

COLLIERVILLE HIGH SCHOOL BAND BOOSTER CLUB BY-LAWS

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COLLIERVILLE HIGH SCHOOL BAND BOOSTER CLUB BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Collierville High School Band Booster Club (*hereinafter referred to as the Booster Club*).

ARTICLE II: MISSION STATEMENT

The Booster Club, exists in a cooperative effort with the band director(s) and Collierville High School, to promote, maintain and support an enthusiastic interest in the various programs, activities and needs of the instrumental music department of Collierville High School.

ARTICLE III: MEMBERSHIP

- Section 1.** Membership in the Booster Club is automatic of every parent or guardian having one or more children involved in the Collierville High School band program, (*hereinafter referred to as the band program*).
- Section 2.** Each family unit shall be entitled to one family vote on all issues before the membership, including election of Executive board members. (*Band members are not considered voting members of the Booster Club.*)
- Section 3.** Parents of students anticipating membership in the Collierville High School band booster club shall be contacted by the band director, with support from the Booster Club via mail before the end of the school year with all information needed to enroll a student into the band program for the next school year.

ARTICLE IV: BASIC POLICIES

The following are basic policies of the Booster Club, in common with those policies set by Shelby County Schools and the Shelby County Board of Education relating to booster clubs. These bylaws will not be in conflict with Shelby County Schools policies listed for booster clubs or Tennessee state laws dealing with booster organizations.

- Section 1.** In addition to these bylaws, this Booster Club shall function under the policies adopted by the Shelby County Board of Education and Tennessee state laws relative to booster clubs. *Each member of the Executive board will have a copy of said policies and laws for reference purposes.*
1. Any revisions to current policies and/or new policies, approved by the Shelby County Board of Education and/or Shelby County Schools will automatically become a part of these bylaws. (*Current Shelby County Schools policy: #7015.2.*)
 2. Any revisions to current Tennessee laws and/or new laws adopted by the state of Tennessee will automatically become a part of these bylaws.

ARTICLE V: GENERAL MEETINGS

- Section 1.** Scheduled meetings of this organization shall be announced, published, and made available to the membership in a timely manner to be determined by the Executive board. At least three (3) meetings will be held throughout the school year.

- Section 2.** General membership meetings shall be held at Collierville High School, unless otherwise announced in advance.
- Section 3.** The president, upon concurrence of the Executive board may call special meetings, varying from the published schedule. A minimum of seven (7) days notice must be given to the members of the booster club for special called meetings.
- Section 4.** The secretary, treasurer and one person appointed by the president will count votes on all matters requiring such action.
- Section 5.** A quorum for the transaction of business in any general meeting of the Booster Club shall consist of members present.

ARTICLE VI: OFFICERS AND THEIR ELECTION

- Section 1.** The elected officers, (*hereinafter referred to as the Executive board*) of the club shall be:
- President
 - President-Elect
 - Secretary
 - Treasurer
 - Fundraising Chairperson
 - Parent Volunteers/Chaperone Chairperson
 - Uniform Organization Chairperson
 - Publicity Chairperson
- Section 2.** The president-elect shall organize a nominating committee consisting of two (2) Executive board members plus the President-elect, who will serve as the chairperson. The committee will be formed by the February executive board meeting and be charged with the responsibility of recommending a candidate to fill each position on the Executive board for the coming school year.
- Section 3.** The officers shall be elected by majority vote to serve for one year. The term of office shall be from June 1 through May 31.
1. An officer must be a member-in-good-standing and a parent or guardian of a student enrolled in the band program of Collierville High School.
 2. Officers assume the responsibility of representing individuals or groups within the membership on issues of conflict or concern over booster club policies, issues with director(s) and with fees and assessments.
 3. No member shall hold more than one office at a time and no member may hold an office more than two times consecutively. Under certain circumstances, and only after the general elections take place a current board member may be asked by the Executive board to continue in his/her position IF the position was not filled at the general election, until such time as a replacement can be elected by the Executive board.
- Section 4.** Election of officers for the coming school year will be held at the last Booster Club meeting of the school year.
1. The nominating committee shall present its slate to the general membership.
 2. The consent of each candidate shall have been obtained before his/her name is placed in nomination.
 3. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained prior to having been placed in nomination.

Section 5. The vote for officers shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed and an election may be held by voice vote.

