

Bylaws of the Lexington High School Band Booster Club

For Use in the 2008-2009 School Year

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Amended: March, 2009

Article I. Name

- Section 1. The name of this organization shall be the Lexington High School Band Boosters. It is affiliated with the public school system, Lexington District One, Lexington High School, and it shall be under the auspices of the Board of Trustees of this system.

- Section 2. The Lexington High School Band encompasses all instrumental and auxiliary units.

Article II. Objectives

- Section 1. To promote and maintain an enthusiastic interest in the various phases of the instrumental music program of Lexington High School

- Section 2. To provide financial assistance and spontaneous services for the instrumental music program of Lexington High School

- Section 3. To cooperate with those in charge of the instrumental music program and the School Board

- Section 4. To work diligently for the success of the Lexington High School Band Boosters without financial reward

Article III. Membership

- Section 1. Membership shall be composed of parents, faculty, and friends of the Lexington High School band. A student in the twelfth grade and below shall not be eligible for membership.

- Section 2. There shall be four (4) classes of membership: Family, Community, Alumni and Friends, and Life Members. There shall also be two (2) additional levels of corporate sponsorship: Gold and Platinum.
 - A. Family, Family Patrons, and/or Family Benefactors
 - 1. Shall be a parent or guardian of a band student
 - 2. Shall have voting privileges, and
 - 3. Shall pay annual dues, Family, Family Patron, or Family Benefactor.

 - B. Community
 - 1. May attend any meeting or club activity
 - 2. Shall have no voting privileges
 - 3. Shall not hold office or chair a committee, and
 - 4. Shall pay annual dues, either Community Patron or Community Benefactor

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- C. Alumni and Friends of the Band
 1. May attend any meeting or club activity
 2. Shall have no voting privileges
 3. Shall not hold office or chair a committee, and
 4. Shall pay Alumni and Friends of the Band dues

- D. Life Members
 1. Shall be honorary, voted on by the membership
 2. May attend any meeting or club activity
 3. Shall have no voting privileges
 4. Shall not hold office or chair a committee, and
 5. Shall pay no dues

- E. Gold Sponsorship
 1. May attend any meeting or club activity
 2. Shall have no voting privileges
 3. Shall not hold office or chair a committee
 4. Shall pay Gold level sponsorship dues, initially set at \$500 - \$999, and
 5. Shall be recognized in all band publications and on the Cat Band website

- F. Platinum Sponsorship
 1. May attend any meeting or club activity
 2. Shall have no voting privileges
 3. Shall not hold office or chair a committee
 4. Shall pay Platinum level sponsorship dues, initially set at \$1000 minimum
 5. Shall be recognized in all band publications and on the Cat Band website, an
 6. Shall the opportunity to have their company logo placed on the side of the Cat Band truck

Article IV. Dues

- Section 1. Dues shall be recommended annually by the Executive Board and approved by two-thirds of the voting membership present.

- Section 2. The organizational year shall run from July 1 through June 30. Dues are paid annually.

Article V. General Membership Meetings

- Section 1. The regular meetings of this organization shall be held the third Monday of each calendar month, September through May. The August meeting will be held prior to the band camp exhibition. Regular monthly meetings may be canceled or changed provided the membership is notified at least two weeks before.

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Section 2. Special meetings may be called by the Executive Board.

Section 3. A quorum at any meeting shall consist of voting members present and at least two executive officers.

Article VI. Officers and Duties

Section 1. The officers of this organization shall be president, president-elect, vice-president for membership, secretary, and treasurer.

Section 2. President

- A. Shall preside at all meetings of this organization
- B. Shall preside at all Executive Board meetings
- C. Shall report to the general membership any action taken by the Executive Board
- D. Shall sign checks in the absence of the treasurer
- E. Shall be bonded in an amount to be determined by the Executive Board
- F. Shall appoint, in conjunction with the director, all committees and committee chairmen, as well as the Executive Board member-at-large, a voting member whose administrative/clerical duties shall be directed by the director(s) of bands and the band booster president.
- G. Shall serve ex-officio on all committees except the Nominating Committee, and
- H. Shall give all papers and reports to the new president no later than July 15.

Section 3. President-elect

- A. Shall serve one year as the president-elect and one as president
- B. Shall be the parent or guardian of a band student who is a freshman, sophomore, or junior
- C. Shall assume all duties of the president in his/her absence, and
- D. Shall be an ex-officio member of all committees except the Nominating Committee
- E. Shall chair Communications and Events

Section 4. Vice-President for Membership

- A. Shall serve as chairman of the Membership Committee
- B. Shall assist the president as needed
- C. Shall give all papers and reports to the new vice-president no later than July 15 of the new club year, and
- D. Shall provide a current list of membership to the secretary, president, treasurer, and all standing committee chairs.
- E. Shall maintain a complete membership roll, voting and non-voting members

Section 5. Secretary

- A. Shall keep accurate records and minutes of all meetings of this organization
- B. Shall send to the president and Executive Board a copy of the current minutes within ten (10) days

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- C. Shall assist the president as needed
- D. Shall be responsible for general correspondence, and
- E. Shall give all papers and reports to the new secretary or auditor no later than July 15 of the new club year.

