

ST. JAMES HIGH SCHOOL BANDS

THE BYLAWS OF THE ST. JAMES HIGH SCHOOL BAND BOOSTERS

Revised April 30, 2015

ARTICLE I. NAME

The name of this organization shall be the **ST. JAMES BAND BOOSTERS**, hereinafter sometimes called **the Organization**.

ARTICLE II. PURPOSE AND POLICIES

Section 1. Purpose

The purpose of the St James Band Boosters shall be:

- A. To provide assistance and services for the St. James Band Department and to all supportive units as may be added.
- B. To bring into closer relationship the home and school, that parents and band department(s) may cooperate in all phases of the school's band program.
- C. To promote and encourage community support of the St James High School Band program.
- D. To work with and assist the Band Director(s).
- E. To plan and implement fundraising for support of activities and projects.
- F. To assume responsibility for publicity covering activities or projects sponsored by the organization and the band department
- G. This organization is 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.

Section 2. Policies

The activities, events and projects of this organization shall be approved by the Band Director and the Principal, and must be in keeping with the policy of the school district.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications for Membership

- A. The membership of the organization shall include the parents or legal guardians of the students in the band program.

- B. Students may be non-voting members of the organization.
- C. Associate membership may be extended to any of those in the community interested in the purpose of the organization. Associate members shall have all the privileges of regular members, with the exception of voting and holding the office of President or Vice President

Section 2. Voting Privileges

Each member shall have one vote on any matter under consideration by the membership at a meeting of the membership.

ARTICLE IV. OFFICERS

Section 1. Personnel and Responsibilities

- A. The officers of this organization, who shall all serve without compensation, shall be:
 - President,
 - 1st Vice-President/ Chaperones & Public Relations,
 - 2nd Vice President /Fundraising,
 - Recording Secretary,
 - 1st Treasurer/General Accounts,
 - 2nd Treasurer/student accounts, and
 - At-Large member
- B. The Band Directors in conjunction with the Principal will participate in an advisory capacity.
- C. To be eligible to hold an office of President or Vice President, a member must have a child who is a current, active participant in good standing in the St James Band Program.
- D. All officers shall perform the duties prescribed in the parliamentary authority as set forth in **Robert's Rules of Order Newly Revised**, in addition to those outlined in these Bylaws and those assigned from time to time.
- E. All officers shall transfer to their successors all books, papers and other property of the organization in their possession at the May meeting of the Board of Directors.

Section 2. Nomination and Election

A. Nomination

1. The President shall appoint a Nominating Committee no later than the general membership meeting in March. The Band Director shall also serve on this committee.
2. The Nominating Committee shall attempt to reach each member to establish his or her interest in serving as an officer and/or committee chairperson.
3. In addition to the nominations presented by the Nominating Committee, nominations shall be taken from the floor, with the prior permission of the nominee, upon a proper second of said nomination.

B. Election

1. Election of officers shall be held at the April general membership meeting of the organization and elected officers will assume their duties at the May general membership meeting.
2. Elected officers shall serve a term of one year beginning in May and ending in May the following year with a maximum of three consecutive terms in the same position.

C. Vacancies

1. Any office vacated for any reason during the term must be filled by special election.
2. Any officer or committee chairperson may be removed by a two-thirds majority vote of the Board of Directors.

Section 3. Duties

A. President

1. Shall be the Chief Executive Officer of the St James Band Boosters.
 - A. Presides at all Board of Directors and general membership meetings and maintains order.
 - Puts all questions, when seconded, to a vote.
 - Acts as judge of all elections and declares results.
 - Casts a deciding vote in the case of a tie.
 - B. Maintains communication with the Band Director and all other officers of the organization.
 - C. Supervises the business affairs of the organization.
 - D. Enforces a strict observance of the Articles of Incorporation, Bylaws and standing rules of the organization.
2. Shall, with the approval of the Board, appoint all standing and special committee chairpersons.
3. Shall, with the approval of the Board, create committees as needed and shall assign their duties.
4. Shall be an ex officio member of all committees, except Nominating.
5. Shall appoint a Budget Committee, which shall review the books of the organization at the end of the fiscal year;
6. Shall direct the Secretary to call special meetings of the organization.
7. Shall represent the organization at any meeting which he or she is invited to attend.
8. Shall, at the end of his or her term, have a consultation session with the incoming President and shall forward all appropriate files, reports, and keys at that time.

9. The President shall be one of three officers with signature authority for the organization's financial accounts.

B-1. 1st Vice-President/Chaperones and Public Relations

1. Shall enlist members of the organization to serve as chaperones for any and all activity(ies) deemed necessary by the Band Director(s).
2. As part of this function, will distribute Horry County Schools Volunteer Forms to all parents and shall maintain a file of said forms, to be housed in the St. James Band Office.
3. Be responsible for contacting volunteers prior to each event and sending volunteering schedules to the appropriate parents and the Band Director(s).
4. With the guidance of the Band Director(s), investigate, plan, and arrange the details of all trips of the Band as needed.
5. Shall carry out such specialized duties as are required for the organization.
6. Shall perform the duties of the President in the absence of the President.
7. Shall, upon the resignation of the President, fill the office of President until a special election can be held.
8. Shall be in charge of parliamentary procedure.
9. Shall prepare a final year-end executive summary of his or her activities and duties, which shall be presented to the President in May.

B-2. 2nd Vice President

1. Shall research and those ways of raising funds necessary for financing the activities of the band program and booster organization.
2. Coordinate with individual fundraiser chairs and implement fundraising activities upon the approval of the Board of Directors and the general membership.
3. Shall maintain records of suppliers, project evaluations, and shall transfer all monies to the treasurer for deposit.

C. Secretary

1. Shall attend all meetings and acts as clerk, thereof, recording all votes and minutes of all organization transactions.
2. Shall keep a copy of the St. James Band Boosters Articles of Incorporation, and Bylaws.
3. Shall attend to all routine correspondence, including sending appropriate thank-you notes.

4. Shall make available to each member of the Board and the Band Director a copy of the minutes of each meeting within a week of that meeting.
5. Shall present a written report of minutes at all regular meetings.
6. Shall maintain a record of all dues paying members, as well as attendance at all board and general membership meetings.
7. Shall maintain a file of all recordings, communications and flyers
8. Shall, upon leaving office, transmit all records and property of **the Organization** to his or her successor.

D-1. 1st Treasurer-General Accounts

1. Shall chair the Budget committee and be responsible for presenting the proposed budget for the coming year to the Board of Directors and the general membership for adoption at the last general meeting of the current fiscal year.
2. Shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
3. Shall be custodian of all monies, recording the same in a ledger
4. Shall maintain correct accounts of all monies and shall see that deposits and payments are made as designated by the Board of Directors, in accordance with the procedures set forth by St. James Band Boosters.
5. Shall present a complete financial report at each meeting.
6. Shall prepare a summary of finances at the end of the fiscal year, which shall be available to all organization members. Included in said report shall be an itemization of expenses and profits from each fundraising activity.
7. The Treasurer shall be one of three officers with signature authority for the organizations financial account.

D-2. 2nd Treasurer-Student Accounts

1. Shall be a member of the Budget Committee and assist in presenting the proposed budget for the coming year to the Board of Directors and the general membership for adoption at the last general meeting of the current fiscal year.
2. Shall assist in filing the appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
3. Shall be recorder of student account ledgers.
4. Shall assist in maintaining correct accounts of all fair share monies and shall see that deposits and payments are made as designated by the Board of Directors, in accordance with the procedures set forth by the Band Boosters.
5. Shall present families with quarterly statements of fair share account statuses.
6. Shall assist in preparing a summary of finances at the end of the fiscal year, which shall be

available to all organization members. Included in said report shall be an itemization of expenses and profits from each fundraising activity.

7. The treasurer shall be one of three officers with signature authority for the organizations financial accounts.

E. At Large Member

1. Shall function as a liaison with the band parents in the organization.
2. Shall provide assistance to the Board of Directors as needed.
3. Shall be an equal voting member of the Board of Directors.
4. Shall serve on the Nominating Committee.
5. Shall provide advisory assistance to the Band Director(s)

ARTICLE V. BOARD OF DIRECTORS

Section 1. Personnel and Term

- A. The elected officers of the organization, standing committee chairpersons, and the Band Director shall constitute the Board of Directors.
- B. A Board member's term of service is the administrative year for which he or she is appointed.
- C. Band officers shall serve in an ex officio capacity.

Section 2. Duties

The Board of Directors shall facilitate the business of the organization. This shall include the following:

- A. Review and approval of the plans and activities of the various committees.
- B. Recommendation to the general membership approval of the annual budget, as well as modifications to the annual budget.
- C. Recommendation to the general membership approval of specific expenditures, either for the operation of the organization or for the benefit of the band, in keeping with the guidelines of the annual budget
- D. Review and evaluation of the plans of the Ways and Means Committee for fundraising projects, with presentation of appropriate options to the general membership for approval or modification.

Section 3. Meetings

- A. The Board of Directors shall hold a minimum of six (6) meetings during the fiscal year.
- B. The Board of Directors shall ordinarily meet two weeks before the stated general membership meeting.

Section 4. Quorum and Voting

Two-thirds (2/3) of the Board of Directors constitutes a quorum. A two-thirds (2/3) majority of the Board of Directors members voting shall be necessary for action on the following:

- A. Articles of Incorporation and Bylaws amendments.
- B. Approval of committee chairpersons.
- C. Fundraising activities and projects.
- D. Annual Budget
- E. Any budget line overrun or un-budgeted expenditure in excess of \$500.
- F. Approval of expenses for any student and/or band director attending honors, district, regional or state festivals.

ARTICLE VI. MEETINGS

Section 1. General Membership

A. Meeting Guidelines

1. The St James Band Boosters shall hold a minimum of six (6) regular general membership meetings per year. The Annual Meeting shall be held in May and shall be the last meeting of the year. The gavel shall be passed and the proposed budget shall be approved at the Annual Meeting.
2. The General Membership Meeting of the organization shall be held on the second Tuesday of each month from August to May, beginning at 6:00 pm., unless otherwise directed.
3. As requested, the Band Director will encourage attendance by making suitable announcements
4. Scheduled meetings may be changed or canceled by the President or the Board of Directors. Membership shall be notified of all such meeting schedule changes or cancellations.

B. Quorum

Members present and voting shall constitute a quorum for the transaction of any business at any regularly scheduled or special general membership meeting.

C. Voting

A simple majority of the members present and voting shall be sufficient to carry a motion, taking action on the following:

- a. Articles of Incorporation and Bylaws amendments (requires 2/3 majority approval).
- b. Fundraising activities and projects.
- c. Annual Budget
- d. Annual vote on approval of expenses for any student and/or band director attending honors, district, regional or state festivals.
- e. Any budget line overrun or un-budgeted expenditure in excess of \$500.

Section 2. Board of Directors

- A. Board of Directors meetings shall be held during the last full week of each month, at the discretion of the Board.
- B. A report of business transacted at each Board of Directors meeting shall be made by the President at the following meeting of the general membership.

C. Two-thirds (2/3) of the members of the Board of Directors shall constitute a quorum.

Section 3. Special Meetings

- A. Special meetings may be called at the discretion of the Board of Directors, the President, and/or the Band Director.
- B. All organization members are to receive notification of such meetings, stating the purpose of said meeting.
- C. Business transacted at all special meetings shall be confirmed to the objects stated in the call and matters germane thereto.

Section 4. Order of Business

- A. Call to Order
- B. Report of the Secretary
- C. Report of the Treasurer
- D. Report of the Band Director
- E. Committee Reports
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

ARTICLE VII: COMMITTEES

Section 1. Definition and Guidelines

A. Standing Committees

Standing Committees are those whose activities are continuing in the program and operation of the St James Band Boosters. These committees shall include:

Budget,
Bylaws,
Chaperon/Travel/Trip,
Concessions,
Membership & Telephone,
Nominating,
Public Relations and
Ways and Means.

These committees shall consist of members from the general membership and shall not be limited in number.

B. Special Committees

Special committees shall be established by the President with the approval of the Board of Directors which shall designate their powers and the term of each committee's appointment

C. Chairpersons

A chairperson for each committee shall be appointed by the President, with the approval of the Board of Directors. Terms shall be for one year and any organization member is eligible to serve. A chairperson shall have general supervision of the committee, shall hold meetings and conduct business when necessary, shall serve on the Board of Directors, and shall submit a report to the Board of Directors periodically and present a report at each general membership meeting.

Section 2. Standing Committees

A. Budget

1. Personnel

The Budget Committee shall be composed of the Band Director, elected officers, and the chairperson of the Ways and Means Committee (as applicable). The Treasurer shall serve as chairperson.

2. Duties

- a. Prepare and submit to the organization a proposed budget for the coming year at the May meeting of the General Membership.
- b. Review the books of the St James High Band Boosters at the end of the fiscal year, submitting a final fiscal report to the Board of Directors.

B. Bylaws

1. Personnel

The Bylaws Committee shall be composed of three members, appointed by the President.

2. Duties

This committee shall review the Articles of Incorporation, Bylaws, and Standing Rules of the St. James Band Boosters annually, recommending for consideration any changes deemed necessary.

C. Chaperon/Travel/Trip

1. Personnel

The Chaperon/Travel/Trip Committee shall be composed of a chairperson and a variable number of members, dependent on number of band trips planned.

2. Duties

- a. Enlist members of the organization to serve as chaperons for any and all activity (ies) deemed necessary by the Band Director.
- b. With the guidance of the Band Director, investigate, plan and arrange the details of all trips of the Band as needed.

D. Concessions

1. Personnel

The Concessions Committee shall be composed of a chairperson or co-chairpersons and other members of the organization, as needed to man concession booth.

2. Duties

- a. Organize and implement concession booth plan, to include food, volunteer, manpower, and related matters.
- b. Maintain supplies and facilities.
- c. Maintain records regarding supplies, facilities, project evaluations, and monies.

E. Membership and Telephone

1. Personnel

The Membership and Telephone Committee shall be composed of a chairperson and a variable number of members, dependent on the number of band members.

2. Duties

Collect dues and issue membership cards, forwarding the membership list to the Secretary regarding school band and organization activities.

F. Nominating

1. Personnel

The Nominating Committee shall be composed of a chairperson and three members, appointed by the President no later than the March General Membership Meeting. The Band Director will also serve as a member of this committee.

2. Duties

- a. Contact each member of the organization to determine his or her interest in serving as an officer or committee chairperson.
- b. Recommend a single slate of officers at the April General Membership Meeting for a vote of approval.

G. Public Relations

1. Personnel

The Public Relations Committee shall be composed of a chairperson and a variable number of members, dependent on the number of Band activities planned for the year.

2. Duties

- a. Gather, publish, and distribute all important information about the activities, accomplishments, and projects of the Band, Band members, and the organization.

- b. Handle publicity-related to the activities of the Band and the organization.
- c. Develop internal public relations within the school.

H. Ways and Means (appointed by President as needed)

1. Personnel

The Ways and Means Committee shall be composed of a chairperson and one member (minimum).

2. Duties

- a. Research and recommend those ways of raising funds necessary for financing the activities of the booster organization.
- b. Coordinate and implement fundraising activities upon the approval of the Board of Directors and the general membership.
- c. Chairperson shall maintain records of suppliers, project evaluations, and all monies.

ARTICLE VIII. FISCAL STANDARDS AND POLICIES

Section 1. Fiscal Year

The Fiscal Year shall be from July 1 through June 30

Section 2. Description

- A. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purposes clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- B. Monies raised, by, for or in the name of the St. James Band under the sponsorship of the band boosters organization become the property of the band booster organization.

Such funds are to be used only to cover minimal operating expenses to support approved projects.
- C. A vote will be taken annually to determine if the organization will pay the expenses for any student and/or band director attending honors, district, regional, or state festivals.

Section 3. Accounts and Audit

- A. All disbursements shall be made by check with two authorized signatures or by debit card and all deposits shall be made in the name of St. James Band Boosters.
- B. Organization financial records will be reviewed by the Budget Committee at the end of the fiscal year.
- C. Any money received shall be receipted and documented by the Treasurer.

Section 4. Committee Authorization

- A. Committees engaging in fundraising projects must have approval by a majority of the general membership before the organization's name may be used.
- B. All bills for expenses incurred by a committee should be approved promptly by the committee chairperson and forwarded to the Treasurer so that payment may be rendered in a timely manner.
- C. No un-budgeted expenses shall be incurred in the name of the organization without prior consent of the Board of Directors.

Section 5. Dissolution

Upon dissolution of the St. James Band Boosters, 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 government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IX. STUDENT AWARDS

Section 1. Structure

- A. Band members who have successfully completed two years of marching band participation will be eligible for the St. James High School Band letter, based on recommendation by the Band Director. Each additional year the student qualifies to receive a letter will be signified by a pin.
- B. For each year of participation, student will receive a ribbon.
- C. Other awards may be given at the discretion of the Band Director(s).

Section 2. Guidelines

- A. Decisions on award recipients shall be made by the Band Director(s).
- B. Awards shall be funded by the St James Band Boosters.

ARTICLE X. STANDING RULES

Section 1. Approval and Authority

All matters pertaining to the activities, events, and projects of the St. James High School Band and the St

James Band Boosters must meet with the approval of the Band Director and the Principal and must be in keeping with the policy of the school district

Section 2. Meetings

- A. Each member shall have an equal right to speak on all matters brought before the organization.
- B. Each member granted the right to speak would first give his or her name.
- C. No matters will be discussed that originate outside the organization. All matters must be introduced by an organization member.
- D. Political speakers will not be allowed to occupy the time of the organization.

ARTICLE XI. PARLIAMENTARY AUTHORITY AND AMENDMENTS

Section 1. Parliamentary Authority

- A. The latest edition of **Robert's Rules of Order Newly Revised** shall govern the organization in all cases to which they are applicable and consistent with any provision of these Bylaws.
- B. The Vice-President shall serve as parliamentarian.

Section 2. Amendments

- A. Articles of Incorporation

The Articles of Incorporation may be amended by a two-thirds (2/3) majority vote of the entire voting membership taken at any general-membership meeting, provided the-proposed amendment has been determined necessary by counsel and submitted at a previous general membership meeting or has been mailed to each voting member at least three (3) weeks prior to the meeting at which the vote is taken. Revised Articles of Incorporation shall be subsequently filed in accordance with the established laws of the State of South Carolina.

- B. Bylaws

1. The Bylaws may be amended by two-thirds (2/3) vote of the members present and voting at any regularly scheduled or special general membership meeting provided the proposed amendment has been submitted at a previous general membership meeting or has been mailed to the membership at least two (2) weeks prior to the meeting at which the vote is taken.
2. The Board of Directors may make changes for the sake of clarity and which in no way alter the intent of the Bylaws. The Bylaws Chairperson shall educate the membership on these changes.