

# **Clover Garden Charter School Band Booster Organization Bylaws**

## **ARTICLE I: Name**

The official name shall be **Clover Garden Charter School Band Booster Organization**, herein referred to as the Organization, or more commonly called-CG Band Boosters.

## **ARTICLE II: Statement of Purpose**

The purpose of the Organization shall be to recruit and maintain an active membership of band parents/families to support and encourage band student interest and participation in all aspects of the Clover Garden Charter School Band Program. We will try to foster a sense of enthusiasm and cooperation, to help students accept responsibility for their own successes and/or failures in a good sportsmanlike manner, whether on the performance stage or the competition field. When and where possible, we will try to offer financial assistance to the Clover Garden Charter School Band Program, helping with the purchase of music, instruments, equipment/supplies, props, etc. The Organization itself shall be a non-profit, non-partisan and non-sectarian. No individual shall benefit financially from his/her membership in the Organization. It shall not be a purpose of the Clover Garden Charter School Band Booster, as a group or any individual representative, to comment on, or interfere with the curriculum or discipline policies of Clover Garden Charter School Band Program. No officer, chairperson or other representative of this Organization shall act as a mediator for any type of dispute between a band student/band parent/band family and the Director. Those not willing to abide by this statement of purpose and the rules and guidelines of the Bylaws will be asked to relinquish membership for the welfare of the Organization and, more importantly, the students involved in the Band Program.

## **ARTICLE III: Membership**

Membership shall be open to all band parents/families with an interest in supporting the purpose of the Clover Garden Charter School Band as outlined in ARTICLE II. All band parents/families are invited and encouraged to attend meetings of the Organization and will have the right to vote and hold elected Office in the Organization.

## **ARTICLE IV: Officers/Chairpersons**

The elected officers of Clover Garden Charter School Band Boosters shall be the President, Vice-President, and Secretary. Officers shall be elected annually by the active membership. Officers of the Organization shall serve without compensation, except for reimbursement of legitimate expenses, and shall perform the duties of their Offices as describe in these Bylaws.

The elected Chairpersons of the Clover Garden Charter School Band Boosters shall be the Ways and Means Chair, the Uniform Chair, and the Volunteer Coordinator. Chairpersons shall be elected annually by the active membership. Chairs of the Organization's committees shall serve without compensation, except for reimbursement of legitimate expenses, and shall perform the duties of their positions as describe in these Bylaws,

**President:** The President shall be the chief executive officer of the Organization and shall preside at all meetings of the active membership and the executive board. The President shall be the ex-officio member of all committees, except the Nominating Committee. The President shall represent the Organization at public and band meetings, and actively direct the affairs of the Organization, in accordance with the Statement of Purpose outlined in ARTICLE II, and any policies voted on by the Active Membership.

**Vice President:** The Vice-President shall be prepared at all times to perform the duties of the President in his/her absence and/or to perform other duties as assigned by the President. The Vice-President shall chair the Ways and Means Committee.

**Secretary:** The Secretary shall attend all meetings of the Executive Board and the membership. The Secretary shall record minutes of all meetings. The Secretary shall prepare copies of minutes for the members of the Executive Board within two weeks of each meeting. The Secretary shall read the minutes of the previous meeting at the beginning of each new meeting, so that the minutes may be approved or amended as necessary. A separate, permanent record of minutes for the Executive Board meetings and membership meetings shall be kept on file for each fiscal year. All files shall be passed on to the successor and kept as a record of the history of the Organization. The Secretary shall chair the Membership Committee.

## **ARTICLE V: Executive Board**

Voting members of the Executive Board shall consist of the elected officers of the Organization, the standing committee chairs aforementioned in ARTICLE V, the student Band Captain, and the Director of the Clover Garden Charter School Band Program. The Executive Board shall supervise, control and direct the affairs of the Organization in accordance with the Statement of Purpose in ARTICLE II; supervise the disbursement of Organization funds, and conduct all business of the Organization in accordance with the policies voted on by the active membership. Meetings of the Executive Board shall be held as needed. A majority of the voting members of the Executive Board shall constitute a quorum at any duly called meeting. A duly called meeting shall be defined as one that all members have been made aware of. No meeting of the Executive Board should be held without the knowledge or presence of the Band Director. In the event a meeting must be held at which the Band Director cannot be present, the Secretary must receive a statement in writing from him/her giving permission for the meeting to go ahead without him/her. The President and /or the Band Director as need may call special meetings of the Executive Board.

