

McIntosh High School Band Boosters, Inc.

Constitution and Bylaws

Table of Contents

Article I	McIntosh High School Band Boosters, Inc.	Page 2
Article II	Purpose	Page 3
Article III	Membership	Page 3
Article IV	Election and Appointment Procedures	Page 3
Article V	Organization Executive Officers and Board of Directors	Page 4
Article VI	Duties of the Executive Officers	Page 5
Article VII	Standing Committees	Page 8
Article VIII	Duties of Standing Committees	Page 9
Article IX	Meetings	Page 14
Article X	Finance	Page 15
Article XI	Amending the Bylaws	Page 15
Article XII	Dissolution of the Organization	Page 15

McIntosh High School Band Boosters Constitution and Bylaws

Adopted April 12, 1982

Revised April 14, 2008

Revised April 26, 2021

Article I: McIntosh High School Band Boosters, Inc.

- Section 1: The official name of the organization is McIntosh High School Band Boosters, Inc. (MHSBB, Band Boosters, or Organization).
- Section 2: The principal office of the Organization shall be 201 Walt Banks Road, Peachtree City, Georgia 30269 or other such location as determined by the Executive Board.
- Section 3: The fiscal year will begin on June 1 and end at midnight on May 31, per Internal Revenue Service guidelines.
- Section 4: Board of Director positions are to serve a two year term. Each term year runs from May 1 to April 30.
- Section 5: MHSBB is organized exclusively for charitable, educational purposes within the meaning of Section 501(c)3 of the Internal Revenue code or corresponding section of any future Federal Tax Code (herein after referred to as the Internal Revenue Code). It shall have, but not be limited to, all the rights, powers, privileges, and immunities now or hereafter given by law, or as now or hereafter may be enjoyed by a like non-profit organization.
- Section 6: Officers, directors, and/or members of the organization shall be authorized to incur obligations on behalf of the organization only within the guidelines of the annual approved budget. Money from one budget category may be shifted to another as needed so as to keep a category from going over budget. Any un-budgeted items must be brought before the Board of Directors for consideration prior to purchase.
- Section 7: The proceedings of this organization shall be conducted in accordance with established parliamentary procedures of Robert's Rules of Order.
- Section 8: In the event there is a conflict between the MHSBB bylaws and any existing Fayette County Schools policy or federal/state/municipal law, the policies and laws are controlling and the bylaws cannot supersede the policies of McIntosh High School or Fayette County Board of Education, or federal/state/municipal laws.

Article II: Purpose

The purpose of MHSBB is to follow the vision of the Band Director and support all aspects of the band program. The MHSBB is empowered to address the needs and actions of the band programs at McIntosh High School.

The band programs are established to:

- build camaraderie through student and parent teamwork.
- uplift the student body and community as ambassadors of the performing arts.
- grow individuals to become future leaders in the band and in their communities.
- create lifelong love and support music.
- provide support to participants in financial hardship.
- provide scholarship opportunities.

Article III: Membership

The regular membership of this organization shall consist of all parents and/or guardians of students participating in any McIntosh High School Band program, and any alumni or persons interested in the High School Band program.

Article IV: Election and Appointment Procedures

Section 1: At the January Board of Directors meeting, the President shall appoint a nominating committee of up to five members comprised of:

- Band Director
- Current member of Board of Directors
- Members from MHSBB

Section 2: The nominating committee will meet, elect a committee chair, and consider nominations for all Board of Directors positions. Present board members will be given the opportunity to continue in their job. The committee shall submit a list of nominees (from the general membership), one for each office on the Executive Board and Committee Chairs, to the Board by the March meeting.

Section 3: The President will submit the slate of officers to MHSBB membership at the General Booster organization meeting in April. Nominations for any office or committee chair may be made from the floor at this meeting, if person nominated agrees to such nomination.

Section 4: Election of officers and committee chairs shall be by a majority vote of the MHSBB members present. If there is more than one nominee for any office, votes shall be by secret, written ballot.

Section 5: A quorum shall consist of members present.

Section 6: No officer or Committee Chair shall hold the same office for a period of longer than three consecutive years.

Section 7: All vacancies in office shall be appointed by the Board of Directors.

Article V: Organization of Board of Directors

Section 1: Executive Officers of this organization shall consist of:

- President
- Vice-President of Ways and Means
- Vice-President of Logistics
- Vice-President of Band and Community Relations
- Secretary
- Treasurer

Section 2: Board of Directors shall consist of:

- McIntosh High School Band Director
- McIntosh High School Assistant Band Director
- Executive Officers
- Immediate Past President

Section 3: The Board of Directors shall coordinate the activities of the organization and prepare a budget to cover operating expenses of the organization and proposed band needs. This budget shall be presented to the organization membership no later than the April meeting with recommended means of meeting the budget.

