



Flat Rock ♦ Middle School ♦ Band Boosters

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BOOSTER CLUB BYLAWS

THE FLAT ROCK MIDDLE SCHOOL BAND BOOSTER CLUB, INC.

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(8 pages including cover)

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ARTICLE I
ORGANIZATION

- Section 1:** The name of this organization shall be “The Flat Rock Middle School Band Booster Club, Inc.” and shall be referred to in the following articles as the “Booster Club”.
- Section 2:** This organization is a non-profit corporation organized under section 501(c)(3) of the Internal Revenue Code and as such is exempt from taxes under the cited code.

ARTICLE II
PURPOSE

- Section 1:** The Booster Club shall cooperate fully with the Principal of Flat Rock Middle School and his/her active representative, the Flat Rock Middle School Band Director, and shall abide by the regulations of the Fayette County School District.
- Section 2:** The Booster Club shall provide inspiration, guidance, and assistance to all band students and staff in order to develop and sustain top performing instrumental music programs at all levels.
- Section 3:** The Booster Club shall strive to secure closer contact between interested parents, students, teachers, directors, and staff, thereby assuring clear communication and cooperation among all those involved in the band program.
- Section 4:** The Booster Club shall foster closer ties between the parents of younger music students and the parents of high school students, thereby strengthening the entire band program.
- Section 5:** The Booster Club shall promote music culture throughout the community by fostering greater concert attendance and other public support of all band activities, thereby rendering moral support to the students.
- Section 6:** The Booster Club shall assist with the purchase of equipment and supplies that would not be available through the school budget, facilitated by fundraisers or donations.
- Section 7:** The Booster Club shall solicit and receive all donations and gifts to provide for the general needs of the Flat Rock Middle School Band Program.
- Section 8:** The Booster Club is not formed for the purpose of pecuniary gain or profit to its individual members.
- Section 9:** The Booster Club shall be governed by the “Robert’s Rules of Order”.

Section 10: The Booster Club business and fiscal year is 1 August through 31 May.

ARTICLE III

MEMBERSHIP

- Section 1:** Membership in the Booster Club shall be open to all individuals who support the Flat Rock Middle School Band and agree to abide by its bylaws. The voting rights, privileges, and property of members shall be as stated in these bylaws. There will be three (3) classes of members: Regular members, student members, and affiliate members as defined in Sections 2, 3, and 4, respectively.
- Section 2:** Regular members (“members”) must meet at least one of the criteria below. Regular members shall be eligible to vote, hold office, constitute a quorum and have all other rights common to the general membership.
- a) Parents or legal guardians of students in the Flat Rock Middle School Bands.
 - b) Adults who attend at least 3 Booster Club membership meetings during a 12-month period.
 - c) Adults who participate in at least one Booster Club authorized fundraiser or provide support to at least one Band activity during a 12-month period.
- Section 3:** Student members shall be all current members in good standing of the Flat Rock Middle School Bands. Student members shall not be eligible to vote, hold office, or constitute any portion of a quorum but shall have all other rights common to the general membership.
- Section 4:** Affiliate members shall be places of business, community organizations, alumni, and individuals wishing to support the Booster Club but who are not eligible for Regular Membership under Section 2. Affiliate members shall not be eligible to vote, hold office, or constitute any portion of a quorum but shall have all other rights common to the general membership.

ARTICLE IV

FUNDING

- Section 1:** Contributions to the General Fund – All Contributions paid or made to the Booster Club shall become the property of the Booster Club General Fund, the contributor having no further claim thereto.
- Section 2:** Fundraising – Revenues for the operation of the Booster Club shall be raised by:
- a) Designated fundraising activities that must be approved by the Executive Board.

ARTICLE V

OFFICERS

- Section 1:** Officers comprised of active Booster Club members shall be elected at the first meeting in May of each year. Officers are elected for the terms of one year. The officers of the Booster Club shall be called the Executive Board.
The elected officers shall be:
- a) President (Activities Chairperson)
 - b) Vice-President
 - c) Treasurer
 - d) Secretary
 - e) Publicity Chairperson
- Section 2:** The Flat Rock Middle School's Band Director is an officer of the Booster Club *ipso facto* and is recognized as the lawful representative of the Flat Rock Middle School Principal. He/she shall be an ex-officio member of all committees.
- Section 3:** Vacancies occurring during the year may be filled by an election of the membership to be held within thirty (30) days after vacancy.

ARTICLE VI

DUTIES OF OFFICERS

- Section 1:** The President of the Booster Club shall:
- a) Conduct all meetings of the Booster Club
 - b) Be a member, ex-officio, of all committees
 - c) Appoint and coordinate with the chairperson of each fundraising committee as necessary to ensure the responsible operation of the Booster Club.
 - d) Report directly to the Director of Bands on the progress of the various committee chairpersons in charge of Band Booster Club fundraising activities.
 - e) Have authority to sign and approve checks for band expenditures as needed.
 - f) Coordinate with the Band Director the preparation of an operating budget in advance of the fiscal year. The budget will be presented to the Executive Board in August and submitted to the general membership for approval during the September meeting.
 - g) Serve as an advisory officer following his/her term of office and shall be designated as "Past President".
 - h) Actively search for new fundraising opportunities in the community and abroad.
- Section 2:** The Vice-President shall:
- a) Assume all the responsibilities of the President in the absence of the President and shall perform all other duties delegated by the President.
 - b) Appoint assistants as required.

- c) Assist the President of the Band Booster Club in coordinating all fundraising activities.
- d) Review By-laws annually and present, in writing, at the May meeting any recommended changes for approval by the membership at the most appropriate subsequent meeting.

Section 3: The Treasurer shall:

- a) Be responsible for keeping a full and accurate record of all financial matters of the Booster Club.
- b) Be responsible for the billing, collection, receipt, dispersal, and recording of contributions and all Booster Club funds as directed by the membership and Executive Board members.
- c) Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed. These records shall be the permanent property of the Booster Club and shall be available for examination by its members.
- d) Be responsible for the disbursing of expenditures approved of and authorized by the membership and the Executive Board.
- e) Give detailed and accurate report of all receipts and expenditures at all regular Booster Club meetings and Executive meetings.
- f) Present an annual financial report within two months of the end of the Booster Club fiscal year. The Booster Club fiscal year shall be August 1 through May 31.
- g) Have authority to sign and approve checks for band expenditures as needed.
- h) Perform other duties as delegated by the President.

Section 4: The Secretary shall:

- a) Keep an accurate record of the minutes of all meetings of the Executive Board and all regular Booster Club meetings.
- b) Be responsible for parent correspondence including notices of meetings, reminders of important events and needs including concerts, football games, chaperones, etc.
- c) Update the Booster Club website weekly or as new information is provided by the Director of Bands.
- d) Maintain a list of all members' names, addresses, e-mail, and telephone numbers.
- e) Perform other duties as delegated by the President.

Section 5: The Publicity Officer shall:

- a) Write all articles for publication in the news media relating to the Booster Club and any other Band activities.
- b) Have all articles written for publications relating to the Booster Club and Band activities reviewed by the Band Director.
- c) Act as liaison to the Secretary in his/her web site and correspondence duties.
- d) Perform other duties as delegated by the President.

Section 6: The Executive Board shall:

- a) Authorize all non-budgeted expenditures up to \$1,000. Any amount above that, excluding emergency repair/replacement of critical equipment must be approved by a simple majority vote of the membership present at any regular or emergency meeting of the Executive Board.

- b) Make recommendations to the general membership and exercise supervision over the affairs of the Booster Club.
- c) Appoint a Financial Audit Committee, consisting of 3 Booster Club members other than the Treasurer, or appoint a certified public accountant to audit the books of the Booster Club. CPA shall be a third party with no personal ties to the Booster Club.
- d) Determine and authorize all necessary transfers of approved budgetary funds.

ARTICLE VII

MEETINGS

- Section 1:** The Executive Board shall meet once each month on the first Monday of every month at 6:30 PM at Flat Rock Middle School.
- Section 2:** The regular Booster Club meetings shall be held on the first Monday in September, November, January, March, and May at 7:00 PM at Flat Rock Middle School unless otherwise scheduled by the Booster Club President or the Director of Bands.
- Section 3:** Booster Club meetings will not be held during school holidays.
- Section 4:** Executive Board meetings shall be held at a time and place that shall be designated by the President of the Booster Club or the Band Director as needed.
- Section 5:** The President or a chairperson for the purpose of transacting specific business of a non-monetary nature may call a special meeting of the membership, Executive Board, or committees at any time.
- Section 6:** Following the election of new officers, the President shall call a special meeting of the Executive Board and Executive Board- elect for the purpose of organizing, appointing, and planning activities for the upcoming year.
- Section 7:** The order of regular Booster Club meetings shall be:
- a) Call to order
 - b) Reading of the minutes of the last meeting and action thereon.
 - c) Report on correspondence
 - d) Treasurer's report
 - e) Band Director's report
 - f) Committee reports
 - g) Unfinished business
 - h) New business
 - i) Adjournment

Section 8: Unless otherwise stated in these bylaws, a simple majority vote of members in attendance is required for each proposal placed before the membership.

ARTICLE VIII

ELECTION OF OFFICERS

Section 1: A nominating committee may be appointed by the President, consisting of regular Booster Club members at the Booster Club meeting in March of each year. The nominating committee shall prepare a list of names for the offices of the Executive Board and shall present this list to the membership at the March meeting. The election of officers shall be held at the May meeting of the Booster Club. Nominations shall be accepted from the floor at both the March and May meetings.

ARTICLE IX

AMENDMENTS

Section 1: Proposed amendments to these bylaws may be submitted in writing by the membership at large at regular meetings of the membership.

Section 2: Amendments to these Bylaws must be reviewed by the Flat Rock Middle School Band Director to assure there is no conflict with school regulations. No changes will be made that violate school regulations

Section 3: Adoption of amendments to these bylaws shall require a two-thirds (2/3rds) majority vote of the membership in attendance at the next scheduled meeting on the Booster Club Calendar.

ARTICLE X

EXPULSION

Section 1: Any member whose conduct, shall in the opinion of the Executive Board be considered detrimental to the welfare of the organization, may be expelled from membership by a simple majority of the entire Executive Board, after due notice to such member and the giving to him/her an opportunity to be heard.

ARTICLE XI

SIGNATURES

- Section 1:** All checks written on the Booster Club account must be signed/approved by one of the following Executive Board members:
- a) President of the Booster Club
 - b) Treasurer of the Booster Club

END OF DOCUMENT