

**The By-Laws of Ashley
Ridge High School
Band Boosters Organization**

ARTICLE I – NAME

The name of this organization shall be the Ashley Ridge High School Band Boosters, Inc. here and after to be referred to as the “Band Boosters.”

ARTICLE II – MISSION

The objective of the Band Boosters shall be to support the activities of and promote the interest in the Ashley Ridge High School Band and its Auxiliary Programs. The Band Booster is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III – MEMBERSHIP

~~Membership in the Band Boosters shall not be limited. Anyone interested in the positive support and development of the band program at Ashley Ridge High School is eligible for membership. Each parent of a musician/color guard student, by virtue of that fact, is a member of the Band Booster. There is no fee specific to membership, in the Band Booster, Fair share obligations are tied to Band programs.~~

Membership in the Band Boosters shall be open to all parents or legal guardians of students currently enrolled in the Band and others who support the purposes and mission of the Band Boosters. The Band Boosters shall have two (2) classes of membership: Associate and Friends of the Band, hereinafter referred to as FRIENDS.

Associate Membership and Privileges

Associate membership shall be granted to each parent or legal guardian of students currently enrolled in the Band program. Associate members shall be granted full voting privileges, may be elected as an Officer of the Band Boosters Board and may serve on and chair any support committee.

Associate membership shall automatically revert to FRIENDS membership status when such member’s student(s) ceases to be enrolled in the Band program.

Friends of the Band Membership and Privileges

FRIENDS membership shall be granted to all other individuals who desire to serve and support the purpose and mission of the Band Boosters. FRIENDS members shall not be granted voting rights and shall not be allowed voting membership on the Band Boosters Board. FRIENDS members may serve as a non-voting board position (if applicable) and may serve and chair any support committee.

Membership Roster

The Band Boosters shall maintain a membership register containing the parent or legal guardian name(s), student name, address, phone number(s), email address, grade, instrument and membership status of all current members of the organization.

The record of names and addresses of the members of the Band Boosters shall constitute the membership list of this organization and shall not be used, in whole or in part, by any person for any purpose not reasonably related to a member's interest as a member in support of the Band program.

ARTICLE IV – OFFICERS AND DUTIES

Officers of the Band Boosters Board will consist of the following: President, Vice President, 2nd Vice President/Ways and Means, Secretary, Treasurer(s) and Guard Liaison. The Officers will work together for the success and good of the band program. The Ashley Ridge Band Director is an ex officio member of the board and is to provide input to the Band Boosters regarding needs and desires of the band throughout the year. The Band Director will be the final authority in all dealings of the Band Program and Band Staff.

The term of office for all Board members is one year from July 1 to June 30, renewable for up to a total of four years of service in a given post. All Board members must be members in good standing and a parent or guardian of a student in the Ashley Ridge High School Band Program.

- A. President – To preside at all meetings and work with the Board and Band Boosters in the appointment of Committee Chairpersons and to serve as an ex officio member of all committees. The President shall be the primary liaison to the Band Director. When a new President is elected, the outgoing President shall be asked to serve a one- year term as an ex-officio member of the Board, regardless of membership status.
- B. Vice President – To preside at meetings during the absence of the President and to give assistance to the President. The Vice President shall preside over the nomination of a slate of officers at the March Booster Meeting, and present that slate to the Band Boosters for election at the April Booster Meeting. The chairpersons of the *Props & Equipment, Uniform, and Volunteer Coordination* committees shall report to the Vice President.
- C. 2nd Vice President/Ways and Means – To supervise all fund-raising projects and to keep accurate records of each fund-raising project. To work together with the Treasurer for the maintenance of student accounts, Band Booster income, and payments made. The chairpersons of the Sponsorship, Fundraising, and Concessions committees shall report to the 2nd Vice President/Ways and Means.
- D. Secretary – To keep records and minutes of all meetings and attend to all correspondence of the Band Boosters. *The Secretary will maintain SignUp Genius for all volunteer opportunities and will be responsible for communication needs on the website and through social media.* The chairpersons of the ~~Membership/~~

~~Communication~~ *Information Technology* committee(s) shall report to the Secretary.

