

# **Draughn Band Boosters, Inc. By-Laws**

## **ARTICLE I**

### **Name**

The name of the organization shall be the Draughn Band Boosters, Inc. and will be recognized as a support organization for band activities.

## **ARTICLE II**

### **ARTICLES**

This organization exists as an incorporated club of its members. Its “articles of incorporation” comprise these by-laws, as from time to time, amended, and its articles of organization. If any in the absence of separate articles of incorporation, these by-laws shall be deemed to be the articles of organization. In the event of any conflict between these by-laws and the article of incorporation, these by-laws shall govern.

## **ARTICLE III**

### **OBJECTIVE**

1. To promote and encourage our children to develop and maintain their interest in music, not only at school, but also in their homes, churches, and communities.
2. To raise standards of music in our public schools.
3. To bring our students, parents, and music teachers into closer relationship
4. To foster an organization with members of mutual interests
5. To help supplement a budget for the procurement of needed musical supplies and instruments
6. To assist in making it possible for our musical groups to actively participate in such special events as State Band Contests. Etc.

## **ARTICLE IV**

### **POLICIES**

#### *SECTION 1*

The purpose of the organization shall be to enhance and support the band program and shall be developed through membership, special projects, committees and programs.

#### *SECTION 2*

This organization shall be non-commercial, non-secretarial, and non-partisan. No commercial enterprise shall be used in any connection with a commercial concern or with any partisan interest for any purpose other than that of the regular work of the organization.

#### *SECTION 3*

This organization shall not seek to direct the administration's activities of any school nor to control policies. Further, this organization shall not attempt to control the normal operation of instruction and discipline as set forth by any County Board of Education, whether during the school day or on a field trip, as performed by the band director.

#### *SECTION 4*

This organization may cooperate with other organizations and special groups of the school. However, the representative of this organization shall not make commitments that shall bind the organization until presented and voted on by the organization's members.

## **ARTICLE V**

### **MEMBERSHIP AND DUES**

#### *SECTION 1*

Parents, grandparents, and legal guardians of band members currently enrolled in the band program, as well as, parents, grandparents, and legal guardians of previous band members, who are in good standing with the booster organization, shall be allowed to obtain voting status or hold an executive position within the organization. Supporters of the band program, including previous band members, who have not had a child or grandchild in band may become members of the organization, however they will not be able to vote or hold an executive position

Members in good standing may renew their membership each year.

Members not in good standing will be defined accordingly:

- a. Member has confessed to or been convicted of a crime dealing with the Band Booster Organization.
- b. Member has Grossly misused or misrepresented the name of the Band Booster Organization
- c. Member has been banned by the school administration from the school/and or school property currently being supported.
- d. Member has attempted to control the normal operation of instruction and or discipline, as set forth by this County or Board of Education, whether during the school day, or on a field trip, as performed by the Band Director or Assistant Band Director.

The Executive Committee will receive verification in writing of any grievances against members, Executive Committee, Band Director, Assistant Band Director and or Guest or Paid instructor. These letters will become part of our minutes.

#### *SECTION 2*

The annual dues for membership in this organization shall be \$10.00 for each voting member.

### *SECTION 3*

Annual enrollment of members shall be conducted in April. This will allow for memberships from upcoming 9th grade parents to be taken during their spring concert season.

Additional members may be accepted at any regular meeting. A waiting period of one month (30/31 days) from application will be required before voting privileges are granted.

### *SECTION 4*

Only members in good standing of this organization shall be eligible to vote in its business meetings or to serve in any of its appointive positions (as per Section 1 of this Article)

### *SECTION 5*

The Membership year for the Draughn Band Boosters, Inc. shall begin in April and remain in effect until June of the following year.

### *SECTION 6*

The Band Director is a voting member of the organization

### *SECTION 7*

The Assistant Band Director is a voting member of the organization

## **ARTICLE VI**

### **OFFICERS AND THEIR ELECTION**

#### *SECTION 1*

The general officers of this organization shall be the president, vice president, secretary and treasure, each elected annually. A husband/wife may serve as Co-presidents and Co-Vice Presidents with individual voting privileges.

#### *SECTION 2*

Nominations for officers shall be made by the nomination committee selected by the executive committee which shall report at the meeting previous to the election the names of a candidate for each office. (As per section 4 of article 5).

The nomination committee will consist of four people: band director, a parent representative of each rising class not to include current officers. (Rising class defined as rising 10th, 11th, and 12th grades.) The nomination committee will also be responsible for tallying votes by counting the paper ballots. In order to vote a member must be present at the meeting during which elections are held. At said election, votes will be cast by paper ballot.

#### *SECTION 3*

A vacancy occurring in an office shall be filled by vote of the organization at its next regular meeting after receiving written notification of the vacancy.

A vacancy of two or more officers of the executive committee shall be filled by a vote of the organization at its next regular meeting. If it occurs after the officer or officers have

served 1/2 to 3/4 of the current year has been completed, the office nominations and vote will stand for the remaining year and the new upcoming year, Upon a majority vote of the members of the band booster organization and documented in the minutes.

#### *SECTION 4*

If a large portion of the voting membership feels that an officer has been negligent in his or her duties or has committed a crime and or infringement of the bylaws, a “recall vote” may be called.

If, by signed petition, 33% of the voting membership asks for a vote under the following circumstances:

1. In officer has confessed to a crime dealing with the booster organization
2. In officer has grossly misused or misrepresented the name of the booster organization
3. In officer fails to perform his or her duties to the club (3 consecutive absences from meetings or events without good reason)

## **ARTICLE VII**

### **COMMITTEES**

#### *SECTION 1*

The executive committee shall consist of the officers of the organization, the band director, and the chairman of the standing committees.

#### *SECTION 2*

The President shall appoint, with the approval of the executive committee, such standing and special committees as are required to promote the objectives and interests of the organization

#### *SECTION 3*

The President shall be a member ex-officio of all committees except the nominating committee.

#### *SECTION 4*

The band director shall be a member ex-officio all committees

#### *SECTION 5*

A grievance policy shall be established to handle complaints within the organization

1. Grievance must be verified in writing and submitted to the executive committee
2. The executive committee will schedule a meeting to follow up on the grievance
3. The executive committee will notify the other party to meet and gain more information.
4. The executive committee will meet and determine a resolution if it's a minor dispute or will decide to send to further mediation if it's a major dispute. The executive committee will present to both parties separately. If the parties disagree with the decision, proceed to mediation.

5. Both parties involved in the grievance will be heard by two impartial mediators from the following: school administrator, principal, assistant principal, minister, or designee assigned by school administrator
6. The mediators will then bring the grievance from both sides to a meeting of the executive committee.
7. The executive committee will hear the grievance and render a verdict by a written vote
8. Verbal and written warnings and reprimands will be given by the executive committee concerning the grievance
9. The band booster organization will hold a secret ballot vote, if there is a reason for expulsion of a member that has been found not to be in good standing at the regular meeting or emergency called meeting.

**GRIEVANCE GUIDELINES:** When determining if it is a grievance, does it ...

1. Undermine the organization through disruption of the student members through slander and turmoil
2. Undermine the respect of the band director, assistant band director, guest instructors, and or executive committee
3. Member not in good standing
4. Use good moral and ethical standards in making decisions regarding the grievance

## **ARTICLE VIII**

### **MEETINGS**

#### *SECTION 1*

A regular meeting of the organization will be held on the first Monday of each month of the school year, August through June, unless otherwise directed by the executive committee of the organizational members.

Further, the entire organization shall meet as needed from the date of the first football game until the end of October to better understand the financial demands of the bands busiest time of year

#### *SECTION 2*

Special meetings of the organization may be called by the executive committee. In attempt must be made to notify all members 24 hours in advance

#### *SECTION 3*

If the membership is 20 or less, six members shall constitute a quorum

If more than 20 members, three 4th of the officers plus one 10th of the membership present at any regular meeting shall constitute a quorum

#### *SECTION 4*

A special meeting of the executive committee may be called by the president or by a majority of the members of the committee

#### *SECTION 5*

For inclement weather conditions, if there is no school due to ice or snow, then the regular meeting will be rescheduled for the following Monday.

## **ARTICLE IX**

### **AMENDMENT**

#### *SECTION 1*

The bylaws may be amended at any regular meetings of the organization by two thirds thirds vote of the members present, provided that the proposed amendment has been submitted at the previous meeting.

All amendments become effective upon approval of the organization

#### *SECTION 2*

It's A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by majority vote at the meeting of the organization, or by two thirds vote of the executive committee

## **ARTICLE X**

### **DUTIES OF OFFICERS**

#### *SECTION 1*

PRESIDENT- The president shall preside at all the meetings of the organization and of the executive committee and shall perform such other duties as may be prescribed in these bylaws or assigned to him or her by the organization or by the executive committee, and shall coordinate the work of the officers and committees in order that the objectives may be promoted.

#### *SECTION 2*

VICE-PRESIDENT - The Vice President shall act as aid to the President and shall perform the duties of the president in the absence or inability of the president to serve.

#### *SECTION 3*

SECRETARY - The secretary shall record the minutes of all meetings of the organization and shall perform such duties as may be needed. He or she must make a check for role before each meeting

#### *SECTION 4*

TREASURER - The treasure shall keep an accurate record of receipts and expenditures. All expenditures must be paid by check and/or credit card. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive committee.

## **ARTICLE XI**

## **HANDLING OF ORGANIZATIONAL MONIES**

### *SECTION 1*

Collections of monies for the organization shall be the responsibility of the event chairperson and must be witnessed by at least two voting members of the organization

### *SECTION 2*

Both the treasurer and the president will receive regular monthly statements from the bank to compare to the treasurer's monthly report.

### *SECTION 3*

In an emergency situation in which some piece of budgeted or non-budgeted musical equipment has been lost, broken, or otherwise needs to be replaced on short notice and or in the case of a performance, the band director or his designated representative may purchase the piece or pieces of equipment up to \$250 without approval.

### *SECTION 4*

All monies directly involving students and student sales shall be deposited within the Draughn Band Boosters, Inc. Band account, to be dispersed by the Band Director and the Band Booster Executive Committee, according to the needs of the band, its students, and their parents.

Collection of school money policy is set forth by the principal and the Financial Secretary of Jimmy C. Draughn High School. These policies are published in the Teacher Handbook, and, whereas they may change from time to time, should be followed according to the current administration.

### **Amendment I**

This shall amend the entire By-Laws to reflect previous amendments approved by past voting members.

### **Amendment II**

This shall amend **Article IV, Section 3, page 2**

This organization shall not seek to direct the administration's activities of any school *nor* to control policies.

### **Amendment III**

This shall amend **Article V, Section 5, page 3**

Change Jimmy C. Draughn Band Boosters to Draughn Band Boosters, Inc. to reflect the amendment made by previous band boosters.

**Amendment IV**

This shall amend **Article VII, Section 5, page 5**

Reword and reorder the steps to file a grievance to streamline the process.

**Amendment V**

This shall amend **Article VII, GRIEVANCE GUIDELINES, page 5**

Add the statement, “When determining if it is a grievance, does it ...” and change the word Undermining to Undermine.

**Amendment VI**

This shall amend **Article VIII, Section 3, page 6**

Corrected the word shout to shall ... “six members shall constitute a quorum” and added “three 4th of officers plus” to the one 10th of the membership

**Amendment VII**

This shall amend **Article X, Section 1, page 6**

Remove the last sentence regarding the duties of the President ... “Further the president shall maintain close check on the assets of the organization and receive and retain copies of the treasury/bank records to verify those same assets in coordination with the executive committee.”

**Amendment VIII**

This shall amend **Article X, Section 4, page 7**

All expenditures must be paid by check and/or credit card.

**Amendment XIX**

This shall amend **Article X, page 7**

Remove **Section 5** - Immediate Past President duties

**Amendment X**

This shall remove **Article XI, Sections 1-3, page 7**

This article was deemed redundant and unnecessary at this time.

**Amendment XI**

This shall amend by reassigning the number so **Article XII** is now **Article XI, page 7**

**Amendment XII**

This shall amend **Article XI, page 7**

The title of Article XI shall now be “Handling of Organizational Monies”

**Amendment XIII**

This shall amend **Article XI, page 7** in order to streamline the article

Remove Section 2 and Section 4

**Amendment XIV**

This shall amend **Article XI, page 7** in order to streamline the article

Omit all of Section 3 except last sentence and reassign as Section 2

**Amendment XV**

This shall amend **Article XI, page 7** in order to streamline the article

Reassign Section 5 as Section 3; change last sentence in 1st paragraph to ... *pieces of equipment up to \$250 without approval*; and omit 2nd paragraph

**Amendment XVI**

This shall amend by moving **Article XIII, Section 1** to **Article XI, Section 4** in order to streamline the Articles and omit redundant information or outdated processes. Changes include...



Changing Jimmy C. Draughn Band Boosters Band to Draughn Band Boosters, INC

Omitting the word fundraiser in the first sentence of Section 1

Omitting *held by Jimmy C. Draughn High School*

Omitting *and secondary, by the ... Jimmy C. Draughn High School*

Omitting paragraphs 2, 3, 4, and 5

Omitting *Collections of School Money* section and *Financial Collections-Stadium* section