the latest approved operating budget, the budget shall require a modification by the General Membership.
7. Approve fundraiser projects suggested by the members or private individuals.

## Section V: Term of Office

Executive Board Officers shall hold office for a period of one year, and may be considered for re-election. A person may hold no office for more than two consecutive years. No family may hold more than one office during the same a year.

## Section VI: New Officer Election and Transitional Joint Meeting

Newly elected and constituted Executive Board Officers shall be elected in the membership meeting in May. The newly elected Officers shall attend without a vote a

joint meeting of the Executive Committee along with the outgoing Officers. This joint meeting shall be held after the election and before the installation of new Officers.

#### Section VII: Filling Vacant Offices

Vacancy in any Executive Board Office or Committee Chair shall be filled with an election held at the next regular meeting of the membership unless there is an "elect" position for the office. A vacancy exists when any officer resigns his or her office or is recalled by the members or Executive Committee. There shall be a standing committee chairperson elected at the time board member elections occur. The President retains the right to appoint any member in good standing to any committee created after elections, or appoint members to committees during that calendar year.

#### Section VIII: Removal

An officer can be removed from office for failure to fulfill his/her duties, for non-adherence to the provisions of the by-laws, or for cause. Prior written notice must be given by the Executive Committee to the Officer prior to his or her removal. Violations of trust shall be cause for immediate removal by the President acting in conjunction with the Band Director and/or Executive Committee.

#### Section IX Executive Board Meetings

The Executive Board shall meet monthly during the school year, or at the discretion of the President, at a location to be announced. All meeting times and places must be posted on the organization's website within 14 days of the event. In case of called emergency meetings, telephone/email notification may be used as well. All business at each meeting will have an agenda and be conducted according to Robert's Rule of Order.

#### Section X: Responsibility of the Officers

1. The President shall preside at all meetings and perform all duties associated with the office. He or she shall, with the approval of the Executive Committee and Members, appoint ad hoc committees, and he or she shall be an ex-officio member of all Standing and Ad Hoc committees. The president shall preside at all meetings of the CHSBB and see that all committees function efficiently. He or she shall call for regular committee reports at every meeting. He or she shall act as a liaison in close contact with the Director and Assistant Directors. In the event that a committee chair or committee member cannot perform specified duties he or she shall be in charge of finding suitable temporary replacements or doing the tasks themselves. In addition the President shall oversee the operating budget for the Boosters and see that the proposed budget's funds are raised and spent accordingly, in conjunction with the Band Director and Treasurer.

2. The Vice President, in the absence of the President, shall preside over the CHS

Band Boosters Organization. The Vice President shall act as the committee chair for all committees in the absence of the appointed committee chair. The Vice President shall perform all other duties assigned by the President. Due to the complex nature of the office of President, the Vice President shall also be the President-Elect for the next band year.

3. The Secretary shall keep an accurate record of all the proceedings of the organization and shall furnish the President with copies of all minutes to be filed with the appropriate school board members so there is a permanent record. He or she shall conduct all the correspondence of the organization as directed by the President or Band Director. He or she shall issue notices of all meetings of the organization and shall read all communication directed to the organization at its scheduled meeting time. The Secretary also works with the Chair of the Publicity Committee to make all appropriate public records and meeting minutes available on line.

4. The Treasurer, with the assistance of the Band Administrative Assistant, shall keep accurate and detailed accounts in the Treasurer's permanent book of all money received and paid out. He or she submits reports at all general meetings of the Boosters detailing, at a minimum the expenditures, receipts and balance at hand. He or she is responsible for depositing raised funds into a bank approved by the boosters as well as pay by check all bills approved by the Booster's membership. The Band Administrative Assistant and/or Treasurer will preserve all vouchers, receipts bank statements and canceled checks. They shall also submit all financial records in the event of an audit. Last, the treasurer or Band Administrative Assistant shall sign all checks from the treasury of the Boosters' in accordance with the policy of the Booster's bank.

5. The Purchasing Agent shall be responsible for purchasing all supplies for the football concessions, and other special events hosted by the Clinton Band.

#### Section XI: Election of Officers

The Nomination Committee consisting of the High School Band Director, an Assistant Director, and three active members of the organization shall prepare a slate of candidates for the annual election of officers to be held at the May General Membership meeting. These members should not be candidates running for office in the election in which they are serving on the nominating committee. Booster club members interested in one of the Board Positions will be required to contact one of the Nomination Committee members to place their name on the ballot. The Nomination Committee shall present the entire slate of nominees at the April meeting and again prior to the election at the May Meeting. It is the responsibility of the Nominating Committee to provide at least one eligible nominee for each position either from submission by interested members or by contacting members to consider the position should there not be at least one submitted name for any office.

