

WILLIAM R. BOONE HIGH SCHOOL
BAND BOOSTERS, INC.

BY-LAWS

Article I:

Name and Address

- 1 Name of Origination: The Name of this organization shall be WILLIAM R. BOONE HIGH SCHOOL BAND BOOSTERS, INC., hereinafter called the BAND BOOSTERS.
- 2 Primary Address: The Band Boosters primary mailing address for all transactions of its business shall be as follows:

Boone High School Band Boosters
2000 S. Mills Ave
Orlando, Fl 32086

Article II:

Purpose, Objectives and Policy

- 1 Purpose: The purpose of this organization shall be to assist in the promotion and development of music education, to encourage and support music activities, to support and assist the music staff, and to promote and sponsor cultural and social activities for the welfare and benefit of the organization. The Band Boosters are also to encourage parental involvement in the support of the music students and music programs at Boone High School (BHS). Furthermore, the Band Boosters are to foster a positive spirit, unity and teamwork to encourage positive information communications between students, school administrators, parents, director(s) and other interested parties. Finally, the Band Boosters are to take precautions not to interfere with the curriculum and direction of the Boone High School Band Director(s) and his/her staff.
- 2 Objectives: The objectives of the Band Boosters are as follows:
 - 2.1 Support and provide interface with and between the students, the Band Director(s), parents and Boone High School administrative staff.
 - 2.2 To conduct business in a manner that will present a positive public image of our students and BHS while supporting music education and encouraging all students to participate in the band programs.
 - 2.3 To conduct all our activities in a manner that will minimize the cost to students and their families.

- 2.4 To lend all possible financial, moral, organizational, logistical and personnel support to the band program.
 - 2.5 To cooperate with the band, color guard and their officers representatives and the director(s) whenever possible.
 - 2.6 To solicit, accept and collect donations and contributions in cash or property, real, personal or mixed.
 - 2.7 To foster closer ties between the parents of middle school students and the parents of high school students, thereby strengthening the entire band program.
- 3 Policy:
- 3.1 The Band Boosters are empowered to do all things and conduct all business necessary to carry out the objectives set forth in Article II, sections 1 & 2.

Article III:

Membership

- 1 All parents and guardians of students in the Band program, the School Principal, Director(s) of the band will constitute membership of the organization.
- 2 Voting rights for voting purposes, each family will have one vote for each student enrolled in the Boone High School Band program. Proxy voting will not be authorized.
- 3 The band Director(s) shall have voting rights and will be entitled to one vote.
- 4 Grievance Submission: Any member has the right to file a grievance by making such complaint in writing and submitting it to the President or Vice President within 2 weeks of grievance or incident. The Executive Board (President, 1st Vice President, 2nd Vice President, Secretary and Treasurer) will investigate the grievance and make all attempts to settle the grievance among all parties involved. If the grievance cannot be settled by the Executive Board, or if the petitioner does not feel the decision was appropriate, the issue may be taken by any party to the band director(s), who will provide final ruling on the matter in the next scheduled, general membership meeting as an agenda item. The entire process shall take no longer than 30 days.
- 5 Membership Liability: Members are not personally liable for the debts, liabilities, or obligations of the organization if said debts, liabilities or obligations are duly authorized expenses.
- 6 Dues: No membership dues shall be required of members of the booster organization.
- 7 Termination of Membership: The termination of membership (i.e., voting rights) shall be revoked by a two-thirds vote at a general membership meeting for cause after

an appropriate hearing. As well, membership may be terminated for any member determined to have political or other purposes other than providing financial support for the band. For hearing of all cases the following procedures will be followed:

- 7.1 Special Executive Board meeting will be held to hear the complaint.
- 7.2 A minimum of 10 day written notice will be provided to the member with the specific complaints detailed.
- 7.3 The Member's right to appear and speak is guaranteed.
- 7.4 While the Executive Board will attempt to judge these matters in a fair and temperate manner, there is no representation of a judicial proceeding with binding rules of evidence nor any suggestion of civil or criminal wrongdoing (other than any public record) for any member who's voting rights are is terminated.

