

BYLAWS OF THE HERNANDO BAND BOOSTERS CLUB

Preamble: The Hernando Band Boosters Club ("Boosters") is a 501(C)(3) not-for-profit organization comprised of the parents, relatives, legal guardians, and supporters of all Hernando band students and alumni. The purpose of the organization is to support all of the Hernando band programs including, but not limited to, High School and Middle School bands, concert performance bands, marching band, pep band, jazz band, winter percussion, winter guard, and any ensembles (the "Band Program"). The Boosters will achieve this objective by: (1) working in conjunction with the Band Director(s); (2) organizing and overseeing various band-related activities; (3) collecting and providing funds for sanctioned Boosters activities; (4) providing fundraising opportunities to/for the Boosters members and band students; (5) disseminating necessary information to Boosters members, students and the public about the Hernando Band Program and achievements; (6) chaperoning and supervising band students as needed; (7) advocating for the best interests of the students in the Band Program; and (8) any other activity which in the opinion of the Band Directors and Boosters Executive Board are necessary or advisable in furthering the Band Program. Further, the Hernando Band Boosters have adopted a Mission Statement which reads as follows: "It is our mission to ensure that every child who is a member of the Hernando Band Program gets the best opportunity to experience the enrichment that music and the arts bring to our community and to our lives. We as parents and boosters will accomplish this goal by instilling a good work ethic in our children, putting service to others before ourselves, providing leadership and prudent management of funds, and supporting our professional music educators and staff in every way possible."

The Boosters are a separate and distinct organization from Hernando High School, Hernando Middle School, and from DeSoto County Schools. The Boosters maintain its own separate budget and finances, and is managed and directed by its voting members through its Executive Board.

ARTICLE I: BOOSTER MEMBERS AND ASSOCIATE MEMBERS

SECTION I: Voting Members. All parents and legal guardians of Hernando High School and Hernando Middle School band students who are currently participating in the Band Program are voting members of the Boosters for the duration of their student's participation in the Band Program. Membership as a Voting Member is terminated upon a student's graduation, or withdrawal from the Band program.

SECTION II: Associate Members. Any other friend or relative of any student currently participating in the Band Program; and any student alumni of the Hernando Band Program and their parents, legal guardians, relatives or friends, may participate as non-voting, associate members of the Boosters. Associate members may not serve as officers on the Executive Board.

SECTION III: Duties of Members. Both Voting and Associate members of the Hernando Band Boosters Club will abide by the Hernando Band Boosters' mission statement. All members are expected to encourage a positive team spirit at band activities. All members are encouraged to participate in all Booster activities, fostering a team atmosphere and modeling prudent leadership in the school community. Voting Members will be accountable for payment of yearly band fees and associated costs of their child's band activities. Voting Members are also expected to fulfill two nights' duty in the concession stand each season. It is the duty of all members of the Booster Organization to practice proper stewardship principles regarding the purchase or maintenance of band property, whether owned by DeSoto County Schools or The Hernando Band Boosters Organization.

ARTICLE II: THE EXECUTIVE BOARD

SECTION I: Board Members. The Boosters' Executive Board ("Board") shall be comprised of all duly elected officers.

SECTION II: Board Meetings. The Executive Board shall meet monthly, in executive session, immediately preceding each monthly Booster meeting, or otherwise as the Board may determine. Special

Meetings may be called by the Executive Board as needed.

SECTION III: Board Duties. The Board will work in conjunction with the Band Director(s) to further the goals of the organization and to prepare for the Boosters' monthly membership meetings. The Boards' duties include, but are not limited to: establishing policy and procedure for various Booster activities and functions, establishing an annual Boosters' budget, designating committee chairs, overseeing committee activities, overseeing Booster finances, and delegating tasks to other Booster members. Any communication of the status of any specific student account or concern will be kept confidential among the members of the Executive Board.

SECTION IV: Board Actions. A majority of the Executive Board present at any regularly-scheduled Board meeting shall constitute a quorum. The Board may vote or otherwise act on any matter by quorum at its monthly meetings, or by email (or other electronic means which can be duly recorded) if necessary or expedient in the furtherance of the Boosters' interests. A simple majority vote by the Board, or its quorum, is sufficient to approve or ratify any Board action or decision. For purposes of determining a majority vote, each officer may each cast one vote. Band Director(s) may not vote, but they may participate in Board discussions. The Board will earnestly consider the Band Director(s) input when acting on any matter.

SECTION V: Authority. The Board has the authority to establish, assess and collect all fees necessary to support the Boosters Program. The Board also has the authority to utilize the services of other persons at their executive meetings for professional advice in legal, accounting, marketing or any other subject, if the Board believes such advice is beneficial to the goals of the Boosters. Any person who attends the meetings of the Executive Board in an advisory capacity shall not be considered a voting member of the Board, but is bound by the same rules of confidentiality as Board members. The affairs of the Boosters shall be managed by its Executive Board.

