



BAND BOOSTERS

By-Laws

2020/2021

Table Of Contents

Article II: Mission and Objective	2
Article II: Mission and Objective	3
Article IV: Executive Board	3
Article V: Board of Directors	4
Article VI: Elections	5
Article VII: Duties of Officers	5
Article VII: Duties of Officers(Continued)	7
Article VIII: Committees	8
Article IX: Conflict of Interest	8
Article X: Document Retention	8
Article XI: Whistleblower	9
Article XII: Audit	9

Robinson Band Boosters, Inc

By-Laws

Article I: Incorporation

The name of the Organization shall be known as the Robinson Band Boosters, Inc. For the purpose of these by-laws the Robinson Band Boosters may be referred to as the "boosters." The fiscal year shall run from June 1 through May 31 of the following year. The term year of elected officers shall run from the close of the April Booster meeting for twelve consecutive months.

Article II: Mission and Objective

Section 1:**Mission:** The mission of the boosters shall be to support the activities and promote interest in all of the Jay M. Robinson High School Bands and auxiliary programs, here and after referred to as the "Band." The boosters shall not interfere in any way with the officials of the Jay M. Robinson High School and their administration of the band program.

Section 2:**Objective:** The organization shall function as a non-profit organization and shall endeavor to raise and solicit funds for the JMRHS band program. All such funds raised or solicited by the organization shall be used exclusively for said programs and all such funds shall be extended without personal gain to any member of the organization. There shall be no distribution of profits or funds directly to any member for use other than band business. The members shall have no equity in the money raised or solicited by the organization except to have such money properly and completely used for the above stated objectives.

Article II: Mission and Objective

Section 1: Eligibility to membership in the Boosters shall be available to all persons whose intents are agreeable with the objectives of the corporation and are duly accepted by members of the Association on that basis.

Section 2: There shall be no form or class of membership except an active membership.

Note: Amendment 9: 2020/2021 Revision

Note: Amendment 9: Membership

- General Booster Membership includes parent(s)/guardian(s) of active band students.
- Administrative Booster Membership: At the Executive Board's discretion a Booster Member may be added to serve in an administrative roll. This member is not required to have an active student enrolled in the current program. However may assist as needed in any of the aforementioned positions.

Section 3: Any member of the Boosters acting against the unity and harmony of the corporation may be expelled by a two-thirds majority vote or the Board of Directors, after the following steps have been taken:

- a. The Booster President meets with the member to discuss and resolve the situation.
- b. The Board of Directors meets with members to discuss and resolve the situation.

Note: Every member has the right to defend and explain his or her actions to the Board of Directors.

Section 4: A member who has been expelled or suspended from the Band Boosters for any cause may, upon recommendation of a member and approval by two-thirds majority vote by the Board of Directors, be reinstated.

Article IV: Executive Board

Section 1: The administration affairs of the corporation shall, except as otherwise provided by the By-Laws, be under the supervision of elected officers.

Section 2: The executive board of the corporation shall consist of a President, Vice-President(s), Secretary, Treasurer and such officers as may be deemed necessary by the Board of Directors. The Executive Board shall consist of the above officers, the Band Director, the High School Principal or designee and past President. The Band Director, Principal or designee and past President have no voting privileges.

Section 3: All officers shall be elected annually and shall hold office until the end of their term. The Board of Directors may remove any officer for inefficiency. A two-thirds majority vote of said Board shall be necessary to affect such removal.

Section 4: The election of co-officers will be permitted and will serve as one officer. Co-officers will be permitted only one vote per office in the Executive Board voting process.

Section 5: Membership on the Executive Board shall be limited to parent(s)/guardian(s) of active band students.

Note: Amendment 9: Membership

- 1) General Booster Membership includes parent(s)/guardian(s) of active band students.
- 2) Administrative Booster Membership: At the Executive Board's discretion a Booster Member may be added to serve in an administrative roll. This member is not required to have an active student enrolled in the current program. However may assist as needed in any of the aforementioned positions.

Section 6: No officer may serve more than two consecutive terms in the same office without approval by a two-thirds majority vote of the board of Directors and the boosters.

Article V: Board of Directors

Section 1: A Board of Directors shall advise and supervise the general business of this corporation.