Section 4: No two Executive Officer positions shall be held by the same person concurrently. Co-officers may be elected; however, there shall be only one vote per Board of Directors position. The Immediate Past President is a non-voting advisory position.

Section 5: The eligibility of persons running for or holding an Executive Board office is established in the following manner:

- a parent or guardian of a current member of the band program.
- An active member in MHSBB.
- the President, Vice-President of Ways and Means, and Treasurer shall not be related by blood or marriage, or co-occupants within a single household.

Section 6: The Board of Directors shall meet regularly as determined by the President or by a majority vote of the Board. There shall be a minimum of eight Board meetings per organizational year.

Section 7: A quorum for the Board of Directions shall consist of a majority of the filled positions plus one board member. (50% +1). Quorums may be held in person, via video conference, or electronic vote.

Section 8: All members of the Board of Directors shall perform the duties outlined in these by-laws and those assigned periodically. Upon expiration of the term of office or in the case of resignation or termination, each Board member shall turn over to the Secretary, without delay, all records, books, funds, and other materials pertaining to the office.

Section 9: The Board of Directors must approve payment of any unbudgeted or over budget expenditures. This does not include items that were affordable through a shift between budget categories.

Section 10: All members of the Board of Directors shall be responsible and accountable for their acts as such to the general membership.

Section 11: A member of the Board of Directors may be removed from their position for the following reasons:

- refusal to abide by the bylaws of this organization.
- breach of fiduciary duty.
- unethical conduct.
- missing three consecutive meetings without notification to the Secretary.
- their child is no longer participating in McIntosh Band activities.

Removal requires a 3/4 vote of the entire Board of Directors. All vacancies shall be appointed by the Board of Directors.

The Executive Officers have the right to remove the Immediate Past President from the Board of Directors if the working relationship is no longer positive or beneficial to the students.

Section 12: Acceptance of a position on the Board of Directors constitutes agreement to abide by these bylaws.

Article VI: Duties of the Executive Officers

Section 1: The President shall:

- Preside at all meetings of the organization and the Board of Directors.
- Call meetings as provided by these bylaws.
- Be an ex-officio member of all committees, except the nominating committee.

- Convene a Budget Committee to prepare a budget for the coming year. This committee shall consist of:
 - Band Director
 - President
 - Treasurer
 - Two additional members of the band booster organization
- Appoint other special committees as needed.
- Work closely with the McIntosh Band Director to assist in all aspects of the band program.
- Maintain close communication with the general membership, the administration, and staff of McIntosh High School, and other McIntosh and community groups.
- Carry out the resolutions of the Board of Directors.
- Perform such other duties usually pertaining to the office of President.
- Resign office and return all credit cards and documentation related to your position and MHSBB if your student is no longer enrolled in a band program at MHS.

Section 2: The Vice President of Ways and Means shall:

- Perform the duties and exercise the powers of the President in the absence of the President.
- Serve as Parliamentarian.
- Serve as Chairman of the Ways and Means Committee.
- Delegate the duties of the Ways and Means Committee to MHSBB volunteers.
- Maintain communication with volunteers regarding committee events.
- Resign office and return all credit cards and documentation related to your position and MHSBB if your student is no longer enrolled in a band program at MHS.

Section 3: The Vice President of Logistics shall:

- Serve as Chairman of the Logistics Committee.
- Delegate the duties of the Logistics Committee to MHSBB volunteers.
- Maintain communication with volunteers regarding committee events.
- Resign office and return all credit cards and documentation related to your position and MHSBB if your student is no longer enrolled in a band program at MHS.

Section 4: The Vice President of Band and Community Relations shall:

- Serve as Chairman of the Band and Community Relations Committee.
- Delegate the duties of the Band and Community Relations Committee to MHSBB volunteers.
- Maintain communication with volunteers regarding committee events.
- Resign office and return all credit cards and documentation related to your position and MHSBB if your student is no longer enrolled in a band program at MHS.

Section 3: The Secretary shall:

- Record the minutes of the Board of Director's meetings for approval.
- Record the proceedings of the general membership meetings.
- Perform such other duties as may be assigned by the Board of Directors.
- Have charge of all procedural books, records (with the exception of financial records), and current bylaws of MHSBB.
- Ensure that all Board members receive a copy of the current bylaws and a Board of Director's roster.
- Serve as an alternate Parliamentarian.
- Serve as Corresponding Secretary (Thank you notes to donors, condolences, etc.)
- Notify the Board of Directors of all meetings and special events.
- Serve as Chairman of the Legislative Affairs Committee.
- Resign office and return all credit cards and documentation related to your position and MHSBB if your student is no longer enrolled in a band program at MHS.

