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Constitution and Bylaws

Article I – Name

Section 1. The name of this association shall be “COWETA BAND BOOSTER CLUB” (CBBC).

Article II – Purpose

Section 1. The purpose of this association shall be to create interest in and give moral and financial support to the music and related programs that are directly overseen by the Director(s) of the Coweta Band program, of the Coweta Public School District in Coweta, OK but in no way interfere with school policies, teaching policies, band program policies, or Director(s).

Article III – Membership

Section 1. The organization shall consist of a general membership that includes parents/legal guardians of currently enrolled students in good standing with the band program. Each parent/legal guardian has voting rights.

Section 2. The Director or his/her designee shall serve as an ex-officio member of the Executive Board with voting rights.

Section 3. This organization shall have no monetary dues.

Section 4. Students and other volunteers are welcome at all meetings and functions but have no voting rights

Article IV – Officers and Elections

Section 1. The Executive Board of this organization shall consist of officers elected from the general membership parent/legal guardian of currently enrolled students in good standing with the band program. (“In good standing” is determined by the band program director based on the student’s eligibility to participate in band functions, including but not limited to expulsion, failure to turn in moneys owed for fund raisers, failure to pay band fees, but excluding eligibility due to grades.)

Section 1a. Each board position shall have one vote at Executive Board meetings.

Section 1b. Elected officers shall serve for a term of one year and begin their term following the Awards Banquet in May. Outgoing officers shall transfer all officer materials, books, and banking information/records to the newly elected officers at a hand off meeting time and place agreed upon by the out-going and in-coming officers no later than June 1st. All officers should attend.

Section 1c. There shall be a term limit of two consecutive years per board positions.

Section 1d. All elected officer positions are volunteer positions.

Section 1e. If an officer no longer has a currently enrolled student in good standing with the band program, the board position shall be vacated and the provisions of section 2b shall be followed.

Section 2. Nominations for all elected officer positions shall be taken during the month of March. Elections of new board members shall take place at the April General Booster Club meeting.

Section 2a. Nominees do not need to be present to be nominated but must confirm their interest in the office within 7 days of nomination in writing or via e-mail.

Section 2b. Election of officers shall be by written or e-mailed ballot of the general membership. E-mail ballots must be received 24-hours prior to the May general meeting.

Section 2c. Vacancies on the Executive Board shall be filled by special election to serve for the remainder of the elected term.

Section 3. Any Executive Office, Committee Vice President, or Committee Chairman can be removed with “just cause” by a review of the remainder of the executive board and a 2/3rds vote of the general membership. “Just Cause” includes but is not limited to, failure to attend multiple meetings, failure to follow rules set forth by

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these by-laws, conduct in a manner that interferes with school policies, teaching policies, band program policies, or Director(s)

Section 4. Duties of Officers:

President: Shall preside at all meetings of the association and shall be an ex-officio member of all committees. The President may collect/receive monies and make payments upon proper approval in the treasurer's absence. The President shall act as liaison between the Booster Club, and Director, and may be the liaison between the School District, or campus administration, upon the request of the director, or may delegate duties to another officer or committee chair as necessary.

Vice President: Shall perform the duties of the President in the absence of that officer. Shall serve as meeting Parliamentarian as appropriate. Shall act as Coordinator and oversee all event committees as formed to plan and coordinate band functions and events. In addition, the Vice President is responsible for the completion of the annual audit, which should be presented at the meeting following the end of the fiscal year and shall aid the treasurer upon request.

Secretary: Shall record all minutes of each meeting and submit those minutes for formal approval at the following meeting. The secretary shall also post approved general meeting minutes in the Booster Club binder and electronic file, where they will be available to all club members for review upon request. Secretary may also assist with the preparation of all meeting agendas, including processing requests for items to be included on upcoming agendas. Secretary shall also be responsible for all general written and e-mail correspondences to club membership and shall draft correspondence on behalf of the club in support of other officers as required. The Secretary will also maintain the parent roster, maintain copies of correspondence and documents, maintain all physical and electronic records, create forms and flyers as needed, and keep attendance records of each meeting and event as appropriate.