- E. Treasurer(s) – To keep accurate records of all financial matters relating to the Band Boosters. If necessary the office may hold a Treasurer and Deputy Treasurer(s). The Treasurer has the roles of: managing the band booster account, pay approved bills, and reconcile bank statements. The Treasurer may designate to Board approved personnel, the following roles to Deputy Treasurer(s): collect funds for fundraisers, pickup money for events (football games, Band hosted events), make deposits to the bank. In the event Deputy Treasurer(s) are not used the Treasurer has the responsibilities of all roles. The chairperson of the Social/Activities committee(s) shall report to the Treasurer. If Deputy treasurers are used, the office of Treasurer possesses only one vote, which will be with the Treasurer unless designated by the Treasurer in writing (text or email) to the board before the meeting. *It is preferred and recommended, but not required, that the Treasurer(s) have a financial background.*
- F. Guard Liaison – To coordinate with the Color/Winter Guard Director and Staff to ensure the guards needs are being met. Assist with communications between the Band Director and Guard Instructors about events, needs or issues. Assist in the communication to parents about guard matters by creating and maintaining a phone/email roster of all parents of student in the guard and contacting them when necessary. Assist in the data collection for ordering of apparel and equipment plus its maintenance. Accompany the guard to all competitions/events as deemed necessary by the Guard Director. *To serve in this position, the Guard Liaison must be the parent/guardian of a student in the color guard. The chairpersons of the Uniform Committee shall report to the Guard Liaison.*

Each Officer of the Board shall be entitled to one, and only one, vote, even if the position is filled by more than one (1) individual.

A Board member may resign by giving written notice to the President and Secretary, who shall notify the Board within five (5) days, and such notice shall specify the effective date of such resignation.

A Board member may be removed from office by the Board for not performing his or her duties as outlined in Article IV upon the affirmative vote of two-thirds (2/3) of the Board members present at a board meeting at which a quorum has been established.

The Board shall fill the vacancy for the unexpired term of any elected office except that the Vice President shall fill the vacancy for the office of the President.

ARTICLE V – COMMITTEES

The Band Boosters standing committees shall be: *Props & Equipment, Uniform, ~~Volunteer Coordination~~, Sponsorship, Fundraising, Concessions,*

~~Membership/Communication~~, Social/Activities, *IT & Social Media*. The Band Boosters may create one or more special committees to serve with a specific goal to assist the Band programs. These positions are selected by the Band Booster Board with consultation of the Band Director.

- A. *Props & Equipment – This committee is responsible for the construction and maintenance of all show props, as well as the loading, unloading, and transport of all band and auxiliary equipment to and from site and performance staging during the entire year. The student loading crew will assist this committee. Equipment includes all band instruments, guard equipment, and props. This committee is responsible for maintenance of transport vehicles and equipment. The committee chair will consult with the Directors and Board on prop design & budget, create and maintain a loading plan for equipment, coordinate volunteers & assign duties for prop construction and loading, and report any issues & repair needs regarding transport vehicles. Props/Equipment Chair will report to the Vice President.*
- B. ~~Uniform – This committee will maintain uniforms for the band and color guard and coordinate check in and check out of uniforms to students.~~ *This committee will coordinate uniform distribution to students (to include sizing students and labeling appropriate uniform pieces), complete minor alterations as needed (hems, replacing buttons, adding stir-ups, etc), and clean uniforms periodically. The Committee chair will coordinate volunteers during summer distribution and uniform cleanings and will maintain the uniform assignments for all students. Uniform chair will report to the Guard Liaison.*
- C. ~~Volunteer Coordination – This committee will be responsible for securing and organizing volunteers for all band booster events.~~
- D. *Sponsorship – This committee will seek community and corporate sponsorship of the Ashley Ridge Band Program. The Sponsorship Chair will report to the Ways & Means VP.*
- E. *Fundraising – This committee is responsible for planning and organizing fundraising events, both individual and full band, for the Band Boosters, and coordinating these events with the Ashley Ridge High School Administration and Band Director. This committee shall include school spirit item sales. This includes contacting vendors and location owners, ensuring supplies for events are provided where needed, and organizing and distributing fundraiser items once they have been received. The Committee Chair will coordinate volunteers and assign duties for each event and product distribution, set up advertising for events, create information flyers for individual fundraisers and complete any additional duties discussed with and assigned by the Ways & Means VP. Fundraising chair will report to the Ways and Means VP.*
- F. ~~Concessions – This committee will coordinate all activities relating to the concession stands that the Band Boosters manage.~~ *This committee is responsible for setting up the concession stands, stocking & organizing, running registers, cooking, and the end of season concessions stands clean out. The Committee Chair, in conjunction with Ways & Means VP, will coordinate volunteers and assign duties*

for each football game, help count and track inventory, and complete any additional duties discussed with and assigned by the Ways & Means VP. Concessions chair will report to the Ways & Means VP.

