

# Dunwoody High School Band Boosters

## By-Laws

Revised 08/26/08

### Article I

#### **Name of Organization**

The name of this organization shall be the Dunwoody High School Band Boosters, Incorporated, hereafter referred to as the DHSBB.

### Article II

#### **Purpose**

The purpose of the DHSBB is to raise money and coordinate parent/volunteer activities for the support of the band program at Dunwoody High School. The DHSBB is empowered to address the needs and actions of the band program at Dunwoody High School. The vision for the DHSBB is to see successful outcomes for all students. The Dunwoody High School Band Boosters will operate strictly for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

### Article III

#### **Responsibilities**

The responsibilities of the DHSBB will be within the constraints of Federal/State laws, DeKalb County School System (local school board) policies, and guidelines. The DHSBB will have the following responsibilities:

- Assist the band director in the preparation, implementation and evaluation of an annual budget for the Dunwoody Band Program.
- Disseminate information to parents and band supporters
- Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about band activities and achievements.
- Provide Booster information for inclusion in the band handbook. Assist with the development, duplication, and distribution of the handbook at the Band Director's discretion.
- Coordinate designated fundraising activities to provide opportunity for students to offset their band dues.

- Conduct fundraisers and accept donations for the Dunwoody High School Band Program.
- Provide input to the Band Director for formulating the strategic direction of the Dunwoody Band Program.
- Make recommendations regarding a parental involvement/networking plan to insure that all parents are informed about and have an opportunity for meaningful input into Dunwoody High School Band Booster decisions via email and Booster meetings.
- Foster school spirit throughout the Dunwoody community.

## Article IV

### **Representation and Membership**

The Dunwoody High School Band Boosters will be composed of all parents/guardians of band students in the DHS Band Program. Said members are to be considered Active Members as long as their student (s) remain (s) in band. **Each member in good financial standing will have one vote per band student.** Persons from the community at large interested in furthering the objectives set forth in Article III may become honorary (non-voting) members of the DHSBB. Said members will be considered Non-Voting Members.

This contradicts the nominations vote in article V & the meeting votes in article VII

Membership Dues: The amount of the annual membership dues shall be fixed by the DHSBB. The amount membership dues may change from year to year as deemed by the general economy and/or the proposed budget. The board, at its discretion, shall set any fee amount deemed reasonable and may also be permitted to make fee adjustments for hardship cases, etc. A parent wishing to obtain a fee adjustment must make the request in writing to the Board. At that time the Board will work with the parent to set up a payment plan. Additionally, **Dr. Harris** may at his discretion provide funds from the school's general fund to cover the cost of the band member's "basic items" required for marching band participation. All dues not paid within six weeks from the start of the school calendar year shall be considered in arrears.

## Article V

### **Election and Appointment Procedures**

There shall be a minimum of five (5) officers who shall be elected. Each and every candidate must be a member of good standing and must be willing to accept the position for which he/she is nominated and must have a child enrolled in the Dunwoody High School Band Program. Elections for Booster Executive Officers will be held no later

than March 15<sup>th</sup> of each year. DHSBB officers will assume their responsibilities on May 1<sup>st</sup>. Candidates may self nominate for the available positions.

The Nominating Committee shall consist of three members appointed by the President by February 1<sup>st</sup> each year. One of the members will be from the Executive Board and two members will be from the general membership of the Boosters.

The Nominating Committee will be responsible for presenting a slate of officers and establishing rules for the conduct and certification of nominations and elections. Information about the upcoming election of band booster officers will be publicized at least one month prior to the election. Each family may cast one vote per school year in the election as long as that family is not in arrears for any dues and/or fees.

A transition period shall occur during March 15<sup>th</sup> and May 1<sup>st</sup> for the existing Booster Executive Board and the newly elected Booster Executive Board. All elected officers of the DHSBB will serve a two-year term. No term limit will be set on the number of terms a member may serve.

## Article VI

### **Officers and their Duties**

The Executive Board of the DHSBB will consist of a

- President and/or Co-Presidents
- Vice President (s)
- Secretary(s)
- Treasurer(s)
- Auxiliary Representative(s)

The role of the Dunwoody High School Band Booster Executive Board is to:

- Work with the Band Director to develop the integrated band program budget;
- Coordinate band program expenditures;
- Monitor the budget throughout the year and recommend necessary changes to the band director based on actual cash flow;
- Provide input on band program direction and future plans to the band director;
- Work in conjunction with the middle school band boosters with regard to planning special activities and high school transition;
- Ensure respective committees are completing assigned duties to meet the needs of the Dunwoody Band, and
- Dissolve any committees deemed unnecessary to the functioning of the organization.