SECTION VI: Booster Meetings. On the third Tuesday of every month (or otherwise as the Board may determine), the Board will hold open meetings with all members to discuss the activities of the Boosters, the needs of the Band Program, the Boosters' finances, and related matters. A reminder for the Boosters meetings shall be published in advance of the meetings through any appropriate means, including email, newsletter, school announcements, electronic media and website postings, and minutes of the meetings shall be kept by the Boosters' secretary.

ARTICLE III: ELECTION OF OFFICERS

SECTION I: Officer Nominations. In February of each year, the Executive Committee shall prepare a slate of officer candidates for consideration by the Booster members. Nominations for officers may also be made by any interested member at any time before, or at, the February meeting.

SECTION II: Slate of Nominees. The slate of proposed nominees shall be provided to members at the February meeting. Any person nominated for office must consent to the nomination.

SECTION III: Election of Officers. Officers shall be elected at the Boosters' meeting in March. A simple majority vote of the members who attend the March meeting shall be sufficient to elect any officer.

SECTION IV: Length of Service. For purposes of continuity, it is preferred that all officers consider serving for a period of two years or more; however, an officer may serve for only one year and their service to the Band program is greatly appreciated. No person shall hold the same office for more than three years unless the additional length of service is approved by a majority vote of the Booster members.

SECTION V: Resignation or Removal. An officer may be removed for cause by a majority vote of the disinterested members of the Executive Board. Cause may include, but not be limited to, misfeasance, neglect of duty, dishonesty, breach of confidentiality, unauthorized purchases, excessive unexplained absences from Executive Board meetings and failure to complete duties during one school year, unauthorized disposal of band program or booster property, or any other action which is harmful to the

organization or the Band Program. In the event any officer resigns or is removed from office, the remaining members of the Executive Board, by majority vote, may appoint another member of the Boosters to serve the remainder of the departing officer's term, provided that such member is in good financial standing with the Boosters.

SECTION VI: Co-Officers. Some positions on the Executive Board may be shared by two or more individuals as co-officers. In the event two or more members agree to serve as co-officers, they may divide the duties of the office between them as they deem appropriate, but each co-officer shall remain responsible for all duties of the office. In the event one co-officer resigns or is removed from office, the remaining co-officer shall continue to serve as the sole officer in that position for the duration of his or her elected term.

ARTICLE IV: DUTIES OF OFFICERS

SECTION I: President:

- a. Principal Executive Officer of the Band Boosters Club and shall in general manage and oversee all of the business and affairs of the Boosters.
- b. Shall preside at all Executive Board meetings and Boosters member meetings. May call a special meeting of the Executive Board at any time.
- c. Is authorized to sign all checks, and perform financial transactions, appropriately presented for payment by the Treasurer.
- d. Is authorized to approve and sign all other documents on behalf of the Boosters, including contracts, correspondence, tax returns, legal or business - related filings, or any other necessary transactions.
- e. Works in conjunction with all Committees/Executive Board, providing guidance and encouragement.
- f. Communicates on regular basis with Band Director(s) and Members to ensure goals/plan of Boosters align with Band Director(s) needs.

SECTION II: Vice President (2 Person Position):

- a. Shall divide and share duties of organizing Band Camp, Fundraising, and Concession Stand Management as needed, and in conjunction with Executive Board, Committees, and Band Director(s).
- b. Shall preside at all Executive Board meetings and Boosters member meetings in the President's absence. Shall assume the duties of President if the President is unable or unwilling to perform his or her duties for any reason.
- c. Shall perform any tasks as needed for the good of the Band Program.
- d. Is authorized to perform financial transactions with approval by President and/or Treasurer.
- e. Each co-officer in this position will equally share duties and demands of this position.
- f. Shall work closely with President, Treasurer, Asst. Treasurer, and Band Director(s) in the execution of the demands of this position.
- g. Shall maintain the confidentiality of all student accounts.

SECTION III: Treasurer:

- a. Shall promptly pay all expected budgeted bills which are presented for payment with appropriate invoices or receipts.
- b. Shall promptly pay any unbudgeted or unexpected bills after payment is approved by the Executive Board, if the bills are presented for payment with appropriate invoices or receipts.
- c. Shall promptly deposit all receipts in the Boosters' bank account and maintain an accurate balance of that account at all times.
- d. Shall prepare (i) financial statements and reports for each Executive Board meeting and monthly member meeting; (ii) a year-end financial statement and treasurer's report; (iii) annual tax returns; (iv) annual 501(C)(3) filings; and (v) other financial duties in conjunction with Boosters' CPA.
- e. Shall promptly produce the bank account statements and supporting documentation for review or audit at any time it is requested by the Executive Board.
- f. Shall sign all checks payable from the Boosters' bank account and perform financial transactions as needed.
- g. Shall sign all other documents which require a second signature in addition to that of the President.
- h. Shall assist in the preparation of an annual budget.

- i. Shall maintain the confidentiality of all student accounts.
- j. Work closely with Boosters President, Vice-Presidents, Asst. Treasurer, and Band Director(s) in execution of the demands of this position.