- G. ~~Membership/Communication – This committee will coordinate distribution of information through the publication of recurring communications (verbal, written, and electronic). This committee will insure adequate public and school district publicity of all Band Booster and band program activities.~~
- H. Social/Activities – This committee will work with the Board and Band Director to provide meals and/or refreshments at band program activities, and assign parents/guardians as chaperones for all band program functions as needed. In addition, this committee will work with the Board and Band Director to coordinate travel plans to band functions outside of the area and be involved in any social activities provided or involving the band program.
- I. *Information Technology (IT)– This committee will be responsible for managing and maintaining the band website, as well as the set-up and maintenance of Square Terminals. The Committee Chair will consult with the Band Director and the Board to determine changes to be made to and items that must be posted on the Band Website. The IT Chair will report to the Secretary.*

ARTICLE VI – MEETINGS

Regular meetings of the Band Boosters shall be no later than the 15th of the month, August through May of each year starting at a time voted on by the board with the goal to accommodate as many members as possible. Additional meetings may be called by the President and/or Band Director at their discretion.

ARTICLE VII – ELECTIONS

- A. Nominations may be made from the floor after the report of the Vice President at the March meeting. Additional nominations may be accepted under terms agreed to by the board and promulgated to all Band Booster members.
- B. Officers will be elected at the April meeting and installed at the May meeting.
- C. The immediate past officers shall preside at the May meeting.

ARTICLE VIII – BUDGET

- A. The Board will present a budget for the upcoming school year based on prior years' expenses and inputs from the Band Director. The budget will be presented to the full membership for approval no later than the regular August meeting. Approval requires a majority of members in attendance. Any additional monies over the sum of \$1,000.00 requested by the Band Director or Association during the school year must be approved by a majority vote of the ~~membership-Board~~; *the Band Director must be present for the vote.*

- B. All funds raised by the Band Boosters will be used to support the Ashley Ridge Band and Auxiliary Programs or related school programs so determined by the Band Boosters.
- C. All purchases of Band Booster must have prior approval of the Band Director and President. Receipts are required and must be provided for reimbursement from the Treasurer.
- D. In the event of dissolution of the Ashley Ridge Band Boosters, Inc., any assets of the Band Boosters shall be distributed to the Ashley Ridge High School local funds accrual for band use.

ARTICLE IX – GENERAL

- A. All officers will follow the guidelines for their respective office or committee.
- B. The Band Director will set the guidelines for student participation in all band and auxiliary programs and awards given.
- C. The bylaws may be amended by a majority vote of the membership present at any regular meeting. The amendments must have been presented at the preceding meeting of the Band Boosters.
- D. A financial report shall be presented at each regular meeting.
- E. All checks shall be counter-signed by the Treasurer and one of the following: Band Director, President, Vice President, 2nd Vice President/Ways and Means.
- F. The Band Boosters will function on a fiscal year from July 1 to June 30. All Board members’ terms shall coincide with the fiscal year.
- G. Records will be prepared each year for taxes to be filed with the IRS within four months of the end of the fiscal year.
- H. The Band Boosters will register with the Secretary of the State of South Carolina each year as a charitable corporation by paying the filing fee.
- I. The Band Boosters shall maintain a liability insurance policy for the minimum amount of \$500,000. The following shall be bonded in the amounts shown:
 - a. President, 2nd Vice President/Ways and Means, and Treasurer - \$50,000
 - b. Vice President and Secretary - \$50,000
 - c. Concession stands
 - d. Sponsorship and Fundraising Chairpersons - \$50,000
- J. The meetings will be conducted in accordance with *Robert’s Rules of Order*.

We, the Undersigned, put into effect this day ___ these bylaws as approved by the membership, and they shall remain in effect until such time as they are revised or superseded.

_____ President

_____ Vice President

_____ Band Director

_____ Treasurer