

**Paulding County High School  
Band Boosters, Incorporated  
CONSTITUTION & BY-LAWS**

**Adopted June 1994  
Revised February 2005  
Amended May 2005  
Amended May 2011  
Amended May 2016  
Amended August 2016  
Amended April 2022  
Amended November 2023  
Amended July 2024**

**Article I:**

- A. Name
- B. Purpose
- C. Status
- D. Membership

**Article II**

- A. Board of Directors (Executive Committee)
- B. Corporate Officers
- C. Duties of the Corporate Officers

**Article III**

- A. Committees (general)
- B. Standing Committees

**Article IV**

- A. Elections
- B. Resignations
- C. Recall of Directors
- D. Violations of By-Laws

**Article V**

- A. Meetings
- B. Order of Business
- C. Quorums

**Article VI**

- A. General Financial Procedures
- B. Collection of Monies
- C. Treasurer
- D. Student Accounts
- E. Guidelines

**Article VII**

- A. Uniform Changes

**Article VIII**

- A. Amendments

**Article IX**

- A. Standing Rules
- B. Job Descriptions

These revisions of the Paulding County High School Band Boosters Incorporated, Constitution and Bylaws have been voted upon and adopted at the EC Special Elections Meeting held on July 18, 2024.

**These Revisions include:**

1. Guidelines & Expectations for Dispute Resolution in the Paulding County Highschool Band Boosters
2. Guidelines & Expectations for Communication and Conduct in the Paulding County Highschool Band Boosters
3. These Guidelines are outlined in Article I under the new section E entitled Code of Conduct

These revisions of the Paulding County High School Band Boosters Incorporated, Constitution and Bylaws have been voted upon and adopted at the EC Special Elections Meeting held on November 2, 2023.

**These Revisions include:**

4. Appointment of Assistant Treasurer Position to the Executive Board
5. Addition of Responsibilities for Assistant Treasurer

## **ARTICLE I**

### ***A. NAME***

- Sec. 1      The name of this organization shall be Paulding County High School Band Boosters, Inc., hereinafter referred to as the PCHSBB.
- Sec. 2      The Articles of Incorporation of Paulding County High School Band Boosters, Inc. are to become part of these Bylaws and the PCHSBB will operate as a non-profit organization as detailed in the sections following.
- Sec. 3a     The principal office and place of business of said corporation shall be 1297 Villa Rica Highway, Dallas GA 30157. The PCHSBB may establish and maintain an office or offices at such other places, either within or without the State of Georgia, as the Board of Directors may from time to time determine.
- Sec. 3b     The mailing address of the said corporation will be P.O. Box 1302, Dallas GA 30132.

### ***B. PURPOSE***

- Sec. 1      The purpose of this organization shall endeavor to arouse and maintain an enthusiastic interest in the various phases of the instrumental music program of Paulding County High School.
- Sec. 2      To promote ways and means of providing for the moral, physical, or financial needs of the Paulding County High School Band Programs over and above those supplied by the County School System. The PCHSBB shall seek neither to direct nor interfere in the administrative activities of the band, nor control its policies. Further, the Band Directors shall not seek to contest the Band Boosters Policies.
- Sec. 3      To cooperate and support with those in charge of the Instrumental Music Department and the School Administration to the end that the music department shall maintain the highest possible degree of efficiency.
- Sec. 4      To build and maintain an organization of parents and persons, which will help promote the general activities of the Instrumental Music Department of Paulding County High School.
- Sec. 5      The Band Boosters agree to undertake only those specific duties outlined in the Constitution and Bylaws.

### *C. STATUS*

- Sec. 1 PCHSBB is organized exclusively for charitable, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Sec. 2 No part of the net earnings of the PCHSBB shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the PCHSBB corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 1, B hereof. No substantial part of the activities of the PCHSBB shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PCHSBB corporation shall not participate in, or intervene in (including the publishing or distributions of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Sec. 3 Notwithstanding any other provision of the articles, the PCHSBB shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Sec. 4 To have, but not limited to, all the rights, powers, privileges, and immunities now or hereafter given by law, or as now or hereafter may be enjoyed by a non-profit organization, as those enumerated above, and said powers are made hereof to the extent as if they were quoted herein.
- Sec. 5 Further, PCHSBB shall not contemplate pecuniary gain or profit or distribution of profits or dividends to the members thereof.
- Sec. 6 Also, no Officer, Director or Member of PCHSBB shall be liable for any of the debts of the PCHSBB, except as such party may personally endorse or guarantee such debt of PCHSBB.
- Sec. 7 Notwithstanding the above, PCHSBB shall possess all the powers granted by law to any corporation in the execution of its purposes described herein.