Section 6. A simple majority vote of the quorum shall be required for election of officers (50% +1).

Section 7. New officers:

1. assume official responsibilities (including voting privileges) on June 1st for the coming fiscal year;
2. may attend meetings of the Executive board in a non-voting status throughout the end of the spring semester

Section 8. A vacancy occurring in any office other than president during the current year shall be filled for the unexpired term by a person selected by the president and approved by a majority vote of the remaining members of the Executive board.

Section 9. Should a vacancy occur in the office of president, the president-elect shall fill the vacancy for the remainder of the unexpired term.

ARTICLE VII: EXECUTIVE BOARD

Section 1. Voting members of the Executive board shall consist of:

1. the elected officers
2. the immediate past president

Section 2. Non-voting members of the Executive board shall consist of:

1. the Collierville High School Band Director, and/or
2. the school Principal or his representative

Section 3. The Executive board shall:

1. have the responsibility to propose guiding and governing policies of the booster club;
2. conduct the general business of the booster club between meetings of the general membership;
3. make recommendations for action to the Booster Club general membership for approval;
4. have the power to act in the best interest of the Booster Club in emergencies and in all matters requiring immediate attention.

Section 4. The Executive board shall meet on a regular basis and at the call of the President. A minimum of seven (7) days notice must be given to the Executive board members before each meeting.

Section 5. In addition to these bylaws, the Executive board should have a set of Standing Rules (basic board rules), which outline more specifically the procedures for running this Booster Club.

1. These Standing Rules should be used as a more detailed means for explaining the booster bylaws and may not be in conflict with said bylaws.
2. Standing Rules are approved by the Executive board and may be modified as needed with a simple majority vote of the Executive board.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President shall:

1. have supervision over the business affairs of the Booster Club;
2. preside at all meetings of the Booster Club and the Executive board;
 - a. set the agenda for all meetings;

3. represent the organization in cooperation with the Executive board;
4. be a designated signatory for disbursement of funds;
5. elect chairpersons for special committees with the approval of the Executive board;
6. serve as an ex-officio member of all committees except the nominating and audit committee.

Section 2. The President-Elect shall:

1. perform the duties of the president in the president's absence or at the request of the president, at all Booster Club meetings or functions;
2. lend assistance and act as aide to the president in the organization as needed;
3. be a designated signatory for disbursement of funds;
4. develop a working knowledge of the duties of each Executive board position throughout the school year;
5. serve as chairperson of the nominating committee;
6. assume the office of the President on June 1 for the following academic year.
7. assume other duties as delegated by the President or Executive board.

Section 3. The Secretary shall:

1. record the minutes at all Executive board meetings and Booster Club meetings;
 - a. furnish copies of current minutes to board members at each board meeting;
 - b. present current Booster Club minutes for approval at general meetings;
2. be a designated signatory for disbursement of funds;
3. keep an up-to-date signed and dated copy of the bylaws;
4. carry on all correspondence as delegated by the President and/or the Executive board;
5. assume other duties as delegated by the President or Executive board.

Section 4. The Treasurer shall:

1. have custody of all funds of the Booster Club;
2. be a designated signatory for disbursement of funds;
3. present a proposed balanced budget (created by the Executive board) to the Booster Club general membership for final approval:
 - a. budget for the next school year will be presented at the last Booster Club meeting of the school year;
 - b. budget may be presented for realignment as necessary to the general membership;
4. collect and keep account of all monies of the Booster Club and deposit said funds in a banking institution approved by the Executive board;
5. disperse funds only as authorized from the approved budget, the President or Executive board;
6. present a treasurer's report at all Executive board meetings and general booster club meetings;
 - a. present a budget report to the Executive board on a regular basis in order to keep the board up to date with the current budget expenditures;
7. oversee the administrating of the 'Student Funds Program';
 - a. maintain records of all individual student financial funds;
 - i. disburse funds as requested in order to pay for items associated with band (see ARTICLE X of these Bylaws)
8. prepare the financial books for an audit at the close of the fiscal year;
 - a. have books ready to turn over to incoming treasurer on June 1, the start of the fiscal year.

Section 5. The Fund-Raising Chairperson shall:

1. Set up a committee as necessary to oversee the fundraising efforts of the Booster Club as outlined in ARTICLE X: FUNDRAISING
2. recommend new fundraisers to the Executive board;

3. coordinate fundraising efforts of all groups associated with the Booster Club throughout the school year;
4. assume other duties as delegated by the President or Executive board.

