

Louisville High School Band Booster  
Constitution and By-Laws

**Article 1: Name**

The name of this organization shall be the Louisville Band Boosters.

**Article 2: Mission**

Section 1: To create and maintain an enthusiastic interest in the various phases of instrumental music in the Louisville Schools.

Section 2: To lend all possible support, both moral and financial to the instrumental music program.

Section 3: To cooperate with the Administration, School Board, and the Band Directors to ensure the instrumental music program is brought to and kept at the highest degree of efficiency.

Section 4: To build and maintain an organization which will help promote the general activities of the instrumental music department.

Section 5: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions for services rendered, and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**Article 3: Membership**

Section 1: The membership of this organization is not limited. Anyone interested in the progress and development of the instrumental music department of Louisville Schools is considered an active member.

Section 2: Voting privileges in the Louisville Band Boosters are restricted to the parents and/or guardians of a student or a student in the band who is 18 years old or older.

#### **Article 4: Officers and the Elections**

Section 1: The officers of this organization shall be: President, Vice-President, Treasurer, Assistant Treasurer, and Secretary. Officers must have a student that is in band.

Section 2: Officers are to be elected at the regular meeting in May and shall take office in June. If for some reason an officer is unable to fulfill the two year term, the Executive Committee may appoint a replacement or conduct a special election. The replacement appointee or winner of the special election will fulfill the remaining term requirements and will be eligible to run to serve a full two year term after they have fulfilled the responsibilities of the existing term.

Section 3: No officer shall serve in the same office for more than a two year term, unless conditions stated in Section 2 apply.

Section 4: A majority vote of members present at the May meeting shall constitute an election.

Section 5: All officers are uncompensated and serving on a volunteer basis.

#### **Article 5: Duties of Officers**

Section 1: The President shall preside at all meetings of this organization, appoint all standing committees and serve as an ex-officio member of all committees.

Section 2: The Vice-President shall assume all duties of the President in his/her absence. If the President is unable to fulfill the two year term, the Vice President shall become President for the unexpired term. The office of Vice President shall be filled as outlined in Article 4, Section 2.

Section 3: Treasurer

- a. The Treasurer shall receive and deposit all funds of the organization and shall make all payments and disbursements by check signed by the Treasurer or Assistant Treasurer. In the case of an emergency or absence of both the Treasurer and Assistant Treasurer any two of the Five officers may sign a check. To avoid any conflicts of interest, any member of the Executive Committee is not permitted to sign a check if said check is being issued in that individual's name.
- b. The Band Directors or Treasurer must approve any Band Booster member purchase whether made by cash, check, credit card and/or charge account prior to purchase. If this approval process is not followed the purchase will not be reimbursed by the Band

Boosters. Additionally, all purchases are required to be accounted for with valid and accurate receipts which will be tied back to the purchase.

- c. The Treasurer shall report at regular meetings of the general assembly
  1. Itemized income and expenses vs. budget
  2. Statement of bank account balances.
- d. The Treasurer's books shall be audited in July and a report made at the next regular meeting. The Treasurer of Louisville Schools shall perform the audit. If the Treasurer of Louisville Schools is unable to perform the audit, an outside, third party will be secured to conduct the audit. An amount will be dedicated in the budget each year to cover the cost, if any, of the audit.

Section 4: The Assistant Treasurer shall assist the Treasurer at fundraising events by verifying all starting cash and receipts for the event. The Assistant Treasurer may also perform other duties as assigned by the Treasurer and agreed upon by the executive committee.

The Assistant Treasurer shall assume all duties of the Treasurer in his/her absence. If the Treasurer is unable to fulfill the two year term, the Assistant Treasurer shall become Treasurer for the unexpired term. The office of Assistant Treasurer shall be filled as outlined Article 4, section 2.

Section 5: The Secretary shall keep records and minutes of all meetings and attend to the correspondence (i.e., sympathy cards, thank you cards, etc.), including Executive Committee meetings.

Section 6: The Past President as called upon by the President may serve for one year in an advisory role and will not be a voting member of the Executive Committee.

#### **Article 6: The Executive Committee**

Section 1: The Executive Committee shall be composed of the Officers of this organization, the Past President and the Band Directors.

