

**By-Laws of the  
North Davidson Band Boosters Club  
Including all Approved Amendments through September 2016**

**Article I**

**Name**

The Name of this organization shall be the North Davidson Band Boosters Club.

**Article II**

**Purpose**

*The North Davidson Band Boosters Club is organized exclusively for charitable and educational 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 corresponding section of any future tax code.*

The principle purpose of this organization shall be to promote and encourage the participation of young men and women in the pursuit of knowledge in the use of band instruments, color guard equipment and to foster its development in the community and specifically in the North Davidson area schools.

In carrying out its principle purpose, this organization shall solicit financial and moral support among the citizens and the patrons of the community. They shall also organize, direct and receive funds during financial drives and special fund raising projects which will be necessary for the successful operation of the band.

In no event shall any funds of this organization be expended to influence legislation.

**Article III**

**Membership**

**Section 1      Qualifications**

Parents and legal guardians shall be eligible for active membership in this organization upon enrollment of one or more children in any band program in the North Davidson school area. Additionally, any interested citizen who will promote the spirit and purpose of this organization and indicates a desire for membership shall be considered eligible for membership.

**Section 2      Voting**

Each qualified member shall be entitled to one vote.

**Section 3      Meetings**

Regular meetings shall be held on the second Thursday of each month at 7:00 PM in the North Davidson High School Band Room or other designated place.

**Section 4      Grievance Process**

Anyone that has a grievance with an officer or committee head needs to voice their concerns to the Band Director first. If the issue is not resolved, then voice your concerns to another officer that you can confide in.

**Article IV**

**Directors**

**Section 1      Directors**

The directors shall consist of the following officers: President, Vice President, Treasurer, Assistant Treasurer and Secretary. Past Presidents may serve in an advisory capacity.

## **Section 2      Qualifications**

To be eligible to hold office in this organization an individual must be an active participating Band Booster at the time of election and while holding office. Individuals who want to serve as an officer must have a student in the high school band. No more than two people from the same family can serve as an officer at the same time.

## **Section          Election**

At the April meeting of members, the officers and committee chairpersons, as presented by the Nominating Committee, shall be voted on for a period as specified by the office to which they are elected.

## **Section 4      Vacancies**

Should a vacancy occur for any reason in the Board of Directors other than from the expiration of a term of office, the remaining members of the Board of Directors will appoint a member to fill the vacancy until the next meeting of the membership at large.

## **Section 5      Meetings**

Regular monthly meetings of the Board of Directors shall be held prior to the monthly meeting of the members and as often as necessary for the proper operation of the organization.

## **Section 6      Quorum**

The Board of Directors, consisting of at least four of the following five officers: President, Vice President, Treasurer, Assistant Treasurer and Secretary, and at least 15 voting members shall constitute a quorum for the transaction of any business.

## **Article V Duties of Directors**

### **Section 1      Management**

The Board of Directors shall have general supervision and control of the business and affairs of this organization. They shall make rules and regulations not inconsistent with the by-laws and the management of the organization in carrying out its purpose and guidance of members of this organization. The Board of Directors shall seek reports, recommendations and advice of the Band Director in carrying out its duties. The Band Director and three (3) out of five (5) members of the Board of Directors shall approve disbursements not specifically authorized by the organization between \$300 and \$500. The Board of Directors shall not approve disbursements of more than \$500 without a quorum of the membership. All expenditures approved by the Board of Directors shall be reported at the next members meeting. Amounts under \$300 can be approved by the Treasurer or Band Director in alignment with the Budget. The Treasurer, President, and Assistant Treasurer shall be given the authority to sign checks for the organization.

### **Section 2      Attendance**

Each member of the Board of Directors shall be expected to attend all regular meetings. If a member of the Board of Directors shall be absent without prior notification for more than two (2) consecutive months, the office shall be declared vacant.

### **Section 3      Examination**

At least once a year, an examination and certification of the books and records of the organization shall be made by a committee composed of three (3) members: one (1) member of the Board of Directors and two (2) members at large, appointed by the Band Director.

