

Coon Rapids High School Band Boosters

BYLAWS

ARTICLE I--BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the officers of the organization, the committee chairpersons, the Band Director, an elected Member at Large and the past President of the organization (if available).

Section 2: The Board of Directors shall have general supervision of the affairs of the booster organization, including but not inclusive of:

1. Disbursement of general account funds
2. Fundraising activities
3. Purchase and maintenance of non-school uniforms, equipment and supplies
4. Home shows and competitions
5. Social events
6. General member relations
7. Promotion and publicity within the school and community

Section 3: A quorum for doing Board of Directors business shall be a majority of the board members.

Section 4: The Board of Directors shall meet when determined by the President, but shall meet no less than twice a year.

Section 5: The Band Director is a non-voting member of the Board of Directors and shall act as liaison between the Coon Rapids High School Band Boosters, the band personnel and the school administration. Should the need arise, the Director may be asked to vote to break a tie.

*Tie Votes: According to Robert's Rules of Order, the president always votes in a ballot vote. Therefore, she/he cannot break a tie vote because she/he cannot vote twice. Your president should have announced that the vote was a tie vote and that the members would keep voting until someone received a majority vote.

ARTICLE II—OFFICERS AND ELECTIONS

OFFICER DUTIES

The officers of the Coon Rapids High School Band Boosters shall be the President, Vice President, Secretary and Treasurer. The officers shall be elected annually by the general membership and shall serve for a term of 1 year.

Section 1: The President shall set the agenda and preside at all meetings, both the general and Board of Directors of this organization. The President shall serve as the primary liaison between the Band Director and instructors, the booster organization, the school administration, student body and the community at large. The President is responsible for ensuring that tasks or duties assigned to and undertaken by the booster organization are completed and will support the committee chairman of each individual activity as needed. In the case of co-presidents, the first co-president will manage the summer/fall season and second co-president will manage the winter season.

Section 2: The Vice President shall assist, advise and consult with the President and shall assume all of the duties of the President in their absence. The Vice President is also responsible for coordinating and managing any special projects assigned by the Board of Directors.

Section 3: The Secretary shall keep a correct record of all booster meetings; which will include members in attendance, topics of discussion, decisions made at the meeting, tasks assigned, open items and shall report this information at subsequent meetings. The Secretary shall be the official timekeeper at all booster meetings. The Secretary shall collect and report the organization volunteer hours to the school volunteer coordinator and arrange for the Board of Directors and general booster meeting locations. The Secretary shall create and mail correspondences as needed and shall perform other duties that may be delegated to the office.

If the Secretary is unable to attend a Board of Directors or general booster meeting, they shall make arrangements in advance for another organization member to handle their duties and responsibilities for that meeting. The secretary shall complete annual and timely reporting to the Secretary of State and will ensure all aspects of the 501(c)(3) compliance, including insurance renewal and record retention guidelines, are followed.

Section 4: The Treasurer shall maintain the bookkeeping duties and responsibilities of the booster organization including fees collection, funds distribution, monthly reports and annual tax preparation. The Treasurer shall present a status report of the general fund at each Board of Directors and general booster meeting. The Treasurer shall maintain a student roster. The Treasurer will keep individual accounts for any student participants and strive to ensure payments due to the organization are received or otherwise managed. The Treasurer is responsible for filing 1099's with the IRS.

- a. Drafts, checks, transfers or withdrawals involving any accounts of the Band Boosters must be signed by two (2) members of the Board, specifically the Band Booster Treasurer and/or Associate Treasurer or the President or 1st Vice President. All checks must have two (2) authorized signatures.
- b. Audit Coordinator/Committee shall: Conduct audits of financial records a minimum of two (2) times during the fiscal year; b. The Executive Board Shall determine the dates and the audits with one (1) mandatory audit prior to the Election meeting;

Section 5: The Member At Large shall be responsible for assisting the Board of Directors in the performance of said duties. They provide input at monthly meetings and can serve as Board liaisons for various functions.

Section 6: It is the duty of all officers to attend all Board of Director and general booster membership meetings. Failure to attend 3 consecutive meetings without prior notification to the President may result in their removal from office, pending a Board of Directors decision.

ELECTIONS

Section 1. Qualifications of Board of Directors. Every officer shall be a regular member in good standing of the Band Boosters and must be a parent/guardian of a student attending Coon Rapids High School.

Section 2: The Nominating Committee shall be the Board of Directors of Band Boosters and shall begin meeting no later than January 5. The membership will be notified of the proposed slate of officers at the February meeting. Nominations may be made from the floor after the report of the Nominating Committee.

Section 3: Officers are to be elected by a majority vote of the Coon Rapids Band Boosters at the March meeting and take office for the April meeting.

