

Valley Band Boosters

Bylaws

Article 1 – Name

The name of the organization shall be the Valley Band Boosters, hereafter referred to as “Band Boosters”.

Article 2 – Purpose

The primary purpose of the Band Boosters is to provide financial support to the Valley Local Schools (VLS) high school band program in reaching program goals.

Article 3 – Membership

The membership of the organization shall consist of parents or guardians of students currently enrolled in the VLS high school band program as well as school officials (ex-officio) (see Sec. 3.2).

Section 3.1 – Eligibility

Eligibility begins upon the enrollment of the student into the program and ends immediately upon the student’s withdrawal from the program or graduation.

Section 3.2 – Types of Members

There are three (3) types of members: active, inactive, and ex-officio.

- An active member is one that attends at least 50% of the Boosters regularly scheduled meetings per calendar year. An active member has the right to be heard, to vote, and to hold office.
 - An active member becomes active after attending three meetings.
- An inactive member is one that attends less than 50% of the Boosters regularly scheduled meetings per calendar year. An inactive member has the right to be heard.
- School officials (ex-officio) include the high school principal, high school band director and any assistant directors. An ex-officio member has the right to be heard.

Section 3.3 – Resignation

Any member may resign by filing a written resignation with the secretary.

Section 3.4 – Reinstatement

Any resigned member, who is eligible (see Sec. 3.1), may submit a written request to the secretary for reinstatement. The reinstatement request is read at the proceeding regular meeting. The request must then lay over to the next regular meeting before it can be voted on. A two-thirds (2/3) majority vote of the membership present is required for reinstatement.

Section 3.5 – Voting

Each active member is entitled to one vote. Active members must be present at the meeting to vote. Active members cannot vote for other active members (proxy) nor can they submit votes on behalf of other active members.

Section 3.6 – Transfer of Membership

Membership cannot be transferred to another person.

Article 4 – Meetings

Section 4.1 – Regular Meetings

Regular meetings shall be held on the 1st Tuesday of each month. The location of the meeting will be the Valley High School (VHS) band room. During band competition months (August-November) meetings will begin at 5pm. During band non-competition months (December-July) meetings will begin at 6pm. Should the need arise (i.e. holiday, school function, etc.) a future regular meeting can be rescheduled by the president. The membership must be notified within 24 hours.

Section 4.2 – Special Meetings

Special meetings may be called by the president as deemed necessary to conduct business. Notice of special meeting times and locations must be given to the membership no later than 24 hours prior to the meeting.

Section 4.3 – Annual Meeting

The annual meeting will be the April meeting. At the annual meeting, officers will be elected for the following year which will begin at the June meeting.

Section 4.4 - Quorum

All meetings shall have a quorum of at least three (3) active members (see Sec. 3.2) and must include either the president or one vice president who will chair the meeting.

Section 4.5 – Rules

The most current issue of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in these bylaws.

Article 5 – Elections

All elections shall take place at the Annual meeting in April. Nominations may be made on behalf of or by the individual seeking election. Those members elected shall take office at the June meeting. In the event that an office or committee seat becomes vacant, nominations will be accepted at the next regular meeting and an election will be held at the same meeting. The membership must be given notice of vacancies prior to election. No member may be elected to the same office or committee seat for more than four (4) full-terms.

Article 6 – Officer's and Duties

Only active members are eligible to hold office. Officer's shall be elected at the April regular meeting and take office at the June regular meeting. Officer's to be elected are the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

The Officer's shall serve as the Board of Directors of the organization.

Section 6.1 – President

The President shall preside over meetings and look after the general welfare of the organization. The President may attend committee meetings as an ex-officio member.

Section 6.2 – 1st Vice President

The 1st Vice President shall assist the President in the discharge of duties and in the absence of the president preside.

Section 6.3 – 2nd Vice President

The 2nd Vice President shall assist the President in the discharge of duties and in the absence of the president and that of the 1st Vice President preside.

Section 6.4 – Secretary

The Secretary shall be responsible for the record keeping of the organization. Such duties are but not limited to; recording the minutes of all regular and special meetings, communicating those minutes at the next regular meeting, taking attendance at all regular and special meetings, and the general correspondence of the organization.

