

**By-Laws of the
SOUTH OLDHAM BAND BOOSTERS, INC.**

PREAMBLE

The South Oldham High School Band Boosters, Inc. is a Kentucky non-profit corporation organized by the parents of band students to promote interest in the South Oldham High School bands and assist with the needs of the bands. The term “bands” shall include, but not be limited to, marching band, color guard, winter drum line, winter guard, concert band, percussion ensemble, and wind ensemble.

BY-LAWS

ARTICLE I – OBJECT AND PURPOSE

The object, purpose, and nature of business to be transacted, promoted, and carried on by this organization shall be:

- A. To promote and encourage the band students of South Oldham High School to strive for and achieve high standards in all phases of band performance.
- B. To provide support to the Band Director(s) in areas where they may need assistance with the bands or band activities.
- C. To work in cooperation with the members of the school district and public and private entities to support and encourage the development of progressive music education programs.
- D. To provide moral and financial support, accept and disburse funds, and otherwise assist the entire band members through cooperation and guidance from the Band Director(s).
- E. To be organized exclusively for charitable and educational purposes; including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE II – MEMBERSHIP

- A. Membership in this organization shall coincide with the fiscal year of the organization.
- B. Parent(s) or guardian(s) of currently participating South Oldham High School Band students shall be voting members of the organization.
- C. Any other person(s) interested in the bands shall be contributing members. They may attend meetings and other functions, but are not entitled to vote.
- D. Quorum of the General Membership is defined as eleven (11) voting members, to include five (5) board members.

ARTICLE III – FISCAL YEAR

The fiscal year of the corporation shall be June 1 through May 31.

ARTICLE IV – ELECTION OF OFFICERS AND REMOVAL OF OFFICERS

- A. “Officers” shall be defined as President, Vice President, Secretary, Treasurer and Assistant Treasurer. The Officers, five (5) Members-at-Large and Band Director(s) shall comprise the

Executive Board of the organization. The same individual may not simultaneously hold more than one (1) office.

- B. "Quorum of the Executive Board" is defined as five (5) or more Executive Board members, other than the President and the Band Director(s).
- C. At the February meeting, the President will name a Nominating Committee of five (5) members, representative of preferably all four (4) classes (freshman, sophomore, junior, and senior) of the South Oldham High School Bands and preferably the different instrument type sections of the bands. The committee shall present a slate of nominees for President, Vice President, Secretary, Treasurer, Assistant Treasurer and five (5) Members-at-Large, preferably with representatives from all four (4) classes of the South Oldham High School Bands. The nominations will be presented at the March meeting.
- D. The election of Officers will be held at the March meeting of the organization. The selection will be made from the recommendations of the Nominating Committee and any nominations from the floor. Voting will be by secret ballot when there is more than one (1) nominee for an office. Election tellers shall be appointed by the President to tally such ballots and report their tally to the membership. Election to office is achieved by majority vote of a quorum of General Membership.
- E. All Officers shall assume their duties as of June 1 of each fiscal year. The Treasurer's duties will be transferred after evaluations of the accounts are completed; which must be completed no later than June 30.
- F. No Officer may hold a single position for more than two (2) consecutive years, but may hold different Officer position(s) after their term(s) end.
- G. Any elected member of the Executive Board may be removed by majority vote of a quorum of the General Membership at a regular meeting for malfeasance or unreasonable failure to attend meetings or carry out their duties.
- H. In case of resignation or the vacating of an office, other than the office of President, for any reason, the President shall nominate someone to fill that office. An election shall be held at the next regular or called special meeting following the announcement of that office being vacated. In case of vacancy in the office of the President, the Vice President shall assume the office and the vacant position of Vice President shall be filled by procedure.
- I. The Band Director(s) shall not hold any elected office in the organization, but shall be an ex-officio member of all committees, except the Nominating Committee and shall be informed in advance of all called committee meetings. The Band Director(s) shall not have a vote on matters brought before the Executive Board.

ARTICLE V – OFFICERS AND THEIR DUTIES

A. President shall:

1. Coordinate all the activities of the organization.
2. Serve as an ex-officio member of all committees, except for the Nominating Committee.
3. Chair all meetings of the membership.
4. Co-sign checks drawn on bank accounts of the organization along with the Treasurer.
5. Be covered by a fidelity bond with sufficient limits to cover the exposure. This bond shall be paid by the organization.
6. Have a vote only in order to break a tie vote of the Executive Board.
7. Perform other duties as pertains to the office of President.

