

Central Cabarrus Band Booster Association Inc.
By-Laws

Article I
Organization of Band Boosters

- Section 1: The corporation existing under these By-Laws is known as the Central Cabarrus Band Boosters Association Inc.
- Section 2: The purpose of this association is to promote and support the total Band program of Central Cabarrus High School as a non-profit organization, tax exempt under Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the organization shall return to the benefit of or be distributable to its members, directors, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth.
- Section 3: The fiscal year of this corporation shall begin on July 1 and end on June 30 of each year.
- Section 4: The Band Boosters Association shall meet monthly for the purpose of transacting such business as may be properly recommended for action by the membership. Special meetings may be called by the Executive Board.
- Section 5: These By-Laws may be amended at any monthly Booster meeting by a vote of two-thirds of the members attending such meeting, provided that the proposed amendment is first submitted in writing to the Executive Board, and has had two readings, one at each of two consecutive Booster meetings, before being brought to the floor for the required two-thirds majority vote. Amended By-Laws shall go into effect immediately.

Article II Membership

- Section 1: Eligibility to membership in the Central Cabarrus Band Booster Association shall be available to all persons whose intents are agreeable with the objectives of the corporation and are fully accepted by members of the Association of that basis.
- Section 2: There shall be no form or class of membership except an active membership. Voting shall be limited to parents, guardians of active band students.
- Section 3: Band boosters represent the CCHS band program and are expected to be held to the same standards of professional and acceptable behavior. Any member of the Central Cabarrus Band Boosters acting against the unity and harmony of the corporation may be expelled by a two-thirds majority vote of the Executive Board, after the following steps have been taken:
- a. Booster President meets with the member to discuss and resolve the situation.
 - b. The Executive Board meets with the members to discuss and resolve the situation.

Note: Every member has the right to defend and explain their actions to the Executive Board.

Expelled members are not allowed to chaperone, work on the pit crew, assist with band camps or other band-related activities, or work volunteer events.

A member who has been expelled from the Band Boosters for any cause may, upon recommendation of a member and approval by the Executive Board, be reinstated.

Article III Executive Board

- Section 1: The administrative affairs of the corporation shall, except as otherwise provided by the By-Laws, be under the supervision of elected officers.
- Section 2: The officers of the corporation shall consist of a President, Vice-President(s), Secretary, Treasurer, and such officers as may be deemed necessary by the Executive Board. The Executive Board shall consist of the above officers, the Band Director, and the High School Principal or designee, who will act as a liaison. The Band Director and the Principal, or liaison, have no voting privileges.
- Section 3: All officers shall be elected annually to a 13-month term, allowing a one-month overlap of outgoing and incoming board members. Any officer may be removed for inefficiency by the Executive Board. A two-thirds majority vote of said Board shall be necessary to effect such removal.
- Section 4: Membership on the Executive Board shall be limited to parents/guardians of active band students.
- Section 5: No officer may serve more than two consecutive terms in the same office without approval by a two-thirds majority vote of the Executive Board.
- Section 6: Any tie vote shall be broken by the Band Booster President.

Article IV Elections

- Section 1: A nominating committee shall be appointed by the President at the January Band Booster meeting.
- Section 2: The nominating committee, appointed by the President, shall nominate one or more persons for the offices of President, Vice-President(s), Secretary, and Treasurer. This slate shall be presented at the February general meeting.
- Section 3: Nominations shall be accepted from the floor at the February and March general meetings.
- Section 4: Voting will take place at the April Booster Meeting. Candidates receiving the highest number of votes shall be elected to the offices for which they were nominated. Written ballots shall be required for voting on any office having more than one candidate nominated.

Section 5: The Executive Board and all officers shall be installed at the Spring Concert and take office on June 1.

Article V Duties of the Officers

Section 1: Duties of the President: It shall be the duty of the President to preside over all meetings of the corporation and Executive Boards and have general supervision over the business and affairs of the corporation for the fiscal year. The President shall have an agenda for each Band Booster and Executive Board meeting. The president shall present, the April Band Booster meeting, a budget for the coming fiscal year. The President shall perform such other duties as pertain to this office.

Section 2: Duties of the Vice President(s): The first Vice-President shall assume and discharge duties of the office of President in the absence or disability of the President and shall assist the President in the administration of the corporation and shall be Chairperson of the Transportation and Facilities committee. The Second Vice-President shall be the chair person of the Fundraising Committee.

Section 3: Duties of the Secretary: The Secretary shall keep a current list of the membership, keep records of proceedings at all meetings and handle correspondence as is necessary. The Secretary shall chair the Communications committee. The Secretary shall file a copy of the minutes of each meeting the Band Director's office.

