



Lowndes High School

GEORGIA BRIDGEMEN

LOWNDES HIGH BAND BOOSTERS, INC. BY-LAWS

LOWNDES HIGH SCHOOL BAND BOOSTERS

ARTICLE I NAME AND MISSION OF ORGANIZATION

Section 1. NAME: This organization shall be known as the Lowndes High Band Boosters, Inc., hereinafter called the Band Boosters.

Section 2. MISSION: To provide inspiration, guidance, and assistance to all band students and staff in order to develop and sustain top performing instrumental music programs at all levels. To secure closer contact between interested parents, students, teachers, directors, and staff, thereby assuring clear communication and cooperation among all those involved in the band program. To foster closer ties between the parents of younger music students and the parents of high school students, thereby strengthening the entire band program. To promote music culture throughout the community by fostering greater concert attendance and other public support of all band activities, thereby rendering moral support to the students. To assist with the purchase of equipment and supplies which would not be available through the school budget, facilitated by fundraisers or donations. The Lowndes High Band Booster organization does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

ARTICLE II MEMBERSHIP AND MEETINGS

Section 1. MEMBERS: The membership of this club shall include any alumni, parent, or other interested persons in the progress and development of the Lowndes High School Band program. Parents or Legal Guardians of band members, upon payment of dues, shall automatically be voting members. Alumni or other interested persons will automatically be non-voting members.

Section 2. VOTE: Each voting member shall have one vote only at a meeting of the members. Only voting members in attendance shall vote.

Section 3. MONTHLY MEETING OF MEMBERS: The monthly meeting of members of the Band Boosters shall be held on the fourth Monday of each month of each year at Lowndes High School unless otherwise notified.

Section 4. ANNUAL MEETING OF VOTING MEMBERS: The annual meeting shall be held during the regularly scheduled November Booster Meeting of each year. The annual meeting shall include the voting of officers for the coming year.

Section 5. SPECIAL MEETING OF MEMBERS: The President may call a special meeting of members at any time on his/her own initiative or a meeting may be called by the President or Band Director upon request of five members to such officer made in writing. Notice of the meeting shall be given to each member at least seven days previous to the meeting, and at such special meeting, there shall only be considered such business as it specified in the notice of the meeting.

Section 6. ORDER OF BUSINESS: At all meetings of the Band Boosters, the order of business shall be as follows:

- (a) Reading and approval of minutes of immediate prior meeting.
- (b) Report of officers, as needed.
- (c) Reports of committees, as needed.
- (d) Unfinished business.
- (e) New business.

Section 7. MEETING OF EXECUTIVE COMMITTEE: Meetings of the Executive Committee shall be called by the President on his/her own initiative whenever in his/her judgment it may be deemed necessary, or by the Band Director upon request of any two members of the Executive Committee.

Section 8. QUORUM FOR EXECUTIVE COMMITTEE MEETINGS: A majority of the Executive Committee shall constitute a quorum.

ARTICLE III GOVERNMENT

Section 1. EXECUTIVE COMMITTEE: The general management of the affairs of the Band Boosters shall be vested in the Executive Committee who shall be the officers, directors, and other interested persons appointed by the officers and directors. Executive Committee shall consist of the five elected officers, the Band Director and up to three at large voting members from separate households appointed by the Band Director and the President. At large members will advise, but not have a vote with the committee. The Band Director will act as a tie breaker on votes if necessary. The Executive Committee may add or remove any person from the Executive Committee at any time it deems necessary or appropriate in its sole discretion by a majority vote.

Section 2. OFFICERS: The officers of the Band Boosters shall consist of a President, Vice President, and Secretary who shall be elected by the voting members annually. Officers will also include a Treasurer of Operations and a Treasurer of Student Accounts which will be appointed

annually by the elected Officers from a pool of interested and approved applicants. These two positions will be approved by an external expert committee. All officers shall be Band Booster voting members. In the event an officer cannot complete their term, the entire Executive Committee will approve a replacement for the remainder of the term. Officer's terms are limited to 3 consecutive years. Officers must be from separate households and must be a role model of participation, timely payment of fees, and otherwise set the example for others.

Section 3. PRESIDENT AS COMMITTEE MEMBER: The President shall be a member, ex officio, of all committees. The President shall appoint a chairperson for each committee.

ARTICLE IV DUTIES OF OFFICERS

Section 1. PRESIDENT: The President shall supervise all activities of the Organization; execute all instruments in behalf of the Executive Committee; act as official liaison with the school and community officials on behalf of the organization; provide an agenda and preside at all Board Meetings and membership meetings of the organization; call such meetings of the Executive Committee and General Membership as deemed necessary; coordinate an annual audit of the financial records of the organization; and perform such other duties usually inherent in such office.

