

JEFFERSON FOREST HIGH SCHOOL BAND BOOSTERS, INC.

REVISED BY-LAWS

As of MAY XX, 2010

ARTICLE I. NAME:

The name of this corporation shall be Jefferson Forest High School Band Boosters, Inc.

ARTICLE II. OBJECTIVES:

- A. To promote and support music education in the schools.
- B. To provide financial support to the Jefferson Forest High School band program and to Forest Middle School--the high school's feeder school.
- C. To promote and support the general activities of the high school and middle school band programs.

ARTICLE III. MEMBERSHIP:

- A. The Corporation shall have one class of members designated as "Jefferson Forest High School Band Boosters." **Parents/guardians of students enrolled in Jefferson Forest High School and Forest Middle School band classes, marching band (to include Color Guard), and extracurricular bands. Other adults who wish to be a member must file a membership form with the secretary on a yearly basis. The membership form will include name, contact information, and affirmation of an interest in the objectives of the organization.**
- B. A register of membership will be maintained by the Secretary.
- C. Voting rights will only be extended to registered members.
- D. Band members are encouraged to attend meetings and enter into discussion, but do not have voting rights.

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ARTICLE V: OFFICERS:

- A. The officers of the Corporation shall be a President, Vice-President, Secretary, and Treasurer.
- B. Qualifications for Officers: To be eligible for election as an officer of the Band Boosters, an individual must be:
 - 1. **Be the parent/guardian of an active band/guard member at the beginning of the year.**
 - 2. **Must not have been convicted of serious crimes that could affect your credibility with booster members.**
- C. Term of Office: Term of office is one year. Individuals may serve consecutive terms in the same office or in different positions.
- D. All officers will assume their position on July 1 following their election.
- E. VACANCIES: In case of the death or resignation of an officer, the vacancy shall be filled by appointment by the executive committee.

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ARTICLE VI. DUTIES OF OFFICERS:

- A. **President** (Chair): It shall be the duty of the President to preside at all meetings of the Corporation. The President shall have a prepared agenda for all meetings. The President shall preserve order and announce the decision of the Corporation on all subjects, and shall decide the questions of order without debate, subject to an appeal of the Corporation, on which appeal no member shall speak except the mover of the appeal and the President. In addition, the president will serve as an ex-officio member of all committees, except the Nominating Committee.
- B. **Vice-President** (Vice-Chair): It shall be the duty of the Vice-President to assume all duties of the President in his or her absence. The Vice-President shall serve as Chairman of the Finance Committee and as a voting member of the Bingo Board.
- C. **Secretary**: It shall be the duty of the Secretary to keep records and minutes of the Jefferson Forest High School Band Boosters and Executive Committee meetings. The Secretary will:
1. Provide a written copy of the previous meeting's minutes to all Executive Committee members.
 2. Provide a copy of minutes for review in the Band Director's office.
 3. Insure that a copy of all minutes is forwarded to the Jefferson Forest High School Principal.
 4. Maintain a record of those present at Executive Committee meetings to be included in the minutes.
 5. File a copy of all minutes and records by their term.
 6. Maintain the register of membership of the members of the Corporation. The Secretary shall make this list available for review at any time for any member upon request.
 7. Conduct all official correspondence of the Corporation.

- D. **Treasurer**: **It shall be the duty of the Treasurer to receive and disburse all moneys of the Jefferson Forest High School Band Boosters in accordance with the approved budget, majority decisions of the boosters at a regular or called meeting, or for urgent matters between regular meeting, the Executive Committee and to render an accounting at each monthly meeting.** This accounting shall be in writing and broken down by corresponding budget categories and sub-categories and income and expenses. Copies will be given to all Executive Committee members and copies will be placed with meeting minutes. The Treasurer shall receive all funds collected by the Jefferson Forest High School Band Boosters for deposit to an appropriate account. The treasurer will insure procedures are in place for the payments and reimbursements.

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Monies collected and used for the operation of a Bingo Game will be maintained in a similar manner by the Bingo Chair. All profits beyond that which are required for continued operation of the Bingo game will be transferred to an appropriate account maintained by the Treasurer. In accordance with State Gaming Commission and other tax laws, the Bingo Chair may specify that this money must be placed in a restricted account for a stated purpose.