Article IV:

Officers

1. The Executive Officers or Executive Board of the organization shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.
2. The Band Director(s) shall be a member of the Executive Board with full voting power but no veto power. If the Band Director(s) no longer serves as such, he/she shall also cease to be an Executive Board member.
3. The School Principal shall be a member of the Executive Board with full voting power but no veto power. If the School Principal no longer serves as such, he/she shall also cease to be an Executive Board member.
4. General Powers and Duties: The business and affairs of the Band Boosters shall be managed by its Executive Officers. In addition, duties of the Executive Officers shall be as follows:
 - 4.1 To transact necessary business as may be referred to it by the organization or by the Band Director(s)
 - 4.2 To oversee plans of work by committees
 - 4.3 To present a report at the regular meetings of the organization
 - 4.4 To develop and approve an annual budget and to approve payment of bills of any items not contained within the budget
 - 4.5 After an election of new Executive Board members, all outgoing members shall transfer all documents and other property to their successor at the next annual meeting after elections
 - 4.6 All Executive Board members shall keep a chronological record of their work
 - 4.7 The Executive Board may accept on behalf of the organization any contribution, gift, bequest or device for the general purposes or for any special purpose of the organization

4.8 Review all required correspondence and respond to all informational requests in a timely manner as to ensure that business for the organization is completed

4.9 The Executive Officers shall not seek to direct the administrative activities of the music groups or school or control the policies of either.

5. Election Process: These Officers shall be elected annually from nominations by the Nominating Committee and from the floor at the last general membership meeting and elected by a majority vote of attending members. The transition of power from the former board members to the newly elected board members will be completed at the end of year Band Banquet in May of each year.
6. Vacancy: Any Executive Officer who misses three (3) consecutive regularly scheduled meetings may be removed from the Executive Board by a vote of the remaining Executive Board members. Any member of the Executive Board may resign at any time by giving written notice to the President or Secretary of the Band Boosters. Resignation from the office shall take effect at the time specified in the notice of resignation.

A vacancy in any office, with the exception of the Presidency, may be filled by nominations from the floor at a general meeting and voted on during that same meeting. The member elected to fill a vacancy shall be elected for the un-expired term of his/her predecessor.

In the event of the office of President shall become vacant due to death, resignation or impeachment, the 1st Vice President will become President. As well, the 2nd Vice President will become 1st Vice President while continuing to administer all fund raising activities.

7. Removal of Executive Officer: Any request for removal of an Executive Officer must be presented in writing to the President or Band Director. The President shall include the request in the agenda for the next general meeting and allow the member to present his request to the general membership. The Executive Office member shall be allowed time to present rebuttal to the request for removal. The request must be approved by the majority of the voting membership. Any and all of the Executive Board may be removed with or without cause.
8. Office Tenure and Qualifications: Officers are elected by the general membership for a term of one year. As well, each of the elected Executive Board positions shall be held by only one person. Also, no Executive Board member shall be eligible for the same office for more than two (2) consecutive terms. Finally, no Executive Board member shall hold executive office and chair a standing committee at the same time with the exception of the Fund Raising and Publicity Committees. All current appointments will be grand fathered in and exempt from the restriction for year 2004/2005. This restriction shall take effect during the 2005/06 year.

9. Authority and Duties of Executive Board Members:

9.1 President:

- 9.1.1 The President shall set agenda and preside at all meetings of the organization and be an ex-officio member of all committees (with the exception of the nominating committee).
- 9.1.2 The President shall act as official representative of the Band Boosters.
- 9.1.3 Shall cast deciding vote in cases of a tie.
- 9.1.4 Chairman of Advisory Board.
- 9.1.5 Serve as member of Nominating Committee.
- 9.1.6 Enforce charter of By-Laws of Band Booster organization.
- 9.1.7 By written record in Executive Officer meetings, appoint ad-hoc committees, and appoint committee chairmen for standing and ad-hoc committees.
- 9.1.8 Keep the Vice President informed on all issues.
- 9.1.9 Prepare an end-of-year report to aid the incoming President.
- 9.1.10 Work directly with the Band Director(s) to ensure success of the Band Booster organization and the Boone High School music program.
- 9.1.11 Provide leadership to the organization.
- 9.1.12 Sign, with the secretary, legal interacts and legal instruments which the Executive Board authorizes.
- 9.1.13 Chair and supervise routine financial review process at Executive Board meetings, as required.
- 9.1.14 Review all completed meeting minutes from Secretary for posting on organizational web page no later than seven (7) business days after held meeting.
- 9.1.15 Review all written correspondence requested or directed by the Band Director(s) prior to distribution.