Section 4: The Treasurer shall:

- Keep an accurate and detailed account of all receipts and expenditures; preserve all vouchers, receipts, statements, and canceled checks according to Internal Revenue Code guidelines.
- Submit a report at regular Board and general meetings of MHSBB. This should include: balance on hand, deposits, and expenditures since the last meeting.
- Have the care and custody of all funds, securities, and books of account of MHSBB.
- Deposit said funds in the name of the organization in a federally insured bank authorized by the Board of Directors.
- Make disbursements by check as authorized by the Board of Directors in accordance with the budget adopted by MHSBB.
- Obtain receipts prior to reimbursement for all expenditures.
- Ensure proper documentation is made for each transaction, including band debit cards.
- Reconcile monthly bank statements.
- Set up a system to account for money collected by the band.
- Train and work closely with the Manager of Student Accounts.
- Monitor the budget and make the Board of Directors aware of any problems.
- Ensure that the President, Vice President of Ways and Means, and Treasurer are signatories on all accounts, and that all signatories are bonded.
- Ensure the President and Treasurer sign all checks. If the President is unavailable, then the Vice President may be the second signature.
- Have all accounts examined annually or upon change of officer by a Financial Review Committee comprised of three persons, two of whom may be on the Board of Directors, but the third person must be outside the Board of Directors. Signatories on the accounts may not serve on the review committee.
- Deliver to his/her successor all books, approved and paid bills, plans, and procedures.

- Keep such permanent books and file all papers as shall be sufficient to maintain this organization's charitable status.
- Resign office and return all credit cards and documentation related to your position and MHSBB if your student is no longer enrolled in a band program at MHS.

Article VII: Standing Committees

Section 1: The following shall be Standing Committees chaired by members of the Executive Board.

Ways and Means

- Student Fundraising
- Corporate Fundraising
- Event Fundraising
- Concessions

Logistics

- Uniforms
- Transportation
- Chaperones
- Guard Liaison
- Percussion Liaison
- First Aid
- Prop Crew
- Travel

Band and Community Relations

- Communication
- Social Media
- Photography
- Newsletter
- New Member Liaison
- Senior Activities and Events Liaison
- Meal Coordinator

Student Accounts (Chaired by the Treasurer)

Legislative Affairs (Chaired by the Secretary)

Section 2: Standing Committees are chaired by members of the Executive Board. Committee Chairs shall:

- Attend Board meetings and general membership meetings.
- Deliver committee reports as requested or needed.
- Solicit volunteers to aid in the accomplishment of the missions of their committee.

- Maintain and update a committee guide/procedure book to pass along to his/her successor. This book shall contain pertinent addresses, names of contact people that are necessary for carrying out the duties of the committees, detailed “procedural” lists for band functions or events, etc.
- Submit a list of needs and any revenue projections to the Budget Committee when it is convened in January.

Section 3: The President shall appoint other committees and chairmen as deemed necessary by the Board of Directors to promote the objectives of the McIntosh High School Band Boosters, Inc. Chairmen of special committees do not have a vote on the Board of Directors.

Article VIII: Duties of Standing Committees

Section 1: Ways and Means

Solicit Chairmen for the following sub-committees:

- Student Fundraising
- Corporate Fundraising
- Event Fundraising
- Concessions

Student Fundraising

- Serve on the Ways and Means Committee.
- Recommend fundraising activities to the Board of Directors and coordinate all such activities.
- Work with the Treasurer and Student Accounts to set up a system to account for money collected during fundraisers.
- Keep an accurate and detailed account of each fundraiser including deposits and expenditures and make these available to the Treasurer.
- Submit a report to VP of Ways and Means to be presented at Board and General meetings of the organization. This should include sales, expenditures, and profits since the last meeting.
- Keep such permanent books and file all papers with the Treasurer as shall be sufficient to maintain this organization’s charitable status.

Corporate Fundraising

- Serve on the Ways and Means Committee.
- Organize corporate sponsor activities.
- Coordinate with the Band Director in developing an annual band program wish list for potential corporate sponsor donations.
- Work with the Treasurer to set up a system to account for money collected during fundraisers.
- Keep an accurate and detailed account of each corporate donation and make these available to the VP of Ways and Means and the Treasurer

- Submit a report to VP of Ways and Means to be presented at Board and General meetings of the organization. This should include revenue and expenditures since the last meeting.
- Keep such permanent books and file all papers with the Treasurer as shall be sufficient to maintain this organization's charitable status.

