



# **Brandon Band Booster Club By Laws**

Adopted: April 25, 2011

<b>Article I</b>	
Name.....	3
<b>Article II</b>	
Organization.....	3
<b>Article III</b>	
Purpose.....	3
<b>Article IV</b>	
Membership.....	3
<b>Article V</b>	
Partnership with RCSD and School Administration.....	3
<b>Article VI</b>	
Administration.....	5
<b>Article VII</b>	
Parliamentary Authority.....	6
<b>Article VIII</b>	
Meetings.....	6
<b>Article IX</b>	
Elections.....	7
<b>Article X</b>	
Duties – Elected Officers.....	8
Duties – Third Party Accountant.....	10
Duties – Committees.....	10
<b>Article XI</b>	
Amendments to the Bylaws.....	12

## **Article I**

### **Name**

The name of this organization shall be Brandon Band Booster Club, herein referred to as the BBBC.

## **Article II**

### **Organization**

The BBBC operates exclusively for the support of the Brandon Band program in the Rankin County School District, herein referred to as RCSD. BBBC fundraising efforts will be conducted and proceeds used to augment funds provided by RCSD and otherwise made available for the use of the band program. Fundraising efforts will go to the benefit of the entire band. The BBBC will operate based on a July 1 to June 30 calendar.

## **Article III**

### **Purpose**

This organization shall be operated as a nonprofit 501(c)3 tax-exempt organization exclusively for the support of musical education. The BBBC may not use the tax identification number of the Rankin County School District for purchases, setting up a bank account, or any other reason.

## **Article IV**

### **Membership**

A parent or guardian of a band student in the Brandon High School Band program shall be considered a regular voting member. Any other individual, business, or other organization shall be eligible to join as an associate member. An associate member shall not have voting privileges and shall not hold an elected office. BMS Band Parents are considered associate members, except for the Middle School representative.

## **Article V**

### **Partnership with RCSD and School Administration**

The BBBC works with RCSD to support student activities through fund raising, assist the school and its students in enhancing its educational and extracurricular activities, promote greater community awareness of the Brandon band program, and recognize outstanding student achievements. Therefore, the BBBC will do the following:

- Receive or retain a charter as a booster club from the principal of Brandon High School. The BBBC further acknowledges that the principal has the authority to disband the BBBC for not following established guidelines or is detrimental/disruptive to the overall climate of the school or band program.
- Provide a copy of these By Laws, and any future amendments, to the Brandon High School principal, or their designees, to be approved and maintained on file with the school.
- The principal, or their designees, will be notified of any BBBC meeting and be informed of the agenda in the event they desire to attend the meeting or offer comments.
- A list of BBBC officers will be submitted to the principal of Brandon High School by September 1<sup>st</sup> of each year. Furthermore, upon request, the BBBC President will provide a signed affidavit

detailing those booster members who will be authorized to handle business functions for the coming school year.

- All digital media platforms will conform to RCSD standards. All information posted/uploaded, or comments made are subject to the approval of the band director(s), school administration, or RCSD. Any post, up to and including an entire site, can be shut down based on detrimental/disruptive content.
- For any construction project or other building renovation project for which BBBC funds will be used, the following must occur before commencement of fund-raising, construction, or renovation:
  - Approval from the school board for the project.
  - Total funds necessary to complete the project (plus contingencies) must be available; or written proof (such as a bank letter of credit) to confirm funds will be available.
  - Copies of architectural and engineering plans that comply with city and county building codes submitted for approval and RCSD records.

