

Wickliffe Band Boosters

By-Laws

As amended September, 2014

Article I - Name

The name of this organization shall be the Wickliffe Band Boosters, herein after referred to as "the organization."

Article II – Purpose

The purpose of the organization shall be to promote the instrumental music interests of the Wickliffe Instrumental Music program and it's director; including musical equipment, uniforms, scholarships, and any other assistance as directed by the membership, and to provide recognition for members of the instrumental music department of the Wickliffe City Schools; therefore qualifying this organization as an exempt organization under Section 501C-3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law). The fiscal year for this organization shall run from June 1 to May 31. Any changes made to these By-laws must be in compliance with 501C-3.

Article III – Membership

Section 1: The parents or legal guardians of instrumental students in grades 7-12 of the Wickliffe City Schools, the principals, the superintendent, the directors of music, and any other persons of at least 20 years of age or who has been a high school graduate for 2 years, interested in the purpose of this organization are eligible for membership.

Section 2: Annual dues shall be \$5.00 per household. Dues cannot be paid from student accounts. Honorary members are excluded from dues.

Section 3: An Active member is any parent or legal guardian of a student in the Instrumental Program and has paid their membership dues. An Honorary member is a nonvoting member who does not have a child in the instrumental program in the upcoming school year, who wishes to volunteer for the organization.

Section 4: You must be a member of the Band Booster organization in order to chaperone or otherwise represent the organization. Chaperones must meet the volunteer requirements of the Wickliffe City School District. Background checks are good for 4 years. Anyone having to pay for additional background checks within those 4 years for overnight events such as band camp or Disney will be reimbursed for any additional costs – proof of such must be shown before reimbursement is given.

Article IV – Meetings

Section 1: Regular meeting shall be held monthly, on the second Monday of each month, unless the meeting is waived by the Executive Board at a regular or special meeting. Meetings shall begin at 7pm.

Section 2: Special meetings may be called by a vote of the majority of the Executive Board, or by petition signed by at least five of the active members of the organization. Notification of such special meeting shall be made at least 72 hours prior to the start of the meeting and such notice will be made by phone. The Trustees of the organization will be responsible to make such notification. The notice shall state the nature of the business to be considered at such meeting, and no other business than that stated shall be in order at such meeting.

accept/run for office, then any active member will become eligible for office. If any office remains vacant, then the Executive Board will fill the position by appointment.

Section 6: Voting privileges shall be guaranteed to any active member.

Section 7: There will be no absentee votes for election of officers.

Article VI – Duties of the Officers

Section 1: The President shall preside at all Booster meetings of the organization and Executive Board meetings. The President shall be responsible for providing an agenda for meetings and making sure a room is available for monthly meetings.

Section 2: The First Vice President shall preside at all Booster meetings of the organization and Executive Board meetings in the absence of the President. The First Vice President shall act as an aid to the President and assist the President in such a manner as the President may determine. The First Vice President will be responsible for the maintaining the Physical Form and Expiration Date Binder that is held in the Band Director's office.

Section 3: The Second Vice President shall be the Chairperson of the Fundraising Committee. The Second Vice President shall also see to it that the Fundraising Committee provides a report to the membership at all regular meetings, and special meetings called for such acts. Said report shall be provided to the Treasurer not less than one week prior to any regular meeting.

Section 4: The Recording Secretary shall keep an accurate record of the monthly meetings. Minutes of the previous month's meeting shall be made available to all members at the next regular meeting. The Recording Secretary shall keep attendance of regular monthly meetings and have a current list of all active members that will be provided by the Membership Committee. The Recording Secretary will keep the records of the organization in good order, and will maintain all records of volunteerism. All records are the property of Wickliffe Band Boosters. The outgoing Recording Secretary shall relinquish copies of the records to the Band Director and the originals to the incoming Recording Secretary at the end of each school year. The Recording Secretary shall keep the current year and the previous year's original records. All others should be archived in a file cabinet in the band room.

Section 5: The Corresponding Secretary shall conduct the correspondence of the association and shall send notices for meetings and activities a minimum of one week prior to said event. He/She will act as the Recording Secretary at any meeting in which the Recording Secretary is absent or unable to fulfill the duties.

