

**NORTHWESTERN HIGH SCHOOL BAND BOOSTER ORGANIZATION, INC.**  
**BY-LAWS AND CONSTITUTION**

**ARTICLE I - NAME**

1. The name of this organization shall be Northwestern High School Band Booster Organization, Inc (the “Band Boosters”).

**ARTICLE II - PURPOSE**

1. The purpose of this association is to aid and assist the Northwestern High School Band Programs (the “Band”), an activity offered by Northwestern High School (“NHS”), a public high school within Rock Hill School District 3 (the “School District”) and to operate within the parameters of Section 501 (c)(3) of the Internal Revenue Code.
2. It shall be our aim and sole purpose to stimulate and create interest in and support of the activities of the Band, including the raising of funds to finance needs of the Band not supported by the School District or NHS.
3. It is our purpose to use our time and means, not to direct but to aid and assist the administration, faculty and students of NHS in promoting the activities of the Band.
4. It is recognized that the selection of personnel, as well as the direction of all activities of the school, must come from members of the professional staff who are charged with that responsibility under the authority of the Board of Trustees of the School District.

**ARTICLE III - MEMBERSHIP**

1. General Membership is open to any interested adult.
2. Annual Membership fees are determined by the Executive Board and become due at the first meeting of the new school year and are not refundable in total or in part if membership is terminated.
3. Sex, race, religion, gender, age, or marital status will not restrict membership. Neither shall a person's inability to pay the annual dues prevent him/her from becoming a member.
4. A member will be considered active if they have paid the membership fee and regularly attend general membership meetings.
5. Voting membership shall be limited to those General Members who are a parent, legal guardian, or step-parent of a student currently enrolled in the Band at NHS.

**ARTICLE IV - POLICIES**

1. The policies of the Band Boosters shall be developed through the Executive Board.
2. No member of the Executive Board of the Band Boosters shall receive any compensation for his/her services as board member.
3. Any monetary or physical donation made to the Band Boosters remains the sole property of the Band Boosters until dispersed by the Executive Board. No gifts or donations can be made to an individual.
4. With the approval of the Executive Board, an amount for an upcoming large expenditure can be placed in a savings account until the time of the said expenditure.
5. Students of the Band can be included in fundraising activities with the supervision of member(s) of the Band Boosters.

6. In the event the Band Boosters dissolves, after payment of all outstanding debts, all monies and properties will be disbursed at the direction of the Executive Board with assets paid to either the Band or an authorized Section 501 (c)(3) organization.
7. In the event the Band Boosters dissolves, all band scholarships will be dispersed under the direction of the Executive Board while considering recommendations from the head of the NHS band department.
8. All parent volunteers who drive a bus to and from any and all events do so as volunteers and are only eligible for the designated BCP reimbursement agreed upon by the Executive Committee. At no time shall a parent volunteer be reimbursed at an hourly rate regardless of employment status with Rick Hill District 3. Additionