

**BYLAWS
OF
CONCORD BAND BOOSTERS ASSOCIATION**

CONSTITUTION

**ARTICLE I
NAME**

The name of the organization shall be known as the Concord Band Boosters Association, hereinafter called the "Association".

**ARTICLE II
PURPOSES**

Section 1. This Association is organized and shall be operated for the purpose of creating interest in and giving moral and financial support to the Concord Middle and Concord High Schools' Band programs in addition to that provided by the Cabarrus County School System. In the furtherance of such purposes, it shall be authorized.

- a) To provide the director(s) with the assistance and support that will allow him/her to develop and provide a music program for the students that will be educational, enjoyable and rewarding.
- b) To encourage and assist education in the field of music.
- c) To aid in the development of student interest and to promote student leadership and responsibilities.
- d) To raise and solicit funds for the Concord Middle and Concord High Schools' band programs.
- e) To receive, own and maintain real or personal property, or both, and to use and apply whole or any part of the income or principal thereof exclusively for the Concord Middle and Concord High Schools' Band programs.

Section 2. The Association shall function as a non-profit organization and all funds raised or solicited by the Association shall be used exclusively for the above stated purposes. No member, director, officer or member of a committee, or person connected with the Association shall receive any personal gain from the operations of the Association.

Section 3. Notwithstanding any of the foregoing provisions which may be construed to the contrary, the Association shall not engage in any activity which is not within the scope of the applicable provisions of the Internal Revenue Code of 1954. On dissolution of the Concord Band Boosters Association, all assets left after satisfying the financial obligations of the Association shall be turned over to the Cabarrus County School System to be used at their discretion to assist in the Concord Middle and Concord High Schools' Band programs.

Section 4. Said Association is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations under section 501 © (3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

Section 5. No part of the net earnings of the Association shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501 (c) (3) purposes. No substantial part of the activities of the Association shall be

the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation / organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by a corporation / organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section 6. However, if the named recipient is not then in existence or no longer a qualified distributee or unwilling or unable to accept the distribution, then the assets of the Association shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

ARTICLE III MEMBERSHIP

Section 1. Parents or legal guardians of a student participating in the Concord Band Program during the current school year are members of the Association with voting rights stated herein.

Section 2. Parents or legal guardians receive one vote per family for each student participating in the Concord Band Program during the current school year.

Section 3. Any resident, business, industrial establishment, corporation or organization interested in the welfare and progress of the Concord Middle and Concord High Schools' Band programs, but do not meet the criteria listed in Article 3, Section 1, may actively participate in the Association as non-voting members.

ARTICLE IV OFFICERS

The officers of the Association shall consist of a President, a Vice-President, a Secretary and a Treasurer. The officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted. The officers of this association shall serve without compensation.

ARTICLE V DUTIES OF THE OFFICERS

Section 1. President - The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the Association; he/she shall actively direct the affairs of the Association and provide the day to day liaison between the Association, the director(s) and the school administration. The president shall be Chairperson of the Executive Board and shall inform all board members of meetings; he/she along with the director(s) shall be responsible for the selection of the appointed members of the Executive Board. The President shall make an annual report to the general membership at the May meeting and after his/her term of office has expired, shall remain on the Executive Board as an ex-officio member for a period of one year or until succeeded.

Section 2. Vice - President - The Vice - President shall perform all the duties of the President in his/her absences; shall be the Chairperson of the Ways and Means Committee and shall perform all duties as may be delegated by the President or the Executive Board.

Section 3. Secretary - The Secretary shall keep an accurate record of the proceedings of all meetings of the members and the Executive Board; shall have charge of and conduct all correspondence as directed by the Association, keeping the President and Executive Board informed and up-to-date on same, and shall be

custodian of and maintain the Association's permanent files, except all financial records which shall be kept by the Treasurer.

Section 4. Treasurer - The Treasurer shall receive, account for and be custodian of all monies paid to the Association; keep an accurate account of all receipts and disbursements; make all deposits in the name of the Association as soon as possible after receipt of the same in a financial institution(s) approved by the Executive Board; pay bills of the Association upon proper approval and submit a detailed report of the financial status of the Association at each general meeting and Executive Board meeting. Any and all funds shall be processed by the Treasurer, and all deposits absence. The Treasurer shall render a written annual financial report at the May meeting. The books shall be closed for the current fiscal year no later than July 1 and submitted to an audit committee chosen by the Executive Board, allowing said committee sufficient time to prepare an audit report to be made at the September meeting of the general membership. The results of said audit will be approved and signed by the outgoing officers and accepted by the incoming officers prior to submittal to the membership. The Treasurer shall be bonded and the cost of such bond shall be paid by the Association.

ARTICLE VI EXECUTIVE BOARD

Section 1. It shall be the duty of the Executive Board to direct the general activities of the Association. The Executive Board shall be made up of the duly elected officers, the immediate Past President, the Band Director(s) and (3) board members appointed for a period of one year by the President and the Band Director(s). All members of the Executive Board shall be qualified to vote at all meetings of the Executive Board. A band director must be present at either Executive Board meetings or general membership meetings in order for business to be conducted. The Executive Board shall have the authority to make decisions concerning the Association between general membership meetings in order to expedite the business of the Association.

Section 2. All contracts executed in the name of the Association shall be signed by the appropriate Board member upon approval of the Executive Board.

Section 3. All voting, unless otherwise specified, shall be by a show of hands and a two-thirds (2/3) majority of those present and qualified to vote shall be required.

Section 4. Executive Board meetings shall be scheduled at the discretion of the President, Band Director(s), or a majority of the board members and all board members must be notified of any scheduled meetings.

Section 5. Five (5) members of the Executive Board shall constitute a quorum for Executive Board meetings.

Section 6. All members of the Association are invited to attend Executive Board meetings at any time; however, the Executive Board may retire into closed session as deemed necessary. No official business may be transacted in any closed session.

ARTICLE VII ELECTION OF OFFICERS

Section 1. The President shall appoint a Nominating Committee made up of one band director and two members of the Association. This committee shall present a slate of officers to the Executive Board for approval prior to the May meeting.

Section 2. The Nominating Committee shall present the approved slate of officers to the general membership at the May meeting. Other nominations shall be accepted from the floor.

Section 3. The new officers shall be elected during the May meeting by a majority of those present and qualified to vote.

Section 4. The terms of office shall begin on July 1 and shall be for one (1) year or until a successor is duly elected or appointed.

Section 5. No officer, except the Treasurer, shall be eligible for the same office for longer than (2) consecutive years. After an interval of one (1) year, he/she shall again be eligible for re-election.

Section 6. Vacancies occurring in an elected office shall be filled by appointment by the Executive Board for the unexpired term.

ARTICLE VIII COMMITTEE DUTIES

Section 1. Two (2) types of committees shall be formed to enable the President to carry out his/her duties. These are Standing Committees and Special Committees.

Section 2. Standing Committees - There shall be six (6) Standing Committees. Their chairperson(s) shall come from the Executive Board, unless otherwise specified, in keeping with their duties either heretofore stated of as below:

a) Ways and Means Committee - Chairperson shall be the Vice-President. Individual chairperson(s) for projects adopted by the Association shall be selected from the membership by the Vice-President. This committee shall establish the ways and means and prepare proposals of how to finance the planned programs of the Band Director(s) and the Association and to support the budget of the Association.

b) Trip Coordination and Chaperone Committee - Chairperson shall be one of the appointed Executive Board members. This committee shall be responsible for trip planning, transportation arrangements, lodging, meals, itinerary, health information and other administrative details for all activities approved by the Band Director(s) and the Association. It shall also be the duty of this committee to develop and maintain a list of chaperones, to assist in conducting orientation and training of chaperones and to provide chaperones for Band activities when requested. Individual chairpersons to assist in carrying out the above duties shall be selected from the membership by the committee chairperson.

c) Membership and Publicity Committee - Chairperson shall be one of the appointed Executive Board members. It shall be the duty of this committee to conduct the yearly membership drive, collect the membership dues and turn them over to the Treasurer, and establish a system to notify the members of meetings and/or special events. This committee shall also obtain appropriate publicity for the Association and Band activities. All publicity must be approved by the Band Director(s) and the President.

d) Transportation Committee - Chairperson shall be one of the appointed Executive Board members. This committee shall be responsible for maintaining, scheduling and operating the activity buses and the equipment truck(s). It shall also be responsible for approving the scheduling drivers for the activity busses and the equipment truck(s).

e) Uniform Committee - Chairperson shall be appointed by the President and the Band Director(s) from the general membership. It shall be the duties of this committee to issue to and receive from the band students all uniforms and to inventory and keep accurate records as to the whereabouts of said uniforms.

f) Budget Committee - Chairperson shall be the President. The committee shall consist of the President, Band Director(s), Vice-President, and the Treasurer. This committee shall be responsible for the preparation of the budget, its periodic review and for making recommendations to the Executive Board and to the Association regarding changes to the budget during the budget (fiscal) year.

Section 3. Special Committees - The President shall appoint special committees and chairperson(s) as he/she sees fit, to carry out the operations and objectives of this Association.

Section 4. All committees shall perform all duties as delegated to them by the President or Executive board in accordance with the Executive Board's intentions.

ARTICLE IX GENERAL MEETINGS

Section 1. At least two (2) general membership meetings scheduled by the Executive board will be held each fiscal year, one (1) in September and one (1) in May.

Section 2. Ten (10) members of the Association shall constitute a quorum for general membership meetings.

Section 3. Special general membership meetings may be called by the Executive Board or the President shall be required to call a special membership meeting on presentation of a petition or ten (10) members.

ARTICLE X FINANCE

Section 1. The dues for active membership shall be determined by the Executive Board.

Section 2. The Association's fiscal year shall be from June 1 to May 31.

Section 3. The Budget Committee shall present the proposed budget to be acted upon by the general membership at the Association's last general meeting (May meeting) of each school year.

Section 4. The President and Band Director(s), jointly may approve any budgeted obligation or expenditure of the Association's assets up to two hundred dollars (\$200.00). Any non-budgeted obligation or expenditure or any obligation or expenditure in excess of two hundred dollars (\$200.00) requires the prior approval of the Executive Board.

Section 5. Any obligation or expenditure of the Association's assets in excess of three thousand dollars (\$3,000.00) requires the prior approval of the membership.

ARTICLE XI AMENDMENTS

The bylaws may be amended, altered, or rescinded at any general membership meeting by a two-thirds majority vote of the members present and qualified to vote, providing the amendment(s) has been submitted in writing at the previous general membership meeting.

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Parliamentary Rules of Order (latest edition) shall be the standard parliamentary authority of the Association.