

**Article I Name**  
The name of this organization shall be: Dade County Band Boosters, Inc.

**Article II Purpose**  
The purpose of this organization shall be to promote the interest of the band and to assist in supplying the needs of the band. It will strive to involve parents, friends, and students from a wide segment of the community. The primary concern shall be to promote the common good of the band and all of its participants.

**Article III Membership**  
Parent(s)/guardian(s) of all band members shall automatically become booster member(s). Membership is open to anyone with a sincere interest in the welfare and success of the Dade County Band program. Members will make available their contact information to the organization by supplying address, phone number, and/or an email address at the beginning of each school calendar year.

**Section 1 Member Duties**  
The duties of members may include but not be limited to voting, holding offices, serving or chairing committees, and other supportive roles.

**Section 2 Volunteer Opportunities**  
Only parent(s) or guardian(s) of a currently enrolled band member may hold an elected office within the band boosters. Members are asked to volunteer at least **four (4)** hours of their time to the band boosters every year.

**Article IV Officers**  
Officers shall be nominated by the members of the organization at the **March** regular meeting of each school year and shall be elected at the **April** regular meeting. The term of each officer shall be (1) school calendar year beginning/ending on June 1st. Training for newly elected officer's for the next year's term will begin in **April** to allow for a transition period of training from the reigning officer.

**Section 1 Officer Guidelines**  
Officer positions shall be subject to the following limitations and rules:

1. Only parent(s) or guardian(s) of a currently enrolled band member may hold an elected office within the band boosters.
2. No individual shall be an officer for more than two (2) consecutive years in the same position.
3. Once the two (2) year limit is reached, an officer can **NOT** run for the same position; but may seek another position.
4. The President and the Treasurer may not live in the same household.
5. The office of Treasurer may **NOT** be held by an employee of the Dade County School System (administrator, teacher, para-professional, support staff, etc.)

**Section 2 Officer Positions and Responsibilities**

**President**

He/she shall work in harmony with the band director(s) and booster members to promote the interest of this organization and to strive to promote a positive image in our school and community. It shall be the duty of the president to perform all duties usually prescribed to this office to include but not be limited to:

1. Preside at all meetings of the Dade County Band Boosters, Inc.
2. Supervise all activities of the Band Boosters.
3. Appoint members to the positions of Webmaster, Chaperone Coordinator,

Public Relations Coordinator, Equipment Manager, Uniform Manager, Equipment Bus Drivers, or any other positions deemed necessary by the membership and/or director(s).

4. Chairs the **Audit Committee** and act as ex-officio member of all committees.
5. Present a written agenda to the members at the beginning of every formal meeting.
6. Make sure that all new member(s) receive a copy of the bylaws and other documents that govern the organization.
7. Implement training session(s) for new member(s), assign a new member a mentor to explain how the organization operates and assist them in where their talents can best be utilized.
8. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times.
9. Serve as the primary liaison between the band director(s) and the general membership.
10. Check the post office in conjunction with the treasurer a minimum of weekly and distribute all mail to the appropriate individuals.

### **1st Vice-President**

It shall be the duty of 1st Vice-President to:

1. Assume the duties of the president during his/her absence
2. Coordinate all affairs dealing with the high school football concession stands (varsity and junior varsity) to include but not limited to:
  - a. Working with the Treasurer to order all required materials needed to run the concession stand properly.
  - b. Coordinate stocking, work areas, and staffing list for each game.
3. Purchase all materials needed for the concession stand using the checking account for concession stand funds.
4. Ensure start-up money and change is present as needed for events where cash is needed.
5. Shall assume administrative details delegated to him/her by the president.
6. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times.

### **2nd Vice-President**

It shall be the duty of 2nd Vice-President to:

1. Assume the duties of the 1st Vice-president during his/her absence.
2. Chair the **Fundraising Committee**.
3. Shall assume administrative details delegated to him/her by the president.
4. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times.

### **Secretary**

It shall be the duty of secretary to:

1. Record the minutes of all meetings of the organization and present, in writing, such at the next meeting.
2. Use procedures that provide for the permanence of records. Maintain all minutes are recorded and a copy kept on record/file in the high school band room director(s) office and available on the website.
3. Keep an accurate roster in conjunction with the band director(s) of the names and addresses of students and members.
4. Facilitate correspondence of the organization as directed by the president.
5. Attend to the general correspondence and communication of the organization and serve notice of the meetings when necessary.
6. Chair the **Ways and Means Committee**.
7. Oversee publication and distribution of the quarterly newsletter.

8. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times.
9. Perform all other duties assigned by the President.

### **Treasurer**

It shall be the duty of treasurer to:

1. Receive and disburse all funds of the organization.
2. Keep an accurate record of and detailed account of all receipts, transactions, and expenditures.
3. Submit a report to the general membership of the Band Boosters at each monthly meeting. This report should include balance on hand, deposits, and expenditures since the last meeting on all active accounts.
4. Have care and custody of all funds, securities, and books of accounts of the Band Boosters.
5. Set up a system to maintain and record all transactions.
6. Work with the selected C.P.A. to guarantee all I.R.S. tax forms are completed and submitted yearly to remain in compliance with state and federal government.
7. Use procedures that provide for the permanence of records.
8. Keep accurate record of each student's account and provides the band director(s) with an up-to-date list each month.
9. Ensure start-up money and change is present as needed for events where cash is needed (fundraisers, etc.).
10. Make parents aware that if money is delinquent (fees, fundraisers, etc.), that funds deposited to a student's account will be used to satisfy the overdue money first.
11. Chair the **Finance Committee**.
12. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times.
13. Check the post office in conjunction with the President a minimum of weekly and distribute all mail to the appropriate individuals.
14. The Georgia Revenue form will be completed by the treasurer by April 1<sup>st</sup>.
15. Perform all other duties as assigned by the President.
16. The required raffle for with the Sheriff's Department must be filled out yearly by August 1<sup>st</sup>.

### **Section 3 Attendance**

In addition to the above requirements, all officers are expected to meet the following criteria:

1. Attendance to at least 75% of all general membership meetings.
2. Attendance to at least 75% of all large group public performances that the band engages in.
3. Attend and work the concession stand a minimum of one (1) time during the football season.

### **Section 4 Resignation or Termination of Officers**

All officers shall perform the duties/criteria outlined in these by-laws and those assigned from time to time. Resignation must be in written form and given directly to the secretary. If the general membership feels that an officer is not performing the duties set forth in the by-laws, is serving as a poor role model for students, or causes morale issues among other parents, a vote for dismissal for that position may be called at a regular meeting of the club. A vote of two-thirds (2/3) of the members present at a regular meeting is required to dismiss any officer. Upon the resignation, dismissal, or termination of the term of an office, he/she shall turn over, without delay, all records, books, keys, or other materials pertaining to the office. A vacancy in any office shall be filled by special election at the next regular meeting following the vacancy.

**Section 5      Officer Powers**

The officers serve as the administrative arm of the organization, and can transact the business of the organization between regular meetings. They shall have the authority to act on behalf of the membership, **when in the opinion of 2/3 of the officers**, that it is not expedient to call a special meeting of the membership, or to hold the action until the next regular meeting of the membership and is deemed immediately necessary for the functioning of the organization or the band.

**Article V      Meetings**

Regular Meetings of the full membership of the Dade County Band Boosters shall be held on the 2nd Tuesday of each month (August – May).

**Section 1      Changes in Monthly Meetings**

In the event that a meeting must be changed (meetings will be rescheduled if the date falls on a day that school is not in session or there is a conflict because of concessions, concerts, or other events) the organization can give notice by mail, phone, website, text alerts, Charms Office Assistant, other electronic communications, presented to students and/or an announcement at a previous meeting. Changes in scheduled meetings will be notated on the band website, presented to students, and sent out by electronic communication at least two (2) school days prior to the rescheduled meeting.

**Section 2      Special Meetings**

A special meeting (or a called meeting) is a separate meeting of the organization held at a time different from regular meetings. At a special meeting, members can discuss only the business that was stated in the notification (which is referred to as the call to the meeting). Meetings may be called at the direction of any (2) officers or by 10 members. It may only be called if the business needs direct attention prior to the regular monthly meeting and if the item(s) are deemed immediately necessary. Notice of special meetings must be given at least two (2) school days prior to the meeting time. Dates and times of special meetings will be noted on the band website, presented to students, and sent out by electronic communications.

**Section 3      Committee Meetings**

Meet as the chair designates with a time and date and as agreed upon by the members of those committees. There must be at least 50% of the committee members present, including the committee chair, to meet quorum and conduct business. Minutes must be kept at all committee meetings and submitted to the President a minimum of three (3) days prior to the regular monthly meeting.