Section 6. The Parent Volunteer/Chaperone Chairperson shall:

1. set up a committee as necessary to oversee the volunteer needs of the Booster Club throughout the school year;
2. help in the recruitment of adult volunteers for fund-raising activities as needed throughout the year.
3. recruit volunteers/chaperones for all band activities, which should include but is not limited to:
 - a. summer band camp activities
 - b. after school marching practices
 - c. band competitions
 - d. football games
 - e. Solo and Ensemble
 - f. Concert Festival
 - g. any band events where students are traveling
 - h. spring trip (when applicable)
 - i. other band events as requested by the Executive board
4. assume other duties as delegated by the President or Executive board.

Section 7. The Uniform Organization Chairperson shall:

1. establish and work with a committee to oversee uniform organization needs;
2. coordinate fitting of uniforms with the band director during summer band camp (*see chairperson manual for specific guidelines*);
3. maintain the uniform room and care of uniforms as outlined in the uniform chairperson's manual;
4. assume other duties as delegated by the President or Executive board.

Section 8. The Publicity Chairperson shall:

1. promote all band activities through the local town media, the CHS PTSA newsletter and the CHS TV station;
2. promote all efforts of the Booster Club as requested by the President and/or Executive board including announcement of meetings;
3. maintain the Booster Club bulletin board in the band room;
4. assume other duties as delegated by the President or Executive board.

Section 9. The Past President shall:

1. serve as an advisor to the Executive board.
2. be a designated signatory for disbursement of funds;

(Should the past president no longer have a student involved in the band program, this position will remain vacant for the school year.)

ARTICLE IX: BAND FEES

Section 1. A review of the current fees structure will be made each spring by the Executive board based on the current year's budget and projected future budget needs. Fee assessments approved in the spring will become effective June 1 of the year approved.

1. The Executive board will call a special meeting for the purpose of presenting proposed fee increases to the general membership.
2. **Final** approval of changes to the annual fee assessment requires a simple majority vote of the quorum (50% +1) of the general membership.

3. Changes to the current fee structure must be approved **BEFORE** contracts are signed for the next academic school year.

- Section 2.** Each band student participating in the band program will be required to pay fees based on the pay structure as set by the Executive board;
- a. Marching Band Student
 - b. Marching Band Student (Sibling)
 - c. Non-Marching Band Student
 - d. Non-Marching Jazz Band Student
1. Families with a second student that participates in the marching band program will be required to pay a portion of the set fees for the second student as determined by the Executive board in the spring for the following school year.
 2. Families will not be required to pay fees for more than two (2) students from the same family.
 3. Families requesting a waiver of the band fees must follow the Shelby County Schools policy for requesting waivers.
 - a. A formal letter and application requesting a waiver must be sent to Collierville High School.
 - b. The Booster Board **CAN NOT** waive band fees.

- Section 3.** Fees will be used to fund the Booster Club **general operating expenses**. (*Any change to this structure must be approved by the general membership before the budget can be voted on for the next school year.*)
1. First year marching students will receive a band jacket – paid out of band fees.
 2. \$50.00 from each student paying the full band fee will be applied to the uniform fund.
 3. \$50.00 from each student paying the full band fee will be applied to the capital expenditures fund.
 4. \$50.00 from each student will go toward expenses specifically associated with competitions, including but not limited to, food that the boosters may provide, transportation or the funding of any overnight that might take place.

- Section 4.** A fee payment schedule will be explained to parents/guardians when contracts are sent out to be signed.
1. Parents/guardians are expected to adhere to the schedule for payment of band fees.
 2. Parents/guardians are encouraged to use student funds when possible to pay for band fees.
 3. Should a need arise for additional time to pay band fees, parents/guardians are expected to contact the band booster treasurer to make arrangements for payments.

ARTICLE X: FUNDRAISING

- Section 1.** Fundraisers will be held throughout the school year in order to raise funds outside of the student fees for the band program and student fund accounts. Fundraisers will be broken down into four (4) categories:
1. General Fundraising – These fundraisers will be held 2-4 times per year for the purpose of raising funds for the **capital improvement fund**.
 - a. These are fundraisers where no specific items are sold by an individual. *Examples of this type of fundraiser are: band carwashes, Canvas Collierville and hosting band events.*
 - b. The funds raised will be directed to the band capital improvement account, divided between uniforms and capital expenditures as directed by the Executive board.
 - c. All families will be encouraged to participate in general fundraising events.