Section 2: The Board of Directors shall consist of the Executive Board, two parent/guardian representatives from each grade level, and the Communication Chairperson. Any other member deemed necessary by the Board of Directors shall be elected by a majority of the Board of Directors.

Section 3: The Board of Directors shall consist of the Executive Board, two parent/guardian representatives from each grade level, 1-2 Guard Representatives and the Communication Chairperson. Any other member deemed necessary by the Board of Directors shall be elected by a majority of the Board of Directors.

Section 3: The elected Board of Directors shall serve for a period of one term and shall not serve for more than two consecutive terms in the same capacity

Section 4: The Board of Directors shall meet for organization and business purposes prior to each regular Band Booster meeting. A special meeting of the Board of Directors may be called by the President to expedite any urgent business matters. At any called or regular meeting, two-thirds of the voting members of the Board of Directors shall constitute a quorum thereof. The minutes of all Board of Directors meetings shall be made available to anyone upon request.

Section 5: The Board of Directors shall monitor and manage the budget. These responsibilities should include the ability to move available funds between line items of the budget; however, the total amount of the entire budget cannot be exceeded without prior approval from the membership. The board shall have the authority to reduce or eliminate line items within the approved budget should anticipated revenues fall short of established goals. New or substitute

items would require membership approval. In emergency situations, the Executive Board shall have limited authority to act as above.

Section 6: The Board of Directors shall hear and discuss reports of committee Chairpersons.

Section 7: Any band booster member has the right to request time on the agenda to discuss any specific issue(s).

Article VI: Elections

Section 1: A nominating committee of from three to eight members shall be the current year's class representatives. This Committee will have their first meeting before the board at the January Band Board meeting.

Section 2: The nominating committee shall nominate one or more persons for the offices of President, Vice President(s), Secretary, Treasurer, and Class Representatives. This slate shall be presented at the February booster meeting.

Section 3: Nominations will also be solicited from the floor at the February and March booster meetings.

Section 4: Elections shall be prior to the close of the April Booster meeting.

Section 5: Written ballots shall be required for voting on any office having more than one candidate nominated. Candidates receiving the highest number of votes shall be elected to the offices for which they were nominated.

Section 6: The Directors and all Officers shall take office at the conclusion of the May Booster meeting.

Section 7: Vacancies occurring in an elected office after the first four months of office shall be filled by appointment of the Executive board for the remaining term. Should a vacancy occur within the first four months of office, a special election shall be held. A vacancy shall exist when a Board member or Officer is absent from his post for a continuous period considered detrimental to the interest of the post by the Board of Directors.

Article VII: Duties of Officers

Section 1: The President: Term: One year, max of two years consecutive

Supervise the affairs of the Boosters and the activities of the officers. The scope of the President's authority is limited. He or she shall have no governing authority in making policies

or rules without the approval of the officers. Set the agenda and preside at all meetings of the officers and general membership. Ensure all appropriately needed Committee Chairs are appointed, as needed for the operation of the Boosters purpose, and be an ex-officio member of each committee. Be authorized to sign all checks when the Treasurer is unavailable. Review all new proposed projects with the Band Directors per school guidelines.

Work with the Band Director(s), Treasurer to present for approval a proposed budget to the officers prior to the regular meeting in May and to the general membership at the May regular meeting. Prepare an end-of-year report to aid the incoming President.

Oversee the Chaperone Committee, Uniform Committee, Merchandising Committee and ensure timely reporting of events by the Committee Chairs. Perform additional duties as needed to ensure the smooth operation of the organization.

Note: Field/Pit Crew Committee & Equipment Transportation Committee will have the Jay M Robinson band Director as a direct point of contact.

Assist or act in lieu of a Hospitality VP. By overseeing the Social/Activity Committees which include but are not limited to the End of Marching Season Party Committee and Band Banquet Committee and ensure timely reporting of events by the Committee Chairs. Work with student band officers to plan events.

Note: Duties of the Past President: The Past President may serve as a non-voting member of the Executive Board, as a consultant to the new board, as the new board deems necessary. The Past President will hold office for only one year following the year of his term as President.

Section 2: The Vice-President Hospitality: Term: 1 year ,max of two years consecutive

This position has co-ownership of the role of VP of Fundraising In the absence of the President, perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.

