



BAND BOOSTERS

By-Laws

Updated June 2024

Table Of Contents

Article I: Incorporation

Article II: Mission and Objective

Article III: Membership

Article IV: Funding

Article V: Executive Board

Article VI: Board of Directors

Article VII: Elections

Article VIII: Duties of Officers

Article IX: Committees

Article X: Document Retention

Article XI: Whistleblower

Article XII: Audit

Article XIII: Policy for Amendment to Bylaws

Central Cabarrus Band Boosters, Inc.

By-Laws

Article I: Incorporation

The name of the Organization shall be known as the Central Cabarrus Band Boosters, Inc. For the purpose of these bylaws, the Central Cabarrus High School Band Boosters may be referred to as the "Boosters." The fiscal year shall run from June 1 through May 31 of the following year. The term year of elected officers shall run from the close of the Q4 Booster meeting for twelve consecutive months.

Article II: Mission and Objective

Section 1: **Mission:** The mission of Central Cabarrus Band Boosters, Inc. shall be to support the activities and promote interest in all the Central Cabarrus High School Bands and ensembles, hereafter referred to as the "Band." The Boosters shall not interfere in any way with the officials of the Central Cabarrus High School Band nor the administration of the band program.

Section 2: **Objective:** The organization shall function as a non-profit organization and shall endeavor to raise and solicit funds for the CCHS Band program. All such funds raised or solicited by the organization shall be used exclusively for those programs, and all such funds shall be extended without personal gain to any member of the organization. There shall be no distribution of profits or funds directly to any member for use other than band business. The members shall have no equity in the money raised or solicited by the organization except to have such money properly and completely used for the above stated objectives.

Article III: Membership

Section 1: Eligibility of membership in the Boosters shall be available to all persons whose intents are agreeable with the objectives of the corporation and are duly accepted by members of the Association on that basis.

Section 2: There shall be no form or class of membership except an active membership. General Booster Membership includes parent(s)/guardian(s) of active band students.

Section 3: Any member of the Boosters acting against the unity and harmony of the corporation may be expelled by a two-thirds vote of the Board of Directors after the following steps have been taken:

- a. The Booster President meets with the member to discuss and resolve the situation.
- b. The Board of Directors meets with members to discuss and resolve the situation.

Note: Every member has the right to defend his/her actions to the Board of Directors.

Section 4: A member who has been expelled or suspended from the Band Boosters for any cause may, upon recommendation of a member and approval by two-thirds vote by the Board of Directors, be reinstated after a period of at least 2 band booster meetings.

Article IV: Funding

Section 1: Funding for the Central Cabarrus Band Boosters is the responsibility of the student's families and shall include marching band fees. Designated payment schedules will be set by the Band Director in accordance to the Cabarrus County Schools Board of Education *Policy 3620 Extracurricular Activities and Student Organizations*. All families are expected to meet their obligations on time. To help offset these costs, the students and/or families can participate in fundraising projects. Notwithstanding the criteria listed under Student Accounts, all funds and income of whatsoever kind received by the organization shall be used solely for the promotion, improvement, instruction, equipment, transportation, aid, and support of the Central Cabarrus High School Band Program. Special assessments and adjustments will be made as deemed necessary by the Band Director and Treasurer.

Section 2: In the case of delinquent fees, all rights, and privileges of being in the Central Cabarrus Bands and ensembles may be suspended until such time as fees are made current. Students/families owing a balance on their band account from the previous year must pay the balance in full by April 30th in order to enroll for the upcoming year. Examples of these rights and privileges are (but not all inclusive):

- Use of school-owned equipment (instruments, guard equipment, etc.)
- Participating in the marching band
- Receiving any scholarship
- Participating in any trip

A final decision on these privileges and rights rests with the Band Director.

Section 3: Funds in a student's account can only be used for band expenses or band sponsored activities. All money accrued in student band accounts (once the commitment fees have been met) may rollover to the following school year. Funds remaining in the account of a student at the end of the student's graduating year (or funds remaining when a band student leaves the band program) will be disbursed as follows:

- Will be applied to any delinquent band fees
- May be transferred to a sibling band student in the Central Cabarrus Band Program
- May be transferred to another band student/family account if requested by the exiting student's parent/guardian.

Other than as indicated above, remaining funds will revert to the general fund. In the case of any dispute concerning the disbursement of a student account, the Board of Directors will make the final decision after consultation with the Director of Bands.

Section 4: Any staff member or band parent desiring reimbursement for a purchase must obtain prior approval from the Band Director. This will not apply to consumables like food, drinks, and other one-time use items.

Article V: 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 executive board of the corporation shall consist of a President, Vice-President(s), Secretary, Treasurer and such officers as may be deemed necessary by the Board of Directors. The Executive Board shall consist of the above officers, the Band Director, the High School Principal or designee, and past President. The Principal or designee and past President have no voting privileges. In the case of a tie vote, the Principal or designee shall break the tie.

Section 3: All officers shall be elected annually and shall hold office until the end of their term. The Board of Directors may remove any officer for inefficiency via a two-thirds vote.

Section 4: The election of co-officers will be permitted and will serve as one officer. Co-officers will be permitted only one vote per office in the Executive Board voting process.

Section 5: Membership on the Executive Board (aside from the Band Director, Principal or designee, and past President) shall be limited to parent(s)/guardian(s) of active band students.

Section 6: No officer may serve more than two consecutive terms in the same office without approval by a two-thirds vote of the Board of Directors and the Boosters.

Section 7: The Executive Board's responsibilities shall include the ability to move available funds between line items of the budget; however, the total amount of a line item cannot be exceeded by more than \$300 without the prior approval from the Executive Board. New line items or an increase in a line-item budget would require Executive Board approval.

Article VI: Board of Directors

Section 1: The Board of Directors shall advise and supervise the general business of this corporation.

Section 2: The Board of Directors shall consist of the Executive Board, one parent/guardian representative from each grade level, 1-2 Guard Representatives, and the Communication Chairperson. Any other member deemed necessary shall be elected by a majority of the Board of Directors.

Section 3: The elected Board of Directors shall serve for a period of one term and shall not serve for more than two consecutive terms in the same capacity.

Section 4: The Board of Directors shall meet for organization and business purposes prior to each regular Band Booster meeting. A special meeting of the Board of Directors may be called by the President to expedite any urgent business matters. At any called or regular meeting, two-thirds of the voting members of the Board of Directors shall constitute a quorum thereof. The minutes of all Board of Directors meetings shall be made available to anyone upon request.

Section 5: The Board of Directors shall monitor the budget. The Board of Directors shall have the ability to present recommendations for budget amendments to the Executive Board.

Section 6: The Board of Directors shall hear and discuss reports of committee Chairpersons.

Article VII: Elections

Section 1: The parent representatives of the Board of Directors shall serve as the Nominating Committee. This Committee will have their first meeting before the Executive Board at the January Board of Directors meeting.

Section 2: The Nominating Committee shall nominate one or more persons for the offices of President, Vice President(s), Secretary, Treasurer, and Parent Representatives. This slate shall be presented at the Q3 booster meeting.

Section 3: Nominations will also be solicited from the floor at the Q3 booster meeting.

Section 4: Elections shall take place prior to the close of the Q4 Booster meeting.

Section 5: Prepared ballots shall be required for voting on any office having more than one candidate nominated. Candidates receiving the highest number of votes shall be elected to the offices for which they were nominated.

Section 6: The newly elected Board of Directors and Officers shall take office at the conclusion of the Q4 Booster meeting.

Section 7: Vacancies occurring in an elected office after the first four months of office shall be filled by appointment of the Executive Board for the remaining term. Should a vacancy occur within the first four months of office, a special election shall be held. A vacancy shall exist when a Board member or Officer is absent from his/her post for a continuous period (2 or more months), considered detrimental to the interest of the post by the Board of Directors, or resigns from their position.

Article VIII: Duties of Officers

Section 1: The President: Term: One year, max of two years consecutive. The President is the supervisor of the affairs of the Boosters and the activities of the officers. The scope of the President's authority is limited. The President shall have no governing authority in making policies or rules. The President shall set the agenda and preside at all meetings of the officers and general membership. The President shall ensure all appropriately needed Committee Chairs are appointed, as needed for the operation of the Boosters purpose, and be an ex-officio member of each committee. The President is authorized to sign all checks when the Treasurer is unavailable. The President shall review all new proposed projects with the Band Director(s) per school guidelines.

He/she shall work with the Band Director(s) and Treasurer to present for approval a proposed budget to the officers and general membership at the regular meeting in Q4. He/she shall prepare an end-of-year report to aid the incoming President. He/she shall oversee the Chaperone Committee, Uniform Committee, and ensure timely reporting of events by all Committee Chairs. He/she shall perform additional duties as needed to ensure the smooth operation of the organization. At the end of the term, he/she is to prepare an end-of-year report to aid the incoming President in assuming the duties of office.

He/she shall assist or act in lieu of a Hospitality VP by overseeing the Event Committee which includes, but are not limited to, band camps, meals, banquets, concerts, special nights (Senior Night, etc.), parades, etc. He/she will work with student band leadership to plan events as deemed necessary.

Note: Duties of the Past President: The Past President may serve as a non-voting member of the Executive Board as a consultant to the new board. The Past President will hold office for only one year following the year of his/her term as President.

Section 2: The Vice-President of Hospitality: Term: one year, max of two years consecutive. This position has co-ownership of the role of VP of Fundraising. In the absence of the President, the VP of Hospitality perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions on the President.

The VP of Hospitality will work closely with the Secretary to ensure all band members are informed of the Band Booster onboarding process, Booster and Band communication tools, Booster meetings, etc. The VP of Hospitality will oversee the Event Committee and is responsible for the oversight and evaluation of all social events hosted and/or sponsored by the Central Cabarrus High School Band Boosters. He/she will work with the Band Student Leadership to plan events, including, but not limited to band camps, meals, banquets, concerts, special nights (Senior Night, etc.), parades, etc. He/she will prepare an end-of-year report to aid the incoming Vice-President of Hospitality. He/she would perform additional duties as needed to ensure smooth operation of the organization. The events/activities hosted by Fundraising VP are separate from the aforementioned.

Section 3: The Vice-President of Fundraising: Term: one year, max of two years consecutive. This position has co-ownership of the role of VP of Hospitality. The VP of Fundraising oversees the sponsorship and fundraising committees and any other ad hoc committees, as defined by the officers, and ensures timely reporting of events by the Committee Chairs.

The VP of Fundraising is responsible for the oversight and evaluation of all recurring and individual Booster fundraisers. The VP of Fundraising is to prepare an end-of-year report to aid the incoming VP of Fundraising and perform all necessary duties to ensure smooth operation of the organization.

Section 4: Secretary: Term: One year, max of two years consecutive. The Secretary is to keep accurate records of the organization's meetings by taking minutes, attendance, and keeping files of distributed handouts. The Secretary is to make copies of meeting minutes available when requested. The Secretary is to keep all original records and documents of the Boosters, including contractual agreements, correspondence received, bylaw revisions, and documents created for the organization.

He/she shall provide general correspondence for the organization as needed, posting notifications of all general meetings, and keeping current copies of the Bylaws. At the end of the term, he/she is to prepare an end-of-year report to aid the incoming Secretary, assuming additional duties as needed to ensure the smooth operation of the organization.

Section 5: Treasurer: Term: One year, max of two years consecutive. The Treasurer is to be the custodian of all funds of the organization, making deposits of all funds into a bank that has been selected by the officers. He/she is to disburse the funds of the organization as directed by the officers, taking proper vouchers for such disbursements. He/she is to receive

monies due and payable to the Boosters. He/she shall be able to produce receipts for all cash transactions, and others as requested. He/she is to keep and maintain adequate and correct accounts of the Booster assets and business transactions, including accounts of its assets, liabilities, receipts, and disbursements.

He/she shall exhibit at all reasonable times the books of account and financial records to any director or officer, and whenever requested, an account of any or all transactions of the organization, to show the financial condition of the Boosters. He/she shall give to the general membership, at each regular meeting, a full report of all accounts at the time of that meeting. He/she shall submit requested financial records to the IRS & Finance Department of Cabarrus County Schools in accordance to the Cabarrus County Schools Board of Education *Policy 3620 Extracurricular Activities and Student Organizations*.

He/she is responsible for the filing of financial reports that are requested and responding to any questions resulting from that filing. He/she is responsible for arranging an annual audit of all financial records of the previous year. This audit shall be conducted before transfer of duty in Q4 by an unaffiliated, impartial auditor. The outgoing Treasurer will review the audit with the incoming Treasurer, and the audit report will be presented at the first regular meeting of the school year. Upon leaving office, he/she shall prepare an end-of-year report and perform any necessary additional duties to ensure the smooth transition to the incoming Treasurer.

Section 6: Parent Representatives: Term: one year, max of two years consecutive. One Parent Representative is needed for each grade level. They are expected to attend every Board & Booster Meeting. Their role is to give a voice to the grade level of students they represent. As needed or requested by either the Band Director, or Board, the Parent Representatives will need to communicate to their entire grade level to assess current needs or areas for improvement. Also, this group will serve as the Nominating Committee and will have their first meeting as such in January. **Freshman Reps will be guided by The Hospitality VP & The Secretary.** All will perform additional duties as needed to ensure the smooth operation of the organization.

Section 7: Guard Representative(s): Term: one year, max of two years consecutive. The Guard Representative(s) will facilitate/coordinate communication and activities of the Guard and the Booster Organization. He/she/they will establish and maintain communication amongst parents, students, and directors. He/she/they will coordinate specific “group” fundraising efforts. He/she/they will, with Color and Winter Guard Director(s) identify specific program costs and revenues for the booster annual budget in Q4. He/she/they will oversee the operation, accounting, and evaluation of all Guard fundraisers and functions. He/she/they will prepare an end-of year report to aid an incoming Guard Representative(s) and perform additional duties as needed to ensure the smooth operation of the organization. The Guard Representative(s) are expected to attend all Board and Booster Meetings.

Article IX: Committees

Section 1: Standing committees shall be formed for the fiscal year. It will be the responsibility of the President to ensure that these committees are formed and committee heads are established. The Band Director shall be a non-voting member of all committees. The Board of Directors and/or President may add additional committees as they see fit. These committees shall include but not be limited to:

- a. Pit Crew: Reports to Band Director

- b. Chaperones: Reports to the VP of Hospitality
- c. Communications: Reports to The Secretary
- d. UNCC: Reports to the VP of Fundraising
- e. Event Committee: Reports to The President

Section 2: Pit Crew Chair of Committee: Term: one year, max of two years consecutive

This position is primarily responsible for two facets of the marching band program:

- 1) The instruments and equipment that are needed on the front sidelines for the performance of the marching band show
- 2) The props that are used on the field to visually enhance the show.
He/she will organize a Pit Crew to serve the band program and band staff in the following responsibilities as they relate to front ensemble equipment, including but not limited to:
 - a. Transporting pit equipment to and from performance venues, placing it at the correct place on the sidelines.
 - b. Performing maintenance and repair of pit percussion equipment and carts as needed throughout the season with the guidance of the percussion instructor.

The Pit Crew Chair will serve the band program and band staff in the following responsibilities as they relate to props:

- a. Aiding with the construction of props and maintenance of props throughout the season.
- b. Transporting props to and from the performance venues, placing them at the correct places on the field for each performance.

Note: It is expected that the Pit Crew Chair will solicit volunteers from within the Band Booster organization to serve as a cohesive and collegial team throughout the season, delegating responsibilities, proportionately distributing tasks, and working together to realize the vision of the band director and staff.

The Pit Crew Chair will perform additional duties as needed to ensure the smooth operation of the organization. The Pit Crew Chair will need to attend all Booster Meetings.

Section 3: Chaperone Committee Coordinator: Term: one year, max of two years consecutive.

The Chaperone Committee Coordinator shall facilitate/coordinate communication and activities of the Central Cabarrus Bands and the Booster Organization regarding volunteer/chaperone needs.

This includes, but is not limited to, football games, competitions, field trips, band camps, and performances. Additionally, the Chaperone Committee Coordinator will facilitate replenishment of perishable donations used for the general marching band season, maintain inventory of Booster supplies, assist with inventory when other organizations use Booster assets, and authorize such use, conduct inventory at the end of such use. This position has the authority to form a committee to establish a balance of the needs aforementioned.

Section 4: The Communications Chair of Committee: Term: one year, max of two years consecutive. The Communications Officer will coordinate communication and publicity for the Band Booster organization. This will include overseeing a Communications Committee, whose responsibilities include, but are not limited to, social media posts, Booster newsletters, and publicity for band and booster activities. This officer will work with the Secretary to ensure that minutes and booster information is distributed promptly and accurately to all boosters. Perform additional duties as needed to ensure the smooth operation of the

organization.

Section 5: UNCC Committee: Oversees the complete operations of the UNCC concessions fundraiser. This includes, but is not limited to staffing each event, ensuring proper training, and upholding the expectations of the agreed contract with UNCC.

Section 6: Event Committee: This committee will meet to plan all Central Cabarrus Bands events including, but not limited to, band camps, meals, banquets, concerts, special nights (Senior Night, etc.), parades, etc. This committee is not a part of any fundraising responsibilities.

Article X: Document Retention

All officers shall transfer to their successors all books, documents, and other property of Central Cabarrus High School Bands at the end of their term.

Section 1: Past records shall be kept with the appropriate officer and will be available for review upon request.

Section 2: Organizational Records.

- a. Tax Records. Tax records shall be retained for at least five fiscal years.
- b. Audit Records. External audits shall be kept permanently. Internal audits shall be kept for three fiscal years.
- c. Banking and Accounting Records. Banking and accounting records shall be kept for five fiscal years.
- d. Correspondence. Unless correspondence falls under another category listed in this section, correspondence shall generally be saved for two fiscal years.
- e. Board Records. Board meeting minutes shall be kept permanently.

Section 3: Electronic Mail that needs to be saved shall be printed in hard copy and kept in the appropriate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this article.

Article XI: Whistleblower

Section 1: All members are encouraged to report suspected or actual illegal, unethical, fraudulent, or dishonest conduct. A volunteer may report his/her concerns to any officer or the band director.

Section 2: The identity of the whistleblower shall remain confidential, unless the issue requires investigation by law enforcement, in which case members or the organization are subject to subpoena.

Section 3: The whistleblower shall receive no retaliation or retribution for a report that was provided in good faith.

Section 4: Whistleblowers must be cautious to avoid baseless allegations, which are allegations made with reckless disregard for their truth or falsity.

Article XII: Audit

Section 1: At the end of the fiscal year, an audit of the booster's financial records shall be conducted. The audit shall be performed by someone who is independent from the day-to-day financial activities.

Section 2: The audit shall consist of the following procedures:

- a. Ensure that the beginning balance in the financial records matches the ending balance from the prior year.
- b. Ensure checks are numerically accounted for in the financial records.
- c. Ensure the bank account balances are accurate and verify accuracy of treasurer's reports.
- d. Ensure that revenues have been appropriately received and recorded.
- e. Review expenditures for adequate documentation.

Note any exceptions and review with the treasurer for explanation. Any discrepancies shall be brought to the attention of the President and Band Director in order to reach a resolution.

Section 3: A report of findings is to be prepared, attach work papers evidencing the audit, and present to the board and general membership.

Article XIII: Policy for Amendments to Bylaws

Section 1: The proposed amendment(s) shall first be presented in writing to the Board of Directors throughout the year. The proposed amendment(s) will have two readings, one at each of two consecutive booster meetings. The first reading will occur at the Q2 booster meeting. The second reading will occur at the Q3 booster meeting. At the second meeting, the proposed amendment(s) will be brought to floor for a two-thirds vote. If the amendment(s) pass(es), the amendment(s) shall go into effect immediately.

Section 2: Every two years, a Bylaws Committee shall be formed for the purpose of reviewing the current standing of the bylaws. The Chair of Committee shall report to the Executive Board.