Section 6. Treasurer

- A. Shall receive and disburse funds of the organization and deposit in the financial institution approved by the Executive Board
- B. Shall be bonded in an amount to be determined by the Executive Board
- C. Shall present financial report at all meetings
- D. Shall serve as chairman of the Budget and Finance Committee
- E. Shall provide currency and coin at fund raising events
- F. Shall present financial records to the accounting firm designated by the Executive Board no later than September 15 of the new club year, and
- G. Shall keep a record for each student's account and trip monies

Article VII. Term of Office, Vacancies and Nominations

Section 1. Term of Office

The term of office of the president, president-elect, vice-president for membership, secretary, and treasurer shall be one year. The vice-president for membership and secretary may be re-elected, but shall not serve more than two consecutive terms in the same office. The treasurer may be re-elected, but shall not serve more than two consecutive terms.

Section 2. Vacancies

- A. If a vacancy occurs in the office of president, the president-elect shall assume the presidency for the remainder of the term.
- B. In the event of a vacancy in the office of president-elect, the vice-president for membership, secretary, or treasurer, the nominating committee shall present a candidate for the vacancy at the first business meeting following the vacancy. Additional nominations may be made from the floor. This elected officer shall assume the duties of the office for the remainder of this term.

Section 3. Nominations

The Nominating Committee shall present a slate of officers at the March Meeting. These names will be printed in the April issue of *Band Notes*. Additional nominations may be made from the floor at the April meeting. These nominees must be present, accept the nomination, and present credentials to the president after the meeting. The entire slate will then be listed in the May *Band Notes*.

Article VIII. Elections

Section 1. Officers shall be elected at the May meeting by majority vote.

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Section 2. New officers shall assume office on July 1.

Article IX. Executive Board

Section 1. The Executive Board

- A. Shall be composed of the president, president-elect, vice-president for membership, secretary, treasurer, band director(s), principal of Lexington High School, the band president, the parliamentarian, the chair of the Ways and Means Committee, and the member-at-large. The band president is a non-voting member.
- B. Shall have general supervision of the affairs of this organization
- C. Shall meet prior to the monthly meeting
- D. Shall inform the general membership of actions and recommendations taken by the Board
- E. Shall appoint an independent accounting firm to review all financial records annually and perform an audit when there is a change in treasurer. Report of the review or audit will be presented to the Board at the first scheduled meeting following completion.
- F. Shall determine the president's and treasurer's bond annually
- G. Shall elect the nominating committee
- H. Shall determine the cash value of points

Section 2. A majority of the Executive Board shall constitute a quorum.

Article X. Committees and Other Positions

Section 1. One must be a member of the Lexington High School Band Booster Club to serve on any committee.

Section 2. There shall be the following Standing Committees:

- | | |
|-----------------------|---------------------------------|
| A. Budget and Finance | G. Uniforms |
| B. Hospitality | H. Transportation and Equipment |
| C. Nominations. | I. Spirit |
| D. Publications | J. Events |
| E. Ways and Means | |
| F. Chaperones | |

Section 3. Committee chairpersons may establish implementation procedures to assure the efficient operation of their committees. The Executive Board shall approve all such procedures before implementation. The duties of the standing committees shall be as follows:

- A. The Budget and Finance Committee
 - 1. Shall consist of at least three (3) members plus the current president, president-elect, treasurer, band director, and Ways and Means chairman
 - 2. Shall be chaired by the treasurer

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3. Shall assist in all the financial activities of the club
 4. Shall present the proposed budget for the next club year to the Executive Board and the general membership at the April booster club meeting. The proposed budget will also be printed in the May *Band Notes*. The motion for approval of the proposed budget will be made at the May booster club meeting, and
 5. Shall develop and maintain procedures to assure that all club funds are handled in accordance with commonly accepted financial accounting standard and expenditures supported by adequate documentation.
- B. The Hospitality Committee
1. Shall consist of at least four (4) members
 2. Shall arrange refreshments and/or meals for all band trips, and
 3. Shall arrange refreshments for specified club functions.
- C. The Nominating Committee
1. Shall consist of the president, president elect, nominating chair, and band director(s)
 2. Shall review the credential of the proposed slate of officers
 3. Shall present a proposed slate of officers at the March meeting, and
 4. Shall present nominees for vacancies that occur during the year.
- D. The Publications Committee
1. Shall publish the monthly newsletter and other band publications, and
 2. Shall work with each officer and chairman as necessary.
- E. The Ways and Means Committee
1. Shall consist of the Ways and Means chairperson plus the treasurer and the president-elect
 2. Shall submit plans for Ways and Means projects to the Executive Board
 3. Shall implement and supervise approved projects, and
 4. Chairman serves as ex-officio member of the Executive Board
- F. The Chaperone Committee
1. Shall ensure the district's volunteer form is completed and approved for all chaperones.
 2. Shall schedule chaperones for all football games and band contests, and
 3. Shall schedule chaperones for such other functions as instructed by the president and/or band director(s).
- G. The Uniform Committee
1. Shall consist of the uniform chairperson and a subcommittee chair for the color guard as appointed by the president
 2. Shall be responsible for and coordinate all repairs and alterations of band uniforms
 3. Shall issue band uniforms

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4. Shall be responsible for taking up all band uniforms and making sure they are in proper condition and are dry cleaned when turned in
5. Shall be responsible for collecting tuxedo rental fees and dry cleaning fee when necessary. These monies will be transferred to the treasurer for immediate deposit.

H. The Transportation and Equipment Committee

1. Shall consist of at least three (3) members
2. Shall be responsible for transporting the band equipment, and
3. Shall work with the president, Executive Board, and band director(s) as necessary.

I. Spirit

1. Shall sell spirit bags and coordinate Spirit Trail
2. Shall sell spirit items

J. Events

1. Shall plan the Awards Banquet
2. Shall plan the Leadership Workshop
3. Shall plan the Senior Recognition Night
4. Shall plan the Freshman Orientation and meal
5. Shall plan the All State auditions
6. Shall plan any other event that occurs, such as Concert Festival
7. Shall be chaired by the President Elect

Section 4. The president shall appoint all other committees as deemed necessary.

Section 5. The Concessions Coordinator shall be a hired position. The Concessions Coordinator shall not be a current band parent. He or she shall be paid a sum determined by the Executive Board. The director(s) and booster president will interview and hire the coordinator, whose duties shall include:

1. Purchasing inventory
2. Setting up volunteers, including team leaders
3. Maintaining and managing equipment
4. Training workers on equipment
5. Maintaining DHEC standards in all concession stands
6. Opening and closing when the team leader is unavailable
7. Obtaining Executive Board approval for equipment purchases of over \$100.00
8. Attending general session booster meetings or sending a report to the meetings

A job performance review will be conducted at least annually.

The Executive Board and directors will jointly determine if this position should be dissolved at any point.

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If a Concessions Coordinator cannot be hired, band parents shall fulfill the job obligations on a voluntary basis.

Article XI. Donations

Donations made to the band by the band boosters may not be presented with specific conditions or use attached. Once presented, all gifts/donations become the sole property of the Lexington High School Band.

Article XII. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the Lexington High School Band Boosters in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Club.

Article XIII. Amendments

- Section 1. These bylaws may be amended annually in April provided that the proposed revisions are submitted to the parliamentarian in February and made available for review before the April meeting.
- Section 2. Adoptions of any amendments to these bylaws shall required two-thirds (2/3) vote of the voting members present and approval by the Lexington School District One Board of Trustees.

Article XIV. Dissolution

- Section 1. It is hereby irrevocably resolved that in the event the Lexington High School Band Boosters is dissolved, that all assets shall pass to another tax exempt organization in Lexington School District One to be determined by the majority of the membership present at the time of dissolution, subject to approval of the Lexington School District One Board of Trustees.
- Section 2. The membership shall be notified at least two (2) weeks prior to a meeting regarding dissolution.

Adopted: September 1979
Revised: May 1983
Amended: May 1984
Amended: May 1985
Amended: May 1986
Amended: May 1989
Amended: March 1992
Amended: March 1993
Amended: March 1994
Amended: March 1995 (may not be copied without Board approval)
Amended: March 1997

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Amended: March 1998
Amended: May 1999
Amended: April 2000
Amended: April 2001
Amended: April 2002
Amended: April 2003
Amended: October 2003
Amended: April 2000
Amended: March 2009

**Lexington High School Band Boosters
Policies for Vehicle Use**

1. The transportation equipment shall be stored in a place determined by the Executive Board and the Transportation Committee.
2. There shall be three (3) sets of vehicle keys. The Transportation Committee shall control one (1) set of keys, the Director shall control one (1) set of keys and the president shall control one (1) set of keys.
3. The transportation of equipment shall be used for Lexington High School Band Booster Club functions and Lexington High School functions.
4. At the beginning of each year, the Executive Board shall approve a list of drivers. Anyone driving the vehicle must be on this approved list. This list shall consist of at least seven (7) names. All South Carolina laws concerning the operation of a vehicle shall apply. All drivers must be over twenty-five (25) year of age. There will be no more than two (2) individuals in the cab when the vehicle is in operation.
5. The Transportation Committee shall schedule drivers for all transportation equipment uses. The use of the transportation equipment keys must be arranged through the Transportation Committee.
6. The drivers of the vehicle shall be responsible for checking oil, tires, gasoline, damages, etc. before and after each trip. The driver shall be responsible for sweeping the vehicle and picking up all trash inside the vehicle after each trip.
7. The routine maintenance and care of the transportation equipment shall be the responsibility of the Transportation and Equipment Committee.
8. Any expense incurred through the operation of the transportation equipment shall be reimbursed only with a formal receipt. This voucher may be obtained from the treasurer.
9. The Transportation and Equipment Committee shall schedule an approved driver to assist the driver for all football games and contests.
10. No one shall ride in the cargo area.
11. The only minor persons allowed in the vehicle shall be band members.
12. These policies shall be followed for the use of the band trailer when applicable.

Adopted: September 1985
Amended: March 1986
Amended: August 1987
Amended: August 1992
Amended: March 2009

**Lexington High School Band Boosters
Standing Rules**

1. In the event a Concessions Coordinator cannot be hired, concessions shall be run as a sub-committee under Ways and Means, and shall consist of a chairman and a vice-chairman. The vice-chairman shall be in charge of purchasing product and maintaining inventory.
2. There shall be an annual fruit sale and/or other fundraiser projects for the purpose of raising money for the band.
3. There shall be a Lexington High School Band Trip Account for the purpose of providing funds for the special trips. At least five (5) thousand dollars shall be deposited into this account annually.
4. There shall be a parliamentarian. The parliamentarian:
 - a. Shall be knowledgeable of Robert's Rules of Order
 - b. Shall keep informed of the Lexington High School Band Boosters bylaws
 - c. Shall chair the bylaws committee and be an ex-officio of the Executive Board, and
 - d. Shall advise the president on parliamentary procedures
5. An emergency fund (not to exceed \$600.00) shall be included in the annual budget; such funds are to be used at the discretion of the Executive Board.
6. All committees will be listed in the August *Band Notes*, giving opportunity for members to sign-up.
7. In the event of the death of a band member, staff member, or his/her immediate family (that is father, mother, brother, sister), the Booster Club shall send a remembrance (flowers, memorial, etc.)
8. To serve as a chaperone, one must be a Voting Member of the Lexington High School Band Booster Club. Chaperones who accompany the band to supervise students will be guests of the Booster Club. The expenses paid for a chaperone by the Booster Club will not exceed the standard cost per student.
9. A staff member is defined as one who is paid by Lexington School District One to instruct students in the band program at Lexington High School.
10. Band Booster members shall be contacted for concession duty before other volunteers are considered.
11. A separate account is established to account for fund raising to support the efforts of the Lexington High School Wind Ensemble. All monies set aside for the Lexington High School Wind Ensemble trip will be allocated for the trip by the points earned through fund raising and/or parent activity credits. Those students not earning enough points to finance their trip may pay the difference.

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12. If the student who earned the points leaves as a senior and a sibling is in the band the following year, the sibling will be credited any remaining trip points from the senior sibling.
13. Trip points are to be totaled and divided at the end of each year. This is in compliance with the Student Handbook.
14. It is recommended that the Booster Club purchase concession items from its own family membership class, if all of the following six (6) stipulations apply:
 - a. The family member has a retail license, tax number, and other necessary items to sell legally in South Carolina.
 - b. Any food is prepared off-site and must meet SCDHEC standards of preparation
 - c. Food purchases by the club must be packaged in a way that no advertising is present
 - d. The price of the items must be equal or better than that of other establish vendors in the area
 - e. The quality of the items must be equal or better than other established vendors in the area, and
 - f. The concessions coordinator and the Executive Board have the final decision in the event of multiple family members wanting to sell the same item(s).

Amended: March 1986
Amended: March 1992
Amended: March 1993
Amended: March 1994
Amended: March 1995
Amended: March 1996 (must have Executive Board approval to copy)
Amended: September 1996
Amended: April 2000
Amended: October 2003
Amended: March 2009

**Lexington High School Band Boosters
Band Trip Policy**

The band will have the opportunity to take a trip provided the level of performance of the band warrants participation, the band director approves, and funds are available.

Band and color guard participants will be required to contribute toward their individual cost of each trip by points earned through band fundraisers and/or parent activity credits. All monies set aside for the band trip should be allocated annually to each member according to points earned. Those students not earning enough points to finance their trip may pay the difference.

Parent activity credits are awarded to Booster Club members for participation in approved Booster Club activities.

Lexington High School Band Boosters shall provide travel to and from and hotels for members who attend Region and All-State Band clinics.

Revised: May 1989
Amended: March 1992
Amended: March 1995
Amended: March 1998
Amended: March 2009