The Hospitality VP will work closely with the Secretary to ensure all band members are informed of the Band Booster onboarding process, Booster and Band communication tools, Booster meetings, etc. Hospitality VP oversees the Event Committee and is responsible for the oversight and evaluation of all social events hosted and or sponsored by the Jay M Robinson Boosters. The Hospitality VP will work with the Student Band Council to plan events. Prepare an end of year report to aid the incoming Vice-President – Hospitality. Perform additional duties as needed to ensure smooth operation of the organization. The events/activities hosted by Fundraising VP are separate from the aforementioned.

Section 3: The Vice-President – Fundraising shall: Term: 1 year, max of two years consecutive

This position has co-ownership of the role of VP of Hospitality.. The Fundraising VP oversees the sponsorship and fundraising committees and any other ad hoc committees as defined by the officers and ensures timely reporting of events by the Committee Chairs. Be responsible for the oversight and evaluation of all recurring individual and Booster fundraisers.

Assist or act in lieu of a Hospitality VP. By overseeing the Social/Activity Committees which include but are not limited to the End of Marching Season Party Committee and Band Banquet Committee and ensure timely reporting of events by the Committee Chairs. Work with student band officers to plan events.

Prepare an end of year report to aid the incoming Perform additional duties as needed to ensure smooth operation of the organization.

Section 3: The Secretary shall: Term: 1 year, max of two years consecutive

Keep accurate records of the organization's meetings by taking minutes, attendance, and keeping files of all handouts distributed at each meeting. Make copies of meeting minutes available when requested.

Keep all original records and documents of the Boosters, including contractual agreements correspondence received, bylaw revisions and documents created for the organization. *add bylaw revision.

Provide general correspondence for the organization as needed. Post notification of all general meetings. Shall keep a current copy of the Bylaws and Robert's Rules of Order, Newly Revised and shall review the Bylaws with the officers at each change of personnel. Prepare an end-of-year report to aid the incoming Secretary.

Added 2020/2021 revision: Board Of Directors Secretary position will include submitting a list of proposed Amendments to the Bands Of Robinson By Laws. This will be submitted at the end of the Secretary's term and amendments will be voted on every 2 years.

Perform additional duties as needed to ensure the smooth operation of the organization.

Section 4: The Treasurer: Term: 1 year, max of two years consecutive

Be custodian of all funds of the organization, making deposits or have deposited all funds into a bank that has been selected by the officers. Disburse the funds of the organization as may be directed by the officers, taking proper vouchers for such disbursements. Receive monies due and payable to the Boosters from any source whatsoever. Receipts will be issued for all cash transactions, and others as requested. Keep and maintain adequate and correct accounts of the Boosters assets and business transactions, including accounts of its assets, liabilities, receipts and disbursements.

Exhibit at all reasonable times the books of account and financial records to any director or officer, and whenever requested, an account of any or all transactions of the organization, to show the financial condition of the Boosters.

Give to the general membership, at each regular meeting, a full report of all accounts at the time of that meeting. Submit requested financial records to the IRS & Finance Department of Cabarrus County Schools.

Be responsible for the filing of financial reports that are requested and responding to any questions resulting from that filing. Be responsible for arranging an annual audit of all financial records of the previous year. This audit shall be conducted before transfer of duty in May by an unaffiliated, impartial auditor. The outgoing Treasurer will review the audit with the incoming Treasurer and the audit report will be presented at the first regular meeting of the school year. Be involved with yearly internal audit and budget process. Prepare an end-of-year report to aid the incoming Treasurer.

Perform additional duties as needed to ensure the smooth operation of the organization.

Section 6: Class Representatives: Term: 1 year max of two years consecutive

Two Class representatives are needed for each grade level. They are expected to attend every Board & Booster Meeting. Their role is to give a voice to the grade level of students they represent. As needed or requested by either the Band Director, or Board, the class representatives, will need to communicate to their entire grade level to assess current needs or areas for improvement. Also This group is the Nominations committee and will have their first meeting as such in January.

Freshman Reps: Will be guided by The Hospitality VP & The Board Secretary

Sophomore, Junior & Senior Reps will have to support the “Buddy Program” As directed by the Robinson Band Director.

