

## WEST ROWAN BAND BOOSTER CLUB BYLAWS

These by-laws were adopted by majority vote of the Board of Directors on July 11, 2017.

### Article One (Name, Location, Purpose)

#### Section 1: Name

The name of the organization shall be: WEST ROWAN BAND BOOSTER ASSOCIATION

#### Section 2: Location

The location of the West Rowan Band Booster Association is West Rowan High School.

The mailing address for the organization is 8050 NC Hwy 801, Mt. Ulla, NC 28125.

#### Section 3: Purpose

The WEST ROWAN BAND BOOSTER ASSOCIATION is organized exclusively for educational purposes, more specifically;

- To promote means and opportunities for the education for the public with respect to the study and culture of instrumental music and the enjoyment and wholesome utilization thereof
- To solicit, collect, and otherwise handle and dispose of funds in the promotion of the West Rowan High School Band with the advice and counsel of the band director
- To assist the public within the West Rowan High School attendance area in promoting and developing an outstanding music education program

### Article Two (Membership)

#### Section 1: Membership Requirement

Membership in the Club is open to those parents/guardians of active band members and alumni and their parents/guardians interested in advancing its purposes as stated in the Articles of Incorporation and who are willing to subscribe to the Bylaws.

Voting members shall be an active member in the WEST ROWAN BAND BOOSTER ASSOCIATION (henceforth also referred to as "the Club"). An active member is defined as a parent or guardian in the band program and whose student account has not been declared delinquent by the Executive Board. Each member shall be entitled to one vote on each matter submitted to a vote of the members. A member must be present to vote.

Members may resign at any time by notifying the President. Members are expelled upon motion by the Co-President and verified by a majority of a quorum of the membership. Before such action is taken, the member concerned shall receive written notification at least two weeks prior to, and be granted an opportunity to be heard at a regular meeting of the Club.

Membership in the Club may not be transferred.

## Section 2: Meetings

### Regular meetings:

The Club membership shall meet once a month during the school year, unless otherwise provided by resolution of the Club or the Board of Directors. A quorum shall consist of those members present plus a minimum of two-thirds (2/3) of the Board Members.

### Annual Meeting:

An annual meeting will take place in April for the purpose of electing officers and directors, receiving annual reports from officers and committee chairs as well as any other business that may arise. A quorum shall consist of those members present plus a minimum of two-thirds (2/3) of the Board Members.

### Special Meetings:

The President may call special meetings. The purpose of the meeting shall be stated in the call. At least three (3) days notice shall be given.

## Article Three (Board of Directors)

### Section 1: Management

The Board is responsible for the overall policy and direction of the Club. The board receives no compensation other than reimbursement for reasonable expenses incurred in the performance of their duties. All requests requiring the expenditures of funds in excess of one hundred dollars (\$100.00) outside the approved budget must be submitted to the Board for review and approval prior to the expenditure.

### Section 2: Board Decisions

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

### Section 3: Relationship to the School

The Club shall not interfere with the day-to-day operation of the school. The Club will involve the band director in key decisions of the Club but he will not have a vote in Board matters of the Club.

### Section 4: Board Meetings

#### Regular Meetings:

The board shall meet at least monthly, at an agreed upon time and place.

#### Annual meeting:

Each April, at the annual meeting, officers for the upcoming school and fiscal year will be elected and begin a one (1) month transition to their new role which will take effect on the last day of the school year.

### Special Meetings:

Special meeting of the Board of Directors may be called by the President or at the request of any three directors at an agreed upon time and place. Votes on urgent matters may be called by the President and tallied by email or phone, provided a majority responds within the specified timeframe.

### Section 5: Board Elections

Election of new directors or election of current directors to a subsequent term will occur as the first item of business at the annual meeting of the Club. Directors will be elected by a majority vote of the membership.

### Section 6: Election and Terms of Office

#### Election:

Nominations will be accepted thirty (30) days prior to the final meeting of the school year. The slate of officer candidates will then be presented to the general membership at the final meeting for voting.

#### Terms:

All board members and officers shall serve a one (1) year term, but are eligible for re-election. Each term of office shall begin at the end of the school year. Each officer and director shall hold office until a successor is appointed or elected.

### Section 7: Quorum

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

### Section 8: Resignation, Termination, Absences, & Vacancies:

Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three (3) unexcused absences from Board meetings in a year. A board member may be removed for other reasons by a three-fourths (3/4) vote of the remaining directors. When a vacancy on the Board exists, the Secretary may receive nominations for the new member from present Board members two (2) weeks in advance of a Board meeting. These nominations shall be sent out to the Board members with the regular Board meeting announcement, to be voted upon during the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

### Section 9: Officers and Duties:

There shall be four (4) officer positions as follows:

- President
- Vice President
- Treasurer
- Secretary

These positions are shared, (e.g. co-positions), in order to share responsibilities and more effectively transition leadership from one year to the next.

The principal duties of the President are to preside over or arrange for other members of the Board to preside at each meeting of the Board of Directors, to have general supervision of the affairs of the Club

and primary signature on all deeds, leases, and conveyances executed by the Club. The President will also preside over the monthly meeting of the Club membership.

The duties of the Vice-President is to preside at membership meeting in the absence of the President. The Vice-President is responsible for Ways & Means, Operations and Communications activities.