## **ARTICLE VI: Committees**

**Standing Committees:** The Standing Committees of the Organization listed alphabetically shall be:

Membership Committee: Chaired by the Secretary

Uniform Committee

Volunteer Committee

Ways and Means Committee: Chaired by the Vice-President

These committees may be co-chaired, or an elected Officer may be chosen to chair one of them, as is the case with the Budget and Membership Committees. Each committee receives only one vote at Executive Board meetings, and any individual person who holds more than one position shall receive only one vote.

**Special Committees:** The Audit Committee and the Nominating Committee are considered special committees, which are active for only a short period of the fiscal year. The Audit and Nominating Committees shall consist of a minimum of three (3) active members selected by the President and Band Director with the approval of the Executive Board. The Executive Board as needed may establish other special committees with limited duties and times of service.

**Duties of Committees:** The duties of the Standing and Special Committees are outlined in the **Standing Rules and Procedures**.

## **ARTICLE VII: Meetings**

Membership meetings of the Clover Garden Charter School Band Boosters shall be held on the third Thursday of the following months: September, October, November, December, January, February, March, April, and May, unless otherwise directed by the Executive Board. The President and/or Band Director, as needed, may call special meetings. Only those who are on the active membership roll will be counted for a quorum vote. All band families will be notified of meetings.

## **ARTICLE VIII: Elections**

The Nominating Committee, consisting of at least three (3) active members not currently serving as elected officers shall be appointed by the President and the Band Director following the January Executive Board Meeting. The committee shall then seek nominees for the elected Officers/Chairpersons of the Organization. Eligible incumbent Officers/Chairs may be nominated for re-election. The Nominating Committee shall present a slate of Officers/Chairs to be nominated before the active membership prior to the April meeting. All nominees, those presented by the Executive Board, and write-in nominees will be featured in the newsletter mailed at the end of March. Officers/Chairpersons of the Organization shall be elected at the April membership meeting. In the event there is more than one nominee for any Office/Chair, voting shall take place by a show of hands. In the event only one nominee has been presented for each Office/Chair, it shall be in order to make a motion for acceptance of the slate. Officers/Chairs are elected by a simple majority of the active members present and voting in the April meeting. No absentee voting will be allowed. The term for each elected Office/Chair shall be one year. Officers/Chairs shall be installed and begin their terms at the May meeting.

## **ARTICLE IX: Removal from Office/Committee Chair**

The Executive Board can bring forth a motion to remove an Officer or Chairperson for failing to fulfill the duties of his/her position, or for behaving in an irresponsible, negligent manner that is deemed damaging to the Organization and the Clover Garden Charter School Band Program. The person being recommended for removal must be contacted and given the opportunity to explain his/her actions in person to the Executive Board members. After discussing the matter with the Officer or Chairperson in question, a two-thirds majority vote of the Executive Board is required to move forward with the formal motion for removal.

## **ARTICLE X: Filled Vacant Elected Positions**

If a vacancy occurs in an elected officer during the first two months of the fiscal year, July or August, the position will be filled by emergency nomination and election by the active membership at the September meeting. Appointment of the President and a two-thirds vote of the Executive Board will fill vacancies occurring after that time. An Officer who wished to resign from his/her elected Office for any reason must submit his/her intent to resign in writing, and give the President thirty (30) days to find a replacement (except in the event of an emergency situation, sickness, death in the family, etc.)

## **ARTICLE XI: Dissolution of Band Boosters**

Clover Garden Band Boosters is organized exclusively for educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501C3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501C3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to Clover Garden School for public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in 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 XII: Amendments to the Bylaws**

The Bylaws may be amended at any regular membership meeting of the Organization. A two-thirds majority vote of the active members present and voting shall be required to amend any portion of the Bylaws. Amendments must be submitted in writing at the previous membership meeting, and the intent to amend must be published in the newsletter or mailed separately at least two (2) weeks prior to the meeting at which the vote is to be taken. The Bylaws in their entirety should be made available to any active member who wishes to have a personal copy.