B. Vice-President shall:

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1. Act as parliamentarian and rules on any procedural disputes.
2. Assist the President in coordinating the activities of the organization.
3. Facilitate the Nominating Committee meetings/actions.
4. Chair all meetings of the membership in the absence of the President.
5. Assume the office of President should that office become vacant before the end of the regular term.
6. Co-sign checks drawn on the bank accounts of the organization, in the absence of the President, along with the Treasurer.
7. Be covered by a fidelity bond with sufficient limits to cover the exposure. This bond shall be paid by the organization.

C. Secretary shall:

1. Keep the minutes of meetings in a yearly record book and report minutes of each meeting when called on in the Order of Business.
2. Provide the members of the Executive Board, General Membership, and the Principal with a copy of the minutes of each meeting no later than one (1) week prior to the next meeting.
3. Assist the President and Vice President with all correspondence necessary in conducting Booster business.
4. Ensure a current copy of the by-laws is available on the Booster website.

D. Treasurer shall:

1. Collect and deposit all monies of the organization in bank accounts designated by the Executive Board. Deposits shall be made at least bi-weekly.
2. Maintain accurate accounting records, which shall be evaluated bi-annually with the Assistant Treasurer or another Board Member.
3. Formulate budget in collaboration with the band director and present the budget for a vote.
4. Monitor budget versus actual expenses and report to the General Membership at monthly meetings.
5. Present monthly financial reports to the General Membership which show bank account balances, detail of income and expenditure by budget category versus approved budget.
6. Co-sign checks drawn on bank accounts of the organization along with the President or Vice President. If not available to sign, the Assistant Treasurer may sign instead.
7. Prepare Annual Statement of Account and present copies to the membership and school board.
8. Prepare and submit annual report to the school board.
9. Prepare and submit annual tax returns to the IRS.
10. Prepare and distribute letters no later than January to sponsors in accordance with current IRS Guidelines confirming the amount of tax deductible donations.
11. Train the Assistant Treasurer in duties of the office.
12. Be covered by a fidelity bond with sufficient limits to cover the possible exposure. This bond shall be paid for by the organization.
13. Perform all other duties as pertain to the office of Treasurer.

E. Assistant Treasurer shall:

1. Co-sign checks drawn on band accounts of the organization along with the President or Vice President when the Treasurer is unavailable.
2. Present reports in the absence of the Treasurer at meeting of General Membership.
3. Review and evaluate accounting books bi-annually with the Treasurer.
4. Be covered by a fidelity bond with sufficient limits to cover the exposure. This bond shall be paid for by the organization.
5. Assist the Treasurer in all other duties as pertain to the office.

F. Members At Large shall:

Attend all Executive Board meetings and vote concerning all matters of the Executive Board.

G. Executive Board shall:

1. Review the financial needs of the South Oldham High School Bands as presented by the Band Director(s) to determine to what extent the organization can feasibly expect to assume fiscal responsibility.
2. Review, revise, and approve the budget for the South Oldham High School Bands for the next fiscal year during April and present the budget to the General Membership for adoption at the May meeting.
3. Prepare a budget for the Winter Drum Line and/or Winter Guard in November and present it to the General Membership for adoption at the January meeting.

ARTICLE VI – STANDING COMMITTEES

- A. The President, with the advice and consent of the Executive Board, shall appoint committee chairpersons.
- B. Committee chairpersons must be Voting Members of the organization.
- C. No committee chairpersons shall hold the same position for more than two (2) consecutive years unless no other Voting Member is willing to take the position. It is highly recommended that, if a current chairperson continues in the position for more than two (2) years, a co-chairperson be assigned for succession purposes.
- D. Each committee chairperson shall establish a core group of committee members to assist with the duties of the committee as needed
- E. Each committee shall document standard operating procedures and keep any other pertinent records to share with future committee chairpersons and members.
- F. Each standing committee shall attempt to mentor one (1) or more assistants for succession purposes.
- G. The standing committees of the organization shall be: Athletic Booster Liaison, Communications, Competition, Equipment, Fundraising, Hospitality, Membership, Spirit, Spirit Wear, Uniform, and Volunteer Support.
 1. Athletic Booster Liaison shall:
 - a. Attend all South Oldham High School Athletic Booster and Band Booster meetings.
 - b. Coordinate with Fundraising Committee to participate in Athletic Booster fundraising/sponsorship opportunities.
 2. Communications Committee shall:
 - a. Send all communications approved by the Band Director(s) and Booster President.
 - b. Maintain effective communication channels to communicate all band members and their families.
 - c. Maintain the web domain and update the website in a timely manner.
 - d. Publicize as widely as possible the various programs of the bands by submitting articles to the county paper, school newspaper, school email, and other sources, such as social media platforms, as appropriate.
 - e. Membership shall include up to one student liaison from each section, to help disseminate information to other band members directly, to increase student leadership roles in the band, and to help them take greater responsibility for their band experience.
 3. Competition Committee shall:
 - a. Plan and facilitate any marching band competition(s) hosted by South Oldham High School with the advice of the Band Director(s).

- b. Establish all necessary subcommittees and subcommittee chairs to help facilitate the successful management of competition(s) hosted by South Oldham High School.
4. Equipment Committee shall:
 - a. Keep the equipment of the bands in performance condition.
 - b. Be responsible for maintenance and transportation of such equipment as necessary.
 - c. Assist in the construction of props.
 - d. Maintain the band tower.
 - e. Maintain the Jacob K. Davis memorial garden.
 - f. No member of the Equipment Committee shall be personally liable for any damage or injuries sustained by any individuals as a result of use or failure of any band equipment, props, tower, or other real or personal property.
5. Fundraising Committee shall:
 - a. Plan and implement fundraising projects and programs to supply the budgetary needs of the organization.
 - b. Develop an annual plan of fundraising activities and present the plan to the Executive Board for review and approval.
 - c. Keep accurate records of each fundraising activity, including record of profitability.
 - d. Prepare and submit all required paperwork for fundraising activities.
 - e. Ensure a sponsorship program is implemented, followed, and reviewed on a regular basis.
 - f. Work with the treasurer to include appropriate fundraising activities in upcoming budget.
6. Hospitality Committee shall:
 - a. Provide meals or refreshments as deemed necessary by the Band Director(s) at band functions, including but not limited to band camp, community performances, and away contests.
 - b. Ensure that hospitality supplies are stocked and organized.
 - c. Assist Band Director(s) in making travel arrangements for overnight band events, including but not limited to reserving blocks of hotel rooms and communicating details regarding event tickets.
 - d. Assist Band Director(s) to ensure all overnight band events are properly chaperoned.
7. Membership Committee shall:
 - a. Endeavor to expand the membership of the organization to its fullest.
 - b. Provide support to the Band Director(s) distributing information to potential new members and at recruitment events, including but not limited to eighth grade night events and informational meetings.
 - c. Provide outreach to new members and their families to encourage participation in the activities of the organization.
 - d. Maintain the band roster with photos, phone numbers, addresses, and email addresses.
 - e. Maintain the parent/guardian contact list with phone numbers and email addresses.
8. Spirit Committee shall:
 - a. Oversee all social/morale activities of the organization, including but not limited to the pool party, spirit week, senior festivities, and the marching band banquet.
 - b. Establish all necessary subcommittees and subcommittee chairs to help facilitate the successful management of social/morale activities.
9. Spirit Wear Committee shall:
 - a. Assist the Band Director(s) with orders of all apparel and related items, including but not limited to band jackets, chevrons, show patches, color guard warm-ups, show shirts, and trip shirts.
 - b. Coordinate with Fundraising Committee to secure sponsor logos for show shirts.
10. Uniform Committee shall:

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- a. Keep uniforms in performance condition, ensuring the proper cleaning, alterations, maintenance, and replacement as it becomes necessary of all equipment considered part of all uniforms.
- b. Properly fit and issue each band student the appropriate uniform(s).
- c. Assist marching band members during the donning of uniforms at all football games and competitions.
- d. Maintain inventory spreadsheets of all equipment considered part of all uniforms.

