

# Deer Lakes Band Boosters

## Articles of Incorporation

### I. Article I Name

The name of the organization shall be the Deer Lakes Band Boosters. Hereafter to be referred to as Boosters.

### II. Article II Purpose

The purpose of the Boosters is to make plans and carry out fundraising in support of the Deer Lakes Band Programs. The Boosters provide 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 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 Boosters shall have only one class of members. The members shall be parents or guardians of students participating in the Deer Lakes Band Programs whose interest is to further the purpose of the organization with the approval of the executive board and the Director of Bands.
- B. The elected executive officers, by affirmative vote of two-thirds of all the members of the board, may request suspension or expulsion of membership from the director or bands.
- C. No dues will be collected to maintain membership in the Boosters. All members shall have voting and motion making privileges. It is the duty of the members to attend meetings and lend support to the purpose of the Boosters.

### II. Article II Officers and Chairpersons

#### A. General Guidelines

- 1. The elected executive officers of this organization shall be President, Vice President, Secretary, and Treasurer. The elected Chairpersons of this organization shall be Head Chaperone, Field Crew Head, Color Guard Liason, Concession Coordinator, and Fundraising Coordinator.
- 2. Any member in good standing, who has attended four (4) or more meetings within a school year, defined as July 1 - June 30, with a child currently in the Band Programs, shall be eligible to serve as an executive officer.
- 3. Any member in good standing, who has attended two (2) or more meetings within a school year, defined as July 1 - June 30, with a child currently in the Band Programs, shall be eligible to serve as a chairperson.
- 4. A term of office shall be one year, May - April. Officers and Chairpersons may be reelected to the same position but not more than three (3) consecutive terms in the same position. Only one member of any immediate family may hold an elected executive officer position during any one (1) school year.
- 5. All officers vacating a position must transfer to their successors or an executive board member, all books, papers, and other property of the association in their possession within thirty (30) days of vacating the position.

B. Executive Board

1. The Executive Board shall consist of the elected executive officers and elected chairpersons.
2. The Executive Board shall meet monthly to set the agenda for the Boosters general membership monthly meeting.
3. The Executive Board shall be empowered to make decisions for the Boosters at times when a general meeting cannot be held with documentation to be available at the next general meeting.
4. All activity that occurs at an Executive Board meeting must be documented and available to the General Membership.
5. The director of Bands shall participate in an advisory capacity.

C. Nominations

1. The nomination period will be opened at the March general membership meeting. Nominations will conclude immediately preceding voting at the April general membership meeting.
2. All candidates will present their campaign at the April general membership meeting at which point the general membership will cast their votes.

D. Elections

1. 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.
2. If there is only one candidate for office, the nominee will take office by default.
3. If there are multiple nominees the election will be done by ballot vote.

E. Duties of Elected Executive Officers

*All Officers are required to be familiar with the Boosters By-Laws.*

1. President
  - a) The President shall preside at all executive and general meetings.
  - b) The President shall maintain order and run efficient meetings.
  - c) The President shall remain fair, unbiased, and objective.
  - d) The President shall appoint all committee chairs deemed necessary to fulfill the business and activities of the organization subject to the approval of the elected executive officers.

## 2. Vice President

- a) The Vice President shall perform the duties of the President in the absence of the President.
- b) The Vice President shall fill the office of the President upon the resignation of the President.
- c) The Vice President shall chair the By-Laws Committee.
- d) The Vice President shall be the Boosters private social media liaison.
- e) The Vice President shall prepare and distribute the monthly Boosters newsletter.

## 3. Secretary

- a) The Secretary shall act as clerk of all meetings and record votes and minutes of all its transactions.
- b) The Secretary shall post minutes of the general membership meetings within one (1) week.
- c) The Secretary shall create and post agendas for general membership meetings twenty four (24) hours before the general membership meeting.
- d) The Secretary shall keep a current copy of the By-Laws.
- e) The Secretary shall attend to all routine correspondence.
- f) The Secretary shall keep record of contact information of student band programs members and all Boosters members.
- g) The Secretary shall keep a file of all minutes, band camp information, trip information and other flyers and newsletter.