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All financial records, including the Bingo funds shall be submitted for audit by an independent reviewer at the end of the year and at such times as requested by the Executive Committee, Band Director, or principal.

▲ The Treasurer shall be responsible for filing all tax forms including 1099's and other similar tax forms for all contractors paid by the Boosters.

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All financial records shall be made available at the request of the Executive Committee.

The financial year for the Boosters is July 1-June 30. The financial year for Bingo operations can be set in accordance with state gaming commission filing requirements.

ARTICLE IV. Executive Committee

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- A. ▲ The Executive Committee shall consist of the officers and the Bingo Chair.
- B. Term of Office: Term of office is one year. Individuals may serve consecutive terms in the same office or in different positions.
- C. The Executive Committee shall meet at the call of the President, at the expressed request of three (2) Committee members, or the request of the Band Director.
- D. ▲ The term " Executive Committee " is synonymous with " Board of Directors." The terms "Chairman" and "Vice-Chairman" are synonymous with "President" and "Vice-President."
- E. The Executive Committee must name an auditor or committee of auditors for the previous year by the September Booster Meeting, and the audit should be prepared and approved by the November meeting.
- F. The Executive Committee shall name a nominating committee in accordance with the rules in Article VII.
- G. The Executive Committee is authorized to act in between regular booster meetings on matters that are urgent or are emergencies. The executive committee can approve spending outside of the approved budget on this basis, with follow-up vote of support at a booster meeting. If a vote of support fails, then all future spending during the current term of the officers will require a majority vote at a regular or specially called booster meeting.

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ARTICLE VII: NOMINATION AND ELECTION OF OFFICERS AND BOARD OF DIRECTORS:

- A. ▲ A Nominating Committee shall be named by the Executive Committee and approved by the Boosters no later than the February meeting. The committee will consist of a minimum of two (2) but not more than four (4) members of the general membership.
- B. The Nominating Committee shall report at the regular meeting in March, after which nominations can be made from the floor. The slate will consist of nominees for President, Vice-President, Secretary, Treasurer, Bingo Chair, and Chairs of the Standing Committees. Officers will be elected by position. ▲ The Standing Committee members are presented as a slate and accepted/rejected at the Annual Meeting.
- C. ▲ The officers be elected and the slate of Standing Committee chairs will be approved at the Annual Meeting in May.

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- D. When there is only one candidate for a position, the election may be by voice vote
- E. A majority of the active members present and voting constitutes an election.

ARTICLE VIII: MEETINGS:

- A. The Regular Meeting of the Jefferson Forest High School Band Boosters, Inc. shall be held on the second Tuesday of each month or as amended by the Board of Directors.
- B. The Annual Meeting shall be held in May.
- C. Special Meetings may be called by the President or at the request of three (3) members, or the request of the Band Director. If three (3) members request the call of a special meeting, that request should be made with the Band Director or any Officer who will publicize the special meeting using current communication methods.
- D. Seven (7) days notice must be given prior to a special called meeting of the general membership.

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ARTICLE IX: QUORUM:

Seven (7) members, including at least one (1) officer and two (2) standing committee members shall constitute a quorum of the Jefferson Forest High School Band Boosters, Inc.

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ARTICLE X: DUES:

There shall be no dues.

ARTICLE XI: STANDING COMMITTEES:

- A. Standing committees are named to carry out the work of the Boosters.
- B. The positions for the following year will be suggested by the officers and approved at the February meeting when the nominating committee is approved. Example positions could include, but are not limited to:
 1. BCI (Bedford County Invitational Marching Band Competition) Director
 2. Pit Crew Chair
 3. Fall Sports Concession Chair
 4. Marching Band Coordinator
 5. Winter Drumline Coordinator
 6. Winter Guard Coordinator
 7. Uniform Coordinator
 8. Publicity
 9. Hospitality
 10. Chaperone Coordinator
- C. A position description must be provided for each position. The Executive Committee must provide this position description to the nominating committee.
- D. The nominating committee will fill these positions.
- E. The slate of names to fill the chair positions of all standing committees will be approved as a slate at the May meeting when officers are elected.

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F. Additional standing committees/chairs can be added throughout the year with a vote of the Boosters.