Section 6: The Treasurer shall receive and deposit all monies received or earned from any source to the checking and/or savings accounts of this organization within 5 business days of receiving any funds, and shall be responsible for the handling and accounting of all funds of the organization. The Treasurer may not chair any fundraising activity. The Treasurer is also responsible for the following:

- a. Shall pay out funds as directed by a vote of the organization
- b. Shall present a statement of account at each monthly meeting, which shall include the income and expenditures of the organization since the last regular meeting
- c. Shall prepare a yearly financial summary
- d. Shall review all financial records with the new Treasurer prior to the July meeting
- e. Shall audit the financial reports of all fundraising activities and provide a financial report to the membership
- f. Required to provide a receipt for all monies received from any source upon request

The Treasurer shall work with the President and will have the co-responsibility of checking the Post Office box, and the school's mail box weekly. The Treasurer and President of the Wickliffe Band Boosters organization are empowered to sign checks. Both of these officers' signatures are required on all checks.

volunteerism. The committee will provide a detailed report at every meeting of the organization. The committee will also provide to the Executive Board an annual fundraising goal, so that the Board may fulfill the requirements of Article VII, Section 3 of the By-laws. The Chairperson will have the responsibility to maintain accurate financial records for each individual fundraiser, which shall be audited by the Treasurer. Any discrepancies shall be reported to the Executive Board.

Uniform Committee: The Uniform Committee will have the responsibility to maintain the uniforms. The Uniform Committee shall make sure all uniforms are clean and in good repair. The Uniform Committee shall report to the membership with regards to the current condition of all uniforms, and shall present recommendations to the organization regarding replacement of uniforms when necessary. The Uniform Committee shall submit a request for funds required for the upkeep and replacement of uniforms to the Executive Board in order for the Executive Board to include funds in the budget.

Scholarship Committee: This committee will be responsible to develop standards, procedures and forms to be used by the committee to process applications for the Wickliffe Band Boosters Scholarship(s). Applicants are limited to Wickliffe High School seniors who have been in the Wickliffe High School Band for four (4) consecutive years. Any member of the organization who has a senior student in the band shall not be eligible to serve on the Scholarship Committee. This committee shall make recommendations to the organization regarding the number and amounts of scholarships. The maximum amount to be disbursed shall be twelve hundred dollars (\$1200) annually, to be awarded at the discretion of the committee.

Membership Committee: The Membership Committee will maintain a list of all members. The Membership Committee will also actively renew and recruit new membership from grades 7-12 of The Instrumental Music Department students. A list of all members, Active and Honorary, will be forwarded to the Recording Secretary.

Audit Committee: At the end of the fiscal year, an audit of the organization's financial records shall be conducted. The audit should be performed by the committee consisting of at least 3 (three) Active members of the organization that are not on the Executive Board. Objectives are:

- Verify the accuracy of the Treasurer's financial reports
- Ensure that the organization's cash balances are accurate
- Determine that established procedure for handling funds have been followed
- Ensure that expenditures occurred in a manner consistent with the organization's by-laws, and
- Ensure that all revenues have been appropriately received and recorded

All members of the Audit Committee shall sign a statement indicating their agreement with the finding detailed in the report. The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the Executive Board of the organization and a resolution reached prior to presentation.

Article IX – Policies

Section 1: No Wickliffe Band Booster member (paid or honorary) is permitted to sell anything for personal profit. No item shall ever be brought into any organized activity without consent of a quorum.

Section 2: Media Release forms must be verified before the band members name and address will be supplied to outside organizations.

Section 3: Annually, the Wickliffe Band Boosters treasurer will deposit a minimum of \$4,500.00 into an account designated solely for the purchase of new uniforms. Any amount over and above \$4,500.00 (from Tag Day) should be placed into the Florida fund.

Section 2: Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all assets of the organization by giving these assets to The Wickliffe City Schools to be used exclusively for the support of the Music Departments.

Article XIII – By-Laws

Section 1: The following procedures must be followed to amend the by-laws:

All amendment changes must be in compliance with 501C3.
An amendment must be read at a regular booster meeting.
The voting must take place at the next regular booster meeting.
The change to the amendment requires a vote resulting in an approval by 2/3s of the active members in attendance at that meeting.

Section 2: The By-Laws shall be reviewed (read) every September at the monthly meeting. The Executive Board shall appoint a committee to review (amend) the By-Laws every two years.

Section 3: The Recording Secretary shall have copies of these By-Laws and make them available at every meeting of the organization. A copy of these By-Laws shall be provided to any member, upon request, by the Recording Secretary.

September, 2014

2014 By-Laws Committee:

Michelle Picciano
Deanna Skiba
Ari Strater
Kelly Gabriel
John Cain
Sue Cain

Patti Marn
Leigh Foster
Leigh Archibald
Lynda Barker
Heather Liuzzo