Event Fundraising

- Serve on the Ways and Means Committee.
- Organize event fundraising activities (example: Golf Tournament)
- Work with the Treasurer to set up a system to account for money collected during fundraisers.
- Keep an accurate and detailed account of each fundraiser including deposits and expenditures and make these available to the VP of Ways and Means and the Treasurer.
- Submit a report to VP of Ways and Means to be presented at Board and General meetings of the organization. This should include revenue and disbursements since the last meeting.
- Promptly submit payment checks to the Treasurer.
- Deliver to his/her successor all books, approved and paid bills, plans, and procedures.
- Keep an accurate accounting of all tip money, if received, parking money reimbursed to workers, and any other related expenditures.
- Keep such permanent books and file all papers with the VP of Ways and Means and Treasurer as shall be sufficient to maintain this organizations's charitable status.

Concessions

- Serve on the Ways and Means Committee.
- Staff and run the stadium concession stands whenever the need arises; set a menu and purchase all supplies necessary.
- Set up and run concessions at other activities with the approval of the Board of Directors.
- Keep an accurate and detailed account of all receipts and expenditure, and make these available to the VP of Ways and Means and the Treasurer.
- Submit a report to VP of Ways and Means to be presented at Board and General meetings of the organization. This should include sales, expenditures, and profits since the last meeting.
- Obtain receipts prior to reimbursement for authorized expenditures.
- Set up a system approved by the Treasurer to account for money collected for the band concessions.
- Record and maintain an inventory of all concession equipment owned by this organization through purchase or donation.
- Have the authority to approve or disapprove the loan of concession stand equipment to other organizations or individuals with the approval of the Board of Directors.
- Keep such permanent books and file all papers with the Booster Treasurer as shall be sufficient to maintain this organization's charitable status.

Section 2: Logistics

Solicit Chairmen for the following sub-committees:

- Uniforms
- Transportation
- Chaperones
- Color Guard Liaison
- Percussion Liaison
- First Aid
- Prop Crew
- Travel

Uniforms

- Oversee the storage, use, distribution, cleaning, repair, ordering, and replacement of marching uniforms.
- Ensure all marching uniforms are returned and inspected at the end of the marching season.
- Oversee the ordering and receipt of student-owned uniforms.
- Maintain an accurate inventory of all uniform pieces, including those for sale, and submit this to the VP of Logistics and Band Director at the beginning of each year for school records.
- Maintain a system for collecting fees for uniform expenses. Money will be turned over to the Treasurer.
- Maintain a travel bag with extra uniform parts for all events.

Transportation

- Provide transportation for the band equipment from the school to scheduled band performances.
- Be responsible for reporting any problems with the “Spirit” bus or trailer to the Band Director for repair.
- Work closely with the Band Director to coordinate times and dates which require an equipment bus, other necessary vehicles, and additional drivers.
- Arrange to borrow or rent any additional trucks or trailers to transport equipment that does not fit on the “Spirit” equipment bus or trailer.

Chaperones

- Provide parent chaperones for any function that requires the band to travel. Chaperones must be at least 21 years of age.
- Provide chaperones for some functions that do not require travel as determined by the Band Director.
- Work closely with the Band Director to coordinate times and dates which require chaperones.
- Be a part of the planning for any band function that would require adult supervision.

Color Guard Liaison

Any item below that references specific to color guard items or events when the guard practices or performs without the marching or concert band. The guard liaison is a volunteer who helps the Director with the following:

- Uniform or practice clothing specific to the color guard.
- Logistics of rehearsals or performances when it is color guard only.
- Meals, snacks, or water for practices or performances specific to color guard.
- Fundraising specific to color guard.
- Special events specific to color guard.
- Help organize parents to assist with equipment and props.

Percussion Liaison

Any item below that references specific to percussion are items or events when the percussion members practice or perform without the marching or concert band. The percussion liaison is a volunteer who helps the Director with the following:

- Uniform or practice clothing specific to the percussion section.
- Logistics of rehearsals or performances when it is percussion only.
- Meals, snacks, or water for practices or performances specific to percussion.
- Fundraising specific to percussion.
- Special events specific to percussion.
- Help organize parents to assist with equipment and props.