Treasurer: Shall collect, receive, and be custodian of all monies paid into the club including all subaccounts, pay all bills of the club upon proper approval, report financial status of the club at monthly board meetings, and assist with the preparation of the club budget to be presented at the beginning of the school year. In addition, the Treasurer shall prepare a mid-year financial statement in January and an annual report at the end of the fiscal year. He/she shall supply the auditor with all information required for the audit, and supply information to the appointed tax preparer if other than the Treasurer.

Article V- Committees

Section 1. The following committees shall have a Vice President appointed by the Executive Board. The appointee shall serve until the position is resigned or removed in accordance with Article IV section 3.

- a) District Concessions (all concessions operated by the Band Program)
- b) Media (Facebook, News Paper, web-site, etc.)

Section 2. The following committees shall be appointed by the Executive Board and serve a term of one year

- a) Senior Committee:
- b) General fund raisers
- c) Pie Auction: (September)
- d) Chaperones:(football/Contests) (Aug-Nov)

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- e) Snacks/Meals (football/contests) (Aug-Nov)
- f) Chili Dinner (Dec.)
- g) Silent Auction (Jan.) (Talent Show and Spaghetti Dinner)
- h) Spaghetti Dinner (March)
- i) Senior Banquet (May)

Section 3. Committees can be added or omitted without changing the Constitution and Bylaws.

Article VI-Meetings

Section 1. General Meetings. Should be held monthly but shall be held no less than 8 times a physical year, with dates chosen by the Executive Board and announced to the general membership in advance.

Section 1a. All general meetings are open to the public, with voting rights reserved to the membership as defined in Article III.

Section 1b. A quorum of 5 will be required to vote on agenda items or on items brought before a special meeting. A motion before the general membership will be passed with a majority of the general membership voting in favor. Motions on topics not on the agenda may be tabled and placed on the agenda for the next meeting at the discretion of the Executive Board.

Section 1c. Members may vote on agenda items in person at the meeting.

Section 2. Executive Board Meetings. Shall be held monthly on a date and time and at a location mutually agreed upon by the Executive Board members. Board meetings shall precede the general meeting scheduled for that month. Special Executive Board meetings may be held as needed as mutually agreed upon by the Executive Board members.

Section 2a. Executive Board Meetings shall be open to members of the Executive Board, to those representing items for board consideration and to other presenters solicited by the board to supply/present information as needed.

Section 2b. A quorum of 3 will be required to vote on agenda items of the Executive Board or on items brought before a special Executive Board meeting. A motion will be considered to be passed by the Executive Board with a majority voting in favor.

Section 2c. Executive Board officers may vote on agenda items by telephone or by e-mail prior to 5 PM the date of the meeting.

Article VII – Finance

Section 1. The fiscal year, for financial and reporting purposes, shall be June 1 through May 31.

Section 2. No project for the welfare of the band shall be undertaken which does not have the advance approval of the Director.

Section 3. The annual budget and any expense over \$1,000 will require Executive Board review and majority approval prior to the item(s) being placed on the agenda for a vote at a general meeting.

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Section 4. The Executive Board can approve expenditures up to \$1,000.00 with a majority vote. Vote can be by phone call, text, or e-mail.

Section 5. The President can approve expenditures up to \$500.00 per month for emergency situations

Section 6. All Coweta Band Booster Club expenditures over \$1,000.00 and any gifts (for example Senior night gifts) shall be brought to the executive board with a minimum of three quotes, and a recommendation from the director or committee chair as to the preferred vendor (quotes and recommendations shall be filed with or recorded in the meeting minutes). This does not include vendor specific items (uniforms, music, etc.) required to support the needs of the band.

