

These procedures or general policies, not covered in the bylaws, provide for the day-to-day operation of Tate Band Boosters Association, Inc., make frequent/common actions simpler and provide for fairness and continuity of board decisions. The Standing Rules are adopted and/or amended by a majority (>50%) vote of the Tate Band Boosters Association Board. These Standing Rules are meant for interpretation purposes, and the ByLaws shall be the governing body.

Tate Band Boosters Association, Inc

Affirmation of STANDING RULES (Please CHECK and FILL OUT <u>ONLY ONE</u>)	
☒	These standing rules were voted upon and approved at the Booster Association Board Meeting on <u>6-18-26</u> (Date)
OR	
☐	These standing rules were reviewed at the Booster Association Board Meeting on _____ (Date) and no changes were made.
This was reported to the general membership on <u>6-18-26</u> (Date)	
Signed:	<u>Lisa Ferlo</u> Booster President
	<u>Lisa Ferlo</u> Please Print Name
Signed:	<u>[Signature]</u> Band Director
	<u>Ronald Gray</u> Please Print Name
Must be signed and dated	

Standing Rules

I. The Tate Band Boosters Officers

A. The Officers, as defined in the Bylaws under Article VIII: Officers, is defined as:

1. Section 1. The Officers shall consist of the elected officers.
2. Section 2. The duties of the Officers shall be to transact emergency business in the interval between board meetings.
3. Section 3. The majority (>50%) of the Officers shall constitute a quorum.
4. Section 4. Meetings of the Officers shall be held as needed.
5. Section 5. Officers may only be removed by the body that elected them, with the following exceptions:

a. The Principal and Band Director(s) may remove an officer based on the following:

i. Violation of the OSO.

B. The Officers:

1. Shall be a member of this association as defined in Bylaws Article V: Membership.
2. Shall assume their official duties following the end of the school year and shall serve for a term of one year or until their successors are elected. The Treasurer shall assume all duties at the start of the Fiscal Year.
3. Shall not serve more than three consecutive terms in office, except as noted in the ByLaws.
4. Shall consist of the following elected officers:
 - a. President
 - b. 1st Vice President (Volunteers)
 - c. 2nd Vice President (Ways and Means)
 - d. 3rd Vice President (Events)
 - e. Treasurer
 - f. Secretary
5. Shall deliver to their successors all official material not later than ten days following the end of the office term.

C. Duties of Officers

1. President
 - a. Preside at all meetings of the Association, the Officers, and the Board.
 - b. May appoint a Parliamentarian and a Historian with the approval of the Board.
 - c. Be aware of the work of the Officers and the committees of the organization, coordinating and collaborating as necessary.
 - d. Prepare and provide written agendas for Officers, Board, and Association meetings.
 - e. Serve as a signor and card holder on the Booster financial account(s).
 - f. Sign Operation Contract with the School
 - g. Sign all Staff Contracts
 - h. Possess a key to the payment box.
 - i. Possess a key to the souvenir cabinet.
 - j. Possess a key to the PO Box.
 - k. Report the work and needs of the association to the Secretary for communication through weekly reminders, newsletters, emails, app-based texts, website updates, and social media posts.

Report to the President

i. Parliamentarian

- (1) Chair Bylaws review/revision committee
- (2) Chair Standing Rules review/revision committee

- (3) Use working knowledge of Robert's Rules of Order to maintain meeting order and efficiency

- ii. Historian
- iii. Alumni
- iv. New Parent Liaison

- (1) Communicate needs and concerns of the New Parents of the Association to the Board.
- (2) Communicate booster info to the New Parents of the Association.
- (3) Encourage participation of New Parents in all booster volunteer capacities.
- (4) Guides New Parents on procedures within the Band, as well as who to reach out to for specific questions.
- (5) Acts as Big Brother/Sister for incoming New Parents creating a better experience.

2. 1st Vice President (Volunteers)

- a. Act as an aide to the president and perform the duties of the president in the absence or disability of that officer to act.
- b. Coordinate the work of Volunteers standing committees.
- c. Report the work and needs of Volunteers standing committees at Officer, Board, and Association meetings.
- d. Report the work and needs of Volunteers standing committees to the Secretary for communication through weekly reminders, newsletters, emails, app-based texts, website updates, and social media posts.

