

Northgate High School Band Boosters, Inc

Bylaws

Amended: April 2007

Article I

Name

Section 1. Name: The name of the Organization is the Northgate High School Band Boosters, Inc. a non-profit, volunteer organization.

Section 2. Office: The principle office of the organization is the Northgate High School Band, Northgate High School, Newnan, Georgia. The principle mailing address is:

Northgate High School Band Boosters, Inc.
C/o Northgate High School
3220 Fischer Road
Newnan, GA 30265

Alternate mailing address:

Northgate High School Band Boosters, Inc.
3150 East Highway 34
Suite 209, Box 164
Newnan, GA 30265

Website: www.northgateband.org

Article II

Purpose

Section 1. Purpose: The purpose of the organization is

1. To provide financial assistance and logistical support for those projects that are suggested by the instructor or the membership and approved by the membership;
2. To promote and maintain an enthusiastic interest in the various phases of the Instrumental Music Department of the Northgate High School Band;
3. In conjunction with the Instrumental Music Department Directors, to inform members about the activities and projects of the Department;
4. To promote the highest possible degree of excellence in the Instrumental Music Department.

Article III

Membership Affiliation

Section 1. Membership:

1. The members shall be all parents or legal guardians of students participating in the Instrumental Music Program.
2. The Band Booster organization welcomes the participation and support of all volunteers who may not be a parent or legal guardian but whose interest is to further the purpose of the organization.
3. The Instrumental Music Department Directors and their assistants shall be ex officio non-voting members of the organization.

Article IV

Officers

Section 1. Officers:

1. The officers of the organization shall be President, Vice President, Secretary, and Treasurer.
2. Any member with a student currently active in the Instrumental Music Department and in good standing is eligible to serve as an officer.
3. Chairpersons are appointed by the President.
4. A member shall hold only one office at a time, and shall not serve more than two consecutive terms in the same office.
5. Officers serve without compensation, and agree to deliver to their successors all office material within 30 days following elections.
6. The Executive Committee may secure the fidelity of any or all officers by bond or otherwise.

Section 2. Nominations:

1. A Nominating Committee of five (5) members will be selected during the month of September.
2. Three members, not on the Executive Committee, shall be presented by the President at the general membership meeting in October, and one of these will be appointed chair.
3. Two additional members will be the Instrumental Music Department Directors.
4. The Nominating Committee, during the month of October, shall collect the names of those members, who are eligible and are willing, to serve in an elected position.
5. At the November meeting the Nominating Committee will present the names of nominees who have agreed to serve. Additionally, the Nominating Committee will accept nominations from the floor, with the consent of the nominee.

Section 3. Elections:

1. Election of officers shall take place at the December meeting.
2. Elections will be presided over by the chair of the Nominating Committee.
3. If there is more than one candidate for an office, election shall be by secret ballot counted by the Nominating Committee.
4. A majority vote of the members present shall constitute an election.
5. Elected officers shall serve a term of one year beginning January 1 and ending December 31 of the same year.
6. All elections shall be by written ballot.
7. Each member of the organization is entitled to one (1) vote for each office.
8. Once the ballots have been submitted, they may not be changed.
9. Results of the tabulations are final.
10. The Nominating Committee shall appoint two tellers the night of elections to assist in counting the ballots.
11. The Nominating Committee Chairperson will accept absentee votes for a period of fourteen (14) days prior to the December election meeting, provided the member is unable to attend the December election meeting.
12. Ballots will be collected in the red box located in the Director of Music's office.

Section 4. Duties of the President:

1. The President shall preside at all executive and general meetings, shall oversee the business affairs of the association, and shall be in communication with the Instrumental Music Department Directors and all other officers of the organization.
2. The President shall enforce a strict observance of the bylaws of the association, and shall put all questions, when seconded, to a vote.
3. The President shall appoint all standing and special committee chairs deemed necessary to fulfill the business and activities of the organization subject to the approval of the Executive Committee.
4. The President shall serve ex officio on all committees except the Nominating Committee, and shall represent the association at any meeting the association delegates invite him or her to attend.
5. The President also signs checks for the organization.
6. The President shall call special meetings of the organization as noted under Meetings.

Section 5. Duties of the Vice President:

1. The Vice President will perform the duties of the President in the absence of the President at meetings.
2. Upon resignation of the President, the Vice President shall fill the office of President until a special election can be held.
3. The Vice President shall be in charge of parliamentary procedure.
4. The Vice President will act as coordinator for all fundraising activities and secure necessary permits for such activities.
5. The Vice President shall work with the Instrumental Music Department Directors to publicize meetings and other activities of the organization.
6. The Vice President will coordinate the logistics of transportation for the band.

Section 6. Duties of the Secretary:

1. The Secretary attends all meetings and acts as clerk thereof, and shall record all votes and record and retain minutes of all its transactions.
2. At all regular meetings the Secretary shall present a written report of past meeting minutes, including a record of attendees.
3. The Secretary shall also distribute any literature or materials at meetings that are pertinent to planned discussion.
4. On instructions from the President, the Secretary shall conduct all correspondence of the organization including sending appropriate thank-you notes; copies of all correspondence will be given to the President.
5. The Secretary shall maintain a correct list of all members of the organization and shall keep a copy of the bylaws and a file of all recordings, communications, and flyers produced by the organization.
6. In the absence of the President and Vice President, the Secretary will perform the duties of the President at meetings.

Section 7. Duties of the Treasurer:

1. The Treasurer shall be the custodian of all monies and dues of the organization, recording the same in a bound ledger.
2. The Treasurer shall receive all funds due the organization, issue appropriate receipts, be solely responsible for deposit of funds in a designated depository determined by the Executive Committee, and shall pay all bills upon authorization of the committee.
3. Checks may be signed by the President or Treasurer.
4. The Treasurer shall be responsible for giving a complete financial report at each meeting, and shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
5. The Treasurer shall pay all orders when presented and approved by the organization. In an emergency and on approval of the President or Vice President, the Treasurer can disperse funds up to a limit of two hundred fifty dollars.
6. Such disbursements shall be reported to the association at the next regular meeting.
7. All disbursements will be made by check and all deposits in the name of the organization.
8. The Treasurer shall keep account of funds held by individual students and carry said accounts over from year to year.
9. The Treasurer will provide a confidential, individual report, of that student's account to that student / parent on a quarterly basis.
10. The Treasurer shall prepare a summary of finances for all general meetings, which shall be available to all association members.
11. Included in the report shall be an itemization of expenses and profits from each fundraising activity.
12. Records will be audited prior to December 31 each year by an audit committee appointed by the President in October if deemed necessary by the Executive Committee.

Section 8. Vacancies:

1. In case of a vacancy in the office of President, the Vice President shall serve until a special election can be held.
2. Any office vacated for any reason during the term must be filled by special election.

Article V Committees

Section 1. Executive Committee: The Executive Committee consists of all primary officers (President, Vice President, Secretary, and Treasurer) and the Instrumental Music Department Directors, who serve as ex-officio (nonvoting) members. The purpose of the Executive Committee shall be to facilitate business at general meetings. This shall include the following:

1. To review the plans and activities of the various other committees;
2. To evaluate plans for fundraising projects and to select and present appropriate options to the membership for approval or modification;
3. To recommend to the general membership specific expenditures either for the operation of the organization or for the benefit of the Instrumental Music Department, in keeping with the guidelines of the annual budget;
4. To recommend to the general membership modifications to the annual budget approved at the April meeting;
5. To solicit volunteers from the general membership to serve on various committees and to perform organization activities deemed necessary by the Executive Committee; and
6. To evaluate the effectiveness of various committee appointments and to recommend replacements where warranted.
7. The President can create and dissolve committees as necessary. The following committees may be created by the President to perform a specific, defined function. A Chairperson will be appointed and members participate as required by the Chairperson.
 - a. **Chaperone:** Shall ensure the safety of all band members during all activities by providing appropriate, responsible, adult supervision. The Chaperone Chairperson shall maintain communication and coordinate the transportation logistics with the Vice President, Director of Bands, other Chaperone's and Parents to ensure the personal safety of the students.
 - b. **Concession:** Shall manage and coordinate all activities in support of the concession stand sales including procurement and stocking of food items, staffing, sales, cash receipts and overall operation. This activity is primarily during home football games but other opportunities for similar duties may occur during the year.
 - c. **Percussion (Pit):** Shall act as liaison to the percussion instructor to support the members of the group including uniforms, chaperones and personal safety of the group.
 - d. **Uniform:** Shall organize, coordinate and keep in good repair all marching band uniforms.
 - e. **Fund Raising:** Maintain all existing fund raising projects, finding new projects and eliminating any current activities that are not profitable. The fund raising committee will find individuals to chair and direct individual projects. The fund raising committee is responsible for collecting all funds, reconciling and balancing and passing funds to the Treasurer for deposit into the organization's account. Coordinate all activities with the Vice-President
 - f. **Nominating Committee:** A Nominating Committee as described in Article IV, Section 2 (Nominations) shall be appointed in October for the purpose of nominating the following year's officers, to be voted upon at the December general meeting.