In the event of a tie vote the nominees will be permitted to give up to a two minute

presentation followed by a revote. In the event of a second tie vote the election for that office will be postponed until the following meeting.

Nominations from the floor will be accepted as a write in on the secret ballot issued at the election meeting. However, if there is only one member running for a particular office the election for the office may be held by voice. A majority vote constitutes an election to that position. Newly elected members shall be installed at the June meeting.

## Article V: Committees

### Section I: Committee Chairs and Responsibilities

The following are committee chair positions that will need to be filled by board appointment to ensure the success and day-to-day operations of the Clinton High School Band.

1. The Chair of the Committee of Chaperones and Health and Safety shall be assigned to the task of securing Clinton High School Band Boosters to chaperone all of the appearances of any kind as deemed necessary by the Director. This includes chaperones for band camp, pre camps, all football games, competitions, festivals, concerts and trips. This committee chair will see that Director approved training is provided for all Clinton High School Band chaperones and that all are appropriately informed of their expectations and duties as a chaperone. This committee will be responsible for overseeing and maintaining the medical supply kit, as well as the medical records. They will also develop a policy for performing a “kids safe” background check on all chaperones and once developed, ensures that it is carried out.

2. The Chair of the Concessions Committee shall meet prior to football season and prepare the stands for operation and be ready to open the stands one hour prior to the start of games. This committee should advise the Purchasing Agent of each stand’s particular needs, and organize the equipment and supplies after each game. The Concessions Committee shall also see to it that there are sufficient personnel to man the concession stands at all home football games and other band related events at which the Clinton High School Bands are expected to provide concession personnel. This Includes, but is not limited to: Football Games, Hosting Band Contests, and functions held at the school, special hospitality needs as requested by the Director, etc. This person will assume a special duty to carry out a successful concession operation should any fundraising opportunity or other band function call for concession.

3. The Chair of the Equipment Committee is responsible for coordinating the transportation of all needed equipment to and from the performance sites of the

Clinton High School Bands. This includes Marching, Woodwind, Symphonic, Concert and Jazz Bands and other small ensembles as deemed necessary by the director. The committee chair shall be responsible for (if necessary) the rental and/or borrowing of trucks, trailers, etc. necessary to complete the task. Members of this committee should be prepared, and appropriately informed of such an expectation: to arrive early and stay late to facilitate the loading and unloading of band equipment. The Chair should work closely with the Director, Color Guard Sponsor and Captains, Percussion Staff and Section Leaders in developing accurate lists of what is needed at each performance.

4. The Chair of the Fundraiser Committee shall be responsible for managing a committee of parents that will make suggestions to the general assembly regarding fundraising options.

5. The Chair of the Uniform Committee will oversee the inventory and maintenance of all marching band uniforms. They will be responsible for recruiting Boosters to issue and maintain all band uniforms and band uniform parts belonging to Clinton High School Band. The Committee and Chair will coordinate all cleaning of band uniforms, including any business contact required to complete the task.

6. The Chair of the Publicity Committee shall be in charge of promoting Clinton Band events to the appropriate media and personnel, as well as promoting CHSBB meetings, fundraisers and events. They will also maintain the Booster Facebook page. The Secretary will be a standing member of this committee in order to foster communication.

7. The Chair of the History Committee will be in charge of taking and/or securing photos and supplying the Director with digital photography and video of any and all events requested and collecting digital photography and video of others for compilation. They work closely with the Publicity Committee in providing a rich source of documentation of band activities.

8. The Color Guard & Winter Guard Liaison shall liaison between the Color Guard and the band director. They will be accessible to the Color Guard for assistance with events including uniform fitting, special chaperone needs and other events and duties which are essential to the operation of this auxiliary group.

9. The Percussion Liaison shall liaison between the Clinton Percussion ensemble and the band director. They will be accessible to the Clinton Percussion ensemble for assistance with fundraising, publicity, and any other need indicated by the percussion or band director.

10. The Junior High School Liaison shall liaison between the band and the Junior High Booster organization and be a member of both, to provide communication and continuity between the organizations.