### *Financial Provisions*

Because the BBBC raises and processes money for activities and students in the name of RCSD and Brandon City Schools, the following procedures are applicable:

- No employee of the Rankin County School District will have signatory rights to any BBBC account.
- BBBC will submit all fund-raising activities and proposals of the BBBC in writing to each principal for approval at the applicable school.
- The BBBC President or Treasurer will submit copies of monthly bank statements to the school principal, or their designees.
- All monies received by BBBC shall be immediately counted in the presence of two or more approved individuals and deposited into the appropriate BBBC account within twenty-four hours of the close of the fundraising project, or the next regular business day.
- The BBBC will maintain no more than three (3) debit cards in the name of the Brandon Band Booster Club each year. Use of the card will require the following:
  - Card holders will submit to a background check and must have full approval from the Executive Board.
  - No band director or RCSD employee may be issued a BBBC debit or credit card.
  - All Invoices/receipts be submitted to the Treasurer with an expense report for documentation of the expenditure(s).
  - Typically, all cash withdrawals should be made in person with a check. Cash withdrawals are not made via ATM unless deemed necessary by the Treasurer and another officer.
- Payment through applications such as PayPal, Venmo, Apple Cash, Cash App, Zelle, etc. may only be made to the BBBC and its bank account. These types of payments may not be made to an individual person.

- At the end of each financial year (upon closure of all April earnings and expenses) the Executive Board will save a calculated amount of money for future use.
  - Money will be placed into a Certificate of Deposit (CD) by May 31 of each year.
  - Money will only be added to the CD if the BBBC end of year balance is more than is needed for the budget of the next year. After the budget is determined, 10% of the year-end balance will be calculated to add to a CD.
  - Every year, the funds from the previous year's mature CD, all interest earned, and the newly calculated savings will be collectively placed into a new CD.
  - Funds may only be removed by unanimous vote of the Executive Board.
  - The cycle of saving with a Certificate of Deposit may only be stopped by an amendment to these By-Laws.

## **Article VI**

### **Administration**

This organization shall be governed by an Executive Board, composed of the elected officers (President; Vice President [who shall be the President-elect]; Treasurer/Finance Officer, Secretary, and Middle School Representative; Assistant Treasurer [who shall be the Treasurer-elect]). Other supporting officer positions can be created at the discretion of the primary officers. The Band Director(s) shall serve as ex-officio members of the organization with no voting privileges. The election and general responsibilities of the officers are described further in Articles VIII and IX of these Bylaws. An Executive Board will be composed of all elected officers. All officers of the BBBC shall be elected for a minimum of one-year term, beginning on or about July 1 and ending on or about June 30. All members of the Executive Board must be nominated and voted on each year, even if they are currently in an Executive role.

All Committee Chairs are appointed positions and are considered ex-officio members of the Executive Board with no voting privilege. Committee Chairs are invited to all meetings unless sensitive information is required otherwise.

The Executive Board shall have all authority to manage and direct the activities of the BBBC. The Executive Board selects all individuals authorized to handle business functions such as ordering and receiving goods, receipting funds, depositing funds, and paying vendors in the name of the BBBC. All business of the BBBC shall come before the Executive Board for approval. Business items that require a vote must pass by a majority of Executive Board members present at the meeting. The Executive Board has final authority on all BBBC business decisions. The Executive Board may authorize a committee to conduct the business of the Executive Board, as designated.

The Executive Board will conduct business as follows:

- The Executive Board shall make recommendations and proposals to the general membership.
- Any vacancy occurring on the Executive Board, other than by the expiration of the term of a member, shall be filled by appointment by the Executive Board. Terms filled in this manner will expire on June 30.
- A quorum of the Board members shall be present before policy making or financial business may be transacted. In this instance, a quorum is defined as 1/2 of the currently filled Executive Board positions + 1.

- A serving elected officer may be removed for cause from office by a two-thirds majority vote of the Executive Board. Discussion of such action shall only be made while the Executive Board has entered Executive Session. However, the final vote will be a public vote. Executive board members not fulfilling their duties must be notified in advance of their “not meeting expectations.” The failure to fulfill their assigned duties must be documented and they must sign that they were.
- Duties of any vacancies on the Executive Board will be filled by the Vice President until the Executive Board appoints a successor to fill the unexpired term of that office.

### *Voting*

A vote of the Executive Board will be required for the following:

- Acceptance of proposed budget.
- Proposed changes to bylaws.
- Expenditures over \$250 that were not included in the budget.
- Transfer of funds between accounts.