The **President and/or Co-President** will:

- Preside at all booster and executive board meetings and have general supervision of the activities of the DHSBB;
- Work with the band director in planning and directing the activities of the DHSBB;
- Serve as the contact person for all requests relating to the Boosters;
- Approve the agenda for DHSBB meetings in consultation with the band director;
- Appoint ad hoc committees as needed;
- Serve as an ex-officio member of all committees;
- Designate the president-elect to preside in the absence of the president; if neither is available, the president will name a board member to preside and carry out functions of the president at a specific meeting.

The **Vice President** will:

- Attend all Executive Board meetings unless notifying the President prior to a given meeting;
- Report on the activities of the committees that they oversee;
- Serve as ex-officio members of those committees, and
- Assume chairmanship of any committee they oversee that is without a chair, until one can be appointed.

The **Secretary** will:

- Keep a full and accurate account of the proceedings and transactions of all DHSBB meetings;
- Provide copies of the approved minutes to Booster members and to the band director when requested;
- Prepare any official correspondence the director or president may request;
- Send out announcements including rehearsals, performances, fundraising events, etc;
- Maintain a DHSBB file in the band director's office containing copies of all minutes, Booster correspondence, newsletters, current bylaws and standing rules, and other miscellaneous records;
- Maintain a database of the Booster membership including names, addresses, e-mail addresses, and current telephone numbers, as well as an emergency phone tree and additional information as recommended by the Boosters;
- Work in conjunction with the middle school band booster secretary to disseminate pertinent information; and
- Provide a copy of the bylaws to the principal's office as required.

The **Treasurer** will:

- Keep a full and accurate record of all Dunwoody Band program financial transactions;
- Develop and review financial procedures;
- Disburse funds as approved in the budget following financial procedures;
- Review with the Band Director cash flow and expenditures as needed;
- Review/set-up bank accounts and appropriate authorizations;
- Keep accurate student account information;
- Distribute student account information no less than four times during the school year or as required;
- Make reports at Board meetings as needed;
- Assist in the preparation of the budget; and
- Make financial information available to Board members and Boosters as requested or needed.

When an elected officer of the Band Boosters has missed three (3) consecutive scheduled meetings without notice to the President or has submitted a letter of resignation to the President, the President will appoint the person with the next highest number of votes in the most recent election. If that person is no longer available, the Dunwoody High School Band Booster Executive Board will make a decision regarding a replacement. The person appointed will finish the un-expired term.

The **Student Class Representatives** will:

- Be appointed by the band director;
- Consist of a class representative from each grade level;
- Provide input, suggestions, and feedback in the decision-making process;
- Attend Booster Board meetings as requested by the Board

## Article VII

### **Meetings**

The DHSBB Executive Board will have monthly meetings at the school. Prior to the beginning of the school year, the meeting dates will be decided upon by the Booster Executive Board and the band director. The President of the Booster Executive Board may call special meetings with 48 hours notice. Five (5) members will constitute a quorum for Booster Executive Board action. Fifty (50) percent of the elected officers represent a quorum.

General membership business meetings will be held at least three (3) times a year. **All members of the DHSBB with band class students and/or marching band students in good standing are voting members with one vote per family.** A presence of 25% of the voting membership will constitute a quorum.

The Dunwoody High School Booster year will run from May 1<sup>st</sup> through April 30<sup>th</sup>.

## Article VIII

### **Finance**

#### **I. Budget Formation:**

1. An annual budget for year shall be formed at the beginning of the school year by the band director, president, treasurer and two at large, non-officer members voted on by the membership.
2. The proposed budget shall be presented to the executive board for approval. If approved, the budget will then be presented at the first general meeting in the fall for general membership approval.
3. If spending must occur before budget approval, any such spending must be incorporated into the annual budget.
4. Once the budget is approved by the general membership, it becomes binding.
5. Re-appropriations of money from one budgetary line to another, or spending over budgetary limits may be authorized with approval of the executive board.
6. Surplus revenues exceeding the budget shall be earmarked as such in the band account. This money may be appropriated by vote of the executive board.

