



**BY-LAWS OF**  
**LOWNDES HIGH SCHOOL BAND BOOSTERS, INC.**  
**A NON-PROFIT CORPORATION**

**ARTICLE I**  
**Name and Mission of Organization**

- 1.1 NAME:** This organization shall be known as the Lowndes High Band Boosters, Inc., hereinafter called the Band Boosters.
- 1.2 LOCATION:** The principal office of the corporation shall be located in Lowndes County, Georgia.
- 1.3 MISSION:** To provide inspiration, guidance, and assistance to all band students and staff 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, religion, sex, national origin, disability, or age in its programs and activities.

## **ARTICLE II**

### **Membership and Meetings**

**2.1 MEMBERS:** The membership of this organization shall include any alumni, parent, guardian, 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.

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

**2.3 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.

**2.4 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.

**2.5 SPECIAL MEETING OF MEMBERS:** The President may call a special meeting of members at any time of his/her own initiative, or a meeting may be called by the President or Band Director(s) 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 prior to the meeting, and at such special meeting, there shall only be considered such business as is specified in the notice of the meeting.

**2.6 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.

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

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

### **ARTICLE III Government**

**3.1 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 three elected officers, three appointed officers, and the Band Director(s). The Head Band Director will function 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.

**3.2 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, a Treasurer of Student Accounts, and a Member At Large which shall be appointed annually by the elected Officers from a pool of interested and approved applicants. 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. 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.

**3.3 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 Officers**

**4.1 PRESIDENT:** The President shall supervise all activities of the Organization; execute all instruments on behalf of the Executive Committee; act as official liaison with school and community officials on behalf of the organization; provide an agenda and preside at all 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.

**4.2 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 and locks and also distribution to committee chairs 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 shall be in charge along with the competition Director of all stages and committees associated.

**4.3 SECRETARY:** The Secretary shall keep accurate and detailed records and minutes of all meetings and address the correspondence. Minutes from the previous meeting shall be read, published, and open for discussion at each Band Boosters meeting. The Secretary shall be responsible for uploading the minutes to the band website and posting pertinent updates, news and opportunities to the website, Facebook page and Band App as directed by the President or Band Director(s). He/she will keep an up-to-date list of all committee chairpersons, their contact information, and the contact information of all band students and their parents. He/she shall also perform such duties as directed by the President.

**4.4 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 perform such duties as directed by the President.

**4.5 TREASURER OF STUDENT ACCOUNTS:** The treasurer of student accounts shall keep the books for the organization regarding the monies in individual student accounts; he/she shall 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 shall be available to discuss student accounts with students and parents; and perform such duties as directed by the President.

**4.6 MEMBER AT LARGE:** The Member At Large shall coordinate all volunteers and chaperones for all events requiring such. The Member At Large shall also assist committee chairs with any tasks that require volunteers: and perform such duties as directed by the President.

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

## **ARTICLE V Election of Officers**

**5.1 ELECTION OF OFFICERS:** The voting members shall elect from among their number a President, Vice-President, and 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 shall be nominated in writing at the October meeting. Election of officers shall be at the November meeting and treasurers and member at large appointed within 30 days. Before acceptance of an elected office, each candidate shall have read and understood the responsibilities required of their position and 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 shall 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 shall 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 and submit it to the President within two weeks of resignation. The Executive Committee shall 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 shall be responsible for appointment or a replacement.

## ARTICLE VI

### Appointment of Committee Chairpersons and Committees

#### 6.1 *APPOINTMENT OF COMMITTEE CHAIRPERSONS:*

The Committee Chairpersons are to be appointed by the President and approved by the executive committee. Officers may function as committee chairpersons and serve on a committee. A chairperson shall be a voting member. A voting member may serve on more than one committee but only has one vote.

