

CHATTAHOOCHEE HIGH SCHOOL BAND BOOSTERS, INC
5230 Taylor Rd, Alpharetta, GA 30022
Proposed Bylaws - Revised as of January 1, 2018

ARTICLE I: NAME

The name of the organization shall be: *Chattahoochee High School Band Boosters, Inc.* (The Association). The Association is a not-for-profit corporation incorporated under the laws of the State of Georgia. The Association is organized exclusively for educational purposes pursuant to IRS Code 501c(3).

ARTICLE II: OBJECTIVES

- A. To stimulate and sustain interest in and cooperation with the Chattahoochee High School (CHS) band program among students, faculty, parents and the community.
- B. To support the efforts of the Band Director(s) and all band members with the goal of maintaining a high level of participation and performance.
- C. To organize and fund band projects through the use of fees, fundraising, volunteerism and contributions.
- D. To purchase, receive, develop and maintain equipment and supplies for the enrichment of the CHS band program as approved by the Executive Board in cooperation with the Band Director(s).

ARTICLE III: MEMBERSHIP

- A. Any interested persons of the community may be members of the Association.
- B. Voting privileges shall be restricted to members who have children actively participating in the CHS band program, or whose child will be participating the following year, and are present at the meeting at which a formal vote is held.

ARTICLE IV: MEETINGS

- A. All General Membership Meetings and regular Executive Board Meetings will be published via email, letters, telephone or website posting at least one week prior to the meeting and all meetings (with the exception of Executive Sessions) are open to all membership. Any member who wishes to address the Board at a regular Executive Board meeting must provide 48-hour written notice to the presiding officer.

- B. At least 4 General Membership Meetings will be held during each school year at a location convenient to members. Special General Membership Meetings may be called by the Band Director(s), the President(s) or a majority of the Executive Board. A quorum shall consist of the voting members present at the General Membership Meeting.

- C. The Executive Board will have at least 6 regular meetings during the school year. Special Executive Board Meetings may be called by the Band Director(s) or the President(s). A quorum shall consist of not less than 50% of the Executive Board.

- D. The Executive Board can hold an Executive Session, which is not open to the General Membership, as part of any regular Executive Board meeting or a Special Executive Board Meeting.

- E. The Annual Meeting will be the General Membership Meeting held in March or April. Summation reports shall be given by all outgoing Officers and Vice Presidents. The Annual Budget will be voted on by the Membership.

- F. Unless otherwise specified in these bylaws or subsequent Amendments, a proposal will pass with a simple majority or, if appropriate, a plurality, of voting members present at the General Membership Meeting in which it is submitted for a vote. In the event of a verified tie:
 - 1. The Executive Board Members present will vote on the proposal to decide it. If this results in a tie, the President(s) will decide.

2. In the event that there are two Co-Presidents and they result in a tie, the proposal will not pass, but may be presented again at a subsequent General Membership Meeting, Regular or Special, as appropriate. The purpose of the delay is to allow further discussion, encourage more voting members to be in attendance and/or alter the proposal if appropriate.

G. General Membership and Executive Board Meetings will be run by the President(s) according to Robert's Rules of Order.

H. Action of the Executive Board may be taken by written consent action in lieu of a meeting. Any such consent action shall require the written consent of at least a majority of the members of the Executive Board in office at the time of the action (which consent may be evidenced by original signature, facsimile or electronic submission by email).

ARTICLE V: ORGANIZATION

The organization of the Association will consist of Elected Officers, voting and non-voting members of the Executive Board, Ad Hoc Committees and General Membership. The Band Director(s) may not be an elected Officer or designated as a chairperson of any committee.

A. OFFICERS

1. Elected Officers of the Association shall be: One President, **SIX** Vice-Presidents, a Secretary, Treasurer-Operations, and Treasurer-Accounts. Only Association members who have children actively participating in the CHS band program may serve as Elected Officers.
2. The Nominating Committee (see Article V, section C) shall be established by January, solicit candidates for Officers at or before the February General Membership Meeting and present a report to the General Membership at the March General Membership Meeting.

3. Officers shall be elected annually at the March General Membership Meeting.
4. The Officers-elect will be presented at the April General Membership Meeting. Outgoing Officers will fully assist Officers-elect during the transition months between the March and May General Membership Meetings.
5. The Executive Board will hold an Executive Session between the March and April General Membership Meetings which will include all members of the Current Board as well as all members of the Incoming Board.
6. The Incoming Board will assume full responsibility on May 1st.
7. If a President should resign, his or her resignation must be tendered to the Executive Board. The Board may submit candidates for replacement of a President who will then be voted on by the General Membership at the next General Membership Meeting. **
8. If any other elected Officer should resign, resignation must be tendered to the President(s). In the event of the vacancy of an elected office, the Executive Board will appoint a voting member to complete the term of the vacant office.
9. Either the Executive Board or the General Membership, via a simple majority vote, may ask for the resignation of an elected member of the Executive Board. If the Board member does not tender his or her resignation, then the General Membership shall have the right to remove such member via a separate 2/3 majority vote of the General Membership present at a subsequent General Membership Meeting.

