

**BY-LAWS**  
***Beauregard Band Booster Club***

**ARTICLE I: NAME**

The name of this organization shall be the Beauregard Band Booster Club.

**ARTICLE II: PURPOSE**

The purposes of this organization are:

1. To support and encourage the interest of the students and parents in the band programs of the Beauregard District of the Lee County Schools.
2. To raise funds to support and provide for the enhancement of the band program(s).
3. To provide physical support in order to meet the needs of the band program(s) as necessary and at the requests of the Band Director and/or the School Principals.
4. To stimulate interest within the community for the band program(s).
5. To cooperate with the Band Director(s) and the School Administrators in the overall maintenance and advancement of the band program(s).

**ARTICLE III: PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable unless specifically prohibited by these By-Laws.

**ARTICLE IV: MEMBERSHIP**

Membership shall be open to parents and supporters of the band program who are 19 (*age of majority*) years of age or older. Membership fees (*if applicable*) shall be determined annually, before July 15, by the Executive Committee and approved by the Band Director and the High School Principal or his/her designee.

1. Persons desiring membership must complete an application and make payment of the membership fee (*if applicable*).
2. The membership term shall be from July 1 to June 30 of each year.
3. Each member shall be entitled to one vote.
4. Any membership fees collected will be earmarked to fund a scholarship for a deserving graduating senior member of the band program to assist with associated postsecondary educational expenses as selected and defined by policies established by a scholarship committee.

**ARTICLE V: OFFICERS**

1. The officers of this organization shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.
2. No individual shall be nominated for any office nor appointed as a member or chair of any committee without his/her consent.
3. The Nominating Committee shall be chaired by the Band Director and consist of the First Vice-President, and at least three members at large (*non-officers*) consisting of a parent from each of the following grade ranges: a rising eighth grader, a rising ninth or tenth grader, and a rising eleventh or twelfth grader.
4. The Band Director and the First Vice-President shall present a slate of officers to the Nominations Committee for approval and further discussion. Once the slate is approved by the Nominations Committee, it shall be presented to the High School Principal or his/her designee for approval. Upon administrative approval, the Band Director and/or the First Vice-President should contact the nominees for consent.
5. The Nominating Committee shall report the nominations to the General Membership of the Band Booster Organization at the April General Meeting of the booster club. During the May General Meeting, the election of new officers shall be held by open ballot. Election requires a simple majority of members present.
6. Vacancies occurring in any elected office during a given year shall be filled by the Executive Committee and announced to the General Membership present at the next scheduled meeting. Prior to filling a vacated office, one of the Vice-Presidents shall be temporarily assigned by the President to uphold the responsibilities of the vacated office as necessary to conduct the business of the organization.
7. The term of office for all elected officers shall be one year. Terms for the offices of President and Vice-Presidents are limited to two years each; however, this rule may be suspended upon a two-thirds vote of the combined Executive Committee and the Nominations Committee when applicable or upon the request of the Band Director.
8. The President and Vice-Presidents must be a parent of an active band student in grades nine through twelve. There are no term limitations or additional requirements for the remaining officers.
9. Officers elected at the May General Meeting will assume their duties on June 1. There shall be a minimum of one joint Executive Committee meeting held in June consisting of all old and new Executive Committee members.

**ARTICLE VI: DUTIES OF THE OFFICERS**

1. The President shall preside at all meetings and be the official representative of the organization.
2. The President with the approval of the Band Director shall appoint all necessary committee chairpersons. The President shall serve as an ex-officio member of all committees.
3. The First Vice-President shall preside at all meetings in the absence of the President. The Second Vice-President shall preside at all meeting in the absence of the President and the First Vice-President. The First and Second Vice-Presidents will assume other duties assigned by the President and/or Band Director to be recorded in an addendum to these By-Laws.

4. The Recording Secretary shall maintain all records of the organization to include meeting minutes specifically notating all matters of official business. Minutes shall be presented at all Executive Committee meetings and General Membership meetings. Minutes will also be posted publicly on an Internet accessible location to be determined by the Band Director. A copy of all minutes shall be distributed to the Band Director, and the School Principal(s) or his/her designee.
5. The Corresponding Secretary shall be responsible for conducting all official correspondence on behalf of the organization.
6. The Treasurer in conjunction with the Band Director (*as directed by the Lee County School System and Alabama State Department of Education policies*) shall be the custodian of all funds of the organization. This officer will assist the President and the Band Director in creating an annual budget for the organization. It is this individual's responsibility to present a detailed Treasurer's Report at all Executive Committee and General Meetings of the organization. A duplicate copy of the Treasurer's report shall be given to the Recording Secretary and entered into the minutes. Additional copies should be provided for the applicable School Principal(s) or his/her designee upon his/her request.
7. The Band Director or his/her designee shall serve as the Sergeant-at-Arms of the organization and shall be a non-voting ex-officio member of all committees.
8. The Principals of Sanford Middle School and Beauregard High School or his/her designee shall serve as non-voting ex-officio members of all committees if and when attendance is desired. Principals must approve of all booster club activities that affect students from their respective schools.
9. It shall be the duty of the Band Director and the Executive Committee to maintain a policy/duty manual and addendums to these by-laws to be reviewed annually and approved by the School Principals or designees upon request. This manual should be passed to each new incoming President as applicable.