Perform additional duties as needed to ensure the smooth operation of the organization.

Section 7: The Guard Representative(s) shall: Term: 1 year max of two years consecutive

Facilitate/Coordinate communication and activities of the Guard and the Booster Organization. Promote communication among parents, students and Directors. Coordinate specific “group” fundraising efforts. Work with Color and Winter Guard Director(s) and Booster President to identify specific program costs and revenues for the booster annual budget in May. Oversee the operation, accounting and evaluation of all Guard fundraisers and functions. Prepare an end-of-year report to aid incoming Guard Representative. Perform additional duties as needed to

ensure the smooth operation of the organization. The guard Rep will need to attend all Board and Booster Meetings.

Article VIII: Committees

Section 1: Standing committees shall be formed for the fiscal year. It will be the responsibility of the President to ascertain that these committees are formed. The Band Director shall be a non-voting member of all committees. The Board of Directors and/or President may add additional committees as they see fit. These committees shall include but not be limited to:

- a. Pit Crew: Report to Band Director
- b. Chaperones: Report to the VP of Hospitality
- c. Communications: Report to The Secretary
- d. Nominations Committee: Report to President
- e. PNC : Reports to the VP of Fundraising
- f. Event Committee: Reports to The Board President

Section 2: Pit Crew Chair of Committee : Description Needed Term: 1 year max of two years consecutive

This position is primarily responsible for two facets of the marching band program:

1st : The instruments and equipment that are needed on the front sidelines for the performance of the marching band show

2nd The props that are used on the field to visually enhance the show. He or she will organize a Pit Crew to serve the band program and band staff in the following responsibilities as they relate to front ensemble equipment, including but not limited to:

- a. Transporting pit equipment to and from performance venues; 2) placing it at the correct place on the sidelines;
- b. performing maintenance and repair of pit percussion equipment and carts as needed throughout the season.

The Pit Crew Boss will serve the band program and band staff in the following responsibilities as they relate to props:

- a. Will work closely with the director and staff to cast and realize a vision for props that will visually enhance the show.
- b. Aid with the construction of props and maintenance of props throughout the season.
- c. Transport props to and from the performance venues, placing them at the correct places on the field for each performance.

Note: It is expected that the Pit Crew Boss will solicit volunteers from within the Band Booster organization to serve as a cohesive and collegial team throughout the season, delegating responsibilities, proportionately distributing tasks, and working together to realize the vision of the band director and staff.

Perform additional duties as needed to ensure the smooth operation of the organization. The guard Rep will need to attend all Board and Booster Meetings.

Section 3: Chaperone Committee Coordinator: Term: 1 year max of two years consecutive

Facilitate/Coordinate communication and activities of the Robinson Bands and the Booster Organization regarding volunteer/ chaperone needs. Including but not limited to Football games, competitions, field trips, band camps and performances. As well as any needs to replenish perishable donations used for the general marching band season. Maintain inventory of Booster supplies. Assist with inventory when other organizations use Booster assets and authorize such use. Conduct inventory at the end of such use and collect any necessary charges incurred. This position has the authority to form a committee to establish a balance of the needs aforementioned. Sign Up Genius website and Email may be used as needed. In partnership with the VP of Hospitality. This position does not include PNC staffing responsibilities.

Section 4: The Communications Officer / Webmaster shall: Term: 1 year max of two years consecutive

Coordinate communication and publicity for the Band Booster organization. Oversee the Communications Committee whose responsibilities include but are not limited to website maintenance Booster newsletters, and publicity for band and booster activities. Will work with the Secretary to ensure that minutes and booster information is distributed promptly and accurately to all boosters.

Perform additional duties as needed to ensure the smooth operation of the organization.

Section 5: Nominations Committee: Shall meet in the January Meeting to form and review what needs to be done. At The February Board meeting they will give a list to the board, also nominations can be solicited from the floor in both Feb & March. The Boosters will vote at the April Meeting and Positions will change at the May meeting.

Section 6: PNC Committee: This Group was formed 2019/2020 to oversee the complete operations of the PNC fundraiser. From staffing each event, ensure proper training and uphold the expectations of the agreed contract with the PNC Arena.