**Section 4      Meeting Agenda**

The President will set meeting agendas on the first Thursday of the month preceding the regular monthly meeting. Anyone wishing to have items added to the agenda must present them to the President by the first Wednesday of the month. The president must type the agenda and copies must be made available to the general membership at the regular meeting. **Members always have the right to present ideas to the membership under “New Business”.**

**Section 5      Meeting Location and Time**

All organizational meetings will be held in the Dade County High School Band Room at 7:00 p.m. unless otherwise specified.

**Article VI      Committees**

A committee can do only what the organization asks it to do; it cannot act independently of the organization. Committee members are made of volunteers from the general membership. The committee is required to keep record of its activities and place them with the President for filing in the band director(s) office. The file will become a

continuous record of activities of the committee and a copy is made available to the new chairman each year.

## **Section 1 Standing Committees**

The organization shall have four (4) standing committees at all times. Additional committees shall be created as needed and deemed necessary.

The four (4) standing committees are as follows:

- Audit Committee
- Fundraising Committee
- Ways and Means Committee
- Finance Committee

## **Section 2 Committee Responsibilities**

### **Audit Committee**

1. The President will chair this committee.
2. Must consist of a minimum of four (4) members plus the chair.
3. Monitor consistent compliance with the organization's by-laws and Dade County Board of Education policies.
4. Recommend changes to the organizations by-laws as deemed necessary to better the organization or to stay in compliance with local Board of Education and local, state, or federal government policies.
5. Review all financial matters of the organization (financial statements, spending practices, fundraising practices, etc.) to guarantee appropriate accounting procedures and compliance with all local Board of Education and local, state, and federal government policies and guidelines.

### **Fundraising Committee**

1. The 2<sup>nd</sup> Vice President will chair this committee.
2. Must consist of a minimum of two (2) members plus the chair.
3. Investigate, organize, and run all fundraising events (excluding concession stands) for the organization within the guidelines set forth by the Dade County Board of Education.
4. Contact local businesses/individuals for sponsorship of the band. Sponsorship consists of any financial or material backing that is donated to the band.

### **Ways and Means Committee**

1. The Secretary will chair this committee.
2. Must consist of a minimum of four (4) members plus the chair.
3. Shall be responsible for organizing a contact tree for band students/parents when pertinent information needs to be relayed in a timely manner.
4. Organize and prepare distribution of the band's quarterly newsletter.
5. Organize food and drinks for band camp, competitions, games, and other events as deemed necessary by the general membership.

### **Finance Committee**

1. The Treasurer will chair this committee.
2. Work with the band director(s) to create a yearly budget. The budget for the following school year shall be presented at the last regular meeting of the school year.
3. Keep track of the current year's budget and make adjustments as necessary.
4. Work with the band director(s) to prepare requests for SPLOST funds from the Board of Education for purchases of equipment.

**Section 3 Committee Chairman Duties**

It shall be the duty of committee chairman to:

1. Be the primary contact for all matters concerning your committee.
2. Organize and present to the President, minutes of all committee meetings.

**Article VII Appointed Positions**

**Webmaster**

Oversee creation, updating, and publishing of the Dade County Bands (<http://www.dcband.org>) website.

**Chaperone Coordinator**

Oversee the organizing and coordinating of chaperones for band events such as field trips, away football games, competitions, concert festival, etc.

**Public Relations Coordinator**

Prepare and submit items to local media for publication concerning band events, competition and festival results, etc.

**Equipment Manager**

Oversee management, maintenance, and proper loading/unloading of equipment.

**Uniform Manager**

Oversee fitting, hemming, and cleaning of marching band uniforms and tuxes.

**Equipment Bus Drivers**

All drivers must have a valid CDL and health card in the state of Georgia. No bus endorsement is necessary. A copy of the CDL and health card must be submitted to the Secretary prior to driving.

**Colorguard Parent Representative**

Oversee colorguard activities and events.

**Article VIII Concession Stands**

The Dade County Band Boosters have been granted permission to run the football concession stand at Dade County High School. Under this agreement, the organization must provide concession stand service at all junior varsity and varsity football games. Sports schedules are set by the Dade County High School Athletic Department and provided to the organization at the earliest possible time to allow for preparation. It shall be the responsibility of the 1<sup>st</sup> Vice-President to coordinate the work areas, worker scheduling, purchasing, and restocking lists for each game. Pricing of concession stand items shall be set in conjunction with the Dade County Quarterback Club to guarantee adequate and fair profit margins. Under the current agreement, sixty percent (60%) of the total profit shall be retained by the Dade County Band Boosters with the remaining forty percent (40%) being retained by the Dade County Quarterback Club. All purchasing shall be done by the 1<sup>st</sup> Vice-President and funds shall be deposited into a Concession checking account and be split at the end of the football season. \$2,000.00 shall remain in the account at the end of each season to be used as start-up for the following season.