## **ARTICLE VII: LIMITATIONS OF OFFICERS**

Officers of the organization are elected specifically to serve to promote the attainment of the goals of the organization as a whole. Officers do not serve as representatives of individuals to include parents and/or groups of booster club members where the practices and policies of the band program are concerned. (*Parents and/or booster club members with individual concerns are encouraged to meet with the Band Director and/or the school or school system's administrators as needed to address and resolve concerns. The Band Director will not address second party concerns.*)

## **ARTICLE VIII: COMMITTEES AND DUTIES**

1. The Executive Committee shall consist of the six organizational officers; the Band Director, and a member who is the parent of an active band student from the seventh or eighth grades. The President will appoint the non-officer members of the executive committee. The President may also elect to name committee chairs to the executive committee if that member is a non-officer member of the organization. Appointments will be for the period of one year beginning July 1 and ending on June 30.

2. The Principal(s) or his/her designee(s) shall be permanent non-voting ex-officio members of the Executive Committee.
3. At the July Executive Committee meeting, the President shall present the committee chairs and any Executive Committee appointments for the upcoming year.
4. It shall be the duty of the Executive Committee to direct and conduct the general activities of the organization and to enter into agreements/contracts with other entities as necessary for conducting the business of the organization. The committee shall have the authority to act without the approval of the General Membership in order to expedite the business of the organization. However, no project(s) shall be undertaken that does not have the approval of the Band Director, the Principal(s) or his/her designee(s), a majority of the voting members of the Executive Committee, a simple majority of the voting members present at any Regular or Called Meeting, and the approval of the Superintendent and/or his/her designee to additionally include the Lee County Board of Education when necessary to comply with School, School System, and/or Board of Education policies.
5. All General and Standing Committees shall consist of a chair to be appointed by the President. All committees shall consist of at least two additional members to be appointed by the Committee Chair with the approval of the President and the Band Director. The number of committee members shall be determined by the Committee Chair based upon the demands and/or needs deemed necessary to successfully complete the assigned task(s).
6. The organization shall maintain the following standing committees: membership, fundraising, special events/marching band competition (*if or when applicable*), uniform, transportation/equipment, and any other committees as deemed appropriate by the President and/or the Band Director with the approval of the Executive Committee.

## ARTICLE IX: MEETINGS

1. The Executive Committee shall meet a minimum of six times each year as scheduled by the President and the Band Director. At any time, the President, Band Director, or the General Membership may request additional meetings of the Executive Committee.
2. General Meetings shall be scheduled to coordinate with the school calendar prior to the beginning of each school year. A minimum of six General Meetings shall be held annually. Scheduled General Meetings should include a minimum of one meeting per nine-weeks grading period as defined by the school system calendar to include a fifth meeting scheduled during the fourth nine-weeks grading period (*April and May to meet election protocol*). A sixth meeting is to be held in July or early August. The President, Band Director, or the Principal or designee may call or request additional meetings with seven calendar days notice to the General Membership.
3. All meetings to include Executive Committee Meetings are open to all parents and the general public without regard to current and/or active membership status.
4. Only current and active members of the Beauregard Band Booster Club will be allowed to participate in the activities of the meetings, which include but are not limited to open discussions and the privilege to vote on matters of business.
5. The organization will not recognize proxy voting or discussion at any meeting in which business is conducted.
6. The President and/or the Band Director have the responsibility and the authority to curtail any discussions in a General, an Executive Committee, or any Committee meetings that are

deemed to be contrary to the Goals and Purposes of the Organization as defined in Article II of this document.

## **ARTICLE X: AMENDMENTS**

Proposed amendments or changes to these by-laws must be presented to the Executive Committee and then to the General Membership for approval. A simple majority of the General Membership present at the next scheduled meeting is required for approval.