Sec. 8 Upon the dissolution of PCHSBB, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the PCHSBB is 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.

#### ***D. MEMBERSHIP***

Sec. 1 All parents of participants in wind symphony, symphonic, concert, marching, jazz bands, percussion ensemble, color guard, winter guard, auxiliary units are automatically members of the PCHSBB and are eligible for election to office of same. The Board of Directors may establish reasonable dues to the active membership.

Sec. 2 The Board of Directors may from time to time admit to membership interested persons who are not parents or guardians of band, color guard or winter guard, and auxiliary units' members.

Sec. 3 Membership may be suspended or terminated by the Board of Directors for any member convicted of any felony or any conviction for an offense where moral turpitude or financial misconduct are involved that appear detrimental to the good name, reputation, and purposes of the Band Boosters.

Sec. 4 Membership may be terminated if the Board of Directors determines that the member has political or other self-interest purposes for providing financial support for the band.

Sec. 4a For hearing all such cases the following procedures will be followed:

Sec. 4b A Special Board of Directors Meeting will hear the complaint.

Sec. 4c A minimum 10 day written notice will be provided to the member with the specific complaints detailed.

Sec. 4d The Member's right to appear and speak is guaranteed.

Sec. 4e After deliberation and upon a two-thirds majority vote of the Board of Directors to terminate the member, the member is terminated. Termination shall be effective at such a time and for such duration as directed by the Board of Directors.

Sec. 5 Membership may be terminated by a majority vote if any member becomes a detriment to the organization. This will happen when the Board of Directors discusses the situation and determines by a majority vote that the member does more harm than good to the organization.

## ***E. CODE OF CONDUCT***

- Sec. 1 The Members of the Board of Directors, Committee Chairs and any other members serving on behalf of Paulding County Band Boosters shall conduct themselves in a manner that is respectful towards all and promotes the moral, physical and financial needs of the Paulding County High School Band Programs at all times. All members are expected to create a safe and cohesive environment for students to thrive in. All members shall refrain from the use of profanity in all Booster Communications (including but not limited to: Text message, email, Band Apps, Websites or Social Media Sites) both written and verbal as well as in the presence of students and parents and at Monthly Booster or Special EC Meetings.
- Sec. 2 Misunderstandings and disputes within the Paulding County Band Boosters shall be handled as follows:
- Members shall attempt to resolve the misunderstanding directly with the person(s) they have a disagreement with.
- If a matter cannot be resolved through discussion, member(s) shall request an Emergency Meeting to be held with the Executive Committee where each side shall present their position on the matter. The Executive Committee which consists of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Students Account shall hear the dispute and vote on a resolution if parties still cannot come to a resolution
- At no point in time shall disputes or misunderstandings within the Booster be discussed with students, including those students who are children of the Board of Directors, Committee Chairs and any other members serving on behalf of the Paulding County Band Boosters.
- Sec. 3 If any member violates this code of conduct, their actions will be evaluated by the Board of Directors and their Membership may be terminated by a majority vote.

## **ARTICLE II**

### **A. BOARD OF DIRECTORS (Executive Committee)**

- Sec. 1 The Board of Directors shall consist of not less than nine (9) members. Members are defined as the holding position or title of an office of the PCHSBB. Each position shall only count as one voting member. The Board of Directors shall be elected by majority of two-thirds of the members of the PCHSBB majority present at the election meeting.
- Sec. 2 Members of the Board of Directors shall be officers of the PCHSBB described in ARTICLE II, B of these By-Laws and a minimum of Four (4) Members at

Large. The Band Director(s) shall be non-voting ex-officio members.

- Sec. 3 Each member of the Board of Directors shall have one vote, to effect a 2/3 majority vote when required.
- Sec. 4 The Board of Directors shall have the power and duty to recommend to the membership the establishment of policy and control of the operation of the PCHSBB, acting through the President, other officers and Board members. Further, the Executive Board shall have the responsibility for setting long-range goals including but not limited to approving the acquisition of major equipment, replacing uniforms, and generating community sponsorship.
- Sec. 5 Initially, Directors shall hold office for a period of one (1) year, commencing May 1. No Director shall be eligible for the same office for a period of longer than two (2) consecutive years except by special request of the Senior Band Director, and approved by the Executive Committee. The newly and constituted Board of Directors shall be elected at the April meeting of membership. This meeting shall be held before May 1, annually.

#### ***B. CORPORATE OFFICERS***

- Sec. 1 The officers of PCHSBB shall be: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Assistant Treasurer and Student Accounts. The same person shall not hold two (or more) offices concurrently.
- Sec. 2 The officers of PCHSBB shall be involved in band (concert and marching), color, or winter guard activities. The Secretary shall have the capability of recording and maintaining accurate records of all meetings. The Treasurer shall have a working knowledge of basic bookkeeping, accounting procedures, and the financial guidelines provided.
- Sec. 3 The Officers of PCHSBB shall be elected by a two-thirds majority of the members of the Band Boosters present at the regular April meeting. Each officer shall hold office for one (1) year, or until he or she resigns from the office, commencing on the first meeting in May annually.
- Sec. 4 A vacancy in any office shall be filled by an Executive Committee vote, held at the annual, regular, or called meeting upon the occurrence of such vacancy, unless all of the offices become vacant and then a special meeting is called to address said vacancies. A vacancy exists when any officer resigns his or her office or is recalled by the members.
- Sec. 5 In the event of vacancies of the entire slate of officers, the Band Director(s), as ex-officio member of the Board of directors, shall preside over the election of a new slate of officers at the same meeting.
- Sec. 6 Two unexcused absences in a row by an officer could constitute a vacancy in that office, and the Executive Committee may declare the office vacant. An excused absence shall be determined by a vote of the Executive Committee.

### ***C. DUTIES OF THE CORPORATE OFFICERS***

- Sec. 1 All officers of the PCHSBB shall be responsible and accountable for their acts as such to the membership. Before seeking an office, each candidate must read and understand the responsibilities required of the position.
- Sec. 2 The President shall preside at all meetings of PCHSBB and of the Board of Directors shall call meeting as provided by the by-laws, and shall be ex-officio member of all committees. The President shall have the responsibility for the general management of the affairs of the PCHSBB, and shall carry out the resolutions of the Board of Directors and membership, in accordance with the job description as amended from time to time.
- Sec. 3 The Vice-President shall perform the duties and exercise the powers of the President in the absence of the President. The Vice-President(s) shall function as committee Chairpersons for their respective office (unless they appoint a specific Chairperson), and shall perform such duties as may be prescribed by the Board of Directors from time to time, and more specifically as follows in Sec. 3a and Sec. 3b.
- Sec. 3a The First Vice-President shall assume all the duties of the President in his/her absence, and act as Chairman of the Ways and Means Committee.
- Sec. 3b The Second Vice-President shall be chairperson of the Paulding Meadows Committee and will recruit at least two additional delegates to attend Paulding Festival Committee Meeting(s). He/she will also assist the First Vice-President in all his duties.
- Sec. 4 The Secretary shall record the minutes of all meetings and proceedings of the membership and the Board of Directors, and shall perform such other duties as may be assigned to him, or her, from time to time by the President or the Board of Directors. The Secretary shall have custody of the seal of the PCHSBB, and shall affix and attest the same to documents duly authorized by the Board of Directors. He/she shall serve all notices for the PCHSBB which shall have been authorized by the Board of Directors, and shall have charge of all books and records of the PCHSBB normally located at the Corporate Offices other than the working financial records kept by the Treasurer.
- Sec. 5 The Treasurer shall familiarize him/herself with all financial aspects of the PCHSBB, and shall report at least once each month to the membership regarding the financial condition of the Band Boosters and further shall be responsible for receipt and recording disbursement of all funds for the PCHSBB. The Treasurer shall present all checks for disbursement of funds for signature, and clearance of said check for payment. The Treasurer shall have the care and custody of the funds in the name of the Band Boosters into such bank accounts as the Board of Directors may from time to time determine. The Treasurer will produce monthly financial statements in accordance with generally accepted accounting practices and deliver a copy to the Secretary along with a copy of the detailed receipts and disbursements for the month, to be retained by the Secretary at the Corporate Offices for a

period of at least five years, or longer, if required by law. The Treasurer shall have the books reviewed regularly once each year and when a treasurer resigns or is recalled by such auditor as the Board may select from time to time. Also, the Treasurer is to identify and discuss any potential scholarship recipients or financial hardships as they occur. It shall be the responsibility of the Treasurer or other individual specifically designated by the Board of Directors to research and secure such insurance policies as are necessary to protect students and members of the PCHSBB working diligently for and at the direction of the PCHSBB for damages both physical and financial. Further, the Treasurer is to follow any other guidelines and recommendations as detailed by the Executive Committee, approved by the Band Director, and signed by the PCHSBB.

Sec. 6        The Assistant Treasurer shall assist the Treasurer in all duties and familiarize him/herself with all financial aspects of the PCHSBB, and shall report at least once each month to the membership regarding the financial condition of the Band Boosters and further shall be responsible for receipt and recording disbursement of all funds for the PCHSBB. The Assistant Treasurer shall assist in presenting all checks for disbursement of funds for signature, and clearance of said check for payment. The Assistant Treasurer shall assist with the care and custody of the funds in the name of the Band Boosters into such bank accounts as the Board of Directors may from time to time determine. The Assistant Treasurer will serve as back up when Treasurer is absent and produce monthly financial statements in accordance with generally accepted accounting practices and deliver a copy to the Secretary along with a copy of the detailed receipts and disbursements for the month, to be retained by the Secretary at the Corporate Offices for a period of at least five years, or longer, if required by law. The Assistant Treasurer shall assist the Treasurer with ensuring the books are reviewed regularly once each year and when a treasurer resigns or is recalled by such auditor as the Board may select from time to time. The Assistant Treasurer is to help identify and discuss any potential scholarship recipients or financial hardships as they occur. It shall be the responsibility of the Assistant Treasurer or other individual specifically designated by the Board of Directors to assist with the duties to research and secure such insurance policies as are necessary to protect students and members of the PCHSBB working diligently for and at the direction of the PCHSBB for damages both physical and financial. Further, the Assistant Treasurer is to follow any other guidelines and recommendations as detailed by the Executive Committee, approved by the Band Director, and signed by the PCHSBB.

Sec. 7        Student Accounts shall familiarize him/herself with all financial aspects of the PCHSBB accounts for each student. The treasurer and student accounts will work together to provide up to date payments and dues for each account. Work with families to provide a payment plan if needed and to send out current account status to all band families on a monthly basis.

## **ARTICLE III**

### ***A. COMMITTEES***

- Sec. 1        There shall be the following standing committees with chairperson appointed by the President and approved by the Executive Committee: Ways and Means, Concessions, Uniform, Chaperone, Special Events, Communications, Property & grounds, Public Relations, Publicity, and Guard.
- Sec. 2        The President (or Vice-Presidents) may appoint or remove special committee chairpersons as the need arises. Each Special Committee Chairperson shall appoint and remove committee members as the need arises. Each Special Committee chairperson shall appoint committee members from the organization and the committee shall serve until the need for the committee no longer exists at which time the committee shall be dissolved. All officers may appoint such subcommittees as may be necessary to perform their assigned functions.
- Sec. 3        Also, each fund-raising Sub Chairperson is responsible for obtaining guidance from the Treasurer as to how monies and funds are to be accounted for, more particularly specified in Article VI General Financial Procedures.

### ***B. EXECUTIVE COMMITTEE***

- Sec. 1        The Executive Committee shall be composed of the President, First and Second Vice President, Secretary, Treasurer, Student Accounts, and the Chairpersons of all Standing Committees. The Band Directors and Members at Large shall be ex-officio members of the Executive committee, without voting rights.
- Sec. 2        The Executive Committee, in conjunction with the Band director, shall be responsible for the proposed budget preparation for the upcoming Band Boosters year. The proposed budget, in expenditure priority order, shall be presented to the PCHSBB membership after the installation of the incoming officers.

### ***C. WAYS AND MEANS***

- Sec. 1        The Ways and Means Committee shall consist of at least five members who shall submit plans for raising funds to the Executive Committee for approval. The First Vice-President shall be chairman. The Second Vice- President and the Treasurer shall be members of the Ways and Means Committee. All other members will be appointed by the Ways and Means Chair.
- Sec. 2        Further, the Ways and Means Committee shall be responsible for the oversight

of the planning, preparation, and completion of all organized and ad-hoc fund raising programs, naming of Sub-chairpersons for any fund raising program including the purchase and sale of all band or guard related promotional items (i.e., t-shirts, hats, sweatshirts, etc.); and assist the President in any way possible.

#### ***D. STANDING COMMITTEES***

- Sec.1      The Special Events Committee shall be responsible for the planning, preparation, and completion of all organized special events, including the naming of sub-Chairpersons of any organized special event; and assist the President(s) in any way possible.
- Sec. 1a     It shall consist of at least three volunteer members who shall arrange, special events such as the end of the year banquet and band camp cookout, following the guideline notes passed from incumbent to nominated chair on handover.
- Sec. 2      The Uniform Committee shall be responsible for inventory, maintenance, issuance and return of uniforms and shall ensure that the uniform needs are brought to the attention of the Executive Committee and assist the President in any way possible.
- Sec. 2a     Further, the committee is also responsible for ordering accessories, following the guideline notes provided by the previous uniform Chairperson on handover.
- Sec. 2b     The Uniform Coordinator also assures that during concert season each performing student is properly fitted with the designated formal wear for the young men and young ladies.
- Sec 3      The Public Relations Committee consisting of at least two volunteer members shall be responsible for ensuring that the instrumental music program is brought to the attention of the public at large in such a manner as to reflect credit and pride upon the activities of the bands, guard, and the instrumental music program through local newspaper announcements, newsletters, email, web site, and other means; and assist the President in any way possible. The Band Director shall have final approval of all publicity. All publicity, photographs and other events of note should be filed in the Band archives.
- Sec. 4      The Communication Committee consisting of at least one volunteer member shall establish a phone tree and an email list in order to notify all Officers and Directors of Board meetings and make all necessary calls and/or emails to parents to keep them informed of band activities, last minute changes, meeting, and events, etc. and assist the President and Vice Presidents in any way possible. The Chairperson is responsible for passing on updated notes, guidelines and job description on handover.
- Sec. 5      The Chaperone Committee, consisting of at least three members, shall be responsible for the coordination and training of chaperones for organization

sponsored activities that involve students in non-classroom events, such as: after school rehearsals, football games, parades, trips, concerts, festivals, competitions, band camps, fund raisers, etc.; and assist the President in any way possible.

- Sec. 5a Also, the committee is responsible for handing over chaperone guidelines, when relinquishing this Chairperson to his/her successor.
- Sec. 5b The Chairperson, along with the Band Director, is responsible for ascertaining any special needs for each trip. Further, the Chairperson is to make a basic first-aid kit available at all band functions and is to carry copies of Emergency Consent Forms and student health insurance cards, as provided by the Band Director.
- Sec. 5c The Chairperson and volunteers will assist the Band Director with any special needs required during games.
- Sec. 5d The Chairperson will turn in a list of all chaperone volunteers to the Band Director to ensure proper amount of admission tickets are issued. Only the chairperson and chaperone volunteers will have the authorization to receive admission tickets.
- Sec. 5e Shall arrange for water coolers with water and ice at each band practice and performance as necessary – especially in hot weather.
- Sec. 6 The Concessions Committee shall consist of a least three members who shall be responsible for providing concessions, the upkeep and maintenance of concession stands, and staffing for home games.
- Sec. 6a The Chairperson shall keep records of expenditures and collections and submit these records to the treasurer after each game, in accordance with the published Financial Guidelines for the Band Boosters.
- Sec. 6b Works with the Band Boosters Treasurer with regard to accounting for funds. The Concession Stand account shall be reviewed by the Treasurer and accounted for in the general account every month before the Regular Meeting.
- Sec. 6c Keep accurate records of all monies exchanged by this fund-raiser.
- Sec. 6d Solicits and organizes the training process for parents and manning of the Concession Stands.
- Sec. 6e Support the training process for parent volunteers as stand managers as needed.
- Sec. 6f Coordinates a cooking crew to cook necessary items to be sold in the Concession Stands.

- Sec. 6g Sees that the Concession Stands are kept clean, organized and suitable as food preparation areas.
- Sec. 6h Is responsible for maintaining a food quality standard for all goods sold from the Concession Stands.
- Sec. 6i Is responsible for securing all products to be sold in Concession Stands.
- Sec. 6j Shall provide specific guidelines and instruction to parent volunteers on pricing, portion control, hygiene, money handling, drinks and foods to visitors, sibling/underage visitors and band members in Concession area.
- Sec. 6k Provide a resource and information guide to successor.
- Sec. 6l Shall provide to the Secretary a complete inventory list of the Band Booster owned Concession Stand equipment every year before year-end. Includes, but not limited to, popcorn machine, cotton candy machine, coolers, grills, tables, soda machines, warmers, crock pot, etc.
- Sec. 6m The chairperson will turn in a list of all concession volunteers to the Band Director no later than the Monday Thursday before a home game.
- Sec. 6n Also, the chairperson will have a sign in sheet available for all volunteers and turned in to the Treasurer or Student Account Chairperson.
- Sec. 7 The Property and Grounds Committee consisting of at least 2 volunteers member shall consist of a chairperson and as many volunteers as necessary, and is responsible for the maintenance of all properties of the PCHSBB, including all vehicles.
- Sec 7a The Committee is also responsible for the maintenance of the practice field and Director's tower.
- Sec 7b Provide a resource and information guide to successor
- Sec. 8 The Pit Committee shall consist of a chairperson and only as many adult volunteers as necessary to complete tasking. The committee shall be responsible for loading and unloading the trailer and handling equipment at all band performances.
- Sec. 8a Shall organize a crew of parents and students to set up and remove the pit equipment and show props during half-time at football games, at marching contests or any other event where equipment will be moved.
- Sec. 8b The Pit Chairperson will provide a list of all pit volunteers to the Band Director no later than the Thursday before a home game.
- Sec. 8c Shall provide to the Secretary a complete inventory list of the Band Booster equipment. Includes trailers, generator, coolers, tools, etc. (but not concession equipment).