#### 6.2 *COMMITTEES:*

(a) Transportation Committee shall report to the Director of Bands and the President 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 shall be responsible for the recruitment, contact, training, and certification of all drivers of equipment belonging to the band or Transportation Dept. The Transportation Director shall determine the order of bus drivers in the convoy and determine the best route to travel. He/she shall collaborate closely with the executive committee and law enforcement officers to make sure the transportation needs of the band are met.

(b) Uniform Committee shall be responsible for assisting uniform chairperson with any duties relating to uniforms.

(c) Photography Committee shall be responsible for capturing images and video footage of the band and uploading/ posting them to the band's social media pages. All images and footage are subject to approval and removal by the executive committee.

(d) 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. As well as maintenance of all band equipment except for musical instruments and procuring supplies necessary for the band to function.

(e) Water Committee shall be responsible for ensuring that there are enough volunteers, water stations and water bottles (if needed) for the band to safely perform, practice and travel.

(f) Band Store Committee shall be responsible for inventory and sales. The Chairperson shall be appointed by the executive committee and all committee members approved prior to being scheduled for work in the Band Store. Pricing and merchandise shall be approved by the executive committee.

(g) Nurses shall be responsible for organizing and scheduling nursing staff, securing health forms and supplies. A nurse shall be present at any event that band students are present. Nursing staff must be licensed by the State. The Head Nurse shall be appointed by the executive committee.

- (h) Elections Committee shall be responsible for facilitating the elections.
- (i) Ad Hoc and Ex Officio Committees shall be created by the President, as necessary.
- (j) Chaperones/Volunteers shall be managed by the Member At Large. Travel Chaperones and Overnight Chaperones shall be selected based on annual criteria set forth at the Annual Background Check Meeting. The Executive Committee shall give the final approval on all chaperones and may remove a chaperone at any time. Any action taken by the Lowndes County School System to limit, prohibit or deny the volunteer participation of any chaperone, volunteer, voting member or elected officer will mean immediate removal from any volunteer/ elected position and membership revoked. This shall include any and all events evaluated under the cause by the Lowndes County School System and not strictly applicable to Lowndes High Band Boosters.

**ARTICLE VII**  
**Duties and Powers of Executive Committee**

**7.1 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 by-laws; to determine whether the conduct of any member(s) is detrimental to the welfare of the Band Boosters; and to fix the penalty for such misconduct or any violation of the by-laws or rules.

**7.2 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 by-laws.

**7.3 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 revert to the Lowndes High Band account.

**ARTICLE VIII**  
**Salaries and Compensation**

**8.1 PAYMENTS:** 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**

**9.1 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 (if applicable) and the giving to him/her of an opportunity to be heard.

**9.2 ADDITIONAL:** The Executive Committee may establish and enforce all additional rules and regulations deemed advisable and necessary.

**9.3 PARLIAMENTARY PROCEDURES:** Robert's Rules of Order shall be the final source of authority in questions of parliamentary procedure and shall govern all meetings.

**9.4 USE OF BAND MATERIALS AND LOGOS:** All booster members are prohibited from utilizing band logo and merchandise for personal gain or use without prior approval from the Band Director, and the Executive Committee.

**ARTICLE X**  
**Amendments**

**10.1 AMENDMENTS:** These by-laws may only be amended by a two-thirds majority vote of the members present at a regular or special meeting of the Executive Committee, provided notice of the purpose of proposed amendment has been stated in the call for meeting.



Amended the 1st day of June 2023.

DocuSigned by:



2BE86EB202DD436...  
Chris Buescher, President

DocuSigned by:



01AE6A9AF862422...  
Mark Dixon, Vice President

DocuSigned by:



8BB1E58E03C14C7...  
Leslie Kautzman, Secretary

DocuSigned by:



FB0AD189E0C64CB...  
Jocelyn Norman,  
Treasurer of Operations

DocuSigned by:



B2B71F2B410443C...  
AJ Stracener,  
Treasurer of Student Accounts

DocuSigned by:



C90272AB953D4AE...  
Tara Weldon,  
Member at Large