B. EXECUTIVE BOARD

The Executive Board shall consist of both voting and non-voting members.

1. Voting members consist of:
 - a. A President
 - b. Six Vice-Presidents
 - i. VP of Fundraising
 - ii. VP of Uniforms
 - iii. VP of Events
 - iv. VP of Logistics
 - v. VP of Color Guard
 - vi. VP of Concessions
 - c. Treasurer-Operations
 - d. Treasurer-Accounts
 - e. Secretary
2. Non-voting members consist of:
 - a. Band Director
 - b. Assistant Band Director(s)
 - c. the School Principal

C. AD-HOC COMMITTEES

Ad hoc Committees may be established by the Executive Board or the President as needed to perform specific functions and to study specific issues. The membership, duties, powers and termination dates of all Ad hoc Committees will be determined at the time of establishment. Ad hoc Committees shall make their reports to the Executive Board and to the Association as directed by the Executive Board. The President shall appoint a chairperson for each such committee at the time of its establishment. The following Ad hoc Committee will form each year:

1. The Nominating Committee shall be organized in January of each year by the current Executive Board and consist of one member of the current board who will not be on the subsequent board, the Director of Bands, and one member selected from the General Membership who is not a member of the current board and does not seek to be a member of the subsequent board.
2. The committee shall:
 - a. Be in effect from January through the March General Membership Meeting.
 - b. Identify volunteers to serve on the Executive Board at or before the February General Membership Meeting and approach them about serving. No one may be nominated for more than one office.
 - c. Present a proposed slate of officers, with their approval, at the March General Membership Meeting for voting by the General Membership. Additional nominations may be made from the floor after the report of the Nominating Committee has been made.
 - d. Nominating committee will have supplies necessary for a private vote in the situation that there are other nominations from the General Membership at the time of the vote.
 - e. Record the vote of the General Membership.

Should a member of the Nominating Committee become a nominee for office, this member shall be immediately removed from the Nominating Committee. The Executive Board shall then select another member from the Association to serve on the Committee.

3. The new Board will be presented at the April General Membership Meeting.

ARTICLE VI: DUTIES OF THE OFFICERS

- A. The President shall be responsible for the supervision and control of the business and affairs of the Association, subject to the oversight of the Executive Board. The President shall preside at all General Membership and Executive Board Meetings of the Association and appoint one of the Vice Presidents to preside in their absence. In the case of a tie in any Executive Board Vote, the President will confer and make the final decision. However, if

the President cannot reach a decision, the vote will be determined to have not passed.

- B. The Secretary shall keep written records and minutes of all General Membership and Executive Board Meetings, publish the General Membership minutes within 14 days of the meetings in order that they can be approved at the subsequent meeting and shall establish them in a permanent file to be passed to the new Secretary at the end of the fiscal year. The secretary will oversee communication with the boosters through the newsletter and website. The secretary will create and maintain the website and other social media accounts. They will serve as the initial point of contact for questions from the General Membership concerning the band program including monitoring the general band email address and relaying the questions to the appropriate board members.
- C. The Treasurer-Operations and the Treasurer-Accounts shall have charge of all finances.

The Treasurer-Operations shall be responsible to:

- Keeps an accurate report of all financial transactions showing each activity separately.
- Maintain an account in a local bank in the name of the Association
- Reconcile bank statements, maintain the general ledger.
- Make timely deposits and present financial reports at each monthly General Membership Meeting
- Collect fundraising deposits and work with the Treasurer-Accounts with disbursement and allocation.
- Arrange for preparation of the IRS Form 990 (Return of Organization Exempt From Income Tax) and builds and reports on the budget.

The Treasurer- Accounts shall be responsible to:

- Create paypal buttons on the website, transfer and deposit paypal payments, as well as allocating these payments to the student accounts.
- Collect and disperse funds into accounts
- Manage each member's account providing quarterly statements and monthly invoices
- Maintain communication with the members regarding any questions they have with their accounts

When an audit occurs, both the Treasurer-Operations and the Treasurer-Accounts shall present books for audit.

They will relinquish the books at the end of their term.

Maintain a Policies and Procedures Guide for financial tasks.

ARTICLE VII: DUTIES OF THE VICE PRESIDENTS

The Vice Presidents responsibilities are necessary for the ongoing operation of the Association in accordance with its Objectives. Any Association member is eligible to assist the Vice President with these responsibilities. The President(s) shall serve as ex officio members with voting privileges for all responsibilities.