ARTICLE XII: SPECIAL COMMITTEES:

Finance Committee: The Finance Committee will be chaired by the Vice-Chairman. Members of the committee will consist of the Band Director, Treasurer, and Bingo Chairman. The Finance Committee will present the proposed budget to the Board of Directors for the upcoming year no later than April. The budget will be presented to the general membership for approval at the Annual Meeting in May

ARTICLE XIII: AMENDMENTS:

- A. The By-Laws and Standing Rules may be amended by a majority of members present, which must constitute a quorum as defined in Article IX
- B. The amendments shall have been presented in writing at the preceding regular meeting.

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ARTICLE XIV: PARLIAMENTARY PROCEDURE:

The Rules contained in Robert's Rules of Order, Newly Revised, shall govern this Corporation in all cases in which they do not conflict with the Rules of the Jefferson Forest High School Band Boosters.

STANDING RULES

1. Financial assistance to individual Jefferson Forest High School Band members for related band activities will be handled at the discretion of the Band Director.

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2. All decisions regarding the Jefferson Forest High School Band program are subject to the approval of the Band Director and Administration of Jefferson Forest High School.

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3. All monies collected at fundraising events must be counted by two (2) Boosters and deposited directly into a booster account as soon as is reasonably possible. No money should be taken to the home of a member. Exceptions to this rule for unusual circumstances can be made with the approval of an officer (other than the person in charge of the money) on a case by case basis.

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4. All student participation fees must be paid in full prior to the start of any practices of the activity the fee is for. Exceptions can be made by working out a payment plan in writing with the Treasurer. Also, rule one (1) allows the Band Director discretion to waive part or all of the fees for individual members needing financial assistance. If a student misses practice due to non-payment, the Director's rules for unexcused absences will apply.

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5. Disbursement of funds by the Treasurer will be subject to these rules:

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- 5.1. All checks written by the Treasurer require a written request detailing what the request is for. The detail should be specific to the band – i.e. instead of saying “Pizza”, say “Pizza to serve band after football game on 10/9/2009”. The request should also indicate what line item from the budget the charge should be made to, and the signature of the requester. A single form can be used to support requests for re-imbursement, requests for direct payment of a bill or invoice, and credit card receipts. Receipts/bills/invoices should be attached to the form, or in rare cases where no receipt is available, a signed statement indicating so will be acceptable.
- 5.2. Any request that exceeds a budgeted line item by more than \$100 will require approval of a majority of the elected officers.
- 5.3. The Treasurer should avoid writing checks to cash when possible. If cash is needed to be provided for a specific purpose, then a check can be written to the person receiving the cash. A request for such a check should be made using the check request form, with a note stating that the check will be cashed and used for a stated purpose. After the need for cash is over, an additional written detail (using the form in item 5.1 above) of what the cash was used for, and the unspent cash should be supplied to the Treasurer.
- 5.4. A person using a booster credit card must supply receipts for all transactions using the request form detailed in #1. In rare cases when no receipt is available, then the signed note on the request form detailing the charge can be accepted.

6. All persons paid for services by the Boosters (including the Bingo Operation) will serve as contractors to the Boosters. They must have a signed contract in place that specifies the services they will be providing, the pay they will receive, the payment terms, and an acknowledgement that they will receive a 1099 form (or other forms required by the IRS) if required by IRS regulations. A W-9 (or other IRS required forms) must be received prior to making payments to an individual.

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JEFFERSON FOREST HIGH SCHOOL BAND BOOSTERS, INC.

BINGO BOARD BY-LAWS

As of March, 2010

ARTICLE I: PURPOSE:

To establish a separate Board to oversee the general operation of the weekly Bingo game and to establish guidelines for said Board. This board is responsible for ensuring that state regulations and guidelines are followed.

ARTICLE II: MEMBERSHIP:

- A. The Bingo Board will consist of the following members: Bingo Board Chairperson, Bingo Managers, and JFHS Band Booster Vice-President. The recorder is selected from the Bingo Managers by the Bingo Board.
- B. Bingo Board members are appointed by the Jefferson Forest High School Band Booster's Board of Directors.
- C. Voting rights are extended to the above named individuals.
- D. Other band booster members may attend meetings and enter into discussions, but do not have voting rights.

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ARTICLE III: GENERAL GUIDELINES:

- A. Ensures state regulations and guidelines are being followed. Researches questions and stays current on Bingo regulations and rules.
- B. Ensures all required reports and applications are submitted in a timely manner using the accountant approved by the Band Booster Board. Copies of all reports will be available for review in the Band Director's office.
- C. Provides monthly reports to the Band Booster Board. These reports should include attendance figures, income, expenses, net profit, and "Use of Proceeds" expenditures.
- D. Develops business/marketing plans, does long-range planning.
- E. Provides information to the Band Booster Board of Directors on acceptable "Use of Proceeds" expenditures. Expenditures are based on the approved Booster budget. This budget is based on the band programs' needs as determined by the Band Director.

ARTICLE IV: DUTIES OF BOARD MEMBERS

- A. Chairperson: Oversees the general Bingo operations.
 - 1. Is member of the Executive Committee.
 - 2. Is a liaison between the two boards.
 - 3. Ensures all legal requirements are met.

4. Works with Charitable Gaming Commission to answer questions that arise.
5. Helps develop plans for future Bingo operations.
6. **The Bingo Chair, or their appointee from the Bingo Board, will serve as Treasurer for bingo funds and is responsible for maintenance of financial records, monthly financial reports and required state reports. Develops procedures for payment of expenses and deposit requirements. This position is a separate position from the Band Booster treasurer and is not the same person.**
7. Responsible for building and equipment problems, following up with the landlord as needed.
8. Negotiates the building and equipment lease within the guidelines given by the Executive Committee.
9. Insures written procedures are available for ALL team positions.

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B. Bingo Managers:

1. Perform required managerial duties during weekly games.
2. Is person in charge at weekly games.
3. Monitors supplies and attendance.
4. Makes recommendations for changes based on feedback from players and workers.

C. Recorder:

1. Provides and maintains minutes of all Bingo Board meetings.
2. Insures Booster Executive Committee, Band Director, and Principal receive copies of minutes. Insures copies are available for review in Band Director's office.

ARTICLE V: BINGO COMMITTEE MEMBERS:

- A. **Team Leaders:** Insures all team positions are filled. Provides team members with schedule and list of substitute workers. Insures there will be coverage for their game. Provides feedback to Bingo Manager.
- B. **Publicity/Special Events:** Responsible for advertising and marketing. Plans special events for holidays. Works closely with managers and team leaders to insure door prizes are available. Also, special baskets for holidays.
- C. **Volunteer/Training Coordinator:** Maintains database of members to help in the recruiting of volunteers. Is not the recruiter for volunteers, all members should work to get volunteers for the various positions. Works with team leaders to set up teams. Schedules teams and provides schedules to team leaders, managers, and Booster publicity chair (newsletter editor). Maintains list of substitute workers and insures team leaders and managers have current copy of list. Schedules training for new workers as required. Works with managers and team leaders to insure written procedures are available for all positions.
- D. **Team Members:** Are assigned positions to work at the weekly games. If unavailable for their assigned week, they are responsible for getting their own substitute worker.

ARTICLE VI: BUDGET:

The Bingo Budget will include income, expenses (by category--supplies, rent, door prizes, etc.), and projected "Use of Proceeds." This budget will be submitted to the Booster Executive Committee no later than for approval by that group by the June Band Booster meeting. The Booster Executive Committee is the approval authority for the budget.

ARTICLE VII: MEETINGS:

The Bingo Committee will meet as needed, and as called by the Bingo Chair, or the Booster Executive Committee.

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ARTICLE VIII: QUORUM:

Four (4) members of the Bingo Board constitutes a quorum.

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ARTICLE IX: AMENDMENTS:

A. The By-Laws and Standing Rules may be amended using the same procedures for amending the Booster By-Laws.

ARTICLE X: PARLIAMENTARY PROCEDURE:

The Rules contained in Robert's Rules of Order, Newly Revised, shall govern this Board in all cases in which they do not conflict with the Rules of the Jefferson Forest High School Band Boosters, Inc.

STANDING RULES

1. All decisions regarding the Jefferson Forest High School Band program are subject to the approval of the Band Director and Administration of Jefferson Forest High School.

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2. All monies collected at a nightly Bingo Game must be counted by two (2) team members and deposited directly into a Bingo account as soon as is reasonably possible. No money should be taken to the home of a team member. Exceptions to this rule for unusual circumstances can be made with the approval of a Band Booster officer (other than the person in charge of the money) on a case by case basis.

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