## **ARTICLE XII: Parliamentary Authority**

**Robert's Rules of Order** shall govern the Organization.

## **STANDING RULES AND PROCEDURES**

### **DUTIES OF STANDING COMMITTEES**

#### **Membership Committee**

The Secretary, as chair of this committee, communicates with all band families and encourages membership in the Organization. He/she should be knowledgeable about the purpose, goals and objectives of Clover Garden Charter School Band Boosters, and be willing to share that knowledge with other organizations and interested persons who might be willing and able to help with those objectives. This chairperson should take roll at all membership meetings, and greet the new guests who have not yet joined. This list should be available at all meetings for voting procedures.

#### **Uniform Committee**

This committee is responsible for maintaining a list of uniforms and the upkeep of said inventory. This committee will also help with fitting of students as well as seeking volunteers that can help with alterations if needed. Also, be responsible for transporting uniforms to cleaners as needed.

#### **Volunteer Coordinator**

The person who fills this position will keep a current and updated list of all volunteers who are willing to help out the Clover Garden Charter School Band in any way. He/she will distribute lists of names and phone numbers according to interest and the areas volunteered for. This chair will work with all other committees to help find volunteers to fill any needs that the band might have.

#### **Ways and Means Committee**

This committee is responsible for determining various methods of raising funds. The Chair shall enlist a minimum of four (4) committee members in addition to him/herself. Members of this committee will meet independently of the Board as needed to discuss plans for fund raising activities. Each member should be willing to be in charge of at least one project during the fiscal year. The Ways and Means Chair will work closely with the Band Director to determine how much money must be raised in order to meet the needs of the Annual Budget. The Ways and Means Chair shall present plans for fund raising activities on a quarterly basis, unless there are special events coming up in the near future.

## **DUTIES OF SPECIAL COMMITTEES**

### **Audit Committee**

The Audit Committee shall consist of a minimum of three (3) active members appointed by the President and the Band Director with the approval of the Executive Board. The Audit Committee members should be in place three months prior to the end of the fiscal year, and available to audit the books sometime between June 1 and the date of the September meeting. The Treasurer must make him/herself available to answer any questions the committee might have. The Audit Committee shall report to the Executive Board its findings. If the Audit Committee feels that there is a problem or question about the Treasurer's books it will recommend to the Executive Board that the books go to an accountant for further audit. If no problem or questions are found, the Executive Board can move to approve the Audit Committee's report without further action.

### **Nominating Committee**

Members of the Nominating Committee are to seek out conscientious and concerned active members of the Organization who would be willing to serve as elected Officers/Chairs. Members of this committee should familiarize themselves with the Bylaws, the duties of the Officers/Chairs, and the goals and objectives of the Organization. This knowledge will help them to choose qualified candidates, and give them the information they need to share with potential nominees. Upon finding nominees for all four (4) offices and four (4) chairs, the committee will make a report to the Executive Board, naming the slate for the upcoming year. All nominees must give written consent to be considered. Although this committee works only a short period during the year, their task is very important to the continued success of the Organization.

The Executive Board as needed may establish other special committees with limited duties and time of service. All other special committees of the Organization will

be given written instructions on how to carry out their projects as they arise. All special committees will be under the direction of the Executive Board.

### **Procedures for all Officers and Committees**

All Officers and Committee Chairs should keep accurate written records of their activities during the year so that the valuable information they have gained can be passed on to their successors. It is important to keep a record of what has been done in years past to preserve a history of the Organization. Officers and Committee Chairs are expected to attend Executive Board meetings when possible. Officers and Chairs should not miss more than one-fourth of the scheduled Executive Board meetings. If an Officer or Chair is unable to attend, he/she should send a written report if there is news to share. Officers and Committee Chairs are also expected to write brief articles for the Band Newsletter, which will be going out a minimum of three times per year. All Officers and Chairs will be notified of Newsletter deadlines. If, at any time during the year an Officer or Committee Chair is unable to fulfill his/her duties, he/she should give written notice of intent to resign so that a replacement may be appointed. Committees should keep in close contact with the Officer designated as their liaison. If the Committee has questions, they should be referred to the liaison and/or the other Officers. All Committee Chairs should recruit as many members for their committee as possible. **No individual should feel that he/she has to do the job alone.**