Section 2: The Executive Committee shall have general supervision over the affairs of this organization.

Section 3: The Executive Committee shall have the authority to approve expenditures over \$300.00 that has been included in the budget.

The Executive Committee shall not approve any expenditure over \$300.00 without the approval of the general membership for an expenditure not included in the budget.

Any and all expenditures, above and beyond regular operating expenses, must be approved by the Executive Committee in advance of incurring the expenditure.

#### **Article 7: Meetings**

Section 1: The regular meeting of this organization shall be held the first Tuesday of each month. Executive Committee meetings will be held on an as needed basis.

Section 2: Special meetings may be called by any member of the Executive Committee.

Section 3: Five or more booster members and at least one Executive Committee Member shall constitute a quorum.

#### **Article 8: Standing Committees**

Section 1: Standing committees shall be appointed by the President and overseen by the Executive Committee. The Committees and their duties being:

- a. Membership Committee – Shall head the annual booster drive, and attempt to maintain a full membership of parents and acquaint the parents with the objectives, constitution, bylaws and goals.
- b. Advertising and Publicity Committee – Shall see that the activities of the band receive proper coverage in local newspapers and other media outlets as appropriate.
- c. Refreshment Committee – Shall purchase and provide refreshments for Friday night football games, dances and competitions and the Band Preview. Purchases shall be made with a preloaded credit card or check issued from the Band Booster account.
- d. Communications Committee – Shall be responsible for all calling and/or electronic communications for the Band Booster organization. This committee will be responsible for securing volunteers for various Band Booster events.
- e. Uniform Committee – Shall keep uniforms organized and oversee repairs, purchases and cleaning. Detailed records will be kept of uniforms including what items have been distributed to band members and items that remain in inventory. If an individual is interested in chairing the Uniform Committee, they are strongly encouraged to shadow the current Uniform Committee chairperson for one year.
- f. Audio-Visual Committee – Shall be responsible for video recording and photographing band activities.

- g. Fundraiser Committee – Chaired by the Vice President and shall be responsible for coordinating all fundraising programs in accordance the following policies:
  - 1. Winners of raffle prizes, cash prizes will be required to submit necessary information as may be required by the Internal Revenue Service (IRS).

Ad Hoc Fundraising Committees may be formed to support specific fundraising events. An Ad Hoc fundraising committee shall be formed by motion of the Vice President, bound by a specific time period

- h. Banquet Committee – Shall collaborate with the Band Directors to organize the annual awards banquet.
- i. Concessions Committee – Shall be responsible for purchasing, preparing and selling food for all Band Booster events when food is served. Purchases shall be made with a preloaded credit card or check issued from the Band Booster account. Additionally, a pre and post event inventory will be performed by the committee chair. Summary and receipts should be turned in to the Treasurer one week prior to the next Band Booster meeting.
- j. Music in Motion – Chaired by the President in collaboration with the Band Directors and are responsible for organizing and managing all aspects related to this event.
- k. Craft Show Committee – Shall be responsible for organizing the annual craft show.
- l. Band Prom Committee – This committee is comprised of the band officers and shall be supervised by a Booster Parent. This committee will be provided a budget for the event.
- m. Chaperone Committee – This committee will ensure that there are enough chaperones for all events requiring chaperones.

#### **Article 9: Funds**

All Band Booster funds shall be deposited in the Band Booster Bank Accounts.

The fiscal year for the Louisville Band Boosters shall begin the first day of June and end on May 31 of the following calendar year.

A annual financial budget will be established by the Executive Committee and approved by the General Membership no later than the July General Membership meeting.

Upon the dissolution of the Louisville Band Boosters, all unappropriated monies shall be given to the Louisville City Schools band program, with the intent that it is be used to further the purposes of the organization to benefit the band program.

**Article 10: Parliamentary Authority**

Robert's Rules of Order, revised shall govern this organization where applicable and in which they do not conflict with the By-Laws of this organization.

**Article 11: By-Laws**

These By-Laws shall be reviewed as needed, but at a minimum every two years, by a By-Laws Revision Committee consisting of two Officers and two At-Large Members, and shall be dated to indicate the last review.

These By-Laws may be amended by a majority vote of the members present at any regular meeting. The amendments must have been presented at the preceding meeting of this organization.