

North Carroll Band Boosters, Inc

By-Laws

also known as the North Carroll High School Instrumental Music Boosters

June 6, 2006

ARTICLE 1: Name

The official name shall be *North Carroll Band Boosters, Inc.* herein referred to as the NCBB and which shall consist of the North Carroll Instrumental Music Boosters.

ARTICLE II: Statement of Purpose

The purpose of the North Carroll High School Instrumental Music Boosters shall be:

- To recruit and maintain an active membership of band parents/families to support and encourage band student interest and participation in all aspects of the NCH School Band Program.
- Foster a sense of enthusiasm and cooperation, to help students accept responsibility for their own successes and/or failures in a good sportsmanship manner, whether on the performance stage or the competition field.
- Offer financial assistance to the North Carroll High School Instrumental Music Program, helping with the purchase of music, instruments, equipment/supplies, props, etc to the degree possible.
- Non-profit, non-partisan and non-sectarian.
- It shall not be a purpose of the NCBB, as a group or any individual representative, to comment on, or interfere with the curriculum or discipline policies of North Carroll High School Instrumental Music Program.
- The NCBB will maintain liability insurance on an annual basis to protect its members and anyone involved with any of its activities.
- Those not willing to abide by this statement of purpose and the rules and guidelines of the Bylaws will be asked to relinquish membership for the welfare of the NCBB and, more importantly, the students involved in the Band Program.

ARTICLE III: Membership

Membership shall be open to all band families with an interest in supporting the purpose of NCBB as outlined in ARTICLE II. Parents and legal guardians of instrumental music program students are recognized as booster members and are entitled to vote and hold elected Office in the NCBB. Other persons with an interest in supporting the Instrumental Music Program may be nominated for special membership with no voting rights. No individual shall benefit financially from his/her membership in the NCBB.

ARTICLE IV: Officers

The elected officers of NCBB shall be the President, Vice-President, Secretary and Treasurer. Officers shall be elected annually by the active membership. No individual shall serve more than three (3) consecutive years in the same office. Officers of the NCBB shall serve without compensation, except for reimbursement of legitimate expenses, and shall perform the duties of their Offices as describe in these bylaws. No officer, chairperson or other representative of the NCBB shall act as a mediator for any type of dispute between a band student/band parent/band family and the Director or any other school or county administrator.

The elected Chairpersons of the NCBB shall be the Chaperone Chair, the Equipment/Logistics Chair, the Hospitality Chair, the Newsletter/Publicity Chair, the Telephone Chair, the Uniform Chair, the Ways and Means Chair and the Volunteer Coordinator. Chairpersons shall be elected annually by the membership by the active membership. No individual shall serve more than three (3) consecutive years in the same chairmanship.

President: The President shall be the chief executive officer of the NCBB and shall preside at all meetings of the active membership and the executive board. The president shall be the ex-officio member of all committees, except the Audit and Nominating Committees. The President shall represent the NCBB at public and school meetings, and actively direct the affairs of the NCBB, in accordance with the Statement of Purpose outlined in ARTICLE II, and the any policies voted on by the Active Membership.

Vice President: The Vice-President shall be prepared at all times to perform the duties of the President in his/her absence and/or to perform other duties as assigned by the President.

Secretary: The Secretary shall attend all meetings of the Executive Board and the membership. The secretary shall record minutes of all meetings. The Secretary shall prepare typewritten copies of minutes for the members of the Executive Board within two weeks of each meeting. The Secretary shall read the minutes of the previous meeting at the beginning of each new meeting, so that the minutes may be approved or amended as necessary. A separate, permanent record of minutes for Executive Board meetings and

membership meetings shall be kept on file for each fiscal year. All files shall be passed on to the successor and kept as a record of the history of the NCBB. The Secretary shall serve as a liaison to the following committees: Newsletter/Publicity and Telephone.

Treasurer: The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete record of all funds. The Treasurer shall prepare a financial report for all Executive Board and membership meetings. The Treasurer shall receive all funds due the NCBB, and deposit same in the NCBB account, which will be held in a banking institution approved by the Executive Board. The Treasurer shall be responsible for paying all bills of the NCBB in a timely manner. The Treasurer shall submit financial records to the Audit Committee appointed by the Executive Board at the end of the fiscal year. The fiscal year shall begin on July 1 and end on June 30 each year. The Treasurer shall provide the Budget Committee an annual expense and income report for the March meeting.

Concession Chairperson: The concession chairperson should coordinate all activities of the NCHS concession stand. The concession chair has authority to purchase any supplies needed to maintain the operation of the concession stand and may at his or her discretion assign duties and authority to purchase to others.