- Sec. 9 The Guard Committee shall be responsible for the acquisition and design of Color and Winter Guard uniforms, flags, props, and equipment; and for maintaining contact with color and winter guard members throughout the year and keep members informed of all Band/Color and Winter Guard activities.
- Sec. 9a Shall provide to the Secretary a complete inventory list of the Band Booster owned items for the Color Guard, including flags, poles, rifles, sabers, material, tarps, etc.
- Sec. 9b Shall provide any notes or guidelines on handover of position.
- Sec. 10 The Fundraising Co-Chair shall be responsible for assisting the First Vice-President in finding appropriate fundraisers, getting approval for, and administrating said fundraisers.
- Sec. 11 The Paulding Meadows Co-Chair 1 and Co-Chair 2 shall be responsible for assisting the Second Vice-President in planning, attending required meetings, promotion, setup/cleanup, and helping to administrate the weekend event. Example: Running one of the following during the event (booth, parking, or gate)

## **ARTICLE IV**

### ***A. ELECTIONS***

- Sec. 1 A Nominating Committee shall be appointed by the President at the regular February meeting each year. Nominations may be made from the floor after the report of the nominating committee, at the regular March meeting.
- Sec. 2 Officers are to be elected at the regular April meeting, installed at the May meeting, and enter directly into their duties after the annual awards banquet.

### ***B. RESIGNATION***

- Sec. 1 A Director may resign at any time by giving written notice to the Board of Directors.
- Sec. 2 Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by a Board member and the acceptance of the resignation shall not be necessary to make it effective.

### ***C. RECALL OF DIRECTORS***

- Sec. 1 Any request for recall of a Director must be presented in writing to the President. The President shall then include the request in the agenda of the next Regular Meeting and allow the member to present his request to the General Membership.
- Sec. 2 The President shall be responsible for ordering a ballot at the next General Meeting following a review of all reasoning and evidence, using a preponderance of evidence.

#### ***D. VIOLATION OF BY-LAWS***

- Sec. 1 Violation of any portion of these by-laws may result in arbitration hearings involving school administration, Band Directors, involved PCHSBB members and a member of the executive committee as specified by School Administration or Board of Education.

### **ARTICLE V**

#### ***A. MEETINGS***

- Sec. 1 Executive Committee meetings shall be held each month at the principal office on the second Tuesday of the month at 6:00 PM. Regular meetings of the PCHSBB shall be held each month at the principal office on the second Tuesday of the month at 7:00PM following the school calendar. Notice of a temporary change of Executive Committee or customary meeting time and/or place shall be set by the President with notification by the communication committee.
- Sec. 2 Special meetings of the Executive Committee or regular membership may be called at any time by the President with the help of the Communication Committee, if required. Notice of the meeting shall be given to the Executive Committee members or the regular membership not less than two days prior to such a meeting, stating the time, purpose and place of the special meeting.
- Sec. 3 A majority of the members of the Executive Committee, plus as many booster members as required to constitute a quorum for the transactions of the business using a 2/3rds majority at meetings.
- Sec. 4 Where no quorum is available, a telephone/text vote may be used to conduct emergency business.
- Sec. 5 Minutes shall be taken at all meetings of the Board of Directors and Executive Committee and such minutes shall be made available by email 2 days before the next month regular meeting to the membership of the PCHSBB.
- Sec. 6 All Executive Committee members (officers and chairperson committee) are required to attend all meetings.

Sec. 7 ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern all meetings when not inconsistent with these by-laws.

