

# Bylaws of the Mallard Creek High School Band Boosters

## *Preamble*

All band parents of Mallard Creek High School band students need to consider being involved in the support and encouragement of the band program. Band parents desire to see the program grow and develop so that students may enjoy quality instruction which will, in turn, promote the growth and development of mature and responsible young adults.

## *Article I: Name*

1. The name of the organization shall be The Mallard Creek High School Band Boosters.
2. The principal office of the organization shall be at the band room at Mallard Creek High School or other such places as the board of directors may from time to time appoint or the activities of the corporation may require.

## *Article II: Purpose*

To promote and encourage community/area support of the Charlotte-Mecklenburg School District and the music department of Mallard Creek High School with the following objectives:

1. To involve the community in supporting the music department.
2. To supplement school board support of music activities.
3. To provide financial support for non-school activities.
4. To encourage students to participate in the activities of the band booster club.
5. To encourage the exposure of the band program.

## *Article III: Members*

Membership in this organization shall consist of any parent or guardian who has a student currently or previously enrolled in the Mallard Creek High School band program.

## *Article IV: Officers*

1. The officers of this organization (the Executive Board) shall be President, First Vice President, Second Vice President, Treasurer, Secretary, and Publicist.
2. The officers shall be elected by majority vote to serve for one year where the term of office shall last from June 1 through May 31.
3. No member shall hold more than one office at a time.

4. In case of a vacancy in any office, the President will nominate a member to fill the unexpired term subject to ratification by the Executive Board.
5. If an office remains vacant, the duties of that office will be shared by all members of the Executive Board.

## ***Article V: Officer Duties & Responsibilities***

### **A. PRESIDENT: (*Executive Committee*)**

The President shall:

- Supervise all activities of the band boosters.
- Call meetings as provided by these bylaws.
- Preside at all meetings of the band boosters, *unless* otherwise stated.
- Serve as a liaison among the band boosters, MCHS administration, and associated booster clubs.
- Oversee all band booster positions.
- Appoint committees as necessary.
- Ensure that an audit of the funds is performed.
- Perform all other duties pertaining to the office.

### **B-1. FIRST VICE PRESIDENT: (*Meal Committee and Band Trip Committee*)**

The First Vice President shall:

- Assume the duties of the President in his/her absence or inability of that officer to act.
- Delegate a coordinator to assist him/her with events (i.e. Family Night dinner, meals for the Band Camp, home and away football games, 8<sup>th</sup> Grade Night, Spring and Winter concerts, special events like competitions and parades, and the end-of-year banquet).
- Appoint a committee to handle the planning and serving of the meals for all events.
- Lead and appoint a committee to assist him/her and the Band Director in planning and executing a band trip for the spring of every year.
- Serve as Parliamentarian.
- Coordinate quarterly, semi-annually, and annual audit of financial records.
- Be the officer to whom the Audit Committee reports.
- Perform all other duties as assigned by the President.

### **B-2. SECOND VICE PRESIDENT: (*Fundraising Committee and Community Project Committee*)**

The Second Vice President shall:

- Be in charge of all fundraising activities including, but not limited to:
  - Fall Fundraiser
  - Garage Sales (Fall and Spring)
- Delegate a coordinator to assist him/her in all fundraising activities.
- Delegate a coordinator to assist him/her in the community project committee.

- Playing at business organizations to raise money
- Playing at special functions and other events

**SECRETARY:** (*Publicity Committee*)

The Secretary shall:

- Have charge of and keep a permanent record of all Band Booster meeting minutes.
- Record, store and upload minutes to designated folders..
- Conduct official correspondence as agreed upon by the Executive Board.
- Review, edit, update sponsorship letter annually.
- Perform all other duties as assigned by the President.

C. **PUBLICIST:** (*Publicity Committee*)

The Publicist shall:

- Ensure that the administration, superintendent(s), and school board members are invited to band functions.
- Facilitate communication to the community via newspaper ads, web page, letters, and other means.
- Relay information to the admins of social media accounts and website about upcoming events.
- Assist all others in publicizing events.
- Maintain the band booster's webpage.
- Perform all other duties as assigned by the President.

D. **TREASURER:** (*Budget Committee*)

The Treasurer shall:

- Keep an accurate record and detailed account of all receipts and expenditures.
- Preserve all vouchers, receipts, statements, and canceled checks according to the IRS code.
- Secure and maintain custody of all funds, securities, and books of accounts of the band boosters.
- Create a system to account for money collected for the band and ensure all funds are deposited.
- Reconcile monthly bank statements, Cash App, Zelle, and other payment accounts..
- Monitor the budget and provide rational and sound judgment regarding requested expenditures.
- Prepare, and present financial reports at leadership, and parent band booster meetings . This report should include balance on hand, deposits, and expenditures since the last meeting.
- Conduct disbursements by checks as authorized by the Executive Board with the budget adopted by the band boosters.
- Ensure the President and Treasurer are signatories on all financial accounts and that the Treasurer is bonded, as determined by the Executive Board.

- Conduct an audit of all financial accounts upon changing of Executive Board leadership.
- Prepare and submit the appropriate forms annually to the IRS.
- Deliver to his/her successor all books, approved and paid bills, best practices, plans and procedures.
- Create monthly, quarterly, semi-annual, and annual expenditures to the Executive Board.
- Perform all other duties as assigned by the President.

### ***Article VI: Meetings***

1. The regular band booster meetings shall be held on the first Thursday of each month unless altered by the members of the Executive Board.
2. The May band booster meeting shall be known as the Annual Meeting and shall be for the purpose of electing officers as well as for receiving reports of officers and committees. The minutes should reflect the transfer of offices.
3. The President may call special meetings of the Executive Board.

### ***Article VII: The Executive Board***

The Executive Board of the organization shall consist of the Officers and shall have general supervision of the organization between its regular business meetings, fixed time and place of meetings, and perform other such duties as are specified in these bylaws. The board shall be subject to the orders of the membership and none of its acts shall conflict with action taken by the membership. The director of the Mallard Creek High School band program shall keep the organization apprised of all developments regarding the band program.

### ***Article VIII: Bylaw Amendments***

1. These Bylaws may be amended by majority vote of the Executive Board, as needed, after review and discussion.