

# Deer Lakes Band Boosters

## Articles of Incorporation

### I. Article I Name

The name of the organization shall be the **Deer Lakes Band Boosters**.

### II. Article II Purpose

The purpose of the Deer Lakes Band Boosters is to make plans and carry out fundraising in support of the Deer Lakes Band Programs. The Band Boosters provides funding for those things over and above the appropriations of the school board including, but not limited to, instruments, instructors and educational trips that are approved by the Boosters, the School Board and the Director of Bands. The Band Boosters will assist in the organization of special activities, banquets and performances.

### III. Article III Structure

In accordance with the Articles of Incorporation, this organization shall be governed by the executive board and the membership with the cooperation and supervision of the Director of Bands.

# Deer Lakes Band Boosters

## By-Laws

### I. Article I Membership

- A. The association shall have only one class of members. The members shall be all parents of guardians of students participating in the Deer Lakes Band Program and any person whose interest is to further the purpose of the organization.
- B. The board of directors, by affirmative vote of two-thirds of all the members of the board, may suspend or expel a member for cause after an appropriate hearing.
- C. No dues are collected to maintain membership in the Band Boosters. All members shall enjoy all privileges of membership including but not limited to voting and making motions. It is the duty of the members to attend meetings and lend support to the purpose of the Band Boosters.

### II. Article II Officers and Chairmen

- A. General Guidelines
  - a. The elected officers and Chairmen of this organization shall be President, Vice President, Secretary, Treasurer, Head Chaperone, Field Crew Head and Color Guard Liaison.
  - b. Any member in good standing with a child currently in the Band Program shall be eligible to serve as an officer or chairman.
  - c. The officers and chairmen shall serve without compensation.
  - d. A term of office shall be one year, but officers and chairmen may be re-elected.
  - e. Officers and chairmen may not be elected to more than three consecutive terms in the same position. Only one member of any family may hold an elected position during any one school year.
  - f. A member shall hold only one office or chair at a time.

- g. All officers shall transfer to their successors all books, papers and other property of the association in their possession after the May meeting.

B. Executive Board

- a. The Executive Board shall consist of the elected officers, the head chaperone, the field crew head and the Color Guard Liaison.
- b. The Executive Board shall meet regularly to set the agenda for the regular Band Boosters meeting.
- c. The Executive Board shall be empowered to make decisions for the Boosters at times when a general meeting cannot be held.
- d. All activity that occurs at an Executive Board meeting must be documented and available to the General Membership.
- e. The Executive Board will vote on key issues pertaining to the Deer Lakes Band Boosters. The Executive Board, however, has the authority to open the vote to the general membership when deemed appropriate.
- f. The Director of Bands shall participate in an advisory capacity.

C. Nominations

- a. All nominations will be opened at the March Booster meeting. The nominating will be open until the night of the April general membership meeting.
- b. All candidates will present their campaign at the general membership meeting in April at which point the general membership will cast their votes.

D. Elections

- a. Elections of the Executive Board shall take place at the April general membership meeting with the officers beginning their term at the May general membership meeting.
- b. If there is only one candidate for office, the nominee will take office by default.

c. If there are multiple nominees the election will be done by ballot vote.

**i. Duties of Officers**

1. The **President** shall preside at all executive and general meetings.
2. The **President** shall maintain order and run efficient meetings.
3. The **President** shall remain fair, unbiased and objective.
4. The **President** shall appoint all standing and special committee chairs deemed necessary to fulfill the business and activities of the organization subject to the approval of the executive committees.
5. The **Vice President** shall perform the duties of the President in the absence of the President.
6. The **Vice President** shall fill the office of President upon the resignation of the President.
7. The **Vice President** shall be responsible for organizing a Fund Raising Committee. If a committee is not organized the responsibility will lie with the Vice President.
8. The **Vice President** shall chair the By-Laws Committee.
9. The **Secretary** shall act as clerk of all meetings and record votes and minutes of all its transactions.
10. The **Secretary** shall post minutes of Executive Board and General Membership meetings.
11. The **Secretary** shall create and post agendas for General Membership meetings.
12. The **Secretary** shall keep a current copy of the By Laws.

