

## **DHS BAND BOOSTER CLUB CONSTITUTION**

### **Article 1 – Name**

The name of this organization shall be The Dorman Band Boosters and it shall exist as a nonprofit eleemosynary (herein referred to as the “club”).

### **Article II – Objectives**

The objectives of the Dorman Band Boosters

**Section 1:** To arouse and maintain enthusiastic interest in the various phases of the Band Department of Dorman High School.

**Section 2:** To lend all possible support, both moral and financial, to the Band Department of Dorman High School.

**Section 3:** To cooperate with those in charge of the Band Department and the School Board to the end that this department be brought up to and kept to the highest possible degree of efficiency. To build and maintain an organization which will help promote the general activities of the Band Department.

### **Article III – Membership**

The membership of this club shall not be limited. Anyone interested in the progress and development of the Band Department of Dorman High School is eligible for membership.

#### **Section 1: Types of Membership**

- A. Individual - Individual dues shall be five dollars (\$5.00) per year each person.
- B. Dorman Band Alumni - The year following their graduation from Dorman High School, all former band members shall be entitled to a free membership in the club.
- C. Family – Family dues shall be ten dollars (\$10.00) per year for the entire family.

### **Article IV – Officers**

The officers of this club shall be President, Vice President, Secretary, Treasurer and Past President. The officers shall be the Executive Board.

#### **Section I: Duties of the Officers**

- A. President – The president shall preside at all meetings of the club, appoint all committees, and shall be ex-officio member of all committees.
- B. Vice President – The Vice President shall be the President elect and chair the Audit Committee. The Vice president shall assume all the duties of the President in his absence and work in conjunction with the Treasure in budget preparation, and with the Audit Committee.
- C. Treasurer – The Treasurer shall receive all funds due to the club, deposit the same in an area bank in the name of the Dorman Band Boosters, and pay out same with supporting documents. The Treasurer will be a member of the Ways and Means committee. For the protection of the club, the Treasurer will be bonded at the club’s expense.
- D. Secretary – The Secretary shall keep all records and minutes of all meetings and attend to the correspondence of the club.
- E. Past President – The Past President shall sit in on all Executive Board meetings. They shall help with any business that through past experience will be helpful to the existing board.

**Section 2: Board of Directors**

The Board of Directors shall be composed of the Director of the Dorman High School Band and the Principal of Dorman High School

- A. The Board of Directors shall have general supervision of the affairs of the club.
- B. The Board of Directors shall meet prior to each monthly meeting with the Executive Board to determine the business to be transacted at each meeting at the discretion of the President.
- C. A majority of the members of the Board of Directors and Executive board shall constitute a quorum

**Article V – Meetings**

**Section 1:** The club shall meet monthly, generally on the 1<sup>st</sup> Tuesday of the month at 6:15 p.m.

**Section 2:** The annual meeting shall be the regular meeting in May. The President may call special meetings as may be necessary.

**Article VI – Financial Report**

An annual financial report, approved by the Board of Directors, shall be made at the annual meeting

**Section 1:** Audit committee - The Treasurer and Vice President shall chair the Audit Committee. The audit committee shall complete its audit within 90 days of the annual meeting, returned and prepared by an outside audit using an accredited outside accounting firm.

**Section 2:** Reporting of Financial Report – A financial report must be presented to the Board of Directors every month before the booster club meeting.

## **Article VII - Standing Committees**

Committees to be in place for the entire school year. The intent is to provide the same level of support for 2<sup>nd</sup> semester activities. There will be no requirement for committee members or chairs to remain in place for the entire school year, and if a committee chair chooses to step down after one semester, a replacement will be needed. If the outgoing chair is unable to find a replacement, they should contact the Board for assistance.

**Section 1:** Ways and Means Committee – The Ways and Means Committee shall be chaired by either the Treasurer or a booster member as appointed by the President. This committee will submit their plan for a budget to the Board of Directors for endorsement and referral to the entire membership of the club for approval. Plans for selling products shall be submitted to the Board of Directors for endorsement and referral to the entire membership of the club.