Report to the 1st Vice President

i. Uniforms

- (1) Coordinate uniform fitting schedule for band.
- (2) Maintain inventory system of uniforms and hats issued to students.
- (3) Coordinate the order of short uniforms, shoes, et al at the beginning of the season.
- (4) Coordinate end of year dry cleaning of uniforms.
- (5) Ensure adequate stock of socks, short uniforms (etc.) are on hand throughout the year to accommodate new students.
- (6) Ensure supply of hair ties and sewing kit is on hand for all games/performances in full uniform.

ii. Equipment

- (1) Inspect equipment (gator, trailers, etc.) and notify the 1st Vice President of any necessary repairs, supplies, maintenance, and/or replacement.
- (2) Coordinate equipment volunteers for each equipment need. Submit the volunteer list to the 1st Vice President at least three days prior to the event.
- (3) Coordinate drivers for the equipment transfer. Submit the volunteer list to the 1st Vice President at least three days prior to the event.
- (4) Reserve necessary box trucks and/or semi for equipment transfer for the season and

confirm at least 1 week prior to the event.

- (5) Coordinate drivers to pick up and return box trucks and/or semi rentals.
- (6) Work with loading crew students to create efficient procedures and best practices.
- (7) Possess key to the gator.
- (8) Assist in providing coolers and ice for students.

iii. Chaperones and Volunteers

- (1) Maintain spreadsheet of adult volunteers who have completed required district forms, chaperone training, and have worked (or are signed up to work) one concession shift in order to chaperone.
- (2) Prepare bus bags for each trip. Print volunteer sign in for each chaperone event.
- (3) Coordinate volunteers for each chaperone need. Submit the volunteer list to the 1st Vice President at least three days prior to the event.
- (4) Conduct chaperone training for interested volunteers.

iv. Medical – Co Chairs

- (1) Maintain a spreadsheet of adult volunteers who have completed required district forms, chaperone training, and possess adequate medical credentials (minimum of first aid and CPR certification).
- (2) Organize and inventory medical supplies. Notify the 1st Vice President of any needs.
- (3) Stock medical bags.
- (4) Conduct medical chaperone training for interested volunteers.
- (5) Maintain medical binders containing student medical information forms and authorization/release forms.
- (6) Make copies of color guard and percussion member forms for separate binders.
- (7) Maintain medical and parent contact logs.
- (8) Organize first aid and CPR training for interested students and parents.

3. 2nd Vice President (Ways and Means)

- a. Act as an aide to the president and perform the duties of the president in the absence or disability of the president and 1st vice president to act.
- b. Coordinate the work of Ways and Means standing committees.
- c. Report the work and needs of Ways and Means standing committees at Officer, Board, and Association meetings.
- d. Report the work and needs of Ways and Means standing committees to the Secretary for communication through weekly reminders, newsletters, emails, app-based texts, website updates, and social media posts.

Report to the 2nd Vice President

i. Concessions – Co Chairs

- (1) One Co-chair to serve as a signor and card holder on booster financial account(s).
- (2) Report to the Officers the special needs of concessions including equipment to be purchased/replaced.

- (3) Coordinate meals for band events.

ii. Individual Fundraisers

- (1) Prepare and present a timeline of planned fundraisers to Boosters at July Booster Meeting.
- (2) Timely communicate the fundraiser's details to include order deadline and expected delivery when applicable.
- (3) Monitor social media posts during fundraising events and timely respond to inquiries.
- (4) Report fundraising results to the Board.
- (5) Secure location for Christmas Gift Wrap and coordinate set-up, take-down, volunteer sign-ups, and supply/donation replenishment.
- (6) Communicate financials to Treasure in a timely manner.

iii. General Band Fundraisers

- (1) Prepare and present a timeline of planned fundraisers to Boosters at July Booster Meeting.
- (2) Timely communicate the fundraiser's details to include order deadline and expected delivery when applicable.
- (3) Monitor social media posts during fundraising events and timely respond to inquiries.
- (4) Report fundraising results to the Board.
- (5) Communicate financials to treasure in a timely manner.

iv. Sponsorships

- (1) Develop sponsorship packages.

v. Grants

- (1) Research and fill-out grant applications.

vi. Souvenirs

- (1) Maintain inventory system of all souvenir items.
- (2) Coordinate order to restock items within budget to ensure adequate inventory.
- (3) Provide receipt to purchasers.
- (4) Remit collected funds to Treasurer timely.
- (5) Ensure souvenirs are available for sale before all booster meetings, during uniform fittings, and other times as determined by the Board.
- (6) Evaluate cost of souvenirs annually and make recommendations to the Board for price adjustments.
- (7) Possess a key to the souvenir cabinet.