9.2 1st Vice President:

- 9.2.1 The 1st Vice President, shall perform the duties of President in the absence of the President or in the event of his/her inability or refusal to act, the 1st Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all restrictions upon the President.
- 9.2.2 Assist the President when called upon.
- 9.2.3 Chairman of the Publicity Committee - Makes all press contacts prior to and after events as appropriate. Provide news stories and photographs to the local media publicizing all band family activities and achievements. All publications must be approved by the Band Director(s) before submission for publication
- 9.2.4 Ensure that parliamentary rules of order as prescribed in Article VI; sub 5 are followed at all meetings.

- 9.2.5 As required, prepare end-of-year report to aid the incoming Vice President.
- 9.2.6 Administrator of the “Fair Share” program to include providing status individual student reports to general members on request for their student. As well, provide all program payments to the Treasurer in a timely manner for deposit in organization account. Additional administration of program will be governed by this document, in accordance with Article VI; sub 6.

9.3 2nd Vice President:

- 9.3.1 Chair of the Fund Raising Committee - Organize and facilitate fundraising activities of the band. Complete documentation and report to school administration income/expenditures
- 9.3.2 Provide Fund Raising status at all general and executive meetings
- 9.3.3 Provide detailed financial reports for all or individual fund raising projects as requested by the President.
- 9.3.4 Prepare an end-of-year report to aid the incoming 2nd Vice President.
- 9.3.5 Organize the fund-raising projects for the organization.
- 9.3.6 Keep detailed records of all fund raising projects.
- 9.3.7 Remit the bills, receipts, expenses, forecasts and proceeds for all fund raising events to the Treasure in a timely manner.
- 9.3.8 Assist the Vice President when called upon.

9.4 Secretary:

- 9.4.1 The Secretary shall attend all meetings of the general membership as well as Executive Board meetings and shall keep true and complete record of the proceedings and attendance for such meeting.
- 9.4.2 The Secretary shall read the minutes of all meetings from the previous meeting of the organization to include any outstanding actions for Executive Officers and standing committee chairs.
- 9.4.3 Handle correspondence of the organization to include the collection of all mail from the origination P.O Box and provide at each Executive Board meeting.
- 9.4.4 Act as custodian for all organization non-financial records.
- 9.4.5 Keep a registry of the post office address of each member which shall be furnished to the Secretary by each member.
- 9.4.6 Maintain current and historical versions of organizational by-laws to include updates in the way of amendments.
- 9.4.7 Provide hard/soft copy of all meetings minutes to the President, within five (5) business days after general and Executive Board meetings.
- 9.4.8 Prepare an end-of-year report to aid the incoming Secretary.
- 9.4.9 Provide in a timely manner to any Executive Board member, the membership registry as well as detailed minutes for any previously held meeting in hard copy (paper) or via electronic media (e-mail).

9.5 Treasurer:

- 9.5.1 The Treasurer shall have responsibility for the custody and control of all funds for the organization, shall keep accurate record and receipts and disbursements, and report all pay out funds authorized by a majority vote of the Executive board and the Director
- 9.5.2 The Treasurer shall present a financial report (validated by the President) to the Executive Board as well as provide a formal report at each general meeting; financial report to consist of a financial period-to-period report comparing actual revenues and expenditures to budgeted revenues and expenditures to include the following:
 - 9.5.2.1 Beginning balance of account
 - 9.5.2.2 Total number and amount of deposits
 - 9.5.2.3 Total number and amounts of withdrawals
 - 9.5.2.4 Ending balance for account at the end of the month
- 9.5.3 Receive, record and deposit all funds for the Band Boosters and fund raising activities.
- 9.5.4 Maintain financial records for the Band Boosters for a period of seven (7) years from date of generation of subject records.
- 9.5.5 Provide records for audit to newly elected President and Treasurer within thirty (30) days after election.
- 9.5.6 Render to the President and Vice President, whenever requested, an account of any or all of his/her transactions as Treasurer and of the financial condition of the organization; prepare financial status of specific activities, as requested.
- 9.5.7 Prepare an end-of-year report to aid the incoming Treasurer.
- 9.5.8 Submit monthly financial statement to the Secretary at each general membership meeting for submission into the organizations general records.