Section 7: Event Committee: This Committee will meet to plan all Bands of Robinson Events including but not limited to Bandcamps, Meals, Banquets, concerts, Special nights (8th grade night, Senior Night) Parades etc.

Article IX: Conflict of Interest

Section 1: Any director, officer, or member of a committee, who has direct or indirect financial interest in any matter pending before the boosters, has a duty to fully disclose the nature of the

interest.

Section 2: A financial interest is not necessarily a conflict of interest. An interested person may be able to obtain a more advantageous transaction that would not give rise to conflict of interest.

Section 3: An interested person may make a presentation at a board or committee meeting, but after the presentation, he/she shall leave the meeting during discussion of and voting on the matter.

Article X: Document Retention

All officers shall transfer to their successors all books, papers and other property at the end of their term.

Section 1: Past records shall be kept in the band room and will be available for review upon request. Time length for retention:

Section 2: Organizational Records. Organizational records, which include, but may not be limited to, the articles of incorporation, by-laws, 501c exemption letter, should be retained permanently.

- a. Tax Records. Tax records should be retained for at least seven years.
- b. Audit Records. External audits should be kept permanently. Internal audits should be kept for three years.
- c. Banking and Accounting Records. Banking and accounting records should be kept for seven years.
- d. Correspondence. Unless correspondence falls under another category listed in this section, correspondence should generally be saved for two years.
- e. Board Records. Board meeting minutes should be kept permanently.

Section 3: Electronic Mail that needs to be saved should be printed in hard copy and kept in the appropriate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this article.

Article XI: Whistleblower

Section 1: All members are encouraged to report suspected or actual illegal, unethical, fraudulent or dishonest conduct. A volunteer may report his/her concerns to any officer or the band director.

Section 2: The identity of the whistleblower shall remain confidential, unless the issue requires investigation by law enforcement, in which case members or the organization are subject to subpoena.

Section 3: The whistleblower shall receive no retaliation or retribution for a report that was provided in good faith.

Section 4: Whistleblowers must be cautious to avoid baseless allegations, which are allegations made with reckless disregard for their truth or falsity.

Article XII: Audit

Section 1: At the end of the fiscal year, an audit of the booster's financial records should be conducted. The audit should be performed by someone who is independent from the day-to-day financial activities.

Section 2: The audit may consist of the following procedures:

- a. Ensure that the beginning balance in the financial records matches the ending balance from the prior year.
- b. Ensure checks are numerically accounted for in the financial records.
- c. Ensure the bank account balances are accurate and verify accuracy of treasurer's reports.
- d. Ensure that revenues have been appropriately received and recorded.
- e. Review expenditures for reasonableness and adequate documentation.

Note any exceptions and review with the treasurer for explanation. Any discrepancies shall be brought to the attention of the president and band director in order to reach a resolution.

Section 3: A report of findings is to be prepared, attach work papers evidencing the audit, and present to the board and general membership.

Article XIII : Amendments

These by-laws may be amended, repealed, added to or new by-laws may be adopted by a two-thirds majority of the voting members in attendance at any regular booster meeting, provided that notice of the proposed changes were presented at the previous regular booster meeting. The amendments shall become effective upon the vote. All the aforementioned will be based on normal operating procedures. Otherwise changes will need to be confirmed by the Executive Board.

Amendment 1: Funding: Funding for the Jay M Robinson Band Boosters is the responsibility of the student's families and shall include marching band fees. Designated payment schedules will be agreed upon by the Board of Directors based on the budget projections prepared by the Board. All families are expected to meet their obligations on time. To help offset these costs, the students and/or families can participate in fundraising projects. Notwithstanding the criteria listed under Student Accounts, all funds and income of whatsoever kind received by the organization shall be used solely for the promotion, improvement, instruction, equipment, transportation, aid and support of the Jay M Robinson High School Band Program. The amount of fees that are to be paid for each student will be determined and presented at the designated annual meeting. Special assessments and adjustments will be voted on as needed.

Amendment 2: In the case of delinquent fees, all rights and privileges of being in the Jay M Robinson Band **may** be suspended until such time as fees are made current. Students/families owing a balance on their band account from the previous year must pay the balance in full by June 25th in order to enroll for the upcoming year. Examples of these rights and privileges are (but not all inclusive):

- Participating in the marching band
- Receiving any scholarship
- Participating in any trip a final decision on these privileges and rights rests with the Band Director.