## **ARTICLE XI: FINANCES**

1. The fiscal year for the organization shall be from October 1 to September 30 concurrent with the fiscal year as defined by the Alabama State Department of Education.
2. All organizational funds will be maintained in the Band Booster account held in the internal account of the appropriate school and managed by the said school's Bookkeeper, who is an employee of the Lee County Board of Education, in accordance with all applicable school system, local, state, and federal policies/laws that define the current acceptable fiscal practices of a school and/or booster club organization. Funds held by the Band Boosters are defined as non-public funds that are not as explicitly governed as those that are classified as public; however, all funds regardless of classification must be accounted for, collected, and disbursed in accordance with all applicable laws and policies as mentioned above.
3. As deemed necessary and with the appropriate approvals as defined in these By-Laws, funds may be transferred from the booster club account to the band account in order to satisfy obligations that must be disbursed from public funds or to supplement the band account.
4. The Executive Committee shall present a general anticipated budget at the first meeting of a new school year (*generally August*) for approval by a simple majority of the general membership present. Budgeted expenditures may be made without further approval of the general membership after sufficient funds are generated to support the budget.
5. All budgeted expenditures require the approval of the President or the Treasurer and the Band Director. The President, at the request of the Band Director and/or with the approval of the Band Director, may authorize non-approved expenditures up to \$750.00 to address a non-budgeted expenditure. The President and the Treasurer, with the approval of the Band Director, may authorize non-approved expenditures up to \$1500.00 twice per fiscal year to address a non-budgeted expenditure. The President, the Treasurer, and one of the Vice-Presidents, with the approval of the Band Director, may authorize non-approved expenditures up to \$2000.00 twice per year. The Executive Committee may authorize a non-approved expenditure up to \$7500.00. Total non-approved expenditures may not exceed \$7500.00 at any given time during a fiscal year.
6. Any non-budgeted expenditures should be reported to the organization at the next General Meeting. Once a non-approved expenditure is approved by the General Membership, it becomes an approved expenditure. When non-approved expenditures are presented to the General Membership, an amendment to the budget shall be executed.
7. As it is deemed necessary in order to expedite the business of the organization, the Executive Committee upon the approval and/or at the request of the Band Director may amend the annual budget without additional approval as long as the total amount of the approved budget

is not exceeded. Any amendments to the budget shall be reported to the General Membership at the next General Meeting.

8. All expenditures of the funds held by the organization shall be approved by the Band Director and the appropriate School Principal and/or his/her designee as required by the policies of Sanford Middle School, Beauregard High School, the Lee County Board of Education, and/or the Alabama State Department of Education and in accordance with all other local, state, and federal laws governing educational and public monetary collections and disbursements.
9. At the June meeting of the Executive Committee or as deemed necessary to remain in compliance with school system, local, state, and federal laws and policies, the Band Director and/or the school's Bookkeeper will issue, amend, and/or review applicable policies for collecting and disbursing funds as they adhere to applicable laws and policies as best suitable to the practices of the organization. The Band Director working in conjunction with the school's Bookkeeper shall maintain an addendum to these by-laws that define and guide the accepted fiscal practices of the organization.
10. All management practices/policies regarding funds held by the organization that are not specifically defined in these By-Laws or the addendum(s) maintained by the organization shall be approved by the Band Director, the school's Bookkeeper, and/or the School Principal(s) and/or his/her designee as required by and in keeping with the policies of Sanford Middle School, Beauregard High School, the Lee County School System, the Lee County Board of Education, and/or the Alabama State Department of Education, and in adherence with all applicable local, state, and federal laws and policies.

## **ARTICLE XII: INDEMNIFICATION**

So long as the Executive Committee acts in good faith, the organization shall indemnify and hold the individual officers harmless from any liability incurred due to the action of such individuals acting within the scope of his/her duties as an officer of the organization.

## **ARTICLE XIII: RELATIONSHIPS AND AFFILIATIONS**

The organization shall exist and operate in cooperation with and at the pleasure of the Band Director, the School Principals of Sanford Middle School and Beauregard High School, and the Lee County Board of Education to further include its applicable agents. The organization shall not develop official relationships or affiliations except as provided for in Article VIII, Number 4 of these By-Laws with organization(s) other than those stated above without the approval of the Band Director and/or the School Principal(s) to further include any applicable approvals of the Superintendent and/or his/her designee, and/or the Lee County Board of Education. The organization shall operate as an official entity of Sanford Middle School, Beauregard High School, and the Lee County School System and is therefore subject to the policies of the schools, the school system, the Lee County Board of Education, and/or its associated agents.

#### **ARTICLE XIV: DISSOLUTION**

In the event of the dissolution of the organization, all outstanding debts shall be paid and any remaining funds shall be transferred to the appropriate band account as designated by the Band Director and/or the School Principals.