Vice Presidents will maintain a record of their activities and contacts to be provided to subsequent Vice President in the next fiscal year.

The following functions within the Association are under the direction of its respective Vice President. The functions span all CHS band activities and may include, but are not limited to Marching Band, Concert Band, Indoor Drumline and/or Winter Guard:

A. Vice President of Fundraising:

Responsible for:

1. Fundraising - oversight for activities that involve raising funds to support the activities of the Association. Plans for raising funds must be submitted to the Executive Board for its approval.
2. The Fundraising VP will work in conjunction with the Uniform VP for the Spirit Wear efforts.

B. Vice President of Events:

Responsible for preparation and planning of special events.

1. Back to School Event-plan for the first general meeting of the boosters.

2. Meals and Snacks – arrange for providing the meals, snacks and drinks for games or practices, as needed.
3. Eighth Grade Night – work with the Director of Bands to establish communications with band programs, directors and families of middle schools within the CHS cluster to organize 8th Grade Night.
4. Senior Banner and Senior Night – arrange for production of the Senior Banner; function as liaison for the activities for Senior Night.
5. Pink Out Night—function as liaison for the activities of Pink Out Night.
6. Alumni Night—function as liaison for the activities of Alumni Night.
7. Assists in the planning and implementing of events throughout the year such as, but not limited to, contests, trips, beginning and end of the year events and larger meetings.

C. Vice President of Logistics:

Responsible for day to day operations and logistics of large events:

1. Logistics – responsible for day-to-day operations and logistics.
2. Band Camp –make all arrangements necessary for conducting both home and/or away band camps. As, Camp Director, they will maintain a book describing steps, time lines, documents and contacts for subsequent Camp Directors. Obtain and organize all necessary and completed forms from students and acquire and coordinate locations, equipment, supplies and volunteers.
3. Volunteers - arrange for and train volunteers when required for events in which the band participates. Volunteer duties shall include, but are not limited to, the following: Maintaining safety and decorum, assisting the students and positioning props at performances as needed.
4. Student transportation – arrange for transportation of students to events at which the band will perform.
5. Equipment - shall have responsibility, in conjunction with the Band Director(s) and pursuant to the purchasing policy of the Association, for:

- a. the procurement, inventory, maintenance and security of all equipment, including performance props, necessary to enrich the Band Program.
- b. the transportation of instruments and equipment to and from performances (vehicles and drivers).
- c. organizing parent and student assistance for the care and transport of instruments and equipment.

D. Vice President of Uniforms

Responsible for:

1. Uniforms – responsible for uniforms for all concert and marching bands.
2. Uniform Maintenance - issuance, inventory, shipment, care and upkeep of all drum major, band and concert uniforms
3. Uniform Purchase - coordinate and arrange for the purchase of new or replacement uniforms as it becomes necessary pursuant to the purchasing policy of the Association
4. Uniform Transportation - responsible for the transportation of uniforms to performances and trips.
5. Spirit Wear - working with the VP of Fundraising and the Band Director on the design, procurement, distribution and selling of Spirit Wear. This may include show shirts, Booster apparel and Spirit Wear sold as fundraisers.

E. Vice President of Color Guard

Responsible for:

1. General Oversight - for any activities that include the Color Guard, including Marching Band and Winter Guard
2. Guard Volunteers - arranging for and training volunteers, as required
3. Guard Logistics – any special logistics needs at competitions (changing room; practice areas, equipment) and facilitate / timing coordination with the Marching Band Director.
4. Guard Equipment – coordinate color guard uniforms; assist with equipment storage

F. Vice President of Concessions

Responsible for:

1. CHS Concessions - Coordinate with the athletic director to ensure concessions are open, stocked and staffed for all home field games or events.
2. Organizing members to work concession stands at all CHS home events in both the Fall and the Spring and working with VP of fundraising and treasurer- accounts to track dates and hours worked by members.
3. Purchase and stock all food and drink items, this includes working with third party vendors for food, drink and spirit purchases sold at the concessions.
4. Purchase, maintain, and repair all concession equipment.
5. Work with other organizations within the school and junior cougars that may require assistance, equipment, volunteers or food items for games and/or special events.

ARTICLE VIII: FISCAL YEAR

The fiscal year of the Association is July 1 through June 30. On June 30th the accounts will be reconciled to the following:

- A. The operating account shall have a beginning balance of \$10,000.00.
- B. If monies in excess of this total are in the account on June30th they will be transferred to the Reserves account.
- C. If the Operating account has less than \$10,000.00 money will be transferred from the Reserves account to the Operating account to establish the starting amount of \$10,000.00.
- D. If there is not enough money in the reserves account to bring the operating account to \$10,000.00 the budget must be adjusted for this shortage for that year.