### *Eligibility*

- All members of the BBBC Executive Board must be the parent or legal guardian of a student that is currently active in the Brandon High School Band Program, with the exception of the position of Middle School Representative.
- All officer candidates shall submit to a background check, after accepting a nomination for elected office and before voting. The expense of the background check will be paid for by the BBBC.

Each officer will have one vote. In the event any position is represented by more than one person, that position will have only one vote. In the event one person holds multiple positions, that person will have only one vote. There will be no voting by proxy or via teleconference or web conference. In the event of an urgent need, e-mail votes may be counted, but a record will be maintained by the President and the vote will be entered into the minutes of the next regular Executive Board meeting.

## **Article VII**

### **Parliamentary Authority**

Robert's Rules of Order, as may be revised from time to time, shall govern this organization when not in conflict with these Bylaws.

## **Article VIII**

### **Meetings**

- Notice of all meetings will be sent electronically at a minimum. Reminders will also be sent out electronically. Meetings will be communicated to the general membership at least 72 hours in advance.
- All meetings (Executive Board, General , and Special meetings) shall be coordinated with the band director.
- A general meeting of the BBBC shall be held at the beginning of each school term (fall and spring).

- There will be an Eighth Grade meeting every April, or prior to the end of the school year.
- In addition, an end-of-year general membership meeting shall be held in April or May of each year.
- The Executive Board shall meet at least 24 hours prior to each scheduled general membership meeting to determine the agenda of the general membership meetings.
- Special BBBC meetings may be called by a minimum of two members of the Executive Board at any time for the transaction of any business. All BBBC members will be notified. All voting rules as listed in Article V will be observed.
- Legislation and other business transactions shall be decided by a simple majority vote of the BBBC members present at the meetings.
- All meetings will be public, except for sensitive or personnel matters, which may be discussed in Executive Session. Any votes, however, must be made in public session.

## **Article IX**

### **Elections**

A Nominating Committee consisting of the President, Vice President, and Band Director(s), shall prepare a slate of candidates. A chairperson will be appointed from this group. Nominations may be made by any voting-eligible member. The nominee submission and approval process will be as follows:

- Nominations will be submitted, in writing, to the Nominating Committee Chairperson no later than April 1<sup>st</sup>.
- Nominees will be contacted by a member of the Nominating Committee to verify willingness to serve ; even current Executive Board members seeking a second one-year term will need to express their willingness to serve.
- Nominees must be approved by the head of the Band program.

Once nominees have been selected:

- The slate of nominees will be presented at the end-of-year Executive Board meeting for approval. A special meeting may be called by the President, if necessary, to approve the slate of nominees.
- The slate of nominees will be presented at the end-of-year general membership meeting.
- Each nominee is asked to provide a bio of themselves to the BBBC.
- At the end-of-year general membership meeting, the Band Booster President shall ask for the committee chairperson to place the slate of nominees into nomination. The election shall immediately be held according to Robert's Rules of Order.
- The vote and results will be read out loud at the General Meeting.
- Only if there is not a slate of nominees to present, nominations will be accepted from the floor. Nominations from the floor need to be present to confirm willingness to serve and approved by the band director.

Executive Board members can be elected for up to two consecutive one-year terms. Current Executive Board members must be nominated and voted on to serve a second one-year term. Exceptions may be made by the Executive Board in case of need.

There shall be a transitional Board meeting between all incoming and outgoing officers following the election, but prior to June 30.

## Article X

### Duties — Elected Officers

#### *President*

- Preside at all meetings of the BBBC.
- Appoint Chairperson of all ad-hoc committees.
- Assemble nominating committee.
- Assign additional duties to the other officers as deemed necessary.
- Confirm compliance with any written policies/procedures.
- Be a member ex-officio of all committees.
- Work with director(s) to plan “Band Trip.”
- Work with director(s) to plan Fall and Spring Band Competitions.

#### *Vice-President*

- Attend and/or preside at meetings in the absence of the President.
- Carry out duties assigned by the President.
- Serve as President-elect.
- Reserve facilities for events as identified by the calendar.
- Be involved in planning, decorating, and hosting Band Banquet.

