

# Brookland Band Boosters Association Bylaws

## Article I: Name

**Section 1:** The name of the organization shall be the BROOKLAND BAND BOOSTERS ASSOCIATION. This organization is nonunion, nonpartisan, nonsectarian, and nonprofit.

## Article II: Purpose

The purpose of this organization shall be to:

1. To promote and maintain enthusiastic interest in the various phases of the instrumental music program at Brookland Public Schools.
2. To lend support, both time and financial to encourage the growth and development of the Brookland Band program.
3. To cooperate with the band director, school officials and other teachers to ensure that the Brookland Band program prospers and helps to represent the Brookland Public School system in a positive fashion.

## Article III: Membership

**Section 1: Member Classification:** The membership of this organization shall consist of the parents or legal guardians of current band members, current band members of Brookland Public Schools, and the band director. Membership shall also include alumni, interested school patrons, faculty and staff of Brookland Public Schools, and corporate membership.

**Section 2: Dues.** Parents or legal guardians of current band members, current band members and the band director shall not pay dues. Members who are not parents or legal guardians of a student currently in the band program shall pay annual dues of \$5.00.

Corporate membership for organizations interested in support of the Brookland Band program shall pay annual dues in the amount of \$25.00. Corporate membership dues will be waived, at the discretion of the executive board, if a donation is made toward the band program. Corporate members will be recognized on the Band Booster website and/or, at the discretion of the band director, band concert programs.

**Section 3: Voting.** Only parents or guardians of current band members are eligible to vote at meetings.

## **Article IV: Officers/Executive Board**

**Section 1:** Composition. The elected officers of this Association shall be the president, vice-president, secretary, and treasurer. The executive board consists of the elected officers.

**Section 2:** Qualifications. All officers must be members in good standing. Where it might be necessary, a member may hold two offices, with the exception of president and vice-president, but will only have one vote. Only parents or guardians of current band members are eligible to hold office. If the child of an officer should leave the band program, that officer is automatically removed from office. The former officer can remain a member of this organization. See Article IV, Section 4 regarding officer vacancies.

**Section 3:** Term of Office. The term of office for all elected officers shall be one year, beginning at the start of the fiscal year as set out Article XI, Section 2.

**Section 4:** Vacancies. A vacancy in the office of president shall automatically be filled by the vice-president. A vacancy in the other elected offices shall be filled by appointment of the president, with the approval of the executive board.

**Section 5:** Impeachment. Whenever in its judgment the best interest of the organization would be better served, an officer elected by the membership may be removed from office by a majority vote of a quorum of the membership; as well, an officer appointed by the board may be removed from office by a majority vote of the board. Any officer that fails to attend three consecutive meetings is automatically removed from office and the president shall appoint his/her successor (see Article IV, Section 4).

**Section 6:** Duties.

The President shall preside at all meetings of this organization and at regular and special meetings of the executive board; shall recommend appointments and committee chairmen and members, subject to the approval of the entire board; and shall generally manage the day-to-day business of this organization. The president serves as an ex-officio member of all committees, except for nominations, and is a signer on all bank accounts. See Article VII.

The Vice President will assist the President and preside over all activities in the absence of the President. The Vice-President shall serve as membership chairperson.

The Secretary will keep records and minutes of all meetings and notify membership of Brookland Band Boosters Association and Executive Board activities. The secretary will notify all members via e-mail or postal mail of regular monthly meetings one week prior to each meeting, and supply minutes from the previous meeting at that time. The secretary will notify all members of any special meetings as soon as reasonably possible under the circumstances.

The Treasurer shall be responsible for:

1. Receiving all money collected, issuing of receipts, and depositing funds in the established bank account. The Treasurer will promptly advise all Executive Board members where the Association's bank account is located. All monies collected shall be promptly deposited in the name of Brookland Band Boosters Association.
2. Disbursing funds at the recommendation of the band director, executive board or committee chairs as budgeted and approved by the entire Executive Board where applicable or the Association membership where applicable.
3. Maintaining the required financial records to comply with state and federal laws and to meet the needs of the organization.
4. Providing general financial reports to the membership at each regular monthly meeting.
5. Completing and submitting all state and federal forms, reports and tax returns required as a nonprofit organization under the laws of the State of Arkansas and the United States.
6. Submitting financial reports, support documentation and assistance as requested by the president for audit after each fiscal year ending on May 31.
7. The Treasurer's records shall be open to inspection by the officers or the band director at any time.

**Section 7:** Other offices may be added by the current voting members when needed such as Advertising and Historian which will be responsible for advertising and publicity for the Brookland Band Boosters Association activities in a positive fashion and to collect and develop a scrapbook to keep track of activities of the Brookland Band Boosters Association and the Brookland Band respectively.

## **Article V: The Executive Board**

**Section 1:** Composition. The board shall be composed of the president, vice-president, secretary, and treasurer.

**Section 2:** Qualifications. All board members must be members in good standing.

**Section 3:** Authority and Responsibility. The board shall be the governing body of this organization and shall oversee the financial affairs of this organization. The board shall have supervision, control, and direction of the affairs of this organization, its committees and publications; shall determine policies or changes therein; and shall actively pursue these objectives and supervise the disbursement of its funds. The board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the power granted, delegate certain of its authority and responsibility to the executive committee.

**Section 3: Quorum.** At any meeting of the board, a majority of the voting members of the board shall constitute a quorum, and any such business thus transacted shall be valid providing it is approved by a majority of those present and voting. All decisions are final unless reconsidered at the Executive Board's discretion within 30 days.