Section 6.5 – Treasurer

The Treasurer shall be responsible for the financial activities of the organization. Such duties are but not limited to; receiving all monies belonging to the organization, providing a receipt upon receiving monies, making entries in a timely manner as to allow for an accurate audit, providing a financial report at each regular meeting, depositing monies into the organizations account(s) within two (2) business days of receipt, paying all bills received on behalf of the organization, and filing the Annual IRS 990 Form.

Article 7 – Committees

Committees shall be made up of Standing (permanent) and Special (appointed by the President) committees.

Section 7.1 – Standing Committees

Standing committees are permanent and committee members are elected by the active membership in April and take office in June. They shall be comprised of three (3) members. The Standing committees are as follows:

- **Audit** – Conduct an annual audit of the organizations financial account(s) for accuracy and give a report to the treasurer and membership. The audit must be completed between the April and June regular meetings and the results must be communicated to the membership at the June regular meeting.
- **Budget** – Prepare a proposed budget for the organization and present it to the membership. The budget must be completed between the April and June regular meetings and it must be communicated to the membership at the June regular meeting.
- **Concessions** – Oversee the Band Boosters concession fundraising for the year. This includes but not limited to; planning the menu, procuring and stocking supplies, and scheduling workers for each event.
- **Procurement** – Assist the Director(s) in the procurement of instruments, music, uniforms, etc.

- **Special Fundraising** – Oversee the Band Boosters fundraising efforts outside of concessions. This includes but not limited to; planning the event, procuring and stocking supplies, and scheduling workers for each event.

Section 7.2 – Special Committees

Special committees shall be appointed as deemed necessary by the president. Membership of such committees shall be comprised of a certain number of members deemed necessary by the President. These committees shall serve and terminate at the discretion of the President. By no means shall any Special committee serve into the term of a new president unless the new president re-appoints such committee.

Article 8 – Finances

Section 8.1 – Fiscal Year

The Fiscal year will be a twelve-month period starting June 1 and ending May 31.

Section 8.2 – Funds Management

- The Treasurer has the sole responsibility to maintain the organizations account(s).
- All accounts will be maintained at insured institutions.
- All funds will be deposited in the organization's account(s).
- Disbursements will be made by check signed by two authorized signees. Authorized signees are limited to the Board of Directors.
- All bills and expenses will be paid prior to their due date.
- The Board of Directors (see Article 6) shall approve all expenditures by a majority vote at a regular or a special meeting called for the specific purpose.
 - In the event that an emergent expenditure may arise the Board of Directors is authorized to approve such expenditure.
- The organization shall set aside and provide the VLS band director with a discretionary expense allotment in the sum of \$500 each per fiscal year.
 - The director may use these funds for such expenditures as deemed fit for the good of the program.
 - The director shall inform the treasurer of any such purchases prior to purchase and give an invoice to the treasurer at the next regular meeting.
 - Any monies not spent in the fiscal year will roll back into the general budget of the organization.
- In the event of dissolution, any funds remaining after all debts are paid will be disbursed as stated in Article 11.

- The Band Boosters is organized exclusively for charitable, educational, and scientific purposes under section 501c(3) of the Internal Revenue Code. No part of the earnings of the Band Boosters shall be distributed to any of its members except for reimbursement of personal funds spent in the name of the organization which have been approved by the membership or deemed emergent by the Board of Directors. Furthermore, the Band Boosters shall not carry on any activities that are in conflict with Section 501c(3) of the Code.

Article 9 – Business Year

The Business year will be a twelve-month period starting June 1 and ending May 31.

Article 10 – Amendments

These Bylaws may be amended by two-thirds (2/3) majority vote at any regular meeting, provided the amendment was submitted in writing to the membership at the previous regular meeting.

Article 11 – Dissolution

In the event that the organization shall dissolve, any funds remaining shall be given to VLS as a donation to be used strictly for the VLS band program.

These Bylaws were adopted and approved on ____/____/____

_____, President
Print

_____, Secretary
Print

_____, President
Sign

_____, Secretary
Sign