Section 2. VICE-PRESIDENT: The Vice-President shall act for the President in his/her absence or as delegated by the President; shall be charged with overseeing the procurement and transportation of water and related items, also, maintenance, repair, service and purchase of band or booster related equipment and or facilities, including costs or donation of said items, shall be responsible for the security of keys, locks also distribution to committee or other officers in need of them, perform such other duties as needed to work alongside the Directors, Staff, Officers and committees to accomplish such duties, to also work closely with the Transportation Director to see that all needs from the boosters are met. The Vice President shall oversee the annual Battle on the Border competition; he/she will be in charge along with the competition Director of all stages and committees associated.

Section 3. SECRETARY: The Secretary shall keep accurate and detailed records and minutes of all meetings and attend to the correspondence. Minutes from the previous meeting will be read, published, and open for discussion at each Band Boosters meeting. The Secretary will be responsible for publishing a newsletter as directed by the President. He/she will keep an up-to-date list of all committee chairpersons, their home and work telephone numbers, and the home and work numbers of all band students and their parents. He/she shall also perform such duties as directed by the President.

Section 4. TREASURER OF OPERATIONS: The treasurer shall keep the books for the organization; account for all monies and deposit them in Boosters bank account; pay all approved accounts and bills as they come due; keep a running list of all money appropriated but not yet paid out; present a current Treasurer's report at each regularly scheduled monthly members meeting; prepare a permanent record copy of each monthly Treasurer's report for delivery to the President;

Booster Staff Sponsor and to the School System; maintain up-to-date accounts; and also perform such duties as directed by the President.

Section 5. TREASURER OF STUDENT ACCOUNTS: The treasurer of student accounts shall keep the books for the organization with regard to the monies in individual student accounts; he/she will maintain up-to-date accounts; make available a current report for each band student at each regularly scheduled monthly members meeting; prepare billings, receive payments and other accounting responsibilities. The treasurer of student accounts will be available to discuss student accounts with students and parents; and also perform such duties as directed by the President.

Section 6. EXECUTION OF INSTRUMENTS: The President and Treasurer of Operations shall sign all leases, contracts, or other instruments in writing. The President and Treasurer's signature shall be required for every check request.

ARTICLE V ELECTION OF OFFICERS

Section 1. ELECTION OF OFFICERS: Section 1. ELECTION OF OFFICERS: The voting members shall elect from among their number a President, Vice-President, Secretary. The meeting of the voting members to elect officers shall be at the annual meeting. The election of officers shall be decided by the majority vote of the voting members present at the annual meeting of the Band Boosters. Candidates will be nominated by written ballot at the October meeting. Election of officers will be at the November meeting and treasurers appointed within 30 days. Before acceptance of an elected office, each candidate will have read and understood the responsibilities required of their position, and will be a voting member in good standing with a current band student prior to running for office. Only one voting member per household may serve as an officer. New officers-elect may hold meetings to pre-plan for their term of service; with approval from current officers they may attend their meetings to insure an easier transition of leadership. Each term of office will be from the first day of January until the thirty-first day of December. All materials, documentation, records, receipts, keys, and any other supporting documentation in the possession of any past officer will be transferred and delivered to the newly elected officer at the December meeting or earlier, if desired. Any person resigning from office must do so in writing, submitted to the President within two weeks of resignation. The Executive Committee will appoint replacements. Any Elected Officer, Committee Chairperson, or Committee Member may be removed, with cause, at any meeting of the Executive Committee. "Cause" shall mean (a) conviction of a felony; (b) knowing participation in transactions or activities which could jeopardize the band members of Band Booster; (c) theft, embezzlement or commingling of funds of the Band Boosters with the funds of any such person; (d) failure to fulfill the responsibilities of the job or in some way not in good standing with the band or school. The Executive Committee will be responsible for appointment or a replacement.

ARTICLE VI APPOINTMENT OF COMMITTEE CHAIRPERSONS AND COMMITTEES

Section 1. APPOINTMENT OF COMMITTEE CHAIRPERSONS: The Committee Chairpersons are to be appointed by the President and approved by the executive committee. Officers may not act as committee chairpersons nor serve on a committee. A chairperson shall be a voting member in good standing and may only chair one committee. A voting member may serve on more than one committee.