The order of the next 3 officers shall be Treasurer, Secretary, Middle School Representative:

#### *Treasurer*

- Provide an annual report at the April general meeting, reflecting business as of March 31st.
- Present a written financial report at each general meeting of the BBBC.
- Present current balance of booster band account at each general meeting.
- Send out statements as necessary for any monies owed to BBBC.
- Make any records available to the Executive Board and/or any entities selected to audit such records.
- Supervise the financial operation of the Booster club, including any assistant Treasurers.
- Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds.
- Present records for audit at the Executive Board’s discretion.
- Maintain records pertaining to tax exempt status for the organization (if applicable).
- Work with standing committee chairperson to have change available for each project.
- Receive monies.
- Prepare Deposits.
- Prepared yearly Taxes for booster club.



### *Secretary*

- Keep records and minutes of all meetings of the BBBC. Type meeting minutes and send to the Executive Board after each meeting.
- Present previous meetings minutes at each meeting.
- Attend to all correspondence (i.e. letters, thank you notes, invitations, etc.) that should go out under the name of BBBC.
- File all records and minutes of all meetings in the High School band hall at the end of the school year.
- Maintain a BBBC calendar that corresponds with directors' band calendar.

### *Middle School Representative*

- Must have a student in the Brandon Middle School band.
- Represent the Middle School interest in the BBBC.
- Coordinate Middle School awards functions, as necessary.
- Assist with chaperone and concession stand worker coordination for Middle School events.
- Coordinate all middle school events that need booster involvement.

### *At-Large Board Members*

- Must be appointed by the President and approved by the Executive Board voting officers.

## Duties – Additional Financial Positions

The following positions require the approval of the full Executive Board. Final approval of these positions requires a background check.

### *Assistant Treasurer*

- This is an elected position without voting privileges.
- Help provide an annual report at the April general meeting, reflecting business as of March 31st.
- Assist with a written financial report at each general meeting of the BBBC.
- Help provide a current balance of booster band account at each general meeting.
- Help send out statements as necessary for any monies owed to BBBC.
- Make any records available to the Executive Board and/or any entities selected to audit such records.
- Assist supervising the financial operation of the Booster club.
- Help keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds.
- Assist in presenting records for audit at the Executive Board's discretion.
- Maintain records pertaining to tax exempt status for the organization (if applicable).
- Assist in working with standing committee chairperson to have change available for each project.
- Help receive monies from President and/or Finance Officer.
- Help prepare Deposits.
- Help prepared yearly Taxes for booster club.
- The Assistant Treasurer is an approved individual that can help appoint someone to help count money at any fund-raising event.
- Serve as the "Treasurer-elect."

### *Third-Party Accountant*

- This is a required position.
- The Executive Committee will vote to renew the contract for this position each year by September 1<sup>st</sup>.
- This position is an outside (non-Brandon Band Booster Club) position held by a qualified accountant with experience in high school band finances and non-profit organizations.
- This position will fulfil any requirements of RCSD for appointment and approval.
- Reviews monthly financial statements.
- Helps maintain 501c3 status for BBBC in Mississippi (and any other state deemed necessary).
- Prepares the yearly taxes for the booster club and files Form 990.
- Helps complete any payroll necessary.
- Helps prepare tax forms such as W2 and 1099 as needed.
- Meets with the Audit Committee as an ex-officio member.
- Advises the Executive Committee as needed.