11. Volunteer Support Committee shall:

- a. Solicit volunteers for the activities of the organization by maintaining contact with band families, band alumni, BETA club, and other school organizations.
- b. Schedule volunteers for Band Camp.
- c. Coordinate with other committee chairpersons to ensure all events are staffed.

H. Special Committees shall:

1. Be created by the Executive Board as may be required to promote the objectives and interests of the organization as needed and without amendment to the bylaws.
2. Carry out a specialized task and cease to exist at the completion of the task.

ARTICLE VII – MEETINGS

A. Regular meetings of the General Membership will be held on the second Thursday of each month at 7:00 p.m. at South Oldham High School. Should the regular meeting fall on a holiday, the Executive Board shall announce an alternate date and time. The Executive Board shall meet prior to the General Meeting at the time and place of their choice.

The Order of Business shall be:

1. Call meeting to order
2. Welcome all members and visitors
3. Review of minutes
4. Treasurer's report
5. Band Director's report on band activities
6. Committee reports
7. Old business
8. New business
9. Miscellaneous items and announcements
10. Adjournment

B. Special meetings shall have at least a minimum of twenty-four (24) hours' notice prior to the the meeting. The notice shall contain the location and time of the meeting as well as the business to be covered. The notice can be verbal, written, or electronic. A special meeting may be called by the President or a quorum of the Executive Board. (See Article IV, part B)

C. "Quorum of the General Membership" is required for the transaction of business at any meeting. (See Article II, part D)

D. Executive Board meetings are open for General Membership to attend in order to observe proceedings. Any person that has matters needing to be brought before the Executive Board must give three (3) days' notice to the President or acting chair of the Executive Board, so said matter may be considered for addition to the agenda. Executive Board may enter closed sessions as deemed necessary.

ARTICLE VIII- RESPONSIBLE FINANCIAL MANAGEMENT

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- A. No member, committee, or any other person shall obligate or commit the organization to expenditure outside the budget.
- B. Funds may only be transferred between bank accounts following approval of the Executive Board and then by majority vote of a quorum of the General Membership.
- C. Annual budget allotments can be redistributed between budget categories only with approval of motion by majority vote of a quorum of the Executive Board for cumulative annual amounts up to \$500.00. Reallocation cumulative annual amounts of \$500.00 and over must be approved by majority vote of a quorum of the General Membership so long as the revision stays within the budget or does not exceed the funds currently available to the organization.
- D. Fundraising Chair shall keep accurate records of the activity and profitability of each fundraising event.
- E. All expenditures paid by check must have two (2) authorized signatures on the check and receipt(s) on file with the Treasurer, with the exception of start- up cash for fundraisers and events sponsored by the Band Boosters. Any check for start-up cash shall also require two (2) signatures and shall be written to the individual in charge of the event. Such individual is required to provide to the Treasurer a full accounting of the start-up expenditure once the event has been completed.

ARTICLE IX – LIABILITY

- A. The private property of the members of this organization shall not be liable for its corporate debts.
- B. The organization must obtain liability insurance per Redbook rules.
- C. The organization may obtain directors and officers liability insurance.

ARTICLE X – REVIEW AND AMENDMENT OF BY-LAWS

- A. These By-Laws shall be reviewed at least every two (2) years or at such time as deemed necessary by the Executive Board. Review shall be conducted under a By-Law Committee appointed by the President. This committee should consist of at least five (5) members, representative of the different sections of the bands, and incoming freshman through senior classes.
- B. Amendments to the By-Laws will be submitted to the General Membership, which may accept the By-Laws or recommend changes to the By-Law Committee. If accepted, then a vote may not be taken on such amendment(s) until the meeting following the meeting at which the discussion was held.
- C. These By-Laws may be amended by a two-thirds vote of the attending voting members at the next regular meeting following the discussion.
- D. Attending voting members may move to vote on amendments individually or collectively.

ARTICLE XI – RULES OF ORDER

The latest edition of Robert's Rule of Order shall control any and all parliamentary questions that may arise in any meeting.

ARTICLE XII – CONFLICT WITH OLDHAM COUNTY BOARD OF EDUCATION

This organization shall function under the guidelines of the Oldham County Board of Education. If any provision in these By-Laws conflicts with the guidelines of the Oldham County Board of Education, such

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provision shall become void to the extent of such conflict, and the remainder of such By-Laws shall remain in effect.