**Article IX Finances**

The Band Boosters annual operating budget shall be based on and supported by fund-raising revenues from the previous year. The only authorized expenditures are those directly related to a budget line item. Any unbudgeted expenditures that are 2% over the current total budget must be voted upon by the general membership present at a regular meeting prior to any funds being dispersed UNLESS the items are deemed immediately necessary.

**Section 1 Location and Use**

All Band Booster funds are held through Band Booster accounts currently held at the Bank of Dade. The current accounts include: General Fund (checking), Uniforms (savings), and Concessions (checking), and Trip (savings). No purchases may be made

of a personal matter, any that violate Dade County Board of Education policy, or local, state, or federal law. All purchases must have the final approval of the director(s) and 2/3 of the membership at attendance of the regular monthly meeting.

**Section 2 Disbursement of Funds**

The Treasurer will oversee all purchasing through these accounts. Checks must contain the signature of the Treasurer and President for the General Fund and the 1<sup>st</sup> Vice President and President for the Concessions. The Treasurer shall be listed on all accounts for the purpose of balancing accounts.

Reimbursement of personal purchases will take place only on the following conditions:

1. Funds were approved prior to actual purchase.
2. Original receipt must accompany items purchased.
3. No other items may be present on the receipt.

**Section 3 Director(s) Authority to Purchase**

The Band Director(s) may use funds for items such as reeds, drum heads, repairs, small equipment, etc. The Director(s) may do so WITHOUT prior approval of the officers and/or general membership if the item(s) are deemed immediately necessary for the continued growth of the program AND their total purchase price does NOT exceed \$200 at a time.

**Article X Student Accounts**

Students may hold an account with the Band Boosters upon completion of a Student Account Agreement Form each year. The Student Account Agreement Form outlines all regulations of student accounts. The Treasurer will maintain accounts and balances will be made available to students and parents through the Charms Office Assistant. Amounts and acceptable uses of the credit approved by the general membership will be listed in the band handbook and posted on the website. Request for transfer of funds will be made through the Charms Office Assistant and will be approved or denied by the Treasurer and President.

**Article XI Chaperones**

We will adhere to all rules set forth by the Dade County Board of Education as to the ratio of chaperones to students required for all events.

**Article XII Equipment and Uniforms**

All equipment, uniforms, or other items purchased by the Dade County Band Boosters becomes property of the Dade County Board of Education. Property of the Dade County Board of Education must be inventoried and maintained under the guidelines set forth by the Board of Education. Upon such time that equipment or uniforms become unserviceable and need to be disposed of, the Band Boosters must follow the surplus guidelines set for by the Board of Education.

**Article XIII Parliamentary Authority**

Parliamentary authority shall be the latest edition of Robert's Rules of Order, Revised, except in those cases where it conflicts with these By-Laws.

**Article XIV Governance**

**Section 1 Policy Compliance**

The Band Boosters will comply with and support the Dade County Board of Education policies and regulations in all functions.

**Section 2 Amendments**

The by-laws may be amended by a 2/3 votes of the active members present at a regular or special (called) meeting. Provided that a proposed amendment has been read at the previous regular meeting or that a notice in writing setting forth such proposed amendment shall have been sent or made available to each member at least ten (10) days prior to the meeting at which such is finally passed upon. The recommendation for amendments must be presented in writing to the President before the first Wednesday of each month to guarantee that they be added to the meeting agenda. The Dade County Band Boosters by-laws will be available on the Dade County Band Boosters website, Charms Office Assistant, a copy will be filed in the Band Director(s) office at Dade Middle School and Dade County High School, and copies will be available in the main office at Dade Middle School, Dade County High School, and the Dade County Board of Education.

**Section 3 Approval**

These bylaws were put into effect on May 9, 2016 and shall be in effect from this date forward. These by-laws should be reviewed and/or revised every year by the Audit Committee.

\_\_\_\_\_ President

\_\_\_\_\_ 1<sup>st</sup> Vice-President

\_\_\_\_\_ 2<sup>nd</sup> Vice-President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer