**LA BAND BOOSTERS**

**CONSTITUTION AND BYLAWS**(updated 6/9/21)

**ARTICLE I – NAME**

This organization shall be a non-profit, unincorporated association. The name of this Association shall be the:

*LA Band Boosters*

**ARTICLE II – PURPOSE (mission statement and objectives)**

The purposes of this Association are:

The booster club exists for the purpose of broadening the involvement of students and student families through the support of the Band Program(s) At Livingston Academy. ​**These bylaws are intended to apply to and also intended, to the extent possible, that the benefits provided by the booster club shall be used for all the students.**

1. First, to lend all support, through active participation of as many parents as possible in

fundraising and other programs of the LA Band Boosters Association to the Livingston

Academy Band Program

(b) Second, to cooperate with and support the Band Director(s) to the end that the band

program be brought to and kept at the highest possible degree of efficiency.

(c) ​The club shall not seek to control or direct the technical activities or policies of the

directors or of the school administration. The organization shall operate in accordance with all Overton County School District Policies which shall take precedence over these bylaws.

Section 1–Parents are an important part of the LA Band program and have a vital role to play. Without assistance and cooperation of Band Parents, there would be no chance for the level of success we want the program to reach. This Association shall seek to foster community interest in music and follow a non-intervention policy in regard to school administration and instruction.

There are many things parents can do:

(a) Attend all called Booster meetings.

(b) Volunteer for parent committees. There are many different tasks with which we need your assistance. Find the niche that fits you best.

(c) Be supportive of the band program and your student’s participation:

 1. Assisting your student to be prepared and punctual for every rehearsal and

 performance.

 2. Notifying the Director(s) if your student is to be absent or late for a performance

 or rehearsal. This should be done in advance unless in an absolute emergency.

 3. Encouraging your student to practice at home and help them find a quiet place

 to do so.

 4. Showing your interest and support in your student’s music study by enthusiastically attending every performance possible.

 5. Discussing with the Director(s) anything that will help him/her to understand

 and better serve your student.

 6. Arranging for private lessons for your student, if at all possible.

7. To promote quality and excellence in the ​**LA Band** program.

**ARTICLE III – MEMBERSHIP**

The membership of this Association shall include the Band Director(s), parent(s), step-parent(s) and guardians (“parents) and any person, family or commercial institution (“associate”) interested in the progress, promotion, development and encouragement of participation in the band program among the young people of the Overton County School System.

 Section 1 - Dues

1. are $10.00 per member and/or family and are paid annually at the

 beginning of the school year. The Executive Board may suspend or

 reinstate dues. (currently suspended)

 Section 2 - Voting members.

1. Parents of band students, upon payment of dues, shall automatically be

voting members.

1. All other Association members may be recognized and heard, but are non-voting members.
2. All members are encouraged to participate in the booster club activities, such as by volunteering for various projects or being involved with fundraising to promote the success of this organization and the ​**LA Band**​ program.

**ARTICLE IV – OFFICERS**

Section 1 - The officers of this Association shall be the President, Vice President, Secretary, and Treasurer. These four (4) plus the Band Director(s) shall compose the Executive Board of the Association, with the President having a vote only in the case of an Executive Board or Booster Association tie vote.

1. The Government of the Association shall be vested in the Association voting membership.

Section 2 - The term of office of the Officers shall be one (1) year running from May 1 through April 30. A member who serves six (6) months as an Officer or Director is considered to have served a full term in that office.

 (a) The President shall preside at all meetings of the Association and of the Executive Board. The President shall appoint all standing committees.

 (b) The Vice President shall perform all duties of the President should the President be absent and shall assist in carrying out the objectives of the Association.

 (c) The Secretary shall record minutes of board meeting and general meetings and issue notices for all meetings. The Secretary shall perform such other duties and attend to such correspondence as prescribed by the Association and the Band Directors(s).

 (d) *The Treasurer shall collect and keep all moneys of the Association in a bank designated by the Band Director(s),* maintain a regular book of accounts which shall be audited at the end of the administrative year, submit a report of this audit at the first meeting of the new administrative year. A Financial Report shall be given at each meeting.

Section 3 - The Treasurer and one other member of the Executive Board must sign all checks written by the Association. There must be at least two (2) signatures per check issued. Directors are not permitted to sign checks.

1. An annual budget shall be prepared by the Band Director(s) and the executive committee no later than June 30. The Fiscal year runs from July 1 through June 30.

Section 4 - Officer determination is based upon high school students, due to the need for more

 involvement of parents, it has been motioned and passed that any 8th grade parent, as long as

 their student is involved as an active member of the high school band program (as a band

 manager), may hold the position of an officer of the LA Band Boosters. (3/28/2019).

**ARTICLE V – ELECTIONS**

Section 1 - Nominations shall be taken from the floor at the regularly called meeting prior to the meeting in which the election is to be held.

1. Only members who are parent(s) or guardian of a band student(s) shall be eligible to hold an office. If dues are collected, they must be paid in full.

Section 2 - The election shall be held at the regular April Association meeting.

Section 3 - The Band Director(s) shall not hold any elected office in the Association.

Section 4 - Election shall be by ballot vote only for an office for which there is more than one (1) nominee. For offices with only one nominee, the election may be conducted by voice vote. The candidate for each office who receives a majority of the votes shall be elected.

1. Installation of all new officers will be conducted at the May meeting. The current President shall turn the gavel over to the new President; this action shall constitute installation of all new officers.
2. All paperwork related to the transition of the Treasurer and other elected officers will be filed with the bank prior to June 1 for a smooth officer transition.

**ARTICLE VI – COMMITTEES**

Section 1 – The President shall name all standing committee chairpersons.

Section 2 – The Fundraising/Project Committee shall plan all profit-making projects.

Section 3 – The Membership Committee shall endeavor to expand the membership to its fullest possibility and to secure full attendance at all meetings of the Association. A *Telephone/text/email Subcommittee* shall be a part of this committee.

Section 4 – The Concessions Committee is responsible for the operation of the concession stand at all home football games. This includes recruitment and scheduling of workers to work the games, help in keeping records of items sold and needed for the next game.

Section 5 – The Travel Committee will consist of a *Chairperson, Uniform Coordinator, Chaperone Coordinator, Food Coordinator, Color guard Coordinator, and Field Crew Coordinator as needed.* This committee shall provide assistance to the Band Director(s) in making all travel arrangements and securing transportation, including transport for uniforms, instruments, and equipment.

Section 6 – The Band Director(s) shall be an ex-officio member of all committees and shall be informed in advance of all committees and their meetings.

Section 7 - Booster officers may not receive any compensation or anything of value for their

services while serving as an officer; however, officers and other members may receive reimbursement for expenses incurred on behalf of the ​**LA Band** program in accordance with the procedures set forth in these bylaws.

Section 8 - No member has the authority to commit the booster club to any financial obligation outside

of the budget, except upon prior approval and the vote of the full membership.

Section 9 - An officer may be removed at any time for good cause. “Good Cause” for removal of an

officer includes, but is not limited to, unexcused absences from three consecutive meetings; willful neglect of his/her duties; fraud; misuse of booster club funds; accepting compensation or other things of value based upon their position; conflicts of interest not approved by the membership; or other appearances of impropriety that are determined by the club or school administration to reflect negatively on the **LA Band** Boosters Association or the school. If this circumstance were to arise, the Booster members may call an emergency meeting of the club to discuss the removal of the officer. The meeting notice shall state that the removal of the officer is on the agenda; and the officer subject to removal may attend to explain why he or she should not be removed. At the meeting, the boosters shall consider all possible arrangements for resolving the issue that are of mutual interest to the boosters and the officer subject to removal. If the matter is not resolved in this manner, then the boosters may remove the officer subject to confirmation of the removal by the affirmative vote of a majority of the boosters. If confirmed, the officer shall no longer be considered a booster member of the ​**LA Band**​ Boosters Association.

**ARTICLE VII – DUES**

(Currently suspended)

Sections 1-The annual dues of this Association are $10.00 per family or single voting member to be in good standing and eligible to vote. An associate member is in good standing if they have paid their dues, but as a non-voting member. All dues collected for membership shall go into the LA Band Boosters Association’s General fund with an eventual scholarship fund.

**ARTICLE VIII – MEETINGS**

Section 1 - Bi-Annual meetings of this Association shall be held in May and September.

Section 2 - Special Association meetings may be called by the Executive Board with a minimum notice of forty-eight (48) hours by phone, text, letter, email or etc.

Section 3 - The May Bi-Annual meeting of the Association shall be held on the regular meeting date of the Association. The last item of business at the annual meeting shall be the installation of the newly elected Officers and Coordinators for the new year.

Section 4 - Parliamentary procedures shall be observed in accordance with Robert’s Rules of Order (revised), except where they conflict with the Constitution and Bylaws; in such cases, this Constitution and Bylaws shall govern.

Section 5 - Any meeting called or regularly scheduled must include the Band Director (the program director) as the school liaison with the boosters according to OCBOE Policy 4.503. If said meeting is still held then any action(s) taken are void and of no effect.

**ARTICLE IX – QUORUM AND VOTING**

Section 1 - Ten (10) percent of the voting membership shall constitute a quorum for the transaction of business at any regular meeting.

**Article X - FINANCIAL ACCOUNTABILITY AND TRANSPARENCY**

It is intended that the collection and disbursement of members’ funds and that the financial activities of the boosters is to be conducted within good accounting practices and within the policies of the Overton County Schools. It is also intended that there be complete transparency as to the financial activities of the boosters and that any member or the general membership shall have full and complete access to all financial activities of the booster club.

The LA Band Boosters and Band Director(s) shall meet from time to time to ensure the financial accountability and transparency and if deemed necessary, it shall implement processes and procedures to support the intended goals of financial accountability and transparency. In furtherance of these objectives, the following procedures are adopted:

1. All money raised by fundraising projects shall be conducted within the policies of the

Overton County Schools and shall consider appropriate financial controls in the collection of the funds.

1. No fundraising activities may be conducted within the school during the school day and

students may not participate in those activities during school hours.

(c) The organization may not use school materials in advertising for activities.

(d)  All offers of financial or equipment donations for the benefit of the ​**LA Band** program

from companies, families, or individuals must be made directly to the Booster president and/or the director(s).

(e)  All potential conflicts of interest, including a member transaction with the booster club, or

 the payment for services by the booster club to anyone that is a member, shall be

 immediately brought to the attention of the officers and directors with a full disclosure of all

 relevant facts. The officers and members, upon the majority vote (not including the vote of

 any person involved in the potential conflict, if applicable), will determine how to handle the

 potential conflict of interest. If deemed necessary, any club member can decide to bring the

 situation to the attention of the officers or directors.

**ARTICLE XI - PROPERTY RIGHTS**

Membership in this boosters’ association shall not vest any of the members with any title, property rights, or rights having monetary value of any kind whatsoever, including, but not limited to, property rights in the school, the school’s name and logos, or in the boosters’ association.

**ARTICLE XII - AMENDMENTS**

These bylaws shall be approved by a meeting of the general membership of the boosters’ association and a majority hand vote of members in attendance at the meeting, subject to the ratification procedures set forth above. Amendments to these bylaws may only be made by written recommendations made to the officers, who will then present the recommended changes to the other officers and Band Director(s). Upon approval of a majority of the officers and director(s), the amendment to the bylaws shall be presented in writing to the general membership and the bylaws may be amended by a majority vote of the members present at any general membership meetings, subject to the ratification procedures set forth above.

 **ARTICLE XIII – DISSOLUTION**

1. In order to protect the needs, intent, and purposes of the band program, and the LA

Band Boosters Association itself, the Band Director(s) may dissolve the current active status of the association, including the duties and responsibilities of all officers, directors, and members for the remainder of the current year.

1. This dissolution may occur only after all attempts have failed in resolving conflicts that

may threaten the success of the band program due to direct or indirect actions made by the Association’s members.

1. In the event that such dissolution takes place, all minutes, reports, and finances will be

turned over to the Band Director(s).

1. If for any reason the LA Band Boosters Association is dissolved, the remaining funds in the boosters bank account(s) or if the Overton County School District or other organization in a fiduciary capacity is holding bank accounts with such funds on behalf of the booster(s); they will be used for the benefit of the ​**LA Band** program until the funds are exhausted. If necessary, any such funds will be turned over to Livingston Academy High School for safekeeping and disbursement. The bank account funds as well as any other assets of the boosters shall not inure to the benefit of any member or private individual, nor to the Overton County School District or LA Music Department; but instead will be used for the support of the ​**Livingston Academy** High School ​**Band** ​program; and if such program no longer exists, to the other music programs of ​**Livingston Academy**​ High School.
2. After dissolution, The Band Director(s) may reestablish the Association at the beginning

of the next school year with parental support.

Effective this 19th day of January, 2020. These bylaws shall replace any previously issued and authorized bylaws of the ​**LA Band** Boosters Association or its predecessor **band boosters**.