***B. ORDER OF BUSINESS***

Call to order  
Reports of the Committees  
Reports of the Officers  
Old Business  
New Business  
Report of Band Director  
Adjournment

***C. FREQUENCY & VOTING***

- Sec. 1 There shall be an annual meeting of the Board of Directors and other meetings of the Board of Directors shall be held on the call of the President or upon the written demand of any two (2) officers (or committee chairs) of the Board of Directors.
- Sec. 2 A 2/3rds Majority of the Board of Directors shall be necessary to constitute a quorum for the transaction of the business at the meetings of the Board of Directors. Where no quorum is present any action, which might properly be taken at a meeting of the Board of Directors, may be taken and shall be valid if approved and signed by the majority of the members of the Board within five (5) days after the date of such meeting.
- Sec. 3 Meetings of all committees shall be held as necessary for performance of the duties of each committee.
- Sec. 4 A 2/3 Majority vote of the members of each committee present at a regularly called meeting shall be sufficient for transaction of business recognizing that all committee actions are subject to review by Officers and Directors.

**ARTICLE VI**

***A. GENERAL FINANCIAL PROCEDURES***

- Sec. 1 All Financial procedures will be executed in accordance with Band Booster bylaws and the recommendations listed hereafter.
- Sec. 2 The budget will be submitted by the Executive Committee for approval no later than the regular March meeting of the Band Boosters and will be approved by the membership at the annual April meeting. The budget will cover the operating expenses and the proposed needs of the band. The budget

may be amended with the recommendation of the executive Committee and the approval of the Band Booster.

- Sec. 3 The fiscal year of the organization will be from June 1 through May 31. Sec.
- 4 The funds of PCHSBB shall be deposited in a bank approved by the Executive Committee and shall be subject to a disbursement by checks signed by the appropriate person(s). Two authorized signers are required for each check issued. The treasurer is not an authorized signer and is not allowed to sign any checks.
- Sec. 5 The Second Vice-President and Band Booster volunteers will assist the Treasurer in all aspects of financial control.
- Sec. 6 Only the Treasurer or the PCHSBB President has the authority to open or close Band Booster accounts, and then only with the approval of the Executive Committee.
- Sec. 7 The Second Vice-President will work with Treasurer to ensure that the budgets, deposits, disbursements, and books are kept in accordance with financial guidelines.

## ***B. COLLECTION OF MONIES***

- Sec. 1 Two Band Booster volunteers will be available for a specified time each day during Band Camp and once weekly during the school year for the collecting of funds. No less than two non-related members will collect and count money following the approved format.
- Sec. 2 The Treasurer should not be the primary person collecting or counting money.
- Sec. 3 Each check collected will have the student's name written on the memo, and post-dated checks will not normally be accepted.
- Sec. 4 Each person submitting funds will receive a written receipt signed by the person collecting the funds. A copy of the receipt will remain in the receipt book.
- Sec. 5 When all monies are collected for the day, the money will be counted and checked by at least two non-related booster members. Both counters will initial and date the deposit slip and the collections records. A copy of both documents will stay in the band room in a specified location. A copy of all checks will be attached to the deposit slip and collections record that stays in the band room. The counters will keep a copy of the account record. A copy will go to the Treasurer. The money will be taken directly to the bank by the Treasurer, or other nominated person, and put in the night deposit. The Treasurer will pick up the deposit slip from the bank and verify the deposit. The Treasurer will report any discrepancies to the Second Vice-

President.

### **C. *TREASURER***

- Sec. 1 The Treasurer will receive an invoice and a check request and within 72 hours then write checks in accordance with the budget adopted by the Band Boosters. The Treasurer will keep receipts, statements, cancelled checks, and books of account in accordance with current industry standards.
- Sec. 2 The President, First Vice-President, Second Vice-President, Secretary, or Person designated by the Executive Committee will sign checks, after presentation by the treasurer.
- Sec. 3 The Treasurer may reimburse any member for expenditures if the member completes the Check Request Form with a valid receipt for a pre-approved expenditure or purchase. The Executive Committee has the right to deny any unapproved expenditures. If circumstances require a blank check to be issued, the person writing the check must notify the Treasurer of the amount and turn in a valid receipt within 72 hours.
- Sec. 4 The Treasurer will assign a person to act as Student Account Chairperson. The Chairperson will keep records of students' accounts, including record deposits, paying fund-raising bills, and maintaining student account records. The Treasurer will keep for record the ledger sheets submitted by Ways and Means Committee members for the different fund-raising activities.

### **D. *STUDENTS***

- Sec. 1 Student accounts will be for the purpose of paying for major trips and band fees. Money will be applied in the following order of precedence: Band  
Camp  
Uniform Fees  
Band / Activity Fees  
Trips
- Sec. 2 Payment deadlines will be established each season and posted on the band website. Further, the Band Director will inform students in class. Once a commitment form has been signed, the student is an active member of band and the fees are owed.
- Sec. 3 Individual payments to student accounts may be carried over from year to year or transferred to another student account upon written request (from parent of the student). Money raised by means of fund-raising will not be reimbursed.
- Sec. 4 No refunds will be made for account balance overages. The overage may be donated to another student at account holder's request. If account balance is not donated at the end of the account holder's time in band, the balance will

be placed into general band fund.