2. Band/Individual Family Fundraising - These fundraisers will be held throughout the school year for the purpose of raising funds for the booster club AND individual students funds.
 - a. These are fundraisers where students/families can sell individual items. *Examples of this type of fundraiser are: Cookie Dough Sale, mulch sale and Sonic Books.*
 - b. The funds raised will be divided between the band capital improvement fund and individual student accounts. The Executive board will determine the percent going to the individual student accounts before the fundraiser begins.
3. Student Account Funds –Made available to every band family. *Examples are: Kroger Gift Cards and Schnucks Gift Cards.* While these funds are donations made back to the band program, the Booster Club gives these funds to the individual families who generated them for the purpose of offsetting band fees and expenses.
 - a. Said funds are not intended to be used for personal use by a student and MAY ONLY be used for the purpose of paying for items associated with band. (Funds that would normally be paid directly to the Booster Club) These items are listed below:
 - Band Fees
 - Band Trips (Lodging and Travel)
 - Uniform Expenses
 - Fundraising Expenses
 - b. Money raised by a family will go directly into their student account.
 - c. Student funds for families who will no longer be participating in the band (graduation, moving, dropped from the band program) will be released at the discretion of the Band Booster Board. The releasing family can request the fund balance be:
 - i. Designated for another student
 - ii. Designated for a specific band use
 - iii. Released to the band general fund
 - d. When a family is no longer part of the band program funds that are generated with Kroger or Schnucks gift cards will go into the band capital account to be used at the discretion of the Executive board
4. Donation Solicitation - The fundraising chairman will work throughout the school year to solicit funds for the Booster Club.
 - a. Funds will be used to help with the added expenses associated with the band program.
 - b. At the discretion of the Executive board the money donated will be divided in one or more of the following areas:
 - i. Capital improvement account
 - ii. General operating expenses (in order to balance the budget)
 - iii. For a specific purchase as approved by the Executive board

Section 2. All fundraising done by groups associated with the Collierville High School band program must be presented to the Booster Club Executive board for approval. Once the fundraiser and been approved, the Executive board will fill out the appropriate forms to send the Collierville High School for final approval before the fundraiser can be started.

ARTICLE XI: FINANCES

Section 1. The Booster Club shall function under a balanced budget.

Section 2. The Booster Club treasurer, under the direction of the booster club will maintain two (2) band accounts:

1. Band operating account: Funded by band fees. The day-to-day operations will function with a balance budget from these funds.

- a. Only if the Executive board deems it necessary can donations be raised for the operating account that may not exceed \$3,000.00 yearly.
2. Band capital account: Broken down into three (3) sections:
 - a. Student Funds (see: Article X, Section 3)
 - b. Capital expenditure funds: (see: Section 8 below)
 - c. Uniform Fund: (see: Section 9 below)

Section 3. The band director shall present budget recommendations for the coming year to the Executive board by the end of APRIL, based on anticipated expenses and the number of students expected to participate.

Section 4. The Executive board shall modify the budget as necessary to prepare a balance budget proposal.

1. The approved balance budget proposal will be presented to the Booster Club for adoption at the final general club meeting of the school year.
2. Approval of the annual budget requires a simple majority vote of the quorum (50% +1).

Section 5. The Executive board shall have the power to act in the best interest of the Booster Club in emergencies and in all matters requiring immediate attention. (see: *ARTICLE VII Section 3.*)

Section 6. Any academic year expenses requiring payment from the Collierville High School band account must be paid with funds from the current year.

Section 7. The Executive board is responsible for approving requested budget adjustments to the operating account in order to maintain a balanced budget. These adjustments precede expenditures of funds. Adjustments may not exceed \$500.00 in any line unless approved by the general membership. (see: Article XII, Section 3)

Section 8. The Executive board will be responsible for determining expenditures made from the capital account-capital funds based on the needs of the band program. The capital expenditure fund should not fall below \$10,000.00 in any given year without the approval of the general membership. Examples of expenditures that may be approved are:

1. Instrument repairs (instruments owned by the band program)
2. New instrument purchases
3. Trailer repairs and improvements
4. Equipment purchases and repairs

Section 9. The Executive board will be responsible for determining expenditures made from the capital account-uniform fund. (See Article XI, Section 2, #3) These funds will be used to replace and/or repair band uniforms as deemed necessary. Account should not fall below \$10,000.00 in any given year without the approval of the general membership.