**Section 4: Voting.** Each board member shall have only one vote, which vote must be cast in person during an official meeting. A vote may be made in abstentia under emergency circumstances.

**Section 5: Compensation.** The Board of Directors shall not receive any compensation for their services, other than expenses authorized by the board.

## **Article VI: Brookland Band Boosters Association Meetings**

**Section 1: Regular meetings** shall be held monthly. The August and September meetings will be held the first Tuesday of the month. The specific day of the month (for example: first Tuesday of each month; second Monday of each month) and the specific time of each meeting thereafter will be determined by the membership at the September meeting.

**Section 2:** The annual banquet of the Brookland band Boosters Association will be held in the spring.

**Section 3: Special Meetings.** Special meetings may be called by the board or by the president upon request of five percent or more of the voting members. The purpose of such special meeting shall be stated in the call. Except in cases of emergency, at least five (5) days written notice shall be given.

**Section 4: Voting Members and Power.** The voting members of this organization are listed in Article III, Section 3. The voting power is the total number of voting members in good standing on the date of the meeting. In the event of a meeting, a quorum for the transaction of business shall be the voting members actually in attendance at said meeting at the time the voting takes place. Any business transacted at a meeting of voting members at which a quorum is present shall be valid providing it is approved by a majority of those present and voting.

## **Article VII: Financial Activities**

**Section 1:** The President, Vice President, Treasurer and Secretary shall serve as the Finance Committee for the Brookland Band Boosters Association. All four officers, as well as the band director, will be authorized signers on the organization's checking account. Any two must sign all checks on the Brookland Band Boosters Association's checking account.

**Section 2:** Financial expenditures of the Brookland Band Boosters Association will be for activities and equipment to support the Brookland Band.

**Section 3:** Expenditures for the Band. Prior to the expenditure of organization funds for equipment or any item to be used by the band, a majority vote of members at a regular meeting must be reached before the funds will be allotted.

**Section 4:** Budget for committee activities. Prior to the expenditure of organization funds for activities for individual committees, a budget will be set by the membership at a regular and/or special meeting. The budget will be subject to the approval of two-thirds of the membership present at the meeting. The committee chairperson will be responsible for distributing the budget as needed for his/her committee, and will provide receipts to the treasurer for all expenditures. If the committee goes over budget and any member spends personal funds for any reason, the member will be subject to Article VII, Section 5 regarding reimbursement.

**Section 5:** Reimbursement of Expenses of Members. Subject to the approval of two-thirds of the membership present at a regularly scheduled meeting, any member expending any funds on behalf of the organization may be reimbursed such miscellaneous expenses incurred on behalf of and necessary to the transaction of this organization's business.

## **Article VIII: Elections**

**Section 1:** A Nominating Committee chairperson shall be appointed by the Brookland Band Boosters Association's President.

**Section 2:** The Nominating committee chairperson will accept nominations for office prior to the March meeting. The chairperson will contact each nominee to see if he/she will accept the nomination(s).

Nominations will be accepted from the floor at the April meeting if any office does not have a nominee.

**Section 3:** The officers will be elected at the April meeting of the Brookland Band Boosters Association each year and take office on June 1. Members will be allowed to vote by:

1. Attending the April meeting and casting their vote in person; or
2. By notifying the election chairperson by phone or email one day prior to the April meeting (to allow him/her time to count votes).

## **Article IX: Standing and Special Committees**

**Section 1:** The standing and special committees of this organization shall be those deemed necessary by the executive board. Committee chairmen shall be appointed by the president. Committee members shall be appointed by the committee chairman.

**Section 2:** A committee chairperson shall be a member in good standing.

**Section 3:** Removal. The executive board shall have the authority to remove any committee chairperson by a majority affirmative vote of the executive board at a regular and/or special meeting.

## **Article X: Funds for Band Camp**

**Section 1:** At the February regular meeting, the membership will determine an amount to be allotted for scholarships for students to attend Dixie Band Camp. The band director will decide the allotment for each student based on essays and/or questionnaires provided to the students.

**Section 2:** Students must return essay/questionnaire to the band director by the deadline date set by the band director. Failure to turn in by the deadline will result in no consideration for band camp scholarship funds.

**Section 3:** Parents of the students will be required to sign the essay and/or questionnaire. Failure to obtain the signature of the parent will result in no consideration for band camp scholarship funds.

**Section 4:** Should a student who is awarded a band camp scholarship become unable to attend Dixie Band Camp, the funds revert immediately back to the Brookland Band Boosters Association.

**Section 5:** Should a student not attend Dixie Band Camp after the Brookland Band Boosters Association has submitted payment for their attendance, that student's parents and/or legal guardian will be responsible for immediate reimbursement to the Brookland Band Boosters Association for the funds paid to Dixie Band Camp by the Boosters.

## **Article XI: General Provisions**

**Section 1:** Property. All equipment and supplies, including musical instruments, uniforms and regalia, purchased by this organization for the exclusive use of the Brookland Public School Band program shall become the property of the Brookland Public School Band.

**Section 2:** Fiscal year. The fiscal year of this Association shall be June 1 through May 31 of each calendar year.

## **Article XII: Authority**

**Section 1:** The rules, contained in Robert's Rules of Order, shall govern the Brookland Band Boosters Association in all cases in which they do not conflict with Brookland Band Boosters Association rules.

## **Article XIII: Amendments**

**Section 1:** These bylaws may be altered or amended only by a majority vote of the members in good standing of the Brookland Band Boosters Association at a regular business meeting. The intent to alter or amend these bylaws, as well as proposed changes, must have been presented at the preceding regular meeting of the Brookland Band Boosters Association.