- Sec 5: Under any circumstances, if the student is asked to leave the band program and the students account has an existing balance, no refund will be granted for any paid amounts and the outstanding balance must be paid in full.
- Sec 6: Under any circumstance, if a student quits the band program after a day, a week, a month etc.. and a commitment form has been signed, that family is responsible for paying any outstanding balance in full on that student's account.
- Sec. 7 No student with an account balance is eligible to attend band/chorus trip until account is in good standing/paid in full.
- Sec. 8 No student with a negative balance is eligible to receive an award on awards night until their account balance is in good standing/paid in full.
- Sec. 9 Activities such as trips, GSU Leadership Institute, Drum Major Camp, District Honor Band, All State Honor Band, etc. must be paid in full prior to the student attending the event.
- Sec. 10 In the event a student/band family is suffering financial hardship, the Executive Committee may offer an Alternative Payment Plan ("APP"). This APP is held in the strictest of confidence and allows both student/band family and the Executive Committee to agree on a alternative payment "schedule" in order to pay off any existing balance(s). The Treasurer and/or Student Account representative will create an APP form that both parties will review and sign. This APP agreement does not null in void any previous commitment form agreement(s). The payment of all outstanding balance(s) are still the responsibility of the student/band family as stated in previous sections.

#### ***E. GUIDELINES***

- Sec. 1 These financial guidelines are to apply to all aspects of the Band Booster organization and can be amended when necessary with approval of the Executive Committee.

### **ARTICLE VII**

#### ***A. UNIFORM CHANGES***

- Sec. 1 Major changes in uniform design shall be considered not less than every five years. The Uniform Committee with the Band Director shall present any proposed changes to the Executive Committee.

- Sec. 2 The Uniform Chairperson's duties are to assure each marching band student is properly fitted with formal uniform and alternate uniform for every event.

## **ARTICLE VIII**

### ***A. AMENDMENTS***

- Sec. 1 After review by the Board of Directors, the Constitution and By-laws of the organization may be amended or appealed or new By-laws adopted only at a regular meeting by the affirmative vote of two-thirds (2/3) of the member present and voting, and only after notice of proposed action shall have been given at a previous or called meeting.
- Sec. 2 Since the By-laws of the organization, if valid, must not be in conflict with Federal, or State Constitutions, State or Federal Laws, any amendment or revisions of these Bylaws will be referred for review and approval to legal counsel as required. Any portion of these By-laws which are, or become, in conflict the applicable laws, or regulations, shall be null and void and shall not affect the validity of the remaining By-laws. Any amendment shall become effective upon its approval by vote at a regular meeting.

## **ARTICLE IX**

### ***A. STANDING RULES***

- Sec. 1 Standing rules direct the administration of the organization, and provide interpretation of the job description.
- Sec. 2 A standing rule can be added, deleted, or changed by a majority vote at a regular meeting of the membership.

### ***B. JOB DESCRIPTIONS***

A list of the current standing rules will be attached to these by-laws and are available for the following job descriptions:

- Sec. 1 President  
1st Vice-President

2nd Vice President  
 Secretary  
 Treasurer  
 Asst. Treasurer  
 Student Accounts  
 Ways and Means Committee  
 Events Committee  
 Communications Chair  
 Pit Committee  
 Chaperone Committee  
 Uniform Committee  
 Grounds and Property Committee  
 Concession Stand Committee  
 Guard Committee  
 Public Relations & Publicity Committee  
 Fundraiser Co-Chair  
 Paulding Meadows Co-Chair 1  
 Paulding Meadows Co-Chair 2

These revisions of the constitution and by-laws have been presented at the regular scheduled meeting on November 2, 2023. They have been voted on and adopted at the regular scheduled meeting held on November 2, 2023.

Approved and accepted by:

President	Sarah Graves	<u><i>Sarah Graves</i></u>
1st Vice President	Angela Cammarano- Moses	<u><i>Angela Cammarano-Moses</i></u>
2nd Vice President	Jessica Busby	<u><i>Jessica Busby</i></u>
Treasurer	Fiona Barfield	<u><i>Fiona Barfield</i></u>
Asst. Treasurer	Richard "Alex" Robertson	<u><i>Richard Alex Robertson</i></u>
Secretary	Julie Maxwell	<u><i>Julie Maxwell</i></u>