Senior Class Representative: Shall represent the parents of seniors at all Executive Board meetings.

Junior Class Representative: Shall represent the parents of juniors at all Executive Board meetings.

Sophomore Class Representative: Shall represent the parents of sophomores at all Executive Board meetings.

Freshman Class Representative: Shall represent the parents of freshman at all Executive Board meetings.

Article V: Band Director:

The band director shall have full control of the instrumental music program and the students thereof in accordance with the Carroll County Board of Education rules and the job description spelled out by same. The band director shall purchase supplies and instruments by utilizing and exhausting school allocated funds first and booster funds last. The band director shall make every effort to abide by the band booster approved budget and more importantly the actual available funds. The band director and the school administration shall have full control in matters of hiring and termination of program staff within the NCBB budget parameters and following any regulations set forth by the administration of NCHS and the Carroll County Board of Education.

ARTICLE VI: Executive Board

Voting members of the Executive Board shall consist of the elected officers and representatives of the NCBB aforementioned in ARTICLE IV and the Director of the North Carroll High School Instrumental Program. The Executive Board shall supervise, control and direct the affairs of the NCBB in accordance with the Statement of Purpose in ARTICLE II; supervise the disbursement of NCBB funds, and conduct all business of the NCBB in accordance with the policies voted on by the active membership. Upon nomination and request, the Executive Board shall make recommendations for Special Membership for those individuals who have made outstanding contributions to the School Band program. Meetings of the Executive Board shall be held as needed, at a time and place to be set by the President and the Band Director. Six of the voting members of the Executive Board shall constitute a quorum at any duly called meeting. A duly called meeting shall be defined as one that all members have been made aware. No meeting of the Executive Board should be held without the knowledge of the Band Director. The President and/or the Band Director as needed may call special meetings of the Executive Board.

Article VII: Financials

To maintain and meet the Band Booster Approved Budget:

- All receipts must be submitted within thirty (30) days of charge, initialed by committee chair with the authorized expenditure documented.
- Reimbursement will be payable within 10 business days.
- Any single item charge exceeding \$300.00 must be approved by a majority vote of the Band Booster Executive Board or general membership.
- Expenditures will not exceed twenty-five percent (25%) of the total amount budgeted to that specific line item within a three (3) month time period without the approval of the Band Booster Executive Board; with the exception of Marching Band and Concession Stand expenditures due to their seasonal nature.
- Budget Comparison Reports will be documented on a quarterly basis. Notification will be given when expenditures reach ten (10) percent of the approved line item budget.
- Cash Flow Reports will be documented on a monthly basis and reported at Band Booster Meetings.

ARTICLE VIII: Committees

Standing Committees: The standing committees of the NCBB shall be:

- Budget Committee – Collects projected expense and income data and presents a proposed budget to the executive board
- Concession Committee – Manages all aspects of the concession stand
- Chaperone Committee – Assisted the Director with organizing school trips and competitions
- Equipment/Logistics (Pit Crew) Committee – Organizes transportation of support equipment for trips and competitions
- Snack Committee – Organizes volunteers to provide snacks for trips and competitions
- TOB Committee – Organizes the NCHS tournament of Bands annual competition
- Membership Committee - Collects and organizes the email, address list and phone tree as need for the phone tree
- Newsletter/Publicity Committee – Utilizes local media to publicize events and accomplishment of the program
- Telephone/ Volunteer Committee – recruits volunteers for concessions and other program events
- Uniform Committee – assigns, inspects and cares for marching band uniforms
- Scholarship Selection Committee – solicits scholarship applications and awards scholarship as determined by the NCBB. Parents of seniors may not sit on the committee.

SPECIAL COMMITTEES

Audit Committee

The Audit Committee shall consist of a minimum of three (3) active members appointed by the President with the approval of the executive Board. The Audit Committee members should be in place three months prior to the end of the fiscal year, and available to audit the books sometime between July 1 and the date of the July meeting. The Treasurer must make him/herself available to answer any questions the committee might have. The Audit Committee shall report to the Executive Board its findings. If the Audit Committee feels that there is a problem or question about the Treasurer's books it will recommend to the Executive Board that the books go to an accountant for further audit. If no problem or questions are found, the Executive Board can move to approve the Audit Committee's report without further action.