Section 10. Appropriate tax returns will be filed yearly.

Section 11. The Executive board will appoint a person or persons to serve on an audit committee to review the books of the treasurer at the close of the fiscal year. No person who currently signs checks for the organization may serve on this committee.

Section 12. Employee Compensation:

1. The Executive board will determine additional employee compensation when the budget is prepared for the next school year.

2. Contracted employee compensation will be budgeted based on the needs of the band program for the next school year. The Executive board MUST approve compensation before the employees are given contracts to sign.
3. All monies payable to Shelby County School employees (contracted as full or part-time, outside of their contracted pay) for instruction compensation and or services rendered must go through the proper school channels. Monies **for instruction** will not be paid to a Shelby County School employee.
4. Contracted employees (other than of Shelby County School employees) will only be compensated through Shelby County schools. No payments will be made directly to the employee. Compensation will only be made after a contract is signed and a background check has been approved by the school system. Employees will be reimbursed for the background checks (1) if the background check is approved by Shelby County Schools and (2) only when a receipt is turned in to the booster treasurer.

ARTICLE XII: SPECIAL COMMITTEES

- Section 1.** The Executive board will establish Special Committees as necessary, based on the current year projects and needs. The President shall appoint all chairpersons with the approval of the Executive board. A detailed list including job descriptions will be in the Board Standing Rules.
- Section 2.** Committees shall remain functional for the period of time deemed necessary to complete the task required. The decision to discontinue any committee shall be made by the Executive board.

ARTICLE XIII: STANDING COMMITTEES

- Section 1.** The Executive board will establish Standing Committees for the current school year, as necessary to administer and oversee special groups/programs. (*Examples of special groups are: Winter Guard, Winter Percussion*). Specific groups/programs will be listed in the Executive board Standing Rules for the current year. Any group/program that is organized will be under the ultimate authority of the Booster Club.
1. Standing committees will follow the bylaws of the Booster Club.
 2. Details of the organization of a committee will be outlined in the Executive board Standing Rules.
 3. One member of the Booster Club Executive board will serve on the committee as the official liaison to the Board.
 4. The President with the approval of the Executive board will appoint chairmen of standing committees.
 5. The term of office of a committee member, including the chairman shall be one (1) year.
 6. Specific job descriptions as well as additional rules of organizing will be created by the Executive board and will be added to the Standing Rules as the committees are created.
 7. Financial Obligations: Should a group/program require funds in order to exist, the group will be responsible for securing such funds through fees (to those students involved) and fundraisers.
 - a. The Standing Committee will create a BALANCED budget.
 - b. The budget will be presented to the Executive board for first approval.
 - c. Once the Executive board has approved the budget, the budget can then be presented to the parents of the students involved in the group/program for final approval.
 - d. No more than three (3) fundraisers may be planned for the current school year.
 - i. The Executive board must first approve fundraisers.
 - ii. Only those families involved in the group/program are responsible for fundraisers.
 - iii. Fundraisers may not interfere with fundraising efforts of the Booster Club.

ARTICLE XIV: FISCAL YEAR

The fiscal year of this club shall begin on June 1 and end on May 31.

ARTICLE XV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Booster Club.

ARTICLE XVI: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of this club by a two-thirds vote of the quorum, provided that prior notice of the proposed amendment has been given.

Section 2. A committee, consisting of at least three (3) Executive board members (one of whom shall be the President) shall be formed every two (2) years for the purpose of reviewing the current bylaws and making recommendations for revisions as needed.

ARTICLE XVII - PROPERTY

All equipment and supplies, including musical instruments, uniforms and regalia, purchased by the Collierville Band boosters for the exclusive use of the Band shall become the property of Collierville High School.

ARTICLE XVIII: DISSOLUTION

Section 1. Should the Booster Club cease to exist, all records and funds after paying or adequately providing for the debts and obligations of the organization, must be turned over to Collierville High School.

Section 2. If Collierville High School is not in existence or is unwilling or unable to accept the assets of the Association, upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office if the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Cheryl L. Harro

BYLAWS COMMITTEE CHAIR

April 28, 2008