#### **II. Disbursements:**

1. All Booster funds shall be spent only in direct support of the objectives stated in these By-Laws.
2. All disbursements must be approved by the Board prior to committing and/or spending Booster funds. Approval can either be obtained by an email to all Board members or by approval at a Board meeting with the approval noted in the meeting minutes.
3. The Treasurer must confirm that the funds have been allocated in the budget before funds are disbursed.
4. All expenses not approved by the Board will not be paid by the Board. Those expenses will be the responsibility of the person(s) who initiated and/or incurred the expense.
5. All disbursements require the submission of a "Check Request" form. This form requires three (3) signatures: the Band Director, the President and/or her designee and one (1) other Board member.
6. If a Board member is requesting funds, then that Board member may not approve the Check Request. If the Treasurer is requesting funds, then he may not approve the Check Request.
7. Supporting documentation for the expense must be attached to the Check Request before submitting the request to the Treasurer to issue a check.
  
8. All Band Booster checks require two (2) signatures. As of 08/08 the authorized signers are:
  - Teresa Browning - President

- Deborah Caras – Treasurer
- Tenley Stephens – Secretary

### **III. Income:**

1. All funds collected shall be deposited in the appropriate booster checking or savings accounts under the name of The Dunwoody High School Band Boosters.
2. All funds deposited with The Dunwoody High School Band Boosters must be submitted to the Treasurer in a sealed envelope. The outside of the envelope shall indicate the name of the Band member; specifically what the money is for; and how much money is enclosed. The receipt notebook in the band office must be signed and filled out with the above information. The sealed envelope is then deposited in the safe in the band office.

## Article IX

### **Parliamentary Authority**

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

## Article X

### **Amendments**

All proposed amendments to these by-laws should be referred to the Booster Executive Board. These by-laws may be amended by a unanimous vote of all members of the Booster Executive Board. In the event that a unanimous vote is not reached, but the vote count is in the majority, then the proposed amendment shall be presented to the general membership for consideration. The by-laws may be then amended at any regular or special membership meeting by a majority vote of the members present and voting as provided herein.

These bylaws may be amended at any regular meeting of the DHSBB by approval of quorum of the voting membership body, provided that the specific amendments meet the following requirements:

- They have been introduced at a prior meeting, by email and/or written communication
- They are included in the minutes of the prior meeting; and
- They are listed on the agenda for the current meeting.

Proxy voting will be allowed for amendments to the By Laws.

## Article XI

### **I. Dissolution of Association**

1. This organization may be dissolved in the following manner:  
The Executive Council shall adopt a resolution recommending that this organization be dissolved, and direct that the question of such dissolution be submitted to a vote at a special meeting of the Association members. Written notice indicating the date, time and purpose of such meeting shall state the advisability of dissolving this organization and shall be given to each Booster member and the Director at least thirty (30) days prior to such meeting.  
Approval to dissolve this organization shall require the affirmative vote of at least two-thirds of the attending Association members.
2. The Band Boosters may also be dissolved by the DeKalb County Superintendent on the recommendation of the Band Director and the Principal of Dunwoody High School for the following reasons:
  - a. Any action by the Executive Council that is determined to be against the policies of Dunwoody High School or the Dekalb County School District



b. Any actions that are determined to be detrimental to the Band, its members, the Director, or the School community. Examples include, but are not limited to:

- Actions that adversely affect the educational purpose or atmosphere associated with the Band and its members.
- Actions designed to deliberately undermine the ability of the Director to properly perform the duties of the position.
- A lack of ability as demonstrated by the Executive Board to conduct the business of the Band Parent Association in a manner that is professional, responsible, or that is representative of a spirit of cooperation and good will.

## **II. Ownership**

1. Upon dissolution of the Association, all account books and records shall be turned over to the Principal of Dunwoody High School, and all remaining association funds shall be placed into the district band account.
2. Any funds, equipment or property acquired by the DHSBB for the Dunwoody High School Band shall become the property of Dunwoody High School. In the event that the DHSBB is dissolved, or ceases to function, all accumulated funds, equipment and property shall be the property of Dunwoody High School Band Fund and shall be disbursed at the discretion of the Principal, subject to the expressed condition that they be used for the purpose for which they were acquired.

## Article XII

### **General**

In the event there is a conflict between the bylaws and any existing DeKalb County School System policy or federal/state/municipal law, the policies and laws are controlling and the bylaws cannot supersede existing laws.

All property, equipment, supplies, musical instruments, uniforms and regalia purchased by the Dunwoody High School Band Boosters shall become property of Dunwoody High School/DeKalb County School System.