4. 3rd Vice President (Events)

- a. Act as an aide to the president and perform the duties of the president in the absence or disability of the president, 1st vice president, and 2nd vice president to act.
- b. Coordinate the work of Events standing committees.
- c. Report the work and needs of events standing committees at Officer, Board, and Association meetings.
- d. Report the work and needs of Events standing committees to the Secretary for communication through weekly reminders, newsletters, emails, app-based texts, website updates, and social media posts.

Report to the 3rd Vice President (Events)

- i. FBA/MPA
 - (1) Recruit dependable leaders to oversee specific areas of the Event.
 - (2) Work closely with Concessions co-chairs, Treasurer, and Director in planning the event.
- ii. GCGPC/WGI
 - (1) Recruit dependable leaders to oversee specific areas of the Event.
 - (2) Work closely with Concessions co-chairs, Treasurer, and Director in planning the event.
- iii. Alumni Events
 - (1) Banquet
 - (a) Reserve location and arrange for catering. This step needs to be done early.
 - (b) Assemble a committee to decorate.
- iv. Student Events
 - (1) Senior Night
 - (a) Ensure a senior parent has taken the lead to coordinate senior gifts.
 - (b) Coordinate the lineup of seniors and their families on the track on senior night.
 - (2) Banquet
 - (a) Reserve location and arrange for catering. This step needs to be done early.
 - (b) Assemble a committee to decorate.
 - (c) Coordinate with directors, as necessary, to ensure awards are ordered.
 - (3) Trips

- (a) Work with directors to plan Event.
- (b) Ensure forms and payments are received timely from students.
- (c) Act as liaison between parents and travel company/directors in providing information and answering questions.

5. Treasurer

- a. Maintain custody of all the funds of the association.
- b. Keep a full and accurate account of receipts and expenditures.
- c. Make/approve disbursements in accordance with the budget as approved by the Board and Association.
- d. Ensure Board approval is received prior to expenditures of extraordinary items, capital items not approved as part of the annual budget, or items purchased from reserve accounts.
- e. Reserve funds only need board approval because they are not part of the budgeted funds.
- f. Present a full financial report at every meeting of the Association.
- g. Must attend all Home and JV games to oversee monetary needs.
- h. Responsible for the maintenance of books of accounts and records.
- i. Ensure every check is signed by two account signors.
- j. Provide all necessary accounting records to the Audit committee for the Annual Audit.
- k. Coordinate the work of financial standing committees.
- l. Serve as a signor and card holder on the Booster financial account(s).
- m. Possess a key to the payment box.
- n. Possess a key to the PO Box.
- o. Stock labeled payment envelopes for the payment box.
- p. Secure all income for immediate account deposit or placement in safe.
- q. Ensure monies generated at special events in large amounts, such as concessions, have two people to collect, verify and record
- r. Complete receipt by posting on designated Financials Program accounts within a timely manner.
- s. Report the work and needs of financial standing committees at Officer, Board, and Association meetings.
- t. Report the work and needs of financial standing committees to the Secretary for communication through weekly reminders, newsletters, emails, -app-based texts, website updates, and social media posts.
- u. Email monthly financial reports to the Booster's Outside Support Organization county representative.
- v. Email monthly financial statements for each student.
- w. Ensure receipts are received for all debit card transactions.
- x. Check payment box weekly, notifying Secretary, and deposit funds within 3 business days.
- y. Deposit Concessions and Event income the NEXT business day.
- z. Serve as 2nd signor on all staff and financial contracts.

Report to the Treasurer

i. Financial Assistants

- (1) Assist Treasurer at every home game with making change for concessions.
- (2) Count and prepare deposits from every home game and special events.

- (3) Help take bank deposits as needed.
- (4) Help mail statements and call parents regarding past due balances.
- (5) Assist Treasurer with any other financial duties as needed.

ii. Finance Committee

- (1) The Finance Committee will consist of the following, as a (minimum): Treasurer, President, and Second Vice President (Ways and Means).
 - (a) At least (1) band director shall be present as a contributing member of fiscal year budget development.
 - (a) In emergency cases including, but not limited to Natural disaster, pandemic or plague; the Finance Committee may propose changes to the budget mid-fiscal year. At least (1) band director shall be present as a contributing member of any mid-fiscal year budget proposed changes.
- (2)
- (3) The Board shall approve the proposed budget and any proposed amended mid-year budget. The proposed budget and any proposed amended mid-year budget shall be presented to the general membership for review at the next scheduled meeting of the Association.

ii. Audit Committee

- (1) Shall consist of 3 Board and/or Association members, in addition to the Treasurer.
- (2) Meet at the end of fiscal year to review and audit the financial record keeping for the current Association year.

