

West Rowan Middle School Band Boosters
Constitution and Bylaws
2019-2020 Revision

Article I: Name

- I. The name of the organization shall be West Rowan Middle School Band Boosters.
- II. This organization shall be known as West Rowan Middle School Band Boosters.
- III. This organization will include only the West Rowan Middle School Band.
- IV. The principal office of the organization shall be at 5925 Statesville Blvd., Salisbury, NC 28147 or such other places as the board of directors may from time to time appoint or the activities of the organization may require.

Article II: Purpose

- I. To promote and encourage community/area support of the West Rowan Middle School band program, with the following objectives:
 - a. To involve the community in supporting the band program.
 - b. To supplement school board support of musical activities.
 - c. To encourage students to participate in the activities of the band boosters
 - d. To encourage band and musical exposure.
- II. To provide financial assistance and services for the band program and to supportive units as they may be added.
- III. To aid in the development of student interest.
- IV. To promote student leadership and responsibility.
- V. To encourage and maintain an enthusiastic public interest in all phases of the band program.
- VI. To cooperate with those in charge of the band program and the school board in order for the band to maintain the highest possibility of efficiency.
- VII. To bring into closer relationship the home and the school, that parents and the band program may cooperate intelligently in all phases of the school's band program.
- VIII. To aid the band program in such manner as members of the association and the band director shall deem fitting and proper.
- IX. To promote and encourage student cultural improvement through appreciation of fine music.
- X. To stimulate student and community interest in appreciation of the school band program.
- XI. To actively support all musical performances of the West Rowan community.
- XII. To lend all possible support, both moral and financial, to the band program.
- XIII. To serve as a means of communication to keep parents of the band members informed as to the activities and projects of the band.
- XIV. To provide for the band members those things over and above that which is provided by the school board, such as:
 - a. Extra activities throughout the year
 - b. Refreshments/Meals

- c. Funds for any projects, activities, or trips that might be proposed and approved.
- XV. To make all plans and carry out fundraising for support of activities, projects and trips.
- XVI. To assume responsibility for publicly covering any activity, project or trip sponsored by the organization.
- XVII. To maintain enthusiastic interest in band, in cooperation with the band director and the school administration.
- XVIII. To work with and assist the band director.
- XIX. To aid in the improvement of the band program of the school through a better understanding of the goals and the purpose of the band, and to give moral and financial assistance whenever possible.

Article III: Structure

- I. Under the provisions specified in the bylaws, this organization shall be governed by the elected offices, the executive committee and the membership with the cooperation of the school band director.

Article IV: Membership

- I. The association shall have only one class of members. Members shall be all parents of students who are part of the West Rowan Middle School Band and any person whose interest is to promote the purpose of the organization.
- II. The membership of this organization shall include any adult willing to promote the purpose of this organization.
- III. Students are not eligible for membership.
- IV. Membership shall not be limited.
- V. Parents or legal guardians of students who are active in the band program are automatically active members.
- VI. Other interested parties may become ex-officio, non-voting members.
- VII. Each active member shall have one vote on any matter under consideration by the membership at a meeting of the membership.
- VIII. Membership shall be for a one-year period
- IX. Members shall not be required to pay a membership fee.

Article V: Officers

- I. General guidelines
 - a. The officers of this organization shall be president, vice-president, secretary, and treasurer.
 - b. Any member of the organization, who is the parent or legal guardian of an active student in the band program, in good standing, shall be eligible to serve as an officer.
 - c. The band director may participate in an advisory capacity.
 - d. The band director shall be ex-officio, non-voting member of the organization.

- e. The officers of the organization shall serve without compensation.
- f. The officers of the organization shall be subject to a background check either through the school district or through the band boosters.
- g. Only one person of any family may hold an elected office during any one school year. However; one family may jointly hold an office.
- h. All officers must attend at least 95% of all events sponsored by the West Rowan Middle School Band including but not limited to: monthly booster meetings, band concerts, fundraisers, et cetera.
- i. A member shall not hold more than one office, unless there are more vacant offices than there are qualified members.
- j. The board of directors will secure the fidelity of any or all such officers by bond or otherwise.
- k. All officers shall perform all duties prescribed in the bylaws as well as any others that may be assigned from time to time.
- l. All officers shall deliver to their successors all official material within 30 days following elections.
- m. All officers shall transfer to their successors all books, papers and other property of the organization in their possession after the May meeting and prior to the September meeting.

II. Nominations

- a. The president at the general membership meeting in February shall appoint a nominating committee.
- b. The band director shall also serve on this committee.
- c. The committee shall attempt to reach each member to establish his or her interest in serving.
- d. Candidates will be presented at the general membership meeting in March.
- e. The nominating committee must present all the names at the April meeting with nominations being accepted from the floor, with the consent of the nominee.
- f. The slate shall be given to the president prior to the executive board meeting preceding the final membership meeting of the year at which time the election shall be held.
- g. General membership must be notified of the slate in writing at the same time that meeting notification is given.
- h. A nominating report will be given and voted upon at the April meeting.
- i. Election of officers will take place at the April meeting and the officers will assume their duties on the first day of the following school year.

III. Elections

- a. Election of new officers shall take place at the general membership meeting in April.
- b. If there is only one candidate for an office, election shall be by voice vote.
- c. If there is more than one candidate for an office, election shall be by secret ballot.
- d. Elected officers shall serve a term of one year beginning in August and ending on the first day of the following school year.
- e. Newly-Elected officers shall assume their duties on the first day of the school year following the April election.

IV. Duties of the President

- a. The president shall be in communication with the band director and all other officers of the organization.
- b. The president shall have supervision over the business affairs of the organization.
- c. The president shall act as judge of all elections and declare results.
- d. The president shall cast a deciding vote in case of a tie.
- e. The president shall be chairman of the executive committee.
- f. The president shall preside at all executive and general meetings and maintain order.
- g. The president shall enforce a strict observance of the constitution and bylaws of the organization.
- h. The president shall put all motions, when seconded, to a vote.
- i. The president shall direct the secretary to call special meetings of the organization or have the power to do so himself or herself.
- j. The president shall appoint all standing and special committee chairs deemed necessary to fulfill the business and activities of the organization subject to the approval of the executive committee.
- k. The president shall serve ex officio on all committees except the nominating committee.
- l. The president shall represent the organization at any meeting the organization delegates invite him or her to attend.
- m. The president shall be available for advice and counsel during the year following the completion of his or her term of office, at which time he or she shall have a consultation session with the incoming president and turn over all appropriate files, reports, and keys.

V. Duties of the Vice President

- a. The vice president shall carry out such specialized duties as are required for any particular school band program.
- b. The vice president shall perform the duties of the president in the absence of the president.
- c. Upon resignation of the president, the vice president shall fill the office of president until a special election can be held.
- d. The vice president shall be in charge of the parliamentary procedure.
- e. The vice president shall chair the nominating committee.
- f. The vice president shall assume the responsibility of soliciting advertising of program sales.
- g. The vice president shall assist the band director in planning all trips, and appoint a trip committee if necessary.
- h. The vice president shall distribute any literature or materials at meetings that are pertinent to planned discussion.
- i. The vice president shall prepare a final, written report of all his or her activities and duties, which shall be given to the president upon completion of his or her term of office.

VI. Duties of the Secretary

- a. The secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of all its transaction.
- b. The secretary shall keep a copy of the bylaws.
- c. The secretary shall keep records and minutes of all meetings.
- d. The secretary shall attend to all routine correspondence.
- e. On instructions from the president, the secretary shall conduct all correspondence for the organization including sending of appropriate thank you notes.
- f. Copies of all correspondence shall immediately be given to the president and band director.
- g. The secretary shall prepare all meeting agendas.
- h. The secretary shall present a written report of minutes at all regular meetings, including a record of all attendees.
- i. The secretary shall present to the association a written record of those members eligible to vote in the next election.
- j. The secretary shall appraise committee members of their appointments.
- k. The band director shall provide the secretary with a correct list of all members.
- l. The secretary is responsible for all correspondence and shall perform other duties assigned by the president and executive committee.
- m. The secretary shall keep a file of all recordings, communications, and flyers.
- n. The secretary shall read and answer all correspondence and shall have custody of the same.
- o. Upon leaving office, the secretary shall transmit all property of the organization entrusted to him or her to his or her successor.
- p. The secretary's final written report of all duties performed shall be given to the president upon completion of term of office, along with all necessary secretarial documents and files.

VII. Duties of the Treasurer

- a. Until the booster finances are deemed stable, accurate, and up to date, the treasurer shall be appointed by the band director with approval from the West Rowan Middle School Principal.
- b. The band booster checking account and all funding sources will be balanced and monitored by a licensed CPA.
- c. The treasurer shall assist the band director in creating and presenting the yearly budget.
- d. The treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
- e. The treasurer shall receive all funds due the organization, issue appropriate receipts, be solely responsible for deposit of funds in a designated depository determined by the board, and shall pay all bills upon authorization of the board. Checks must be signed by the band director and treasurer, or another officer, with the treasurer's knowledge.
- f. The treasurer shall be the custodian of all monies of the organization by keeping

- records in a database or ledger notebook.
- g. The treasurer shall pay all orders when presented to him or her and approved by the organization.
 - h. The treasurer shall maintain correct accounts of all monies and shall make deposits and payments designated by the executive committee.
 - i. The treasurer shall give a complete financial report at each meeting.
 - j. At all meetings, the treasurer shall submit a written report to the band director to upload to the public website. The report shall include beginning balance of the organization' accounts, itemized income, interest earned, status of certificates held, itemized expenses, and ending balance. A copy should be filed with with the president by the 15th of each month or as soon thereafter as bank statements are received.
 - k. Records will be audited at the end of the school year by a licensed CPA.
 - l. The treasurer shall prepare a summary of finances at the end of the fiscal year, which shall be available to all organization members. Included in the report shall be an itemization of expenses and profits from each fundraising activity.
 - m. The treasurer shall sign all vouchers along with the band director.
 - n. During summer months, the treasurer shall pay any bill of \$200 or less when approved by the majority of the executive committee without the approval of the general membership
 - o. All disbursements will be made by check, and all deposits in the name "West Rowan Middle School Bands."

VIII. Vacancies

- a. In case of a vacancy in the office of president, the vice president shall serve for the unexpired term.
- b. In the event of a vacancy in an elective office, the executive committee may fill an unexpired term by appointment.
- c. Elected offices vacated during the school year shall be filled upon nomination by the president and upon approval of the executive board.
- d. Any officer or committee chairman may be removed by a two-thirds vote of the executive board.

Article VI: Meetings

I. General Meetings

- a. The general meeting of the organization shall be held on the 2nd Tuesday of each month from September to May beginning at 6:30 PM unless otherwise directed by the organization or the executive committee.
- b. The last meeting of the school year shall be known as the annual meeting at which time annual reports shall be received and officers for the following year shall be elected and installed.
- c. The band director is to encourage attendance by makingsuitable announcements.
- d. Public notices shall be made of all meetings.

- e. Scheduled meetings may be changed by the executive committee.
 - f. In the event of a schedule conflict with a music department program, a meeting may be rescheduled. Meetings shall be open to all members.
- II. Special Meetings
- a. Special meetings may be called, by the president, at any time or by a majority of the executive committee.
 - b. Special meetings may be called at the discretion of the executive committee or the band director.
 - c. Special meetings may be called by the executive committee or by a petition signed by at least 10 percent of the membership of the organization. Such petition shall state the purpose(s) for which the meeting is called.
 - d. All members are to receive notification for such meetings stating the purpose of the meeting.
 - e. No other business may be transacted than that for which the special meeting was called.
 - f. Business transacted at all special meetings shall be confined to the objects stated in the call and matters germane thereto.
- III. Executive Committee Meetings
- a. Executive committee meetings shall be held at any time at the call of the president, band director or any three members.
 - b. Executive committee meetings shall ~~only be held when necessary~~ no sooner than half an hour before a regular scheduled membership meeting.
 - c. All members shall be given reasonable prior notice by the secretary regarding the time, place and purpose of the executive committee meeting.
 - d. A report of business transacted at each executive meeting shall be made, by the president, at the following meeting of the general membership.
 - e. A simple majority of the members present and voting shall be sufficient to carry a motion.
- IV. Order of Business
- a. Call to Order
 - b. Band Directors Announcements and Update on the Band Program
 - c. Secretary Report
 - d. Treasurer Report
 - e. Committee Reports
 - f. Unfinished Business
 - g. Old Business
 - h. New Business
 - i. Adjournment
- V. Parliamentary Procedure
- a. The latest edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of these bylaws.
 - b. Parliamentary law shall be the official guide for the organization on all matters where this constitution and these bylaws are silent. The presiding officer shall,

however; retain the authority to alter the order and procedures, as he or she deems appropriate.

- c. The aforementioned constitution and bylaws shall govern the band booster organization.

Article VII: Committees

I. Executive Committee

- a. The elected officers, the band director, and a West Rowan Middle School Administrator shall constitute the executive committee.
- b. The Executive Committee shall meet no later than 30 minutes before a regularly scheduled membership meeting.
- c. The purpose of the Executive Committee shall be to facilitate business at general meetings. This shall include the following.
 - i. To review the plans and activities of the various other committees.
 - ii. To evaluate the plans of ~~the ways and means committee~~ for fundraising projects and to select and present appropriate options to the membership for approval or modification.
 - iii. To recommend to the general membership, specific expenditures either for the operation of the organization or for the benefit of the band in keeping with the guidelines of the annual budget.
 - iv. To recommend to the general membership modifications to the annual budget approved at the September Meeting.

II. General Committee Guidelines

- a. Standing committees are those that function year-round or that have significant impact upon total operation of boosters. These committees shall include: ~~Auditing and Finance~~, Budget, Bylaws, Communications/Publicity, ~~and Ways and Means~~. These shall consist of members from the general membership and shall not be limited in number.
- b. Special committees may be established, by the president, for specific assignments from time to time throughout the year. These may include but are not limited to: Awards, Specific Fundraisers, Contest, Festival and other special projects.
- c. A chairperson for each committee shall be appointed, by the president, with the approval of the executive committee. Terms shall be for one year, and any organization member is eligible to serve. A chairperson shall have general supervision of the committee, shall hold meetings and conduct business when necessary, and shall submit a report to the executive committee periodically and present a report at each general meeting.

III. Budget Committee

- a. The Budget committee shall consist of the band director, elected officers, and the treasurer.

- b. The budget committee shall prepare and submit to the organization a proposed budget at the first regular meeting of the school year.
- IV. Bylaws Committee
 - a. The bylaws committee shall consist of three members to review the constitution and bylaws once a year and recommend changes deemed necessary.
 - b. The chairperson will serve as organization parliamentarian.
- V. Communication and Publicity Committee
 - a. The communication and publicity committee shall gather, publish and distribute all-important information about the activities, accomplishments, and projects of the band program, their members, and the boosters.
 - b. The communication and publicity committee shall handle publicity related to the activities of the band boosters.
- VI. Committee Finances
 - a. Any committee may be given a monetary advance to set up a project by majority action of the executive committee.
 - b. Committees engaging in fundraising projects or entering into contracts must have the approval by a majority of the executive committee before the organization's name may be used or for financial obligations incurred.
 - c. All bills for the expenses incurred by a committee should be approved promptly by the committee chairperson and forwarded to the treasurer so that vouchers may be prepared for payment.

Article VIII: Finances

- I. The organization is tax exempt and shall make every effort to maintain its status as tax-exempt organization.
- II. In addition to the treasurer, all persons of the band booster organization handling monies are required to be bonded.
- III. Monies or funds raised by, for, or in the name of the band, under the sponsorship of the band booster organization become the property of the band booster organization.
- IV. Such funds are to be used only to cover minimum operation expenses and to support approved projects, activities, and programs of the band.
- V. A portion of the monies collected by this organization shall be for the use of the Spring Trip of the band.
- VI. The fiscal year shall be concurrent with the school system's fiscal year (July 1-June 30)
- VII. Student account records, when maintained, are to record each student's earned contribution toward trips or other planned student activities. Funds recorded in these accounts are NOT the property of individual students and may not be refunded.
- VIII. Monies shall never be returned to the student, passed down to a younger sibling, or refunded in any manner.

- IX. In the event a student moves or quits the organization, the monies become a part of the general fund of the band booster organization.
- X. Parent contributions to support student earned activities will be recorded as such.
- XI. The organization encourages selling through the fundraising program. A student, by selling, may pay for the balance of the entire trip after an initial deposit has been made.
- XII. Built into the fundraising tracking system is an amount from each sale that goes directly into the organization's general fund. This fund provides additional benefits for the students (such as awards and activities) and underwrites the general expenses of the organization.
- XIII. All monies credited to a student but not used towards a trip for a legitimate reason (legitimacy to be determined by the band director) shall be carried over in the name of that student until the end of his or her 8th grade year or until the end of his or her participation in the band program. At that time, such monies shall revert to the general treasury of the band booster organization.
- XIV. A vote will be taken each year to determine if the boosters will pay the expenses for any student attending honors, district, regional, or state festivals.

Article IX: Awards

- I. The organization shall recognize any student selected to perform at any county, district, regional, or state music festival.
- II. One outstanding male and female 8th grade band member shall receive awards and have their name engraved on a school plaque.
- III. The band director shall make decisions on award recipients.

Article X: Dissolution

- I. Upon dissolution or disbandment of this organization, and all unallocated cash funds shall be turned over to the school for exclusive use in the music programs.

Article XI: Standing Rules

- I. All matters pertaining to the activities, events and projects of the band program must meet with the approval of the band director and must be in keeping with the policy of the school district.
- II. Equipment of the organization is not to be lent to any persons or organization for use outside of the school buildings or grounds except as approved by the band director.
- III. Each member shall have an equal right to speak on all matters brought before the organization.
- IV. No matters will be discussed that originate outside the organization. An organization member will introduce all matters.
- V. Political speakers will not be allowed to occupy the time of the organization.

- VI. Should any grievance arise within the organization, the executive committee, and/or the school music personnel representative, the following steps shall be taken:
 - a. The grievance shall be specified in writing and to the person involved at a regular meeting
 - b. The grievance shall be taken to the school administration
- VII. The grievance shall be taken to the board of education.

Article XII: Amendments

- I. Any proposed changes or amendments shall be submitted in writing to the executive committee thirty days prior to a regular meeting, at which time they will be voted upon.
- II. These bylaws shall be read at the September meeting and shall be reviewed for revision every two years beginning with the year 2015.
- III. This constitution may be amended at any regular meeting of the organization by a 50% + 1 vote, provided that the secretary has given ten days written notice, including the full text of the proposed amendment, to the full membership
- IV. All resolutions, with the names of the persons making the motion and seconding, must be presented in writing in correct form to the secretary of the executive committee.
- V. All resolutions must be approved by a majority vote.