**Section 2:** Public Relations Committee – The Public Relations Committee shall to all advertising and correspondence to the press and all other matters of publicity as they arise from time to time.

**Section 3:** Telephone Committee – This committee no longer exists. The secretary will be responsible for sending out notification via email thru Charms

**Section 4:** Hospitality Committee – The Hospitality Committee is responsible for the following:

- A. Ice Breaker-will be in August at band premier
- B. Food as necessary
- C. Any other social events of the club.

**Section 5:** Chaperone Committee – The Chaperone Committee is responsible for coordinating chaperones for games, competitions, trips, etc.

**Section 6:** Props Committee – The Props Committee is responsible for making props for band performances as requested by the Director.

**Section 7:** Pit Crew Committee – The Pit Crew Committee is responsible for loading props and equipment on and off the trucks; transporting them to performances and getting them onto the field for the performance.

**Section 8:** Uniform Committee – The Uniform Committee is responsible for “uniform day” and verifying that all students are fitted properly for a uniform. They will also make sure that uniforms are in performance ready condition.

**Section 9:** Hair and Make-Up Committee – The Hair and Make-Up Committee is responsible for providing supplies and assistance as needed for student’s hair and make-up performances.

**Section 10:** Photography Committee – The Photography Committee is responsible for taking photos of students during activities and performances and videotaping performances. This committee will also make the photos and videos available to the membership. Photographs of each student will also be taken for safety purposes and chaperone use during trips away from school.

**Section 11:** Hydration Committee- The hydration committee is responsible for providing drinks during practices and all performances.

## **Article VIII – Expenditures**

**Section 1:** Budget – An annual budget shall be prepared and submitted through the Board of Directors to the entire club by the Vice President and the budget must be approved by the club at its annual meeting.

**Section 2:** CIPA/WGI/Bandorama Fundraisers – 75% of the profit from these 3 events will be placed into the school band account to use as seen fit by the band director to provide for the entire band program.

## **Article IX – Appointment of Officers**

**Section 1:** Any person wanting to participate in an officer’s position will submit a Letter of Intent to the Board of Directors. This letter will be submitted in March.

**Section 2:** Officers are to be appointed by the Board of Directors and will be installed in the annual meeting in May

**Section 3:** There is no limit to how long an officer can hold that office. That is up to the Board of Directors.

**Section 4:** Booster board officers' terms will be extended to include the time period after the yearly appointment of new officers until the end of the Spring Semester. The intent is to provide an overlap period for support and training for the newly-appointed Board officers.

**Article X – Authority**

The rules contained in Robert's Rules of Order, Revised shall govern this club in all cases, which they do not conflict with the rules of the club.

**Article XI – Negotiations of Pecuniary Gain**

The Corporation is not organized for pecuniary profit. It shall not have any power to issue certificates of stock or declare dividends, and no part of its earnings shall ensure to the benefit of any member, director, or individual. The balance, if any, of all money received by the corporation of whatever kind or nature, shall after the payment in full of all debts and obligations of the corporation of whatever kind or nature, shall be used and distributed exclusively for the promotion and development and growth of the Spartanburg area.

**Article XII – Prohibition against Specific Activities**

Notwithstanding any other provision of these By-Laws, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or in corresponding provision of any future United States Internal Revenue Law) or by corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of the corresponding provision of any future United States revenue Law.

**Article XIII – Distribution of Assets upon Dissolution**

In the event of dissolution of the corporation, the residual assets will be donated and transferred to one or more organizations which themselves are exempt to organizations described in Section 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or other corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or Local government or Public School District or public school for exclusive public purpose.

**Article XIV – Amendments**

The Constitution and By-Laws may be amended by a majority vote of the members present at any regular meeting of the club or notified by written memoranda, with the exception that Articles XI, XII, XIII, XIV shall not be altered, amended, repealed or any new By-Law substituted if such action would in any way, manner, or form affect a change in the exempt status of the corporation or any purpose promoted by these articles.