ARTICLE IX: FISCAL RESPONSIBILITIES

- A. Each year between the March General Membership Meeting and May General Membership Meeting, an annual Budget will be drafted by a committee consisting of the current Executive Board and the Board- elect. The proposed budget will be presented and voted on at the August General Membership Meeting.
- B. The Executive Board shall manage the expenditures of the Association within the total expenditure amount set out in the budget as approved by the Members. The Board will not exceed the total expenditure amount unless a revised budget is presented and approved by the Members.
- C. Any purchase or payment that would be charged to the General Reserve Funds must be pre-approved by a majority vote of the Executive Board.
- D. All expenditures from any account that are due for reimbursement must be submitted within 30 days of the date of the receipt on a band reimbursement form.
- E. If expenditures are submitted for reimbursement which were not pre-approved as described in the bylaws or are deemed by the Executive Board to have not been made under extenuating circumstances, then the Board has the right to deny the reimbursement of such expenditures.
- F. Only the Association's President(s) are authorized to execute contracts on behalf of the Association and only with the prior approval of a majority vote of the Executive Board.
- G. Only the Treasurers, and/or President(s) are authorized to establish bank accounts or other financial accounts on behalf of the Association and only with the prior approval of a majority vote of the Executive Board.
- H. The President(s) shall review the transactions made in the bank accounts on a monthly basis, as secondary oversight to the activities of the Treasurers.
- I. Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501c(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state or local government for public purpose.
- J. IRS Form 990 (Return of Organization Exempt from Income Tax) shall be prepared.

ARTICLE X: AMENDMENTS

- A. Any voting member may make a motion to amend the bylaws.

- B. The proposed amendment must be submitted in writing and read to the Association at a General Membership Meeting and published via email or newsletter to all Members. The amendment shall be voted upon at a subsequent General Membership Meeting.
- C. In order for an Amendment to be ratified, it must pass an absolute 2/3 majority vote of the Executive Board AND a simple majority vote of the General Membership present.
- D. Amendments which impact the nominating committee, eligibility to serve as a voting member of the Executive Board, or the voting or election process, shall become effective at the next subsequent election process. All other amendments made to the bylaws will become effective at the start of the fiscal year following their ratification unless stated otherwise in the wording of the amendment.

ARTICLE XI: STUDENT PERSONAL ACCOUNTS

- A. Funds raised by the Association will be deposited into the Association's general account(s) and/or in the accounts of the individual students participating in specific fundraising activities based upon an allocation approved by the Executive Board. Percentages of distributions will vary depending upon the specific fundraising activity as determined by the Executive Board.
- B. Student Personal Account (SPA) funds:
 - 1. shall be used for Band related expenses such as band camp, travel, annual and other fees
 - 2. shall be set aside for the students and accounted for separately from the Association's general account.
 - 3. will be kept in the student's account as long as the student remains continuously enrolled in the CHS band program (balance will be carried over fiscal years).
 - 4. are only available for distribution in accordance with the bylaws and at the written request of the parent or legal guardian with whom the student resides.
 - 5. Any outstanding marching or concert fees will be deducted from the student account automatically. The parent/guardian will be notified through their charms account and/or statements.
 - 6. Balances will be maintained in a timely manner and available upon request of the parent or legal guardian with whom the student resides.

7. All marching and concert fees must be paid or funded in full before a student will be allowed to participate in any optional band-sponsored (volunteer involvement) trip that is not part of a scheduled group performance and not part of the annual budget. Any funds submitted toward such trip fees will be applied to outstanding marching/concert fee.
8. If a student leaves the CHS band program through graduation or transfer any remaining funds in their account may be disbursed in one of the following ways upon written request and at the discretion of the parent(s) or legal guardian(s) with whom the student resides:
 - a. transferred to a sibling's current account
 - b. .transferred to the general band fund
 - c. transferred as a scholarship to any CHS band student account of their choosing.
9. The Executive Board may, at its sole discretion, make other determinations under special circumstances or upon timely written request of a parent or legal guardian.

ARTICLE XII: INDEMNITY

The Chattahoochee High School Band Boosters, the Corporation, shall indemnify, to the fullest extent permitted by the Georgia Nonprofit Corporation code and, if applicable, section 4941 of the Internal Revenue Code of 1986, as amended, any individual made a party to a proceeding because such individual is or was a director or officer of the Corporation, against liability incurred in the proceeding, if: such individual conducted himself or herself in good faith, and(1)in the case of conduct in his or her official capacity, reasonably believed his or her conduct was in the best interest of the Corporation, (2) in all other cases, reasonably believed that his or her conduct was at least not opposed to the best interest of the Corporation, and (3) in the case of a criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful.

ARTICLE XIII: BYLAWS EFFECTIVE DATE

The bylaws are effective immediately upon approval by the General Membership. Revised by majority vote of the membership on March 26, 2018.