## COMMITTEES

- **THE COMMITTEE CHAIRMEN WILL:**

1. Attend all executive board meetings unless otherwise notified by the president prior to the meeting;
2. Report on the activities of the committees that he / she oversee;
3. Serve as a member of his / her committee and any sub-committees he / she creates.

- **THE PUBLIC RELATIONS COMMITTEE & MEDIA CHAIRMAN WILL:**

Oversee the following:

1. Newsletter—Compile information from the director and president to report to the parents and media at least twice a year (late fall and spring);
2. Handbook and Calendar—help compile information from the president to give to the band director. Assist in designing an informative handbook that includes a calendar, rules, regulations, procedures, and dates;
3. Website—help maintain and update band website;
4. Publicity (newspaper)—contact local newspapers to expose and “sell” the band program; and
5. Develop and maintain an organized notebook that contains procedures, time lines, policies, and suggestions regarding the position. A copy will be given to the secretary to keep on file for reference.

- **THE HOSPITALITY COMMITTEE CHAIRMAN WILL:**

Oversee the following:

1. Arrange social functions as required to support the activities of the club;
2. Purchase gifts for guest clinicians and other visitors within the constraints of the budget;
3. Make lodging arrangements for guest conductors and clinicians as needed;
4. Extend condolences to the DHS band family using the benevolence fund; i.e. phone call, sending flowers, or sympathy cards. This includes, but may not be limited to, death of a band member, immediate family member, or major surgery; and
6. Develop and maintain an organized notebook that contains procedures, time lines, policies, and suggestions regarding the position. A copy will be given to the secretary to keep on file for reference.

- **THE UNIFORM COMMITTEE CHAIRMAN WILL:**

Oversee the following:

1. Keep an accurate inventory of all band uniforms;
2. Assist the director with coordinating and arranging for the purchase of new or replacement uniforms as necessary;

3. Work closely with director to develop and implement loss and damage prevention procedure;
4. Responsible for establishing an effective and efficient method of issuing, collecting, transporting, and caring of the uniforms including band and auxiliary;
5. Keep an organized notebook that contains size information for all current students;
6. Serve as liaison between director and uniform cleaning company;
7. Develop and maintain an organized notebook that contains procedures, time lines, policies, and suggestions regarding the position. A copy will be given to the secretary to keep on file for reference.

• **THE TRANSPORTATION COMMITTEE CHAIRMAN WILL:**

Oversee the following:

1. Assist the director in reserving / requesting buses for all traveling events.
2. Serve as a liaison between the director and the school's transportation office;
3. Transportation of instruments and equipment to performances (vehicle and driver).
4. Oversee loading crew during marching and concert band season; and
5. Develop and maintain an organized notebook that contains procedures, time lines, policies, and suggestions regarding the position. A copy will be given to the secretary to keep on file for reference.

• **THE OPERATIONS COMMITTEE CHAIRMAN WILL:**

Oversee the following:

1. Assist band director with reserving location for band banquet;
2. Arrange food or catering for all band events or travel including band camp, marching band season meals, band banquet, concert band clinic, etc;
3. Purchase and inventory all supplies associated with band students' meals, i.e. coolers, cutlery, paper products, serving trays, etc;
4. Purchase and inventory car wash supplies;
5. Assist the director in the development and implementation of chaperone guidelines;
6. Organize, train, and oversee chaperones; and
6. Develop and maintain an organized notebook that contains procedures, time lines, policies, and suggestions regarding the position. A copy will be given to the secretary to keep on file for reference.

- **THE INSTRUMENT / EQUIPMENT COMMITTEE CHAIRMAN WILL:**

Oversee the following:

1. Responsible (in conjunction with the band director) for the maintenance and procurement of band instruments and equipment
2. Assist in construction and set up of all band equipment including instruments, field equipment, band room furniture, etc.
3. Assist in constructing and / or purchasing marching band props;
4. Assist the transportation committee chairman as needed;
5. Develop and maintain an organized notebook that contains procedures, time lines, policies, and suggestions regarding the position. A copy will be given to the secretary to keep on file for reference.

- **THE FUNDRAISING COMMITTEE CHAIRMAN WILL:**

Oversee the following:

1. Work closely with the Treasurer to meet budgetary needs;
2. Approve all fundraisers with the band director and the principal prior to kickoff;
3. Research innovative, exciting, and profitable fundraising opportunities; and
4. Develop and maintain an organized notebook that contains procedures, time lines, policies, and suggestions regarding the position. A copy will be given to the secretary to keep on file for reference.