**Article VI**  
**Duties of Offices and Chairpersons**

**Section 1      Duties of President**

The President shall (1) preside over all meetings of the members and Board of Directors, (2) call special meetings of the Board of Directors, (3) guide all standing committees, (4) serve as an ex officio member of all committees (including the Nominating Committee), and (5) appoint all special committees, (6) coordinate with the North Davidson Athletic Association as needed. The President shall serve for a one year period and is eligible to serve two consecutive one (1) year terms.

**Section 2      Duties of Vice President**

In the absence or inability of the President, The Vice President shall perform the duties of the President and shall succeed to the office of President in the event of death, resignation or other vacancy of said office. The completion of any partial term shall not preclude his/her election of a full year term. The Vice President shall be elected for a one (1) year period, being eligible to serve two (2) consecutive one (1) year terms, and shall serve as the chair of the Nominating Committee.

**Section 3      Duties of the Secretary**

The Secretary shall keep records of all meetings of the organization and shall perform such other duties as may be required by the organization or the Board of Directors. Upon the election of a successor, the Secretary shall turn over all books and other property belonging to the organization. The Secretary shall be responsible for notices of all meetings and shall assist the officers and committee chairpersons with any correspondence. The secretary shall be elected for a one (1) year period and is eligible to serve two consecutive one (1) year terms.

**Section 4      Duties of Treasurer**

The Treasurer shall receive all funds and deposit all funds in the name of the North Davidson Band Boosters Club in a bank approved by the Board of Directors. The Treasurer shall make all disbursements under \$300 in alignment with the Budget. The Treasurer shall be elected for a one (1) year period and shall be eligible to serve two (2) consecutive one (1) year terms. The Treasurer must have bookkeeping experience before taking on this role.

**Section 5      Duties of the Assistant Treasurer**

The Assistant Treasurer shall provide supervision of the Budget committee and for the preparation of an annual budget. The Assistant Treasurer shall be responsible for collecting delinquent fees. The Assistant Treasurer shall be elected for a one (1) year period and shall be eligible to serve two (2) consecutive one (1) year terms. The Assistant Treasurer must have bookkeeping experience before taking on this role.

**Section 6      Duties of Committee Chairperson**

Each Committee Chairperson shall be responsible for securing a Co-Chairperson and committee members in order to carry out the project for which they are responsible. Each Committee Chairperson shall be elected for a one (1) year period.

**Section 7      Duties of the Band Director**

The Band Director shall work with the other members of the Board of Directors and the membership to utilize the resources found therein. The Band Director shall be an ex officio member of all committees. The Band Director shall appoint a committee to examine the books and records of the organization once a year composed of three (3) members: one (1) from the Board of Directors and two (2) from the membership at large. The Band Director shall also be in charge of all transportation of the Band. This will be accomplished in cooperation with the front office.

## Article VII Standing Committees and Their Duties

### **Section 1 Corporate Donations**

The Corporate Donations Committee shall be in charge of soliciting corporate donations for band improvement, such as uniforms, equipment and facility upkeep.

### **Section 2 Festival**

The Festival Committee shall be made up of teams, each with a specific task related to the Festival. The Festival Chair will work with the Board of Directors in carrying out the Festivals in the fall and other times of the year using the Festival Handbook.

### **Section 3 Fund Raising/Merchandise**

The Fund Raising/Merchandise Committees shall raise funds to carry out the work of the band. They shall work closely with the Treasurer to report all proceeds and with the Budget Committee in raising the required amount of funds needed for each season.

### **Section 4 50/50**

The 50/50 committee shall raise funds to carry out the work of the band. They shall work closely with the Treasurer to report all proceeds and with the Budget Committee in raising the required amount of funds needed for each season.

### **Section 5 Meals**

The Meals Committee shall provide meals as needed for band students before competitions or other events, securing donations whenever possible from parents and the community.

### **Section 6 Pit Crew**

The Pit Crew Committee shall be responsible for transporting band equipment, uniforms and instruments to games, competitions, parades and other functions. They are also responsible for moving whatever instruments are needed onto and off the field at each performance, game and competition throughout the year.