Section 2. COMMITTEES: (a) Travel Committee shall be responsible for planning trips including the room list, bus list, and planning food and drinks requested for each trip. (b) Uniform Committee shall be responsible for assisting uniform chairperson with any duties relating to uniforms. (c) Chaperone Committee shall be responsible for keeping an accurate record of all points earned, contacting chaperones for all events, designating band attire for all events and obtaining chaperone badges. (d) Concessions Committee shall be responsible for securing any items necessary for concessions and staffing events. (e) Football Program Committee shall be responsible for proofing ads, posting students accounts, and staffing football program sales for each ballgame and any other related duties. (f) Public Relations Committee shall be responsible for promoting the activities of the band, by advertising at radio stations, cable news, etc., submitting noteworthy band news and photographs to the local newspapers during football season, competitions, and at other important events. The committee will be responsible for establishing a high visibility for the band in community functions. The Executive Committee, prior to submission for publication, will approve all publication concerning the band. The committee is also responsible for compiling, printing, and delivering the annual Handbook to all band parents. (g) Band Camp/Special Events Committee shall be responsible for contacting appropriate committee chairpersons to coordinate all activities and necessities as assigned. (h) Fund Raising Committee shall be responsible for evaluating fundraisers and making recommendations to the Executive Committee. (i) Prop and Pit Committee shall be responsible for working with the Band Director and his staff in the design, construction, transportation, care of, storage, and display of all props. The chairperson is responsible for enlisting and training adequate personnel to effectively implement putting the show on the road. (j) Elections Committee shall be responsible for facilitating the elections. (k) Maintenance Committee shall be responsible for any and all band equipment such as: radios, golf carts, ice machines, freezers, and other miscellaneous repairs. (l) Band Store Committee shall be responsible for inventory and sales. (m) Ad Hoc Committees shall be created by the President as necessary.

Section 3. APPOINTMENTS OF OTHER PERSONNEL: (a) Head Nurse shall be responsible for organizing and scheduling nursing staff, securing health forms and supplies. A nurse(s) shall be present at any event that band students are present. Nursing staff must be licensed by the State. (b) Video/Picture person shall be responsible for documenting the band season including photos and videos of the entire season, including special events. (c) Webmaster shall be responsible for maintaining and updating the Band website. (d) Transportation Director will report to the Director of Bands to perform the following duties, be responsible for all transportation duties associated with the required movement of the band from one place to another to include scheduling of departure, arrival times, food and rest area stops to Football games, Parades, Fundraisers, Concerts and any Trip where the Director sees a need to transport the band. Also, he/she will be

responsible for the recruitment, contact, training, and certification of all drivers of equipment belonging to the band or Transportation Dept. The Transportation Director will be charged with driving the first bus or a vehicle in front of the buses as to be responsible for directing the convoy to its destination. He/she will work closely with the Booster Vice President and the staff to make sure the transportation needs of the boosters are met.

ARTICLE VII DUTIES AND POWERS OF EXECUTIVE COMMITTEE

Section 1. MANAGEMENT OF BAND BOOSTERS: The Executive Committee shall have general charge and management of the affairs, funds, and property of the Band Boosters. The Executive Committee shall have full power, and it shall be their duty to carry out the purposes of the Band Boosters according to its Bylaws; to determine whether the conduct of any members is detrimental to the welfare of the Band Boosters; and to fix the penalty for such misconduct or any violation of the Bylaws or rules.

Section 2. RULE MAKING: The Executive Committee may make rules for the conduct of the members and the use of the Booster's property, and define and limit the privilege of members, not inconsistent, however, with anything set forth in these Bylaws.

Section 3. POWERS: The Executive Committee may vote the expenditure of monies as it deems necessary or advisable; and it may contract for the lease or purchase in the name of the Band Boosters of properties, or facilities for use of the Band Boosters. Upon dissolution of the Lowndes High Band Booster organization, assets shall be turned over to the Lowndes High Band account.

ARTICLE VIII COMPENSATION OF DIRECTORS AND OFFICERS

Neither the officers, committee chairpersons, nor members serving on committees shall receive salary or compensation for services rendered as such to the Band Boosters.

ARTICLE IX RULES AND REGULATIONS FOR MEMBERS

Section 1. EXPULSION: Any member whose conduct, shall in the opinion of the Executive Committee be considered detrimental to the welfare of the organization, may be expelled from membership by a vote of two-thirds of the entire Executive Committee, after due notice to such member and the giving to him/her of an opportunity to be heard.

Section 2. ADDITIONAL: The Executive Committee may establish and enforce any and all additional rules and regulations deemed advisable and necessary.

Section 3. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the final source of authority in questions of parliamentary procedure and shall be used to govern all meetings.

Section 4. USE OF BAND MATERIALS AND LOGOS: Members are prohibited from utilizing band logo and merchandise for personal gain without prior approval from the Band Director, and the Executive Committee.

ARTICLE X AMENDMENTS

These Bylaws may be amended only by a two-thirds majority vote of the members present at a regular or special meeting of the Band Boosters, provided notice of the purpose of proposed amendment has been stated in the call for meeting.

Amended the 14th Day of December, 2015.

A handwritten signature in blue ink that reads "Matt Hart". The signature is written in a cursive style with a large initial "M".

President