Section 7. There shall be no payment for services rendered to any officer, member or volunteer. This does not apply to businesses owned by officers, members and volunteers if the provisions of Article VII section 6 are met.

Section 8. There shall be no reimbursements to individuals without prior approval from the executive board

Section 9. Surety bonds shall be provided for all Executive officers, the Vice President of Concessions, and any committee chair deemed necessary by the Executive Board.

Section 10. Income tax returns and documentation shall be prepared by a third-party designee not affiliated with the Club approved by the Executive Board and completed in compliance with the state and federal regulations pursuant to maintaining the good standing of the non-profit status of the association.

Section 11. The annual budget shall be prepared by the Executive Board and submitted to the general membership for approval at the beginning of each new school year. Individual programs supported by the Band Boosters shall submit a tentative operating budget to the Music Director(s) at the beginning of each fiscal year for approval prior to submitting it to the Executive Board for approval and subsequent incorporation into the master budget, which is then subject to the budget approval process outlined in Article V, Section 4.

Section 12. Subaccounts.

Section 12a. In addition to the general fund, the Treasurer shall maintain record of separate subaccounts for the music program; including but not limited to earmarked fund raisers, scholarship programs, and student assistance fund as created by a vote of the executive board.

Section 12b. All requests for funds from the Coweta Band Booster Club for the Coweta Band program, including but not limited to the color guard, ensembles, entry/sign-up fees, or transportation shall come from the Band Director(s).

Section 12c. Any projected expenditures and disbursements from the Boosters account and/or subaccounts must be placed on the agenda for Executive Board review and approval by a majority vote. Projected expenditures of over \$1000.00 will be placed on the agenda for a vote at the next general meeting.

Article VIII – Student Fund Raiser Participation Distributions

Section 1. When approved by the Director and the Executive Board, Students that participate in a Coweta Band Booster fund raiser may receive a portion of the proceeds into their individual “Band Account” that is maintained by the Band Program (Coweta Public Schools).

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Section 2. The fund raiser coordinator will track and maintain a “Record of Distribution” indicating the amount to be distributed to each individual participant and submit to the director of the band program or his/her designee, the record and a payment of the grand total of all participants.

Section 3. Once the payment has been made and record of distribution submitted the money is the property of the band program, and use falls under the guidelines of the band program, not the Coweta band booster club. It is the responsibility of the Director or his designee to maintain the students accounts.

Section 4. A parents/legal guardian of a student participant may request a “Record of Distribution” for their student(s) only.

Article IX - Amendments

Section 1. Bylaws may be amended as needed, with proposed text changes submitted in writing or sent via e-mail prior to a regularly-scheduled or special Executive Board meeting. Amendments to the Bylaws must be approved by a majority vote of the Executive Board prior to being submitted to the general membership for final approval.

Section 2. Written and/or e-mail notice of intent to conduct a vote on amendments to Bylaws must be included in the announcement of the agenda for the upcoming general meeting. Voting on amendments will require a quorum of 5, and amendments are approved if a majority of the members present at the meeting vote for approval.

Section 3. Approved amendments will be incorporated into the Bylaws text by the secretary. A current copy of the Bylaws shall be available in the Band Directors designated location within the high school band room and maintained on the website.

Article X – Termination of Association

Section 1. Upon the dissolution of this organization, any Band Booster assets remaining after the payment of, or provision for the payment of, all debts and liabilities, shall be distributed to the Coweta Band Fund, Coweta High School, if it is then in existence and organized and operated exclusively for the charitable purposes and exempt under IRC Section 501(c)(3). If not then in existence or so organized, operated or exempt, then assets may be distributed to another organization which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under IRC section 501(c)(3).

Adopted this ?? day of August 2018.

President: Kurt D. Cardwell
Vice President: Misty Pickard

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Secretary: Tonya Springsted

Treasurer: Jesse Hines

Director: Chris Koehn

General Membership:

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