

Ardrey Kell High School Band Booster Bylaws

Ardrey Kell High School Band
10220 Ardrey Kell Rd, Charlotte NC 28277

Article II

Name of Organization:

The name of this organization will be the Ardrey Kell High School Band Boosters ("AKHSBB"). The physical and mailing address is 10220 Ardrey Kell Rd; Charlotte NC 28277.

Article II

Purpose:

The purpose of the AKHSBB is to support the Ardrey Kell High School Band Director(s) in their vision and educational goals for the students and the program by fundraising, coordinating parent/volunteer support, fostering team spirit, and building strong relationships. The vision for the AKHSBB is to encourage successful outcomes for all members of the organization and foster a deeper interest in music within the students, parents, and community. The AKHSBB will operate strictly for charitable purposes within the meaning of Section 501(c)(3) of the US Internal Revenue Code.

Article III

Responsibilities:

The responsibilities of the AKHSBB will be within the constraints of federal/state laws, district policies and school guidelines. The AKHSBB will have the following responsibilities:

- Assist in the preparation, implementation and evaluation of a yearly budget for the Ardrey Kell High School Band Program.
- Disseminate information to parents and band board supporters.
- Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about band activities and achievements.
- Coordinate fundraisers to provide opportunity for students to offset their band fees.
- Conduct fundraisers and accept donations for the Ardrey Kell High School Band Program.
- Make recommendations regarding a parental involvement/networking plan to ensure that all parents are informed about and have opportunity for meaningful input into Ardrey Kell High School Band Booster decisions.

Article IV

Representation and Membership:

The Ardrey Kell High School Band Boosters voting members will be composed of all parents (or guardians, if applicable) of current band students. Each family in good standing will have one vote per band student. Alumni, community supporters and sponsors may obtain non-voting membership.

The Band Director(s) is an ex-officio member of the AKHSBB and its Executive Board. The Band Director(s) will have authority to return decisions made by the AKHSBB or its Executive Board for further discussion and/or modification. In the event there remains a disagreement between the Band Director(s) and other members of the Ardrey Kell High School Band Boosters, the Principal of Ardrey Kell High School shall have the authority to veto the decision.

A member's voting rights will terminate if the Band Director(s) deems the member's band student not in good standing.

Article V

Election and Appointment Procedures:

Elections for AKHSBB positions will be held in May. AKHSBB Officers will assume their responsibilities after the AKHSBB meeting, typically held in early June following the May elections. Candidates may self-nominate for the available positions.

The Nominating Committee shall consist of three members appointed by the executive board from the AKHSBB. All nominees will be discussed with the Band Director(s) and presented at the Executive Board meeting in May. Information about the upcoming election of Band Booster Officers will be publicized approximately 10 days in advance of the election. Each family may cast one vote per band student per school year in any given election. A majority vote of those members present will be sufficient for election.

All elected AKHSBB officers will serve a one-year term (the Treasurer is encouraged to commit to a two (2) year term). Officers may serve no more than 2 consecutive years in the same board position. However, if a current Board Member serves in a role for which there is no immediate successor, a special vote may be called to allow the Member to continue serving on the AKHSBB, but not have voting rights. A quorum of five (5) Board Members will be required and one of the voting members will include the Band Director.

Article VI

Officers and their duties:

The officers of the Ardrey Kell High School Band Boosters will consist of a

- President or Co-Presidents
- Vice President at Large

- Vice-President of Operations
- Vice-President of Fundraising
- Treasurer
- Assistant Treasurer
- Secretary
- Current Past-President

The Executive Board will consist of:

- President or Co-Presidents
- Vice President at Large
- Vice-President of Operations
- Vice-President of Fundraising
- Treasurer
- Assistant Treasurer
- Secretary

The Band Director(s) and the current Past President of the Board are ex-officio members of the Executive Board and do not have voting rights.

Officers must have a student participating in an Ardrey Kell Band during the school year.

Vacancies, Resignation and Removal:

In the event any office shall become vacant, it shall be filled at the next Executive Board meeting by a majority vote of those present.

A Board Member wishing to resign will state so in writing to the Executive Board.

Officers may be removed from office for failure to perform his/her duties as outlined in these Bylaws by a 2/3 majority vote of the Executive Board.

When an elected officer of the Band has missed three (3) consecutive scheduled meetings without notice to the president or has submitted a letter of resignation to the President, the President will appoint the person with the next highest number of votes in the most recent elections. If that person is no longer available, the Ardrey Kell High School Band Booster Executive Board will choose a replacement. The person appointed will finish the unexpired term.

The President will:

- Preside at all AKHSBB and Executive Board meetings and have general supervision of the activities of the AKHSBB
- Work closely with the Band Director(s) in planning and directing the activities of the AKHSBB
- Prepare an agenda for Ardrey Kell High School Band Boosters meetings
- Provide communication to AKHSBB parents
- Send notifications to parents/students throughout the school year

- Serve as the contact person for all requests relating to the Boosters
- Appoint ad hoc committees as needed
- Appoint chairmen for the following committees:
 - Uniforms
 - Trip Chaperones
- Serve as an ex-officio member of all committees
- Designate the vice president to preside in the absence of the president; if neither is available, the president will name a board member to preside and carry out functions of the president at a specific meeting.

The Vice President at Large will:

- Attend all Executive Board meetings unless notifying the President prior to a given meeting
- Maintain student medical form documents for travel
- Review board insurance records and keep insurance needs current
- Appoint chairmen for and oversee the following committees:
 - Food, water and volunteers at Band camp
 - Band Banquet
- Report on the activities of the committees they oversee
- Serve as ex-officio members of those committees
- Assume chairmanship of any committee they oversee that is without a chair, until one can be appointed.
- Exercise all functions in the absence of the president and assist the president as needed
- Assume the office of president during the next school year
- Assume the duties and responsibilities of the office of president in the event the position becomes vacant. The AKHSBB will then elect a new vice president.

The Vice-President of Operations will:

- Attend all Executive Board meetings unless notifying the President prior to a given meeting
- Review transportation insurance records and keep insurance needs current
- Work with Ardrey Kell Band Boosters and Director(s) to design and develop props
- Appoint Chairmen to and oversee the following committees:
 - Pit Crew
 - Equipment Transportation
 - Volunteers for traveling Pit Crew
- Report on the activities of the committees they oversee
- Serve as ex-officio member of those committees
- Assume chairmanship of any committee they oversee that is without a chair, until one can be appointed.
- Maintain equipment/prop maintenance throughout the year

The Vice-President of Fundraising will:

- Attend all Executive Board meetings unless notifying the President prior to a given meeting
- Appoint Chairmen to and oversee the following committees:
 - CWEA Event
 - Spirit Wear
 - Production of Sports Program
 - Ad Sales
 - Dinner Nights
- Report on the activities of the committees they oversee
- Serve as ex-officio members of those committees
- Assume chairmanship of any committee they oversee that is without a chair, until one can be appointed.
- Organize student fundraisers and any other fundraising efforts deemed fit for the Ardrey Kell High School Band.

The Treasurer will:

- Attend all Executive Board meetings unless notifying the President prior to a given meeting
- Keep a full and accurate record of all Ardrey Kell High School Band program financial transactions
- Develop and review financial procedures
- Disburse funds as approved in the budget following financial procedures
- Review/set-up bank accounts and appropriate authorizations
- Make reports at Board meetings as needed
- Assist in the preparation of the budget
- Prepare or assist in the preparation of all forms and requirements to satisfy regulations for a 501(c)(3) and the North Carolina Secretary of State, Division of Public Charities
- Maintain the financial records for the AKHSBB for both current and past years
- Be aware of and knowledgeable of rules and regulations associated with a non-profit organization and assist in the enforcing of those rules and regulations within the work of the AKHSBB
- Make financial information available to AKHSBB as requested or needed

The Assistant Treasurer will:

- Attend all Executive Board meetings unless notifying the President prior to a given meeting
- Assist in the preparation of the budget
- Keep accurate student account information
- Report outstanding student account information to Director(s) as needed
- Distribute student account information (via email/mail) no less than six times during the school year
- Collect and deposit all funds collected throughout the year
- Assist the treasurer as needed in the preparation of all forms and requirements to satisfy regulations for a 501(c)(3) and the North Carolina Secretary of State, Division of Public Charities

The Secretary will:

- Attend all Executive Board meetings unless notifying the President prior to a given meeting
- Keep a full and accurate account of the proceedings for all Ardrey Kell High School Band Boosters meetings
- Provide minutes within 4 days of board meeting for approval to board members
- Prepare any official correspondence the president might request
- Send out meeting announcements if requested
- Maintain an Ardrey Kell High School Band Boosters electronic file containing copies of all minutes, Booster correspondence, newsletters, current bylaws and standing rules, and other miscellaneous records
- Maintain a record as historian of the Ardrey Kell High School Band, including a record of performances; awards won; and achievements for each year.
- Maintain the Ardrey Kell High School Band calendar that is listed on the band webpage
- Maintain website development and other social media

The Immediate Past President will:

- Serve as an ex-officio member of the board
- Act as a consultant to the board

Article VII

Budget and Disbursement of Funds

At least two members of the Executive Board along with the Band Director(s) shall prepare an annual operating budget. The budget shall be presented and approved by the Executive Board at the August meeting. Any Budget revisions require a vote by the Executive Board.

The Band Director(s) and officers shall be authorized to spend funds only as specified in the budget. The Executive Board must authorize any additional expenditures.

Expenditure receipts for reimbursement must be emailed to the Treasurer in a timely manner with a detailed description of expense.

The President and Treasurer shall be on the bank signature card for signing checks for the AKHSBB.

Article VIII

Meetings

The Ardrey Kell High School Band Boosters Executive Board will have regularly scheduled meetings at the school. The meeting dates will be decided upon by the Executive Board and the Band Director prior to the beginning of the school year. The President of the Executive Board may call special meetings with 48 hours' notice.

Five (5) members will constitute a quorum for Executive Board action.

General membership business meetings will be held at least three (3) times a year. All members of the AKHSBB with band students in good standing are voting members.

The meetings will be set as:

- 1) Beginning of school meeting to review marching season
- 2) May meeting to vote in Officers
- 3) End of Year Celebration

The Ardrey Kell High School Booster year will run from June 1 through May 31.

Article IX Amendments

These bylaws may be altered, amended or repealed at any regular meeting of the AKHSBB provided that the specific alterations, amendments, repeals meet the following requirements:

- They have been posted and made available to the general membership for at least 10 days prior to an Executive Board or general membership meeting
- They are listed on the agenda for the current meeting at which the bylaw changes shall be considered and voted upon for approval
- Adoption of the bylaws will be by a simple majority vote of those present or via electronic vote

The bylaws will be provided to the Ardrey Kell High School principal as required.

Article X General

In the event there is a conflict between the bylaws and any existing CMS school policy or federal/state/municipal law, the policies and laws are controlling and the bylaws cannot supersede existing laws.

All materials purchased by the AKHSBB shall be considered property of the AKHSBB until such time as Ardrey Kell High School/Charlotte Mecklenburg County School District deems OR until sold by the AKHSBB proper.