Nominating Committee

Members of the Nominating Committee are to seek out conscientious and concerned active members of the NCBB who would be willing to server as elected Officers/Chairs. Members of this committee should familiarize themselves with the

Bylaws, the duties of the Officers/Chairs, and the goals and objectives of the NCBB. This knowledge will help them to choose qualified candidates, and give them the information they need to share with potential nominees. Upon finding nominees for all four (4) offices and eight (8) Chairs, the committee will make a report to the Executive Board, naming the slate for the upcoming year. All nominees must give written consent to be considered. Although this committee works only a short period during the year, their task is very important to the continued success of the NCBB.

The Executive Board as needed may establish other special committees with limited duties and time of service. All other special committees of the NCBB will be given written instructions on how to carry out their projects as they arise. All special committees will be under the direction of the Executive Board.

Procedures for all Officers and Committees

All Officers and Committee Chairs should keep accurate written records of their activities during the year so that the valuable information they have gained can be passed on to their successors. It is important to keep a record of what has been done in years past to preserve a history of the NCBB. Officers and Committee Chairs are expected to attend meetings when possible. If an Officer or Chair is unable to attend, he/she should send a written report if there is news to share. If, at any time during the year an Officer or Committee Chair is unable to fulfill his/her duties, he/she should give written notice of intent to resign so that a replacement may be appointed. Committees should keep in close contact with the Officer designated as their liaison. If the Committee has questions, they should be referred to the liaison and/or the other Officers. All Committee Chairs should recruit as many members for their committee as possible. **No individual should feel that he/she has to do the job alone.**

Chairs of NCBB committees shall serve without compensation, except for reimbursement of legitimate expenses, and shall perform the duties of their positions as describe in these Bylaws.

Article VIX: Meetings

Membership meetings of the NCBB shall be held on the first Tuesday of the month unless otherwise directed by the President. The President and/or the Band Director, as needed, may call special meetings. Only those who are on the active membership roll will be counted for a vote. Six members of the executive board must be present to form a quorum and to conduct official business. Notification for meetings may be made via post card, web posting, email or by phone.

ARTICLE X: Elections

The Nominating Committee, consisting of at least three (3) active members not currently serving President, Vice President, Secretary or Treasurer shall be appointed by the President during the February meeting. The committee shall then seek nominees for the elected Officers/Chairpersons of the NCBB. The Nominating Committee shall present a slate of Officers/Chairs to be nominated before the active membership prior to the May meeting. At the May meeting, nominations will be accepted from the floor. Each nomination must be accompanied by the written consent of the nominee or the nominee must be present at the May meeting prior to the election. Officers/Chairpersons of the NCBB shall be elected at the May membership meeting. In the event there is more than one nominee for any Office/Chair, voting shall take place by written ballot. The members of the Nominating Committee shall be responsible for counting any written ballots. In the event only one nominee has been presented for each Office/Chair, it shall be in order to make a motion for acceptance of the slate. Officers/Chairs are elected by a simple majority of the active members present and voting in the May meeting. No absentee voting will be allowed. The term for each elected Office/Chair shall be one year. Officers/Chairs shall be installed and begin their terms at the July meeting. The freshman class representative shall be nominated at the July meeting or as soon thereafter as possible.

ARTICLE XI: Removal from Office/Committee Chair

The Executive Board can bring forth a motion to remove an Officer or Chairperson for failing to fulfill the duties of his/her position, or for behaving in an irresponsible, negligent manner that is deemed damaging to the NCBB and the High School Band program. The person being recommended for removal must be contacted and given the opportunity to explain his/her actions in person to the Executive Board members. After discussing the matter with the Officer or Chairperson in question, a two-thirds majority vote of the Executive Board is required to remove the person in question.

ARTICLE XII: Filled Vacant Elected Positions

If a vacancy occurs in an elected officer appointment by the President and a two-thirds vote (6 members) of the Executive Board will fill vacancies. An Officer who wishes to resign from his/her elected Officer for any reason must submit his/her intent to resign in writing, and give the President thirty (30) days to find a replacement (except in the event of an emergency situation, sickness, death in the family, etc.)

ARTICLE XIII: Amendments to the Bylaws

The Bylaws may be amended at any regular membership meeting of the NCBB. A two-thirds majority vote of the active members present and voting shall be required to amend any portion of the Bylaws. Amendments must be submitted in writing at the previous membership meeting, and the intent to amend must be publicly published in

mail, email or official NCBB website at least two (2) weeks prior to the meeting at which the vote is to be taken. The Bylaws in their entirety should be made available to any active member who wishes to have a personal copy.

ARTICLE XIV: Parliamentary Authority

Robert's Rules of Order, Revised shall govern the NCBB when consistent with applicable rules set forth by the School Administration and the NCBB bylaws.