SECTION IV: Assistant Treasurer:

- a. Assist with Treasury duties as needed and directed by the Treasurer.
- b. Shall maintain the confidentiality of all student accounts.
- c. Work closely with President, Vice-Presidents, Treasurer and Band Directors in execution of the demands of this position.

SECTION V: Secretary:

- a. Shall keep minutes of all Boosters member meetings & Executive Board meetings, and present those minutes for approval at the subsequent Boosters Executive Board, or member meeting as deemed appropriate.
- b. Shall maintain a permanent file of all official Boosters correspondence, minutes, reports, financial statements, budgets, and other documents for a minimum of three years.
- c. Shall be responsible for all official correspondence from the Boosters.

ARTICLE V: COMMITTEES

SECTION I: STANDING COMMITTEES: The Boosters' Standing Committees shall be chaired by a Boosters member, or members, designated by the Executive Board. The Standing Committees shall consist of the following:

- a. Chaperone Committee: (1 or 2 person chair) Supervises and coordinates chaperone roster for band competitions and activities (other than band camps) as requested by the Band Director(s).
- b. Props & Logistics Committee: (4 - 8 person chair) Responsible for building and transporting all props (and equipment as needed) to various performance sites as needed, and requested by the Band Director(s). Preference for 2 (two) chair representatives from each grade: 9th, 10th, 11th, 12th but not mandatory.
- c. Band Camp Committee: (Chaired by a Vice President) Provides food, drink, and organizational assistance for the Marching Band during summer marching band camp(s).
- d. Sponsorship Committee: (1 - 2 person chair) Solicits contributions, grants and funding from private or public sources for the financial support of the Band Boosters fund. Works closely with Executive Board.
- e. Uniform Committee: (2 - 3 person chair) Cleans, repairs and sizes all band uniforms and hats. Assists with outfitting band students at marching band competitions and other band functions as requested by the Band Director(s).
- f. Fundraising Committee: (4-6 person chair) Organize, plan, and execute approved fundraisers for the Band Boosters Club. Works closely with President, VP's, and Treasurers. Communicate with Executive Board, parents, students, vendors, and Directors related to raising funds for the Boosters program and operations. Provides and updates fundraising calendar for distribution to Boosters Club members 3-4 times (minimum) per school year.
- g. Nominating Committee: (Consists of President, 2 Vice Presidents, Treasurer, and Secretary). Solicits interested and capable Boosters members for nomination as officers on the Executive Board.
- h. First Aid Committee: (2 - 3 person chair) Monitor student's first-aid needs during band camp, football game performances, competitions, and as needed. Coordinate roster of appropriate volunteers for first aid. Maintain inventory of on-hand medical supplies and obtain supplies via donation/solicitation. Confer with Directors and parents as needed. Maintain student confidentiality related to medical needs. Medical experience preferred, but not required.
- i. Middle School Reps: (4-5 person chair) Provide outreach to parents and students of the Middle School Band Program. Promote inclusion and foster involvement in all band booster activities. Provide hand-outs and information about Band Boosters Club at Middle School Open House, Amro Nights, etc. Coordinate volunteers and concession stand operations at Middle School football games with direction and assistance from Executive Board.
- j. Color Guard Liaison: (1-2 person chair) Provide support to Color Guard instructors, families, and students as needed.

SECTION II: Ad Hoc Committees: The Executive Board may create temporary committees or designate individuals to undertake any other activity that supports the Band Program (i.e. Band Night, Parade Float, Awards Dinner).

SECTION III: Committee Oversight: All committees will report its activities and expenditures to the Executive Board on a monthly basis and as needed. A representative of each committee will report its activities at the Boosters' monthly meetings while that committee is active.

ARTICLE VI: FEES

SECTION I: Student Accounts and Unused Student Account Funds: All student accounts and unused student account funds shall be maintained, managed, and reimbursed to Boosters members. Funds may be redistributed per student and parent decision, at their discretion, and with direction to the Treasurer.

SECTION II: Returned Check Fees: A \$10 processing fee and the original amount of the check will be due for any checks returned by the Bank for Insufficient Funds.

ARTICLE VII: DISSOLUTION

SECTION I: Winding up: In the event the Boosters cease operations for any reason, the existing officers shall pay any outstanding expenses, sell any unneeded equipment, and pay any requested refunds out of the remaining Boosters funds.

ARTICLE VIII: AMENDMENTS

Section I: Proposed Bylaw Amendments: Amendments to these Bylaws may be proposed by any member of the Boosters. Proposed amendments must be submitted to the Executive Board in writing for consideration. Any amendment of these Bylaws is only effective (1) after the Boosters members are notified of the proposed change and the date the proposal will be voted on; and (2) the members approve the proposed amendment by majority vote at a regularly-scheduled Boosters meeting.

Approved and adopted in Special Session of the Hernando Band Boosters Club's Executive Board on this 15th day of February, 2015.

Amended in Executive Session Fall 2016.

Amended in Executive Session June 2016.