### Duties – Committees

#### *Standing Committees*

The following shall be established as standing:

- Concessions
- Fundraising/Merchandising
- Food (Friday and Saturday Meals) and Special Events
- Chaperones
- Uniforms
- Sponsorship
- Props
- Audit
- Media

Committee chairpersons will be established at the Executive Board transitional meeting or prior to the July Booster meeting and may serve multiple terms. Any vacancy occurring in a standing committee chairmanship, other than by the expiration of the one-year term, shall be filled by appointment by the President with confirmation of the Executive Board. Committee chairpersons are not to be considered as voting members but will report activities to the Executive Board as requested. All committee members will answer to President of Executive Board and Band Director(s)

#### *Concessions*

- Operate the concession stand:
  - Maintain food and supplies inventory.
  - Provide dates and personnel needs to the Chaperone Committee chairperson.
  - Arrange for equipment maintenance.
  - Supervise Set up and clean up.
- Ensure guidelines are maintained and posted.
- Trains and supervises Concessions Assistant

### *Fundraising/Merchandising*

- Assist Band Director(s) with fundraisers.
- Oversee the preparation and operation of yearly fundraising projects, to include spirit table and other projects.
- Ordering and merchandising of shirts, flags, yard signs, bumper stickers, buttons, etc.
- Form sub-committees to assist in the selection and preparation of all fundraising projects.
- Develop, as practical, fundraising activities to assist students with paying for individual expenses; it is understood that BBBC booster activities are for the benefit of the entire band and that projects for the benefit of individual students are not the responsibility of BBBC and will be conducted as time permits.
- Form committees to assist in carrying out the above functions.
- Oversee *Kroger Community Rewards* program and receive reports from Kroger.

### *Food (Friday and Saturday Meals) and Special Events/Hospitality*

- Host Band Booster activities, i.e.:
  - Hospitality room for judges at band contests hosted at BHS.
  - Band Banquet (committee members come from the underclassmen parents).
  - Band Camp Parent Showcase
  - Provide occasional refreshments at Band Booster meetings.
  - Band parties!
  - Senior Recognition
- Coordinates the food for all home games in the concession stand and delivered to the band.
- Arrange for the purchase of all food and refreshments as needed for band members and directors at band events (i.e. football games, contests, band camp, receptions for concerts etc.).
- Arrange for members to set-up, serve, and clean up at each function.

### *Chaperones*

- Work with the Vice President and Eighth Grade Representative to arrange for chaperones as needed by the Band Directors.
- Attends all Executive Board meetings in the fall.
- Arrange for adequate concession workers at each function as requested by the concession chairperson.
- Arrange for badges for all chaperones and concessions workers.
- Assign duties to each chaperone for each function.
- Arrange a list of duties for each trip.
- Ensure first aid kits are available for each trip.

### *Sponsorship*

- Spearheads sponsorship activities.
- Meet with band director(s) about sponsorship needs.
- Create flyer for Band Sponsorship use.
- Actively advertise and promote sponsorship for the band program.
- Communicate with sponsors about upcoming band events.
- Create banners/signs to hang at events and put on band trailers.

### *Props*

- Communicate with Band Director(s) on prop and equipment needs.
- Build and Create Props for Marching and Indoor Season use.
- Arrange for transportation of equipment/props to each band event.
- Coordinate group of individuals to help with movement/transportation/construction of props.

### *Audit*

- Made of up non-officer BBBC members. The Treasurer, Assistant Treasurer, and Third-Party Accountant are to be available for questions at committee meetings.
- Will review the Treasurer's financial records annually, on or around May 1<sup>st</sup>.
- Will issue a written report regarding its review prior to turning the records over to the newly elected officers. The report will also be submitted to the Brandon High School principal.

### *Media*

- Manage the BBBC website [www.brandonbands.org](http://www.brandonbands.org) (BBBC owns two domains: [www.brandonbands.com](http://www.brandonbands.com) and [www.brandonbands.org](http://www.brandonbands.org)).
- Communicate with Band Director(s) on information to be uploaded to the website.
- Manage all authorized social media platforms; including (but not limited to) Facebook, YouTube, Instagram, etc.
- Communicate with the Secretary to update the band and booster calendar online as needed.
- Work with any professional businesses for development or maintenance of the website or other media platforms.

## **Article XI**

### **Amendments to the Bylaws**

Proposed amendments to the BBBC Constitution and/or Bylaws must be presented in written form at a general meeting and then voted on. Any amendment may be passed by a simple majority vote of the BBBC members present.