Article V:**Committees**

- 1 The President shall appoint chairpersons of standing and ad-hoc committees.
- 2 The President shall appoint and disband ad-hoc special committees, as required. An ad-hoc special committee is active for a specific purpose and is active for that purpose only. The special committee ceases to exist after it completes the task or activity. Finally, the President can dissolve any ad-hoc special committee at any time without cause.
- 3 The following are the standing committees of the Band Boosters:

- 3.1 **Concessions** – Operate and maintain concessions stand, equipment and supplies and the Boone High School stadium concession stand; these activities include all those associated with managing the concession stand for all home foot ball games or other designated activities as requested by the President or Band Director(s).
- 3.2 **Chaperone** – Solicit and coordinate chaperones for student member activities to include football games, band competitions, band trips and any other such band events as so directed by the band Director(s) and his/her staff.
- 3.3 **Equipment** – Work with Director(s) in satisfying all equipment requirements for all performances and events to include and securing the transportation of all band equipment to all events and performances to include off-campus concerts, football games, competitions, etc.
- 3.4 **Uniform** – Distribute, maintain inventory and when necessary, provide means for repair or replacement of school's band, tuxedo and color guard uniform and related accessories.
- 3.5 **Additions** - The additions chair ONLY provides numbers of hours to the additions point of contact for the county in order to benefit Boone in the way of budget negotiations. Shall collect a list of the people who attend meetings, chaperone, work concessions, etc. and provides that via the internet to the appropriate person working with Orange County Public Schools. Also, facilitate completion of Addition forms by volunteer parents. Collect/report volunteer hours from all committee chairs. Also, provide monthly report on numbers provided to the county at each general membership meeting. Finally, provide said report to the Secretary for submission to the organization records.
- 3.6 **Hospitality** - Host at meetings and special affairs. As well, handle any set up of food or facilitate and pleasantries at band functions to include being the end of year Band Banquet committee chairperson.
- 3.7 **Telephone Tree** - To call all parents in case of emergency situations (i.e., students returning late from a band function, emergency meetings, etc.) per member listing maintained by the Secretary. This includes the creation of delegated names to filter through the parent listing in an efficient manner. As well, required to call all members, providing information on upcoming events as required per the direction of the President.
- 3.8 **Webmaster** – Shall be responsible for maintaining the Boone High School band web site. This includes, but not limited to, page design, information content, calendars and graphics. A student of the Boone High School band shall be appointed to this position by the President, assuming that the student is qualified.
- 3.9 **Band Camp** - Organize and facilitate meal planning/snacks for band members during band camp. As well, work with the Hospitality Chairperson in setting up and facilitating the after band camp get together.
- 3.10 **Historian** – Collect memorabilia and photographs of all band functions and organize these into an album presented to the band at the end of year banquet.

- 4 Nominating Committees: To be appointed by the President and consist of three (3) members. Committee must present their slate of officers to the general membership before the last general meeting of the school year. The Nominating Committee shall receive requests for nominations during their term. Any and all nominations, upon nominee's consent, shall be included on the ballot. Failure of the nominating committee to place names on the ballot shall cause the election to be invalid. All votes from the invalid elections shall be invalid. The vote shall be held after a ballot with all qualified nominees is presented to the general membership. All associated documentation related to the election process shall be made available to the general membership at the meeting and shall be kept on file by the Secretary until the following election.

During the end of school year meeting, the nominees will be afforded the opportunity to communicate to the general membership at that meeting and general membership will be afforded the opportunity to pose questions to any of the candidates. After all questions have been answered, a ballot vote will take place. All ballots will be counted by the Nominating Committee Chairperson at that same meeting and results will be announced.

Article VI:

Meetings

- 1 Regular meetings: Meetings of the general membership will be held on the 1st Monday of every month.
- 2 Executive Board Meetings: The Executive Board shall meeting one (1) hour prior to each general membership meeting and as such times as deemed necessary by any member of the board. This meeting will consist of only Executive Board members and will not require attendance of any member of the general membership or standing/special committee chair unless deemed required by the President or 1st Vice President.
- 3 Special Executive Board Meetings: Special meetings of the board may be called by any member of the Executive Board or Band Director(s).
- 4 Special General Membership Meetings: Special general membership meetings may only be called by the President, 1st Vice President or the Band Director(s).
- 5 Parliamentary Procedure: The procedure of all meetings will be governed by Robert's Rules of Order.
- 6 Quorum for Voting: A quorum will be made up of all attending members at the general meeting where a vote is required for any agenda item or item proposed from the floor, requiring a vote.

