

CONSTITUTION

ARTICLE I - Name of the Organization

Sec. 1

The name of this organization shall be the Berkmar High School Band Booster Club and will be referred to in the By-Laws as the "Band Boosters".

Sec. 2

The band consists of all musicians and auxiliary units as defined by the Band Director/ Instrumental Music Director.

ARTICLE II - Objectives of the Organization

Sec. 1

To arouse and maintain an enthusiastic interest in all phases of the Instrumental Music Department at Berkmar High School.

Sec. 2

To cooperate with those in charge of the Instrumental Music department and the school administration to the end that this department be brought to and kept at the highest possible degree of efficiency.

Sec. 3

To lend all possible support, both moral and financial to the general and Instrumental Music Program of Berkmar High School.

Sec. 4

To build and maintain an organization of boosters who will help promote the general activities of the Instrumental Music Department.

Sec. 5

The purpose for which the Band Boosters is organized are exclusively educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Sec. 6

Notwithstanding any other provisions of these articles, this organization shall carry on no activities restricted by Federal Income Tax exemption under section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Sec. 7

Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(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 a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of Gwinnett County, exclusively for such purposes.

ARTICLE III - Membership

Sec. 1

The membership of this organization shall include all parents and active band members interested in the progress and development of the Instrumental Music Department of Berkmar High School.

Sec. 2

Any interested person, who does not have a child in the Instrumental Music Department may become an honorary member without voting right.

ARTICLE IV - Officers

Sec. 1

The officers of this organization shall be the following: President and/or Co-Presidents, Vice President and/or Co-Vice Presidents, Vice President of Ways & Means and/or Co-Vice Presidents of Ways & Means, Secretary and/or Co-Secretaries, Treasurer and/or Co-Treasurers.

AMENDED AND REINSTATED BY-LAWS

ARTICLE I – Duties of the Offices

Sec. 1

The President(s) shall preside at all meetings of the Band Boosters, designate all committees, and appoint chairpersons; and shall be an ex-officio member of all committees.

Sec. 2

The Vice- President(s) shall assume all the duties of the President(s) in his absence and shall carry out duties as delegated by the President(s). The Vice President(s) of Ways and Means shall be responsible for organizing activities which will generate funds for the Booster Club.

Sec. 3

The Secretary(s) shall keep the records and minutes of all meetings and conduct the correspondence of the Band Boosters. The minutes shall become part of the permanent records of the Band Boosters. A copy of the minutes of all meetings shall be provided to the school administration.

Sec. 4

The Treasurer shall keep an accurate record of all receipts and disbursements showing each activity separately, as well as a complete record of all funds. He/she shall be required to prepare a financial report for audit within thirty days of installation and file this report with the newly elected President of the Executive Committee. An audit of financial records shall be performed yearly by an independent auditor approved by the Executive Committee. This shall become a part of the permanent records of the Band Boosters.

ARTICLE II – The Executive Board

Sec. 1

The Executive Board shall be composed of the officers of the Band Boosters, the Band Director of Berkmar High School and the Chairmen of the Standing Committees.

Sec. 2

The Executive Board shall have general supervision of the general and financial operation of the Band Boosters.

Sec. 3

The Executive Board shall meet prior to each membership meeting to determine the business to be transacted at the meeting. Special meetings may be called by the Band Director or the President with 24 hours notice.

Sec. 4

The Executive Board meeting dates and time shall be made known to the general membership and shall be open for attendance by any member of the Booster Club, Members attending, other than Executive Board Members shall not be eligible to vote on Board items at the Executive Board Meeting.

Sec. 5

Executive Board members shall be required to attend all meetings or provide proxy. Should an executive Board member be absent without reasonable cause, it shall be assumed they can no longer carry out the duties and a replacement may be appointed by the president

Meetings

Sec. 1

The general meetings will normally be held on the third Thursday of each calendar month, with the exception of December. The Executive Board will have the authority to change the meeting day in the event it is necessary.

Sec. 2

Special meetings of the club may be called by the President with 24 hours notice.

Committees

Sec. 1

There shall be the following Standing Committees including, but not limited to: Audit, Auxiliary, Band Camp, Chaperone, Concessions, Equipment, Fund Raising, Hospitality, Public Information, Recruiting, Spirit Wear, Middle School Boosters, Telephone and Uniforms.

Sec. 2

The Band Director and the President shall be ex-officio members of all committees.

Sec. 3

Ad Hoc committees may be established by the President as the need arises.

Sec. 4

The duties of the Committees shall include, but not limited to:

AUDIT: Justify all monies earned. Do internal auditing of Treasurer's records. Give the Treasurer an itemized account for disbursement to Band Bucks and Escrow Accounts

AUXILIARY: Provide liaison between the music portion of the band and the auxiliary. Help provide the auxiliary with equipment needed and keep it organized. Be at auxiliary rehearsals and assign "helpers" to set out their equipment.

BAND CAMP: Will be responsible for and coordinate with the Director and Officers and the Chaperone and Equipment Committees in the preparations for summer band camp. Will assemble and maintain a list of attending students, instructors, and chaperones. Will assist in record keeping for fees and expenses in coordination with Audit Committee and Treasurer.

CHAPERONE: Provide supervision for the band at all band functions, including Band Camp.

CONCESSIONS: Ensure concession stands are ready prior to football season. Make sure there is a Purchaser and a Manager for each stand, sign up workers for each game, obtain any repairs necessary to the stands and/or equipment and be in charge of any concession sales off campus.

EQUIPMENT: In charge of getting help to load and unload all necessary equipment and setting up said equipment at all performances. Setting out mats on the bleachers for the band to sit on, roping off area for band at home games.

FUNDRAISING: Work with the Vice President of Ways and Means to establish and provide materials and the manpower for fund raising activities to provide the funds to meet the budget.

HOSPITALITY: Provide drinks for both bands at all home games. Provide refreshments, when approved by the Executive Board, at functions such as concerts and Festival (when we host), and organizing the Band Banquet.

PUBLIC INFORMATION: Provide whatever "publicity" is needed to keep the general public informed of all band functions.

RECRUITING: Will be responsible for recruiting new band members and keep their interest level high for enrollment in the High School Band.

SPIRIT WEAR: To assist in the purchasing and disbursements of spirit wear items.

Middle School Boosters: Chairperson(s) of this committee shall be the current President(s) of the band boosters at the middle schools in the Berkmar cluster as established by the administration of Gwinnett County Public Schools. The middle school booster President(s) may designate a proxy to serve as the Chairperson(s). Will serve as a liaison between Berkmar High School Band Boosters and the associated middle school Band Boosters. Will report on middle school Band Booster activities, events, and needs as they relate to Berkmar Band Boosters and the Berkmar High School Band. Will coordinate with the recruiting Committee Chairman to promote the musical and fundraising events of both bands and to promote growth, communications, and good will between both bands and booster organizations.

COMMUNICATIONS: Will maintain the Berkmar Band website. Will communicate important news and information, as requested by the Director or President, to the Booster membership.

UNIFORMS: Keep uniform closet organized, issue uniforms to students and keep appropriate records on issued uniform parts. Order uniform "parts" as needed, such as gloves or replacement pieces. Be available at all functions needed to sell gloves or rent uniform items and do inspection prior to all performances. Ensure uniforms are cleaned when needed.

CREDIT: Executive Board members and parents working band camp, concessions, and ticket gate will receive monetary credit towards their band student dues and fees. Monetary credit will be determined by the Executive Board and set forth for the current season. To receive credit, all adults must work a minimum of five hours.

ARTICLE III – Quorum

Sec. 1

The members present at the general meetings shall constitute a quorum

Sec. 2

One half of the Executive Board shall constitute a quorum at Executive Board meetings.

ARTICLE IV – Elections

Sec. 1

A nominating committee shall be appointed by the President at the regular March meeting of each year and ratified by the general membership. Nominations may be made from the floor after the report of the nominating committee at the April general meeting.

Sec. 2

Officers will be elected during the April meeting and installed at the annual Band Banquet normally held in May.

Sec. 3

Term office to begin at installation. All records, books, ledgers, year-end reports and documents pertaining to the Band Boosters shall be turned over to the newly installed President within 30 days of installation.

Sec. 4

Officers may serve in the same elected position for a maximum of two (2) consecutive terms.

Sec. 5

A majority vote of members present shall constitute an election.

ARTICLE V – Membership Dues

Sec. 1

There shall be no dues

ARTICLE VI – Authority

Sec. 1

The rules contained in ROBERT RULES OF ORDER, revised, shall govern this organization.

ARTICLE VII – Amendments

Sec. 1

The Constitution and By Laws may be amended by a two-thirds vote of the members present at any regular meeting, providing the amendment has been presented in writing and read at the preceding regular meeting of the Band Boosters.

ARTICLE VIII – Financial

Sec.1

The fiscal year will be a twelve month period starting June 1st and ending May 31st.

Sec. 2

Annual Budget and Band Camp Budget: The Executive Board shall develop and prepare an initial proposed annual budget and band camp budget (leadership camp, rookie camp, and band camp) to be provided to the Booster members for their review. The proposed budget will then be presented at the general meeting for the Booster members' approval.

Sec. 3

Unbudgeted Expenses: It is the intent of the Boosters that all reasonably foreseeable expenses be identified and included in the proposed annual budget approved at the annual meeting. Nevertheless, the Boosters recognize that additional expenses may arise during the year that could not be reasonably anticipated. If possible, the Head Director of the BHS Band Department will promptly notify the Executive Board of the nature and amount of the unexpected expense so the Board can consider the expenditure before it is incurred. However, if the Head Director of the BHS Band Department determines that it is in the best interests of the BHS Band Program to immediately incur the unexpected expense, he or she will notify the Executive Board of the nature and amount of the incurred expense as soon as practicable so that the Executive Board can make any necessary financial adjustments.

Sec. 4

Financial Policy: (Adopted via vote before the general membership Band Banquet, 5/20/05)

Financial support of the Berkmar Band Program is required and expected of all band students and families. Participation in the Berkmar Band Program requires a commitment by the band student and band family to pay all band fees and dues and to actively participate in fund raising activities. It is the Berkmar Band Booster Club's intent that no student will be denied participation in band programs because of an inability to meet his or her financial obligations due to bona fide and documented family financial need. However, any student or family that is unable to meet their financial obligations, including payment of required fees and dues by scheduled deadlines, must formally address the issue with the Booster Club President and Treasurer and provide requested documentation prior to the beginning of Band Camp in the case of Band Camp fees and prior to the start of Marching Band season in cases involving payment of Band Member Dues. In such cases, the president and Treasurer will make reasonable efforts, within the constraints of the Booster Club's budget and capabilities, to work with the student and family to restructure or extend payments and/or arrange for their participation in additional fundraising or band support activities in lieu of payment. **All students must adhere to this Financial Policy in order to continue their participation in band programs.**

Sec. 5

Student Accounts and Unused Student Account Funds: All student accounts and unused student account funds shall be maintained, managed, and reimbursed to Booster members in accordance with then-existing version of the Boosters Student Financial Policy, which will be made available to all Booster members. **Any band student who has not paid his or her student account in full by or before May 15th will have their diploma withheld by BHS, and/or will not be able to participate in graduation activities.**

Sec. 6

Financial Assistance/Arrangement: (for band member dues) shall not be given to students who have not formally addressed the Booster Club President and Treasurer at the appropriated time (beginning of band camp or beginning of marching band season), provided proper documentation, and actively participated in all fund raisers and band support activities.

Sec. 7

Funds Management: All monies received in the name of the Booster Club must be receipted, deposited into the Booster Club checking account, and accounted for through the financial records. All Cash payments should be recorded in receipt book. Invoices/and or receipts must match the total on all check requests. Invoices must be itemized. A request for reimbursement must be accompanied by a valid receipt or invoice. Handwritten receipts are not acceptable. Account balance must be checked before making any purchases or orders. All expenditures should be preapproved. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the President. All bills and expenses will be paid in a timely manner. All financial records, including receipt books, shall be retained for a minimum of 5 years.