## Article VI: Meetings

### Section I: Location and Schedule

Meetings of the organization shall be held in the Clinton High School Band Room and are to be held at least quarterly. The General meeting of the membership will be conducted in August, October/November, February, March, April and May at a date to be determined by the Executive Committee. All meetings will be held at 7 PM in the Clinton High School Band Hall. Meetings will be posted on the band calendar, school calendar via web site and band web site 10 calendar days prior to the meeting. Meeting agendas will also be posted and available to all members 24 hours prior to the meeting. Meetings will also be announced to students so they can notify parents and guardians.

### Section II: Special Meetings

Special Meetings may be called by the President. The President shall call a special meeting upon request of five (5) members. No business can be transacted at a called meeting except that for which the meeting was called.

## Article VI: Financial Policies.

### Section I: Fiscal Year

The fiscal year of the CHSBB begins July 1 and ends June 30 of the following year. All funds shall be kept in a checking account in the name of Clinton High School Band Boosters, requiring two signatures of the Executive Board and held at a local financial institution.

### Section III: Reporting

All Financial activity shall be recorded in an accounting system in coordination with end of year IRS document preparer. The Treasurer and one other Executive Board member shall reconcile the account(s) monthly and report all financial activity monthly. The CHSBB shall arrange an independent review of its financial records each year.

### Section IV: Ending Balance

The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

### Section V: Contracts

Authority to sign contracts is limited to the President or the President's designee. Contracts in excess of \$5,000 will require 2 written quotes. No contract shall circumvent

District purchasing policies.

#### Section VI: Budget

A budget will be required in May of each year, prepared by the Treasurer.

#### Article VII: Uses of Funds Raised by the Organization

All funds raised by the organization are the property of the organization pursuant to the Internal Revenue Code. Funds raised by members of the organization shall be distributed in either the Band Operating Accounts (BOA) or Band Individual Accounts (BIA) as determined by the Director and Executive Board. The BOA shall be used to pay for all budgeted expenses in the method outlined in Article VIII. A BIA balance may be carried forward for use by a sibling currently enrolled in the CHSBB Band Program. Should any funds remain in a BIA account after a student has graduated, been removed from the program, quit, or left Clinton High School all remaining funds will be deposited in the BOA. The Executive Committee shall recommend a budget that is voted on and approved by the General Membership at the quarterly meeting.

#### Section I: Use of BIA Funds

BIA funds shall be used for the following purposes only, and are subject to approval from the Director and Treasurer.

1. All Ensemble participation fees due to the CHSBB
2. Trip expenses due to the CHSBB
3. All fees to participate in state sanctioned events
4. Concert Dresses, Tuxedos, or their parts if ordered from the programs designated vendor as decided by the director.
5. School Instrumental Repairs if fixed through the programs vendor
6. Any Band apparel supplied by the CHSBB

#### Section II: Use of BOA Funds

BOA Funds will be used to pursue the Mission and to accomplish the Principal Duties of the CHSBB as outlined in Article II of the Constitution.

#### Article VIII: Fees

Various student participation fees are collected to support various supplement budget items and activities. Fees shall be paid by parents and students and submitted to the CHSBB in a manner determined and presented to the general membership. The CHSBB will deposit all funds into a business checking account registered under the organization's name at a local bank.

#### Article IX: Procedures for Spending Booster Funds

All CHSBB funds spent by the organization must be spent in accordance with the approved budget of the organization. Checks shall be the primary method of spending and shall require the signature of the President, Treasurer(s) and Band Administrative Assistant. A copy of all bank statements will be retained by the Band Administrative Assistant for record keeping. Source documents can be destroyed two years after audit provided bank statements and financial reports are retained.

The President, Treasurer and Band Administrative Assistant may also use a debit card for expenditures requiring immediate or electronic payment. The use of this card should be for budgeted items only. All receipts for purchases made via this card must be provided to the Treasurer and Administrative Assistant for the documentation of receipt. Should the spending of budgeted Booster funds be requested by someone other than the Treasurer or Director, a request should be submitted in writing to the President seven days from the desired purchase.

A simple written contract and IRS Form 1099 will be required from all contract workers before payment is provided.

#### Article X: Amendments

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of active members present, provided that the proposed amendment has been submitted in writing to the Executive Board two weeks prior to the meeting. The proposed amendment(s) shall be distributed via e-mail and other available expedient media seven calendar days prior to the General board meeting.

#### Article XI: Dissolution

In the event of dissolution of the Clinton High School Band Boosters, any funds remaining shall be donated to Clinton Public School District.