Amendment 3: Student Accounts Implemented amendment.

Band Director shall maintain funds and records thereof, earned by students active in the band. These funds will be maintained in a separate budget account (Charms Website) from the funds of the organization. Funds in a student's account can only be used for band expenses or band sponsored activities. Funds remaining in the account of a student at the end of the student's graduating year, or funds remaining when a band student leaves the band program will be disbursed as follows:

- Will be applied to any delinquent band fee
- May be transferred to a sibling band student in the Jay M Robinson Band Program
- May be transferred to another band family if requested by the parent/guardian, Other than as indicated above, remaining funds revert to the general fund

In the case of any dispute concerning the disbursement of a student account, the Board of Directors will make the final decision after consultation with the Director of Bands.

Financial Rollover: All money accrued in Charms Bands accounts once the commitment fees have been met may rollover annually towards trips exclusively. Anyone not going on a trip the remaining funds would transfer into either the General fund or scholarships as needed for students and chaperones who are attending the scheduled trip.

Amendment 4: Communication Program: Starting in the 2020/2021 School year the Jay M Robinson Board will have active Gmail accounts for their respective positions. These emails are for the continued use of the people currently occupying the post. Therefore the gmail account & password will be passed from end of position to the incoming board member. All Gmail accounts will be controlled by the Board Secretary. The passwords will be set and given by the Board Secretary.

Emails as of 2020

President- president.robinsonbands@gmail.com

Hospitality VP- info.robinsonbands@gmail.com

Fundraising VP- fvp.robinsonbands@gmail.com

Treasurer- treasurer.robinsonbands@gmail.com

Secretary- robinsonbands.mail@gmail.com

PNC Coordinator- pnc.robinsonbands@gmail.com

Amendment 5: Board Of Directors Meeting agenda requests. One week prior to the Board meetings if any board member has a request for an addition to the agenda please email this request directly to the Board President(president.robinsonbands@gmail.com)
The President & The Band Director will review the request and respond prior to that scheduled meeting date.

Amendment 6: Pit Crew Chair description has been added to the above leadership positions. This is a Committee Chair. This position works directly with Jay M Robinson Band Director. This is not at this time a board position and not required to sit in Board Meetings however is expected to attend Booster Meetings.

Amendment 7: Robert's RULES OF ORDER

All meetings shall be conducted according to Robert's Rules of Order, Revised except when doing so would be inconsistent with these Bylaws or special rules of order. Ie.:

- 1) The President runs the meeting so everyone is treated with respect during the discussion and the President, in general, does not vote. (Except in special situations);
- 2) All members have the right to express their opinion (politely, of course) during the discussion
- 3) Every member has the right to vote on everything the board does and any money the board spends.

In most meetings, one of the officers will bring up a topic on the agenda. The officer will tell the membership the general subject. At that point, if any of the members are interested they would announce, "I move that we (band subject matter; here ie: wash the uniforms)

When another calls out "I second the motion" A second is just a simple way of seeing if there is any interest in the motion aside from the member who proposed it. If there is a second, it means the group at least wishes to discuss the idea. After everyone has had an opportunity to discuss the proposal the group votes. Usually, the voting is done by the following procedure:

1) The President says, "Since there is no further discussion, we will vote.

All in favor, say "Aye", after which those who agree with the proposal say, "Aye";

2) Then the President says, "All opposed, say, "Nay". After which

those who disagree with the proposal say, "Nay"; 3) The President listens to the voices on each side and decides which

has more votes, then announces the winner by saying "The Ayes have it" or "They Nays have it".

Amendment 8: Board Of Directors Secretary position will include submitting a list of proposed Amendments to the Bands Of Robinson By Laws. This will be submitted at the end of the Secretary's term and amendments will be voted on every 2 years.

Amendment 9: Membership

1. General Booster Membership includes parent(s)/guardian(s) of active band students.
2. Administrative Booster Membership: At the Executive Board's discretion a Booster Member may be added to serve in an administrative roll. This member is not required to have an active student enrolled in the current program. However may assist as needed in any of the aforementioned positions.

Amendment 10: Voting in the general Booster meeting is open to any qualified booster member.