13. The **Secretary** shall attend to all routine correspondence.
14. The **Secretary** shall keep record of contact information of student band program members and all Band Booster members.
15. The **Secretary** shall keep a file of all minutes, band camp information, trip information and other flyers and newsletters.
16. The **Secretary** shall prepare and mail out the monthly Band Booster Newsletter.
17. The **Treasurer** shall keep accurate files of all funds and debts due to the association and on student accounts.
18. The **Treasurer** shall issue appropriate receipts.
19. The **Treasurer** shall be solely responsible for deposit of funds in a designated depository determined by the board.
20. The **Treasurer** shall pay all bills upon authorization of the board.
21. The **Treasurer** shall present and distribute a financial report at each meeting.
22. The **Treasurer** shall request and receive receipts for all purchases.
23. The **Treasurer** shall oversee the budget process.
24. All **Officers** are required to be familiar with the Band Booster By-Laws.

#### **ii. Vacancies**

1. In case of a vacancy in the office of President, the Vice President shall serve for the remainder of the unexpired term.
2. In the event of a vacancy in an elected office, the executive board may fill an unexpired term by appointment.

### **iii. Elected Chairman of the Executive Board**

1. The non elected members of the Executive Board shall be the head chaperone, field crew head and color guard liaison.
2. The **Head Chaperone** shall be in charge of the rules for safety and conduct for all Booster approved activities.
3. The **Field Crew Head** is in charge of field crew activities.
4. The **Color Guard Liaison** shall keep boosters aware of activities and issues pertinent to the Color Guard.

## **III. Article III Meetings**

### **A. General Meeting**

- a. The general meeting of the organization shall be held on a date determined by the Executive Board at the first Executive Board Meeting of the term. These meetings will be held each month at 7:00pm from September through May.
- b. The June Band Picnic / General Membership Annual Meeting as well as the general membership meeting before a Spring Trip are considered mandatory.
- c. All items for the agenda must be submitted before the monthly Executive Board meeting.

### **B. Special Meetings**

- a. Special meetings may be called by the president at any time by a majority of the executive board.

### **C. Quorum**

- a. Members present constitute a quorum.

### **D. Executive Board Meetings**

- a. Executive Board meetings shall be held before the general meeting or at the call of the president, Director of Bands or a majority of the executive board.

- b. A report of business transacted at each executive meeting shall be made by the elected officers at the following meeting of the general membership.
- c. A simple majority of the members present and voting shall be sufficient to carry a motion.
- d. Minutes of the Executive Board meetings shall be emailed to all members of the Executive Board.
- e. An agenda for the General Membership meeting shall be made and emailed to the Band Booster members before each Booster meeting.

#### **E. Order of Business**

- 1. Call to Order & Statement of Purpose
- 2. Reading of the Minutes
- 3. Reports of Officers
- 4. Reports of Committees
- 5. Old Business
- 6. New Business
- 7. Adjournment

### **IV. Article IV Committees**

#### **A. General Committee Guidelines**

- a. Standing committees are those that function year-round or are a significant impact upon total operation of boosters.
- b. Special Committees may be established by the president for specific assignments
- c. A chairman for each committee shall be appointed by the executive board.

### **V. Article V Finances**

- A. Monies or funds raised by, for, or in the names of the Deer Lakes Band Boosters under the sponsorship of the Band Boosters Association become the property of the Band Booster Association.
- B. Student account records are to record each student's contribution towards trips or other planned activities or authorized band expenses. Funds recorded in these accounts

are not the property of individual students and may not be refunded. Account monies from a graduating band member or from a member who quits may be passed down to siblings or designated to another band member. Monies that are not transferred by August will be designated to a band-related fund.

**VI. Article VI                    Dissolution**

- A. Upon dissolution or disbandment of this association, any and all unallocated cash funds shall be turned over to the school for exclusive use in the band program.

**VII. Article VII                    Standing Rule**

- A. All matters pertaining to the activities, events, and projects of the band boosters must meet with the approval of the band director and must be in keeping with the policy of the school district.

**VIII. Article VIII                    Amendments**

- A. The Articles of Incorporation and By-Laws may be amended.
- B. A motion must be made at a General Membership meeting to amend a current By-Law. The proposed motion must be seconded in order to begin discussion.
- C. The proposed amendment will be documented in the meeting's minutes and General Membership will be given 30 days written notice of the upcoming vote.
- D. At the next General Membership meeting the proposed amendment will again be discussed and then voted on. The amendment will be decided by a majority vote.
- E. The amended By-Laws will then be made available to the General Membership.