First Aid

- Coordinate with the Director a schedule of events where someone is needed to attend for First Aid.
- Update the medical bags and bins to ensure nothing has expired.
- Keep a record of any items disbursed to students with date, time, and item.
- Meet with Director when travel is involved for guidelines specific to the trip.
- Record any updates in parent/guardian contact details in the Band First Aid Binder (information will come from Communications Committee.)
- Maintain the First Aid kits. Keep them stocked/supplies fresh.
- Be sure First Aid kit and First Aid Forms Binder are carried to each band event or performance.
- Coordinate volunteers to staff the First Aid station at band camp and other days as needed.
- Set up First Aid station as needed at each home event/activity. (First Aid kit, binder, table, chairs, tent, ice, baggies, etc.)

Prop Crew

Color guard and Percussion Liaison should work with the Director in organizing parents and family members to train and be responsible for props and large equipment throughout the term of their office.

Section 3: Band and Community Relations

Solicit Chairmen for the following sub-committees:

- Communication
- Social Media
- Photography
- Newsletter
- New Member Liaison
- Senior Activities and Events Liaison
- Meal Coordinator

Communications

- Maintain band website by working with the Director.
- Create and send out a monthly band newsletter.
- Update social media weekly.
- Assemble an electronic band scrapbook that is archived and dated on the band website.
- Photograph or organize parent volunteers to photograph events.
- Organize creation of locker signs to recognize various performing groups, individual student or group achievements (All State, Marching Band, LGPE, etc.)

New Member Liaison

Work with the Director for specifics regarding:

- Coordinate Summer Band supply purchasing and distribution as needed by Band Director. (Notebooks, String Bags, Water Jugs, etc.)
- Coordinate 8th Grade Night. (Meal, Goodie Bag, Concession Tickets, Water, etc.)
- Reach out to the parents of New Members to encourage involvement.

Senior Activities and Events Liaison

Work with the Director for specifics regarding:

- Serve as a liaison between the Board of Directors, parents, seniors, and the school.
- Gather information and organize Senior Banners, Senior Night Festivities, and gifts for Seniors and their parents.
- Work with Meal Coordinator for Senior Night Dinner.

Meal Coordinator

Work with the Director for specifics regarding:

- Coordinate food/snacks during or before band events.
- Coordinate and order Competition meals.
- Provide snacks and bottled water at competitions. (Goodie Bags)
- Coordinate Band Camp food, snacks, and beverages.
- Coordinate a team of volunteers to assist with hospitality related duties.

Section 4: Student Accounts

- Be responsible for maintaining and updating all student account records.
- Keep a record detailing all credit and debit transactions to and from student accounts by activity and individual student.
- Provide the Treasurer with statements to facilitate fund transfers from student accounts to the general fund.
- Provide a mechanism for parents to transfer funds from their student's individual account for band related expenses.
- Maintain a process for communicating student account information to students and parents each month.
- Provide a report to the Treasurer to be shared at each Board of Directors meeting to include total funds held in student accounts.

Section 5: Legislative Affairs

- Be responsible for sending a Booster Board Representative to monthly Fayette County Board of Education meetings to include working meetings.
- Ensure that the representative provides a report to the Secretary to be shared at the next Board of Directors meeting.
- Advocate for the band program with local and state elected officials.
- Organize advocacy materials to be shared with parents and community members.

Article IX: Meetings

Section 1: The organization meetings shall be determined by the Board of Directors at the beginning of each school year.

Section 2: The organization shall hold a minimum of three general membership meetings each year. Additional meetings may be held as needed. A meeting may be postponed or cancelled by a majority vote of the Board of Directors.

Section 3: Those members present at any regularly scheduled meeting and at any duly called meeting, where notification has been given, shall constitute a quorum for all voting purposes. Votes taken on issues not relating to these Bylaws will pass with a simple majority.

Section 4: All committee meetings and the Board of Directors meetings shall be open to anyone. Guests must contact the President prior to the meeting to be placed on the Agenda to speak. The Board may close a meeting if discussing personnel matters. Nominating committee meetings are closed.

Article X: Finances

This organization will from time to time hold an audit in order to assure that all financial transactions are in accordance with MHSBB and the FCBOE. All fundraising will be in accordance with the current tax laws and guidelines.

Article XI: Amending Bylaws

Any amendments to the Constitution and Bylaws shall be presented at a general membership meeting of this organization and then voted on at the next general membership meeting. It shall require 2/3 vote of the membership present. Any article and section affected by Amendments shall be automatically revised upon the next printing of the Constitution and Bylaws.

Article XII: Dissolution of the Organization

In the event that the McIntosh High School Band Boosters, Inc. should be dissolved for any reason, all inventory and money belonging to the organization will go to McIntosh High School for use in the band program. This is in accordance with the Articles of Incorporation for this organization.