Article VII:Miscellaneous

- 1 Dissolution of Organization: This organization may be dissolved by a two-third(2/3) vote of the general membership at any general membership meetings. In the event of the dissolution, after payment of all debts, the total remaining assets shall be released to the Band Director(s) and the Boone High School music program account. The Band Director and or Principal can dissolve the organization with documented reason.
- 2 Fiscal Year: The fiscal year for the Band Boosters shall run concurrent with the fiscal year of the Orange County School Board.
- 3 Conflict of Interest: If a person who is an Executive Board member of the organization is aware that the organization is about to enter into a business transaction directly or indirectly with himself/herself, any member of his/her family or entity in which he/she has a legal, equitable or fiduciary interest or position, including without limitation as director, officer, shareholder or trustee, such person shall immediately inform the Executive Board by disclosing any material facts within his/her knowledge that bear on the advisability of such transactions from the standpoint of the origination and not participate in any vote on the decision to enter into such transaction.
- 4 Loans to Organization Members Prohibited: No loans shall be made by the organization to any of its members nor shall any loans be made to the organizations by any of its members.
- 5 Student "Fair Share" Account Administration: Family accounts are established for each active student of the band program. Funds placed into accounts may only be applied to program-related expenses. They may not be used to pay for school activities not associated with the band program. Administrative guidelines are as follows:
 - 5.1 Any money that is left in an account when an active student leaves the program remains the property of the Boone High School Band Program and will not be refunded.
 - 5.2 It is the responsibility of the student parents or legal guardian to audit their accounts and resolve any disputes in a timely fashion. All transactions are final at the close of the fiscal year in which they are recorded.
 - 5.3 Accounts are transferable to other student accounts with the written consent of the student's parent or guardian whose account is being transferred.

- 5.4 Deposits may be made from funds raised by the student during fund raising activities organized and conducted on behalf of the band students by the organization. As well, deposits may be made directly to the student's accounts by the student, parents, guardians or benefactors.
- 5.5 Refunds will not be made with the exception of overpayments of direct contributions. Work credits and monies from fundraisers will not be refunded. Written request must be made no more than thirty days from the date of the student's graduation or resignation from the band. Refund payments shall be made only to the parent or guardian of the student and be prorated.
- 5.6 Program reports will be provided by administrator at each monthly general membership and executive meetings to include the following:
- 5.6.1 Number of students with paid balance
 - 5.6.2 Number of Students with outstanding balances
 - 5.6.3 Program totals to include projected take and outstanding balance against current balance
- 5.7 Funds shall be turned over to the organization's Treasurer in a timely manner by the administrator of the program for deposit into the organizations account.
- 6 Severability: Any Invalid provision of these bylaws shall not effect the other provisions hereof, and in such, these bylaws shall be construed in all respects as if such invalid provision were omitted.
- 7 Records Inspection Rights: Rights to review records are as follows:
- 7.1 Each Executive Board member shall have the right at any reasonable time to inspect and copy all books, records and documents of any kind.
 - 7.2 Each Band Booster member shall have the right to inspect at any reasonable time the books, records, or minutes of meetings of the membership, executive board, upon written demand on the organization by any member, for a purpose reasonable related to such person's interests as a member.
 - 7.3 Any inspection under the provision of this document may be made in person, by agent or attorney and the right to inspection includes the right to copy and make extracts.
 - 7.4 All privacy act laws will be adhered to and enforced with all document requests.

Article VIII:Amendments

- 1 These Bylaws may be altered, amended or repealed or new Bylaws adopted upon a two-thirds (2/3) vote of the voting members present at any regularly or special meeting of the membership.
- 2 Proposed amendments must be presented in writing to the President fourteen (14) days before the next general membership meeting and added to the agenda.
- 3 An amendment may be presented by any voting member.
- 4 Any change or amendment is subject to the approval of the Boone High School Band Director(s).
- 5 Amendments to date:

5.1 - August 1991

- 5.1.1 Amendment I: To eliminate the Committee of Publicity under Article V, and to establish the Office of Publicity, whereby the Publicity Officer shall be responsible for public relations, advertising and publicity for the Boon High School Band. The Publicity Officer shall be a member of the Band Booster Board
- 5.1.2 Amendment II: To establish the office of Historian, whereby the Historian Officer shall be responsible for recording band and band auxiliary events throughout the year (take photos), and keeping articles and photos of such events in a yearly band scrapbook. The Historian Officer shall be a member of the Band Booster Board.

5.2 - July 1993

- 5.2.1 Amendment III: To establish the office of Band Auxiliary Representative, whereby the Band Auxiliary Officer shall be responsible for representing the needs and ideas of the Band Auxiliary. The Band Auxiliary Officer shall be a member of the Band Booster Board.