Section 4: Duties of the Treasurer: The Treasurer shall receive, account for, and be custodian of all monies paid to the corporation. The Treasurer shall keep an accurate account of all receipts and disbursements. Deposits shall be made in the name of the corporation in a timely manner. The Treasurer shall pay all bills of the corporation.

The treasurer will provide proof of the reconciliation of the bank account each month at the Executive Board meeting. The Treasurer shall give a written report (comparing actual to projected income/disbursements) to the membership at the monthly Band Booster meeting. A cumulative report shall be made available after the end of the fiscal year. The Treasurer shall chair the Finance Committee. The Treasurer shall be responsible for the preparation of annual Tax Form 990 due October 15 for the preceding fiscal year. The Treasurer is also responsible preparing the appropriate Forms 1099 for staff members by February 1.

- Section 5: The President, Treasurer, Band Director, and any persons designated by the Executive Board, shall have access to a debit card to use to make purchases and withdraw funds from the checking account for budgeted items.
- Section 6: The Executive Board shall assign three check signers, one of which must not be on the Executive Board.

Article VI Removal from Office

- Section 1: An officer of the Executive Board can be removed from office in the event of a violation of these by-laws.
- Section 2: Should a Band Booster Member feel a violation has occurred, all notices of such violations must be submitted in writing to the Executive Board.
- Section 3: Violation notifications can be received by any officer.
- Section 4: Upon receipt of the violation notice, the Executive Board has 60 days to establish a quorum to review the violation notification.
- Section 5: By a 2/3 majority vote, the Executive Board has the sole discretion to suspend an officer named in a violation notification until a recommendation to vote can be held by the membership at a regularly scheduled meeting.
- Section 6: Suspension from officer duties includes but is not limited to: removal from band account access and forfeiture of any booster property (keys, banking property, etc.).
- Section 7: If deemed necessary (through procedure), the committee can defer a recommendation for no more than 45 days following a review.
- Section 8: Once a final quorum is established, a resolution recommendation shall be passed by a 2/3 majority vote and be brought before the membership at the next regularly scheduled meeting.
- Section 9: A majority vote is required by the membership in attendance to pass a resolution recommendation.

Article VII Committees

Section 1: At the July Band Booster meeting, the standing committees shall be formed for the fiscal year. It is the responsibility of the President to ascertain that these committees are formed. The Band Director shall be a non-voting member of all committees. These committees shall be:

- a. Finance
- b. Fundraising
- c. Communications
- d. Transportation and Facilities

Section 2: The responsibilities of each standing committee shall be as follows:

- a. Finance: The Finance Committee, chaired by the Treasurer, shall be charged with preparation of budgets, collection of monies, and record keeping.
- b. Fundraising: The Fundraising Committee, chaired by the 2nd Vice President, shall be responsible for investigating and coordinating all fundraising efforts, as well as providing recommendations to the Band Booster membership.
- c. Communications: The Communications Committee, chaired by the Secretary, shall be responsible for dissemination of all information by the Booster organization. This includes but is not limited to the following:
 - i Newsletter
 - ii Class Representative Contact Committee
 - iii Publicity and Advertising
- d. Transportation and Facilities: This committee, chaired by the 1st Voice President, shall be responsible for organizing transportation to and from ball games, competitions, and any other Band activities. Directions to all activities shall be provided by this committee. The committee shall also assist in the arrangements for food and lodging.

Article VIII Chaperones

- Section 1: A group of Band Booster members shall be organized to serve as Chaperones and Road Crew for the band.
- Section 2: The annual selection of Chaperones and Road Crew shall be as follows:
- a. A sign-up list shall be provided at the April and May Band Booster meetings.
 - b. Selection of Head Chaperone and Head of the Road Crew shall be made by the President and the Band Director.
 - c. The President, Band Director, Head Chaperone, and the Head of the Road Crew shall select the remaining chaperones and road crew members by unanimous vote.
 - d. Chaperone and Road Crew member selections shall be announced at the June Band Booster meeting.
- Section 3: A complete list of Chaperone and Road Crew telephone numbers shall be made available to the Band Booster membership at the August Band Booster meeting.
- Section 4: An organizational and planning meeting for Chaperones and Road Crew shall be called by the President.

Article IX Reimbursement Policies

- Section 1: All members of the Band Boosters must follow the reimbursement policies outlined in the signed Fair Share Agreement.
- Section 2: The Band Boosters may reimburse a member for materials or mileage used for the benefit of the program at the discretion of the Band Director and Band Booster President.
- Section 3: Upon graduation or leaving the band, all fair share or fundraising credits are forfeited to the Band Booster organization. See the Fair Share Agreement for further details.