- g. **Special Committees:** Special committees may be established by the President with the approval of the Executive Committee for specific assignments from time to time throughout the year. A chairperson for each committee shall be appointed by the President with the approval of the Executive Committee. Any organization member is eligible to serve. The chairperson shall have general supervision of the committee, shall hold meetings and conduct business when necessary, and shall submit a report to the Executive Committee periodically and present a report at each general meeting.
- h. **Publicity:** Shall coordinate all external communication to the public in support of the Northgate High School Band Program. This includes but is not limited to newspaper, radio, football programs and any other forms of communication that will promote the efforts of all band programs.
- i. **Color Guard:** Shall act as a liaison to the Color guard instructor and supports the activities of the group including uniforms, chaperones, props and recording meeting minutes.
- j. **Equipment:** Shall coordinate transport and set-up of all band equipment to the field for various functions and including ball games, band competitions, band camp and other sites.
- k. **Props:** Shall coordinate the design, construction, and setup of props for the all games and competitions.
- l. **Medical:** The medical chairperson shall be appointed by the Executive Committee to coordinate all medical activities of the band members as defined by the Coweta County School's medical policy, to take charge of collecting all medical forms and waivers. The medical chairperson will be responsible for having in their possession for all events the group is present at, the first aid kit, medical release form, emergency release form, insurance information, and any medicine to be dispensed. No medication will be dispensed without a parental permission slip. This position requires general knowledge of first aid, CPR, and HIPPA requirements.
- m. **Webmaster:** The webmaster shall be appointed by the Executive Committee to coordinate and maintain the Northgate High School Band Booster's website. The webmaster is also responsible for providing the President and Vice President with update account information (Vendor Names, Account Numbers, User ids, and Passwords) for all accounts used to host and/or support the Booster website. These include but are not limited to the following: Website Hosting Company, E-mail service provider, Software vendor(s), and Paypal account(s). This position requires a general knowledge of computer operations and operating systems, website design, and design software.

Article VI Meetings

Section 1. General Meetings:

1. The general meeting of the organization shall be held on the first Tuesday of each month from August to June beginning at 7 P.M. unless otherwise directed by the organization or the Executive Committee.
2. The last meeting of the year shall be known as the annual meeting at which time annual reports shall be received.
3. The Instrumental Music Department Directors and Vice President are to encourage attendance by making suitable announcements.
4. Public notices shall be made of all meetings via posting on the organization's website.
5. Scheduled meetings may be changed by the Executive Committee.
6. Meetings shall be open to all members.

Section 2. Executive Committee Meetings:

1. Executive Committee meetings shall be held the first Monday of each month or at the call of the President or a majority of the Executive Committee.
2. All members of the Executive Committee shall be given reasonable prior notice by the Secretary regarding the time, place, and purpose of an Executive Committee meeting.
3. A report of business transacted at each executive meeting shall be made by the President at the following meeting of the general membership.
4. The Executive Committee will not meet without the President, or his/her designee, and the Instrumental Music Department Director, or his/her designee, present at the meeting.
5. A meeting of the Executive Committee can occur if written permission is given by both.
6. In the event of a tie vote at an Executive Committee meeting the issue will be presented to the membership at large for a vote.
7. Committee members may be called to address the Executive Committee on the status of their responsibilities but Committee members are not entitled to participate in confidential Executive Committee activities.

Section 3. Special Meetings:

1. Special meetings may be called by the President at any time or by a majority of the Executive Committee.
2. No other business may be transacted than that for which the special meeting was called.

Section 4. Quorum:

1. A meeting of members duly called shall not be organized for the transaction of business unless a quorum is present.
2. A quorum shall consist of the President or Vice President, the Secretary or Treasurer, and all members present.
3. A simple majority of the members present and voting shall be sufficient to carry a motion.

Section 5. Order of Business for General Meetings:

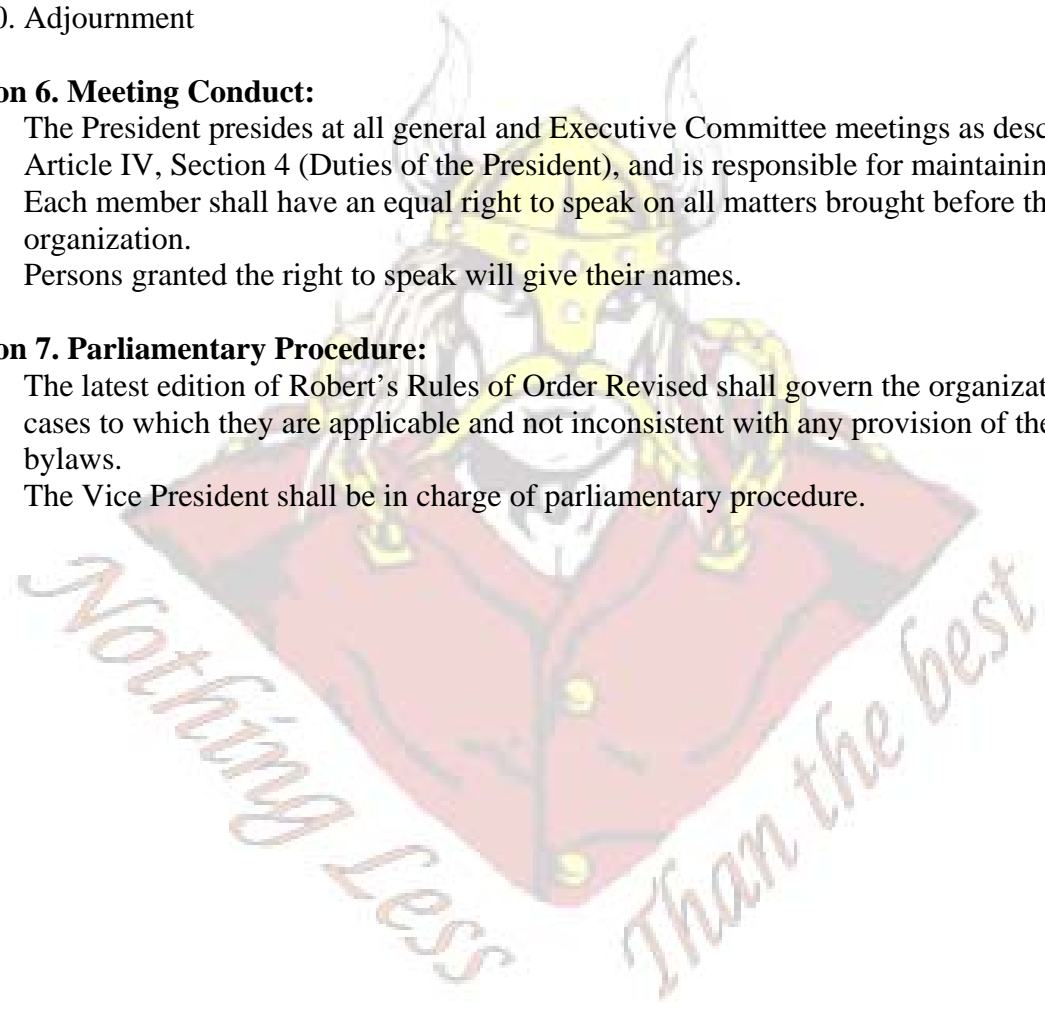
1. Call to order
2. Acceptance of minutes
3. Secretary's report and written communications
4. Treasurer's report
5. Committee reports
6. Instrumental Music Department Directors' reports
7. Student Band Council report
8. Old business
9. New business and member comments
10. Adjournment

Section 6. Meeting Conduct:

1. The President presides at all general and Executive Committee meetings as described in Article IV, Section 4 (Duties of the President), and is responsible for maintaining order.
2. Each member shall have an equal right to speak on all matters brought before the organization.
3. Persons granted the right to speak will give their names.

Section 7. Parliamentary Procedure:

1. The latest edition of Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of these bylaws.
2. The Vice President shall be in charge of parliamentary procedure.



Article VII

Finances and Fund Raising

Section 1. Finances: In addition to the Treasurer, all signatories on the organizations' bank accounts shall be bonded, if deemed necessary by the Executive Committee. Funds raised by, for, or in the name of the Instrumental Music Department under the sponsorship of the organization are to be used only for operating expenses and approved projects, activities, and programs of the Instrumental Music Department. The fiscal year shall be from June 1 to May 31.

Section 2. Fundraising: The Executive Committee shall recommend those ways of raising funds necessary for financing the activities of the booster organization and shall coordinate and implement them upon approval of membership. The Vice President will act as coordinator for all fundraising activities and secure necessary permits for such activities. A chair for each fundraising activity will be appointed as described in Article V, Section 1, sub section 7, paragraph g (Special Committees).

Section 3. Student Accounts: Student account records are to record each student's earned contribution toward trips or other planned student activities. A statement of student accounts will be made available to students / Parents quarterly and/or when requested by student or Parent. Funds recorded in these accounts are not the property of individual students and may not be refunded. All monies credited to a student but not used shall be carried over in the name of that student until the end of the student's attendance at the school. At that time such monies shall revert to the general treasury of the boosters, except if the student has a younger brother or sister in the instrumental music program, said monies shall be credited to him or her in an equitable manner.

Upon graduation, all of the funds in a student's account will revert to the General fund for the band. Students may not designate any funds in their account to be deposited in another student's account with the following exceptions:

- A. Students (seniors) who are graduating and have a sibling currently in the sixth grade in a feeder Middle School may ask that funds in the graduating student's account be held for the use of their younger sibling when that student becomes a member of the instrumental music department.
- B. Parents (not students) must make a written request to the Treasurer asking that funds in the account be transferred. All requests should include the younger sibling's name, the current Middle School, and the year they will enter Northgate.
- C. If the younger sibling elects not to participate in the instrumental music program when attending Northgate High School then the funds will revert to the General fund at that time.

Northgate Band Student account funds may be expended for any fees rightly owed by a student participating in any of the various ensembles associated with the Northgate High School Band Program. Funds are **NOT** transferable to other organization's fees, etc., as those funds were raised in the name of the Northgate Band Boosters and use of them for other purposes is fraud. For instance, band student account funds cannot be used to pay for participation in athletic events, or other clubs or organizations on campus. Other than fees directly related to participation in band events or ensembles, funds may be expended for the following:

- A. Musical items or any other equipment directly relating to a student's performance in a program sponsored by the Instrumental Music Department and Boosters. This could include items necessary for performance in winter guard or winter percussion ensembles. This would include new instruments and instrument accessories that could be legitimately used as part of the performance in one of our ensembles.
- B. It does **NOT** cover purchase of instruments or accessories for use outside the scope of a performing band ensemble. As an example, funds cannot be expended by a trumpet player to purchase a guitar or amplifier unless the instrument was to be used to perform with the Jazz Band (the only place such an instrument would be used). This kind of purchase would be allowable if the student is performing and utilizing such equipment with one of the band ensembles. Purchase of instruments, accessories (or appliances) must be reasonable purchases. "Reasonable purchases" are those purchases that a student would normally make while using the instrument. A senior student using his/her entire student account to purchase reeds, etc., just before graduation would **not** be considered a reasonable purchase.
- C. Funds can be expended to pay audition fees for All State and Honor Bands and expenses associated with those events. Funds cannot be expended to pay for performance fees with outside organizations (i.e. drum corps or winter performance units not sponsored by the Instrumental Music Department).
- D. Any other request for use of funds should be submitted to the Band Director in writing at least two weeks prior to requested use. The Instrumental Music Department Director will bring the request to the Booster Club Executive Committee for consideration.

Section 4. Student Awards: A vote will be taken each year to determine the amount the boosters will budget towards the expenses for any student attending a music camp or honors, district, regional, state, or national festivals. The Executive Committee will provide the Band Directors with notices to publicize the availability of funds and application procedure. For those students who are on the schools free and reduced lunch roster (or similar documented hardship) the organization will also help to cover costs for band camp and performance trips. Applications for all awards will be considered by the Executive Committee.

Section 5. Expenses: The Executive Committee will present recommendations to the general membership for funding the activities and expenses of the organization. All requests for funding should be made to the Executive Committee, who will then decide to present items to the general membership for approval by majority vote.

Article VIII Dissolution

Section 1. Dissolution: Upon dissolution or disbandment of this association, any and all unallocated cash funds shall be, after a period of not less than 90 days, turned over to the school for exclusive use in the instrumental music programs.

Article IX Standing Rules

Section 1. General Approvals: All matters pertaining to the activities, events, and projects of the Instrumental Music Department and this organization must meet with the approval of the Instrumental Music Department Directors and must be in keeping with the policy of the school district.

Section 2. Mailing Address: The organization shall maintain a post office box or a Postal Mail Box for the purpose of having an address and receiving mail. The keys to said box shall be retained by the President and the Treasurer.

Section 3. Equipment: Equipment of the organization is not to be lent to any persons or organizations for use outside of the school buildings or grounds.

Section 4. Grievances: Should any grievance arise among the organization's membership, the following successive steps shall be taken as needed:

1. The grievance shall be specified in writing to the Director of Bands clearly explaining the issue. The Director of Bands will review and present to the Executive Committee for consideration. If the Executive committee finds merit in the complaint, it will be presented to the membership for a vote.
2. if not resolved, the grievance shall be taken to the school administration;
3. if not resolved, the grievance shall be taken to the Superintendent;
4. if not resolved, the grievance shall be taken to the Board of Education.

Article X Approval and Amendments

Section 1. Initial Approval: Major revisions will be presented to the membership for consideration at a regular meeting. Adoption will be voted upon at the following meeting. Prior to voting on bylaw adoption, amendments to the draft bylaws may be offered and voted upon immediately.

Section 2. Amendments: Any proposed changes or amendments to the bylaws shall be submitted in writing to the Executive Committee thirty days prior to a regular meeting, at which time they will be presented to the membership. At the next regular meeting, revisions presented at the prior meeting will be voted upon and passed by a simple majority of members voting.

Article XI Budget Preparation

Section 1.

1. The newly elected Executive Committee shall prepare the Booster Organization's operating budget, for the upcoming school year, June 1 - May 31.

Section 2.

1. The Director of Bands shall prepare and present a detailed budget, for the band, to the Executive Committee no later than February.
2. The budget will reflect expenses identified by the Band Director and reviewed with the President, Vice President, Treasurer, Secretary, and Fund Raising committee before presentation to the general membership in March; to be voted upon in April.

Section 3.

1. The budget in Section 2 represents a total financial need for the band program, which includes marching band, winter programs (guard & percussion), jazz band and any other band-program that may be developed.
2. The specific sub-groups will submit a preliminary budget according to the following timetable:
 - a. Winter Guard – December
 - b. Winter Percussion - December
3. Budgets will be presented to the Band Booster Board of directors for approval.
4. At the December organizational meeting of each group, the preliminary budget will be presented to the parents of the participating members for their discussion and approval.
5. The budget must specify the initial fees required for participation and any other anticipated monies required for the support of the program, including travel and equipment needs.
6. This is a very important process in that all participating parents will agree to the initial fees and any other amounts that may be required.

Section 4.

1. The final budget can be approved earlier, but no later than February for winter guard and winter percussion.

Section 5.

1. The Executive Committee is responsible for comparing the cash flow of the organization to the requests of the Band Director.
2. If the costs of the requests are financially met by the incoming funds to the organization, the Board of Directors will approve the requests and present the final budget at the March Band Booster meeting.

Section 6.

1. Those present at the April Northgate Band Booster meeting will vote upon the proposed budget.
2. All members are entitled to vote.

Section 7.

1. The approved budget will apply to the upcoming school year that includes marching band and color guard, winter guard units, concert bands, jazz bands, percussion

ensembles and any other bands that may be organized by the Band Director.

Section 8.

1. An audit of the financial records of the organization may be performed at the discretion of the Executive Committee or by a 2/3 vote of the members present at a regularly scheduled booster meeting.

**Article XII
Employment Contracts**

Section 1. Instrumental Music Department Director hires additional instructional staff for all of the band programs. Instructional staff is defined as any person hired to support any program. The Coweta County School System does not fund these positions.

Section 2. The instructional staff is funded by the Band Booster organization, based on budget approval during the previous school year.

Section 3. All contracts must be completed and retained on file by the Band Booster Treasurer.