The Treasurer is responsible for all the financial transactions and reporting of the club, the record keeping systems that tracks each family's band account, disbursements of the funds, and collection of "fair share" dues. The Treasurer is also accountable for all cash, checks, and monetized transactions for the Club and are the official guardians of the Club band accounts. The Treasurer and Director of Bands will prepare the budget for the Club (with assistance from the Board), help develop fundraising plans and make financial information available to the Board members and the membership. The Treasurer shall give a financial report at each Board meeting and meeting of the Club membership.

The Secretary is responsible for keeping records of all the Board actions, including the taking of minutes at all Board meetings and membership meetings, distributing copies of the minutes to each Board member and assuring that Club records are maintained.

## Article Four (Committees)

### Section 1: Creation

Committees are needed for the efficient operation of the Club may be designated and established by a resolution adopted by a majority of the Board of Directors. Chairperson(s) of each committee(s) shall be appointed by the Board of Directors.

### Section 2: Term of Office

Each member of a committee shall continue as such until the next annual meeting of the directors and until a successor is appointed, unless the committee shall be terminated, or unless such member shall cease to qualify as a member thereof.

### Section 3: Powers and Duties

The powers and duties of committees shall be determined by the Board of Directors.

### Section 4: Committees established by the Board of Directors

Chairperson(s) shall be appointed by the board for each fundraiser and committee as necessary.

## Article Five (Financial)

### Section 1: Contracts:

The Board of Directors may authorize any officer or officers, agent or agents of the Club to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Club. The Club shall not incur any financial obligation in the name of West Rowan High School or the Rowan County Public School System. No representative of Rowan County Public School Systems shall be authorized to enter

into any contract or execute and deliver any instrument in the name of and on behalf of the Club other than as provided for in this section.

## Section 2: Checks, Drafts, or Orders:

All checks, drafts, or orders shall be signed by one of the Treasurer or President.

## Section 3: Deposits:

All funds of the Club shall be deposited in such banks, trust companies, or other depositories as the Board of Directors may select.

## Section 4: Gifts:

The Board of Directors may accept on behalf of the corporation any contributions or gift for any purpose of the Club.

## Section 5: Funding:

Funding for the West Rowan Band Boosters is the responsibility of the student's families and shall include marching band fees. Designated payment schedules will be agreed upon by the Board of Directors based on the budget projections prepared by the Board. All families are expected to meet their obligations on time.

To help offset these costs, the students and/or families can participate in fundraising projects. Notwithstanding the criteria listed under Student Accounts, all funds and income of whatsoever kind received by the organization shall be used solely for the promotion, improvement, instruction, equipment, transportation, aid and support of the West Rowan High School Band Program.

## Section 6: Fees:

The amount of fees that are to be paid for each student will be determined and presented at the designated annual meeting. Special assessments and adjustments will be voted on as needed.

In the case of delinquent fees, all rights and privileges of being in the West Rowan Band **may** be suspended until such time as fees are made current. Students/families owing a balance on their band account from the previous year must pay the balance in full by June 25th in order to enroll for the upcoming year. Examples of these rights and privileges are (but not all inclusive):

- Participating in the marching band
- Receiving any scholarship
- Participating in any trip

A final decision on these privileges and rights rests with the Band Director.

## Section 7: Financial Aid:

Families with demonstrated financial need may apply in writing for financial aid to meet their unpaid Fair Share balance. Financial Aid Forms and corresponding financial documents will be reviewed by the President and Treasurer for approval. When financial aid is granted, it is expected that the student and parents/guardians participate as much as possible in fundraising activities.

A student's fair share fees must be paid in full, before participating in any student-funded trip. If fees are waived, they must be paid in full or earned by participating in fundraising activities before payments will be accepted for a trip.

### Section 8: Student Accounts:

If implemented, the Band Director shall maintain funds and records thereof, earned by students active in the band. These funds will be maintained in a separate budget account from the funds of the organization.

Funds in a student's account can only be used for band expenses or band sponsored activities. Funds remaining in the account of a student at the end of the student's graduating year, or funds remaining when a band student leaves the band program will be disbursed as follows:

- Will be applied to any delinquent band fee
- May be transferred to a sibling band student in the West Rowan Band Program
- May be transferred to another band family if requested by the parent/guardian
- Other than as indicated above, remaining funds revert to the general fund

In the case of any dispute concerning the disbursement of a student account, the Board of Directors will make the final decision after consultation with the Director of Bands.

## Article Six (Record Keeping)

The Club shall keep complete books and records of accounts and shall also keep minutes of the proceedings of its meetings of the Club membership and Board of Directors. Records will be archived for 7 years.

## Article Seven (General)

### Section 1: Fiscal Year:

The fiscal year of the Club shall begin on the first day of July and end on the last day of June.

### Section 2: Audit:

An audit will be completed at the end of the fiscal year, by July 31. Results of the audit shall be made available to the members at the first general meeting following the audit.

### Section 3: Amendments:

The Bylaws of the Club may be amended at any regular or special meeting by the majority vote of the Board of Directors. The Board of Directors or 10 (10%) or more of the active membership by signed written petition may initiate an amendment. Amendments shall be effective, if approved, on that date, or on the date specified in the amendment.

These bylaws shall be reviewed by the board of directors every year.