Section 4: The terms of all elected officers shall be one year, beginning April and ending in March.

Section 5: The outgoing and incoming Board of Directors shall meet no later than one week prior to the April meeting to transfer access to the bank account, post office box, online records, drop box, and email address, as well as other materials (keys, detailed written account of the prior year's routine, notes of goals for the upcoming year, historical information from previous years, unused supplies, etc.).

Section 6: Any Elected officer' s position that becomes vacant shall be filled by appointment of the Board of Directors for the remainder of the term, except for the President's office, which shall be filled by the Vice President.

Additional Potential Officer Positions

Co-Chairs

Additional Board Designated Roles

Audit Committee

ARTICLE III--INCOME AND EXPENDITURES

Section 1: Any monies raised by the Coon Rapids High School Band Boosters shall be held in a separate account and shall be used to supplement the operating expenses of the bands that are not covered by school or district monies and are approved by a board vote. All checks written on the band general account require two officer signatures, or the signature of one officer and another board designated member in accordance with ARTICLE II of these Bylaws.

Section 2: There will be a yearly internal audit of the booster organization books by an outside, independent party within 90 days prior to the end of the organization's fiscal year for a 501(c)(3) club.

Section 3: Monies raised by, for, or in the name of the band under the boosters' sponsorship, become the property of the organization.

Section 4: An annual budget for the bands will be developed by the Board of Directors, Band Director and other instructional staff, if applicable, and provided to the board for approval. The final budget shall be approved by the Board of Directors and presented to the general membership at the first general meeting following approval by the board. Any non-budgeted expenses greater than \$50.00 require the prior approval of two members of the board of directors. If approval is not granted, no reimbursement for these expenses will be made from the band boosters' funds. A detailed summary of budget expenditures shall be submitted to the Band Director, instructional staff, and the Board of Directors and the general membership on a monthly basis by the Treasurer.

ARTICLE IV--STANDING COMMITTEES

Committees are made up of a committee chair plus at least one other committee member. Committee chairs are responsible for recruiting members to their committees. It is strongly advised that there be no Committees of One. Committees are formed based on need per season (i.e., Marching Band Season, Winterguard Season).

Section 1: Volunteer--responsible for recruiting volunteers for field shows, parades, competitions, fundraising events and other band-related activities in coordination with the Band Director and the CRHS Volunteer Service Coordinator.

Section 2: Uniform--responsible for working with instructors and staff to make uniform and

flag concepts a reality, also measuring, fitting, sewing, and cleaning

1. Marching Band Uniform committee
2. Colorguard Uniform committee
3. Winterguard Uniform committee
4. Drumline Uniform committee

Section 3: Equipment and Props--responsible for servicing and cleaning band trailers and other equipment, and coordinates with Prop committee in the constructing and maintaining of show props

1. Trailers, uniform and equipment carts
2. Colorguard (rifles, sabers, flag poles)
3. Band instruments
4. Prop-building and maintenance

Section 4: Public Relations--responsible for the production and distribution of monthly Band Notes newsletter, creating and distributing press releases; acting as liaison with media outlets; and development and maintenance of the Marching Cardinals website

1. Website
2. Facebook
3. Press Releases
4. Show Programs
5. Posters
6. Brochures

Section 5: Hospitality--responsible for the coordination of picnics, banquets, social and their invitations.

Section 6: Fundraising Committee--Fundraising activities for the bands which are held in conjunction with a school activity (i.e. selling candy bars at conferences) must have prior approval of the CRHS administration. Those activities solely benefiting the Band Booster association and held outside of the school property do not need prior approval of the CRHS administration.

Section 7: Historian Committee--Recruit photographers to photograph students in their activities in accordance to the guidelines of AH District 11. Collect and manage photographs for archiving. Collect and manage any press or articles related to all activities. Create and maintain an annual yearbook of band activities by one or more volunteers.

1. Photographs
2. Yearbook

ARTICLE V--APPROVAL OF ACTIVITIES

Section 1: This organization shall not support any activity not previously approved by the Board of Directors.

Section 2: Fund raising activities for the band which are held in conjunction with a school activity (i.e. selling candy bars at conferences) must have prior approval of the CRHS administration. Those activities solely benefiting the Band Booster association and held outside of the school property do not need prior approval of the CRHS administration. All fundraising efforts must be approved by the CRHS Band Board of Directors and Band Director. Using the name of the CRHS Band Boosters, is prohibited without prior approval of the Board of Directors and the Band Director.

ARTICLE VI—FUTURE

Section I: It is our intent to remain an active association. However, if the CRHS Band Boosters should disband, any monies in our treasury shall be donated to another local nonprofit youth group as determined by the Board of Directors.

Revised: January 2019