#### 4. Treasurer

- a) The Treasurer shall keep accurate files of all funds and debts pertaining to the Boosters and its membership.
- b) The Treasurer shall issue appropriate receipts.
- c) The Treasurer shall be responsible for the deposit of funds in a designated depository determined by the elected executive officers.
- d) The Treasurer shall pay all bills upon authorization of the elected executive officers.
- e) The Treasurer shall present and distribute a financial report at each general membership meeting.
- f) The Treasurer shall request and receive receipts for all purchases.
- g) The Treasurer shall oversee the budget process.
- h) The Treasurer shall be responsible for initial cash availability and final collection at each event requiring the exchange of monies.

#### F. Vacancies

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

#### G. Elected Chairpersons of the Executive Board

- 1. Head Chaperone
  - a) The Head Chaperone shall be responsible for conveying the rules for safety and conduct for all Boosters approved activities.
  - b) The Head Chaperone shall coordinate volunteer chaperones for each event.
  - c) The Head Chaperone shall maintain the First Aid kits.

2. Field Crew Head

- a) The Field Crew Head coordinates with the Director of Bands to facilitate the building of props for the visual effect of the show.
- b) The Field Crew Head is responsible for overseeing the building, maintaining, setting up, and tearing down of props for the show.

3. Color Guard Liaison

- a) The Color Guard Liaison shall keep Boosters aware of activities and issues pertinent to the Color Guard.

4. Concession Coordinator

- a) The Concession Coordinator is responsible for creating and maintaining concession stand menus.
- b) The Concession Coordinator is responsible for coordinating volunteers to work the stand.
- c) The Concession Coordinator is responsible for the purchase of all supplies needed to run a successful and profitable concession stand.

5. Fundraising Coordinator

- a) The Fundraising Coordinator is responsible for facilitating all monthly fundraising activities pertaining to the Boosters and its members.

III. Article III Meetings

A. General Meeting

- 1. The general monthly meeting of the organization shall be held on a date and time determined by the Executive Board at the first Executive Board meeting of the term.
- 2. The July Band Picnic / General Membership Annual Meeting is considered mandatory.
- 3. All items for the agenda must be submitted before the monthly Executive Board meeting.

B. Special Meetings

- 1. Special meetings may be called by the President at any time.

C. Quorum

1. Members present constitute a quorum.

D. Executive Board Meetings

1. Executive Board meetings shall be held before the general monthly meeting or at the call of the President, Director of Bands, or a majority of the executive board.
2. A report of business transacted at each executive meeting shall be made by the elected officers at the following general membership meeting.
3. A simple majority of the members present and voting shall be sufficient to carry a motion.
4. Minutes of the Executive Board meeting shall be emailed to all members of the Executive Board.
5. An agenda for the general membership meeting shall be made and emailed to the Boosters members twenty four (24) hours before each Boosters meeting.

E. Order of Business

1. Call to order and Statement of Purpose
2. Reading of the Minutes
3. Reports of the Officers
4. Reports of the Committees
5. Old Business
6. New Business
7. Good of the Membership
8. Adjournment

IV. Article IV Committees

- A. Committees may be established by the President for specific assignments.
- B. A Chairperson for each committee shall be appointed by the elected executive officers.

V. Article V Finances

- A. Monies or funds raised by, for, or in the name of the Deer Lakes Band Boosters under the sponsorship of the Deer Lakes Band Boosters become the property of the Deer Lakes Band Boosters.
- B. Student account records are to record each student's contribution towards trips, 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 the Boosters general fund.

VI. Article VI Dissolution

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

VII. Article VII Standing Rule

- A. All matters pertaining to the activities, events, and projects of the Boosters must meet with the approval of the Director of Bands and must be in keeping with the policies of the school district.

VIII. Article VIII Amendments

- A. The Articles of Incorporation and the By-Laws may be amended.
- B. A motion must be made at the 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.