### **Section 7 Sergeant at Arms**

The Sergeant at Arms shall be responsible for collecting permission slips/insurance forms and making copies so that each bus will have the appropriate information for trips. Each student must have a permission slip before he/she can travel with the band. The Sergeant at Arms shall be responsible for equipping each bus with a notebook of permission slips, attendance sheets, bus roster, first aid kits, and trash bags. Sergeant at Arms is responsible for following the buses to each performance, game and competition throughout the year. Should there be an emergency, the Sergeant at Arms would pull over and assist the Band Director and/or Bus Drivers as needed.

### **Section 8 Snacks**

The Snacks Committee shall provide snacks after each half-time show, parade and competition when needed, securing donations whenever possible from parents and the community.

### **Section 9 Uniforms**

The Uniform Committee shall be responsible for the assignment of band uniforms for the year. The Uniform Committee is also responsible for inventory, upkeep and seeing that the uniforms have been dry cleaned up to four (4) times a year. The Uniform Committee needs to be available during band camp to fit students for their uniforms.

### **Section 10 Media Relations**

The Media Relations Committee shall be responsible for the maintenance of the Band Website for the purpose of promoting communication with parents and students. They shall be in charge of photography, filming of events, and news releases.

### **Section 11 North Davidson Middle School (NDMS) Committee**

*Members of the NDMS Committee include the NDMS Band Director and parents of NDMS and students. The Committee Coordinators are the NDMS Band Director and at least one other coordinator to be elected by the NDMS members. Other coordinators may be designated as needed*

*by the NDMS members. Names and responsibilities of coordinator must be presented to the North Davidson Band Boosters Club by the September meeting. Membership fees to be determined by the NDMS members but must be at least \$1 per student. Voting rights of the NDMS Committee are limited to activities directly sponsored by or related to NDMS participation. All monies collected from the NDMS activities, including membership fees paid by NDMS parents, will be deposited into the North Davidson Band Boosters (NDBB) bank account. These funds will be designated for the NDMS Committee use only and accounted for separately from NDHS funds. All cash disbursements of NDMS funds must be made to the NDBB Treasurer in writing and approved by an appointed coordinator. Disbursements will not exceed available NDMS funds.*

## **Article VIII Special Committees**

### **Section 1      Budget**

The Budget Committee shall be responsible for the preparation of an annual budget and shall be made up of the Assistant Treasurer one (1) other member of the Board of Directors, two (2) members at large and the Band Director. The committee will use the input from as many committees as possible in determining the budget. The Budget Committee will also use the input from the committee chairs in determining priorities. The Budget Committee will present a budget for the following school year to be voted on at the April meeting of the membership at large. The chair of the Budget Committee shall be the Assistant Treasurer.

### **Section 2      Nominating Committee**

A Nominating Committee composed of three (3) members of the Board Directors and two (2) members at large shall be appointed by the President to secure a slate of officers and committee chairs for election at the April meeting of the organization. The Vice President is the chair of this committee.

### **Section 3      Other Committees**

The President shall appoint any other committees which he/she or the Board of Directors shall from time to time deem necessary.

## **Article IX General Regulations**

### **Section 1      Inspection of the Books and Records**

The books and records of the organization shall be located in the band room and, at all reasonable hours, be subject to inspection by the Board of Directors and any active member of the North Davidson Band Boosters Club.

### **Section 2      Fiscal Year**

The fiscal year shall commence on the 1<sup>st</sup> day of July and end on the 30<sup>th</sup> day of June each year. The Federal report (990) for non-profit organizations shall be filed annually in accordance with Federal regulations.

### **Section 3      Bonding**

All handlers of the organization's funds must be bonded.

### **Section 4      Parliamentary Rules**

"Robert's Rules of Order Revised" shall be followed as the organization's rules for conducting meetings.

### **Section 5      Amendments**

These by-laws may be amended by two-thirds majority of the members present and voting at any regular meeting, provided that said amendment has been approved by a majority of the Board of Directors and due notice has been given at a prior regular monthly meeting.

**Article X**  
**Dissolution**

Upon dissolution of the North Davidson Band Boosters, any assets the corporation may have would be donated to North Davidson High School for specific use of the North Davidson High School Band. *In the event such assets cannot be distributed as resolved, assets will be disposed of by the Superior Court of Clerk of Court of Davidson County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.*