2. Secretary

- a. Record the minutes of all meetings of the Association, Board, and Officers.
- b. Prepare and distribute minutes of all meetings of the Association, Board, and Officers.
- c. Maintain hard and electronic copies of minutes of all meetings of the Association, Board, and Officers.
- d. Email Officers, Board, and Association minutes to the Booster's Outside Support Organization's county representative monthly.
- e. Compile submissions from Directors, Staff, and Board members to produce and distribute a weekly reminder.
- f. Compile submissions from Directors, Staff, and Board members to produce and distribute a newsletter as necessary.
- g. Report the work and needs of all communications standing committees at Officer, Board, and Association meetings.
- h. Distribute and collect all Student and Volunteer forms.
- i. Forward all Student and Volunteer forms to the appropriate committee chairpersons in a timely manner.
- j. Assist VP1 with chaperone and volunteer spreadsheet organization and communication.
- k. Report to the Secretary

- i. Website
- ii. Social Media
- iii. Student Communications

B. Election of Officers

1. Nominations

- a. There must be a nominating committee elected by the Officers, composed of three or five members, at least two months prior to the election of officers.
- b. The nominating committee shall nominate one person for each office to be filled and report its nominees to the general membership at the March meeting at which time additional nominations may be made from the floor.
- c. In order to be nominated, a person must be a current member in good standing of the association (student account payments, district volunteer forms current, Standing Rules, integrity, image, etc.).
- d. Only those members who have consented to serve if elected shall be nominated for or elected to such office.
- e. Members of the nominating committee may be elected to office.

2. Election

- a. Officers shall be elected by ballot annually in the month of April. However, if there is but one nominee for any office, election for that office may be by voice vote (Vote of Affirmation).
- b. A majority vote shall elect.
- c. Members of the Association must be present to vote.
- d. Three Board members NOT on the ballot will be chosen by the nominating committee chairperson to count and verify ballots.

3. Vacancies

- a. A vacancy occurring on the office of President, shall be filled for the remainder of the unexpired term by the Vice Presidents (in designated order), as per the Bylaws.
- b. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the Board.
- c. A vacancy occurring on any Officer position prior to starting their term shall result in a special election to take place at the next regularly scheduled meeting of the Association.

II. The Tate Band Booster Board

A. The Board, as defined in the Bylaws under Article X: Board, is defined as:

- 1. The Board shall consist of the Officers of the Association and the Chairs and co-chairs of standing committees.
- 2. The Board shall transact necessary business in the between Association meetings, create standing

committees, approve the plans of work of standing committees, present a report at the regular meetings of the Association, prepare and submit to the Association for approval a budget for the fiscal year, and approve routine bills within the limits of the budget.

3. Regular meetings of the Board shall be held monthly on the second Thursday of every month. A majority (>50%) of the Board members shall constitute a quorum. Special meetings of the Board may be called by the president or by a majority of the members of the board, 48 hours notice having been given. A Treasurer's report must be given at every Board meeting.
4. Meetings of the Officers, Board, and committee meetings may be conducted in person, by conference call, teleconference, or other electronic media, as permitted by applicable law. Votes cannot be cast by text base mediums, such as email, text, and similar mediums.
 - a. Meetings shall be in-person, teleconference, or conference call, but shall not be a combination thereof.
5. Officers may only be removed by the body that elected them, with the following exceptions:
 - a. Violation of the OSO.

B. Attendance and Expectations of Board members

1. Two board members are expected to be present on campus for all Varsity and Junior Varsity home football games.
2. Board members may be needed to staff concessions depending on the number of volunteers from general membership.
3. Board members should attend all Board meetings and general Association meetings.
 - a. Board members may not miss more than 2 Board meetings
 - i. Excessive absences may result in dismissal from the board.
 - ii. Allowance for extenuating circumstances may be permitted.
4. Board members are expected to participate in all special events.
5. Board members are required to maintain a procedure book for the office/chair hey hold.

C. Standing Committees

1. Standing Committees, as defined in the Bylaws under Article XI: Standing and Special Committees, is defined as:
 - a. Section 1. The Board may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the Association. The term of each chair shall be the membership year and/or until the election/appointment and qualification of a successor.
 - b. Section 2. Co-chairs may be appointed to each committee as needed. Where Co-chairs exist, both are appointed and shall each follow the rules set forth.
 - c. Section 3. Committee chairs may only be removed by the body that elected/appointed them.
 - d. Section 4. The Chair of each standing committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the

Board.

- e. Section 5. The power to form special committees and appoint their members rests with the Association and the Board.
- f. Section 6. The president, as a member ex-officio of all committees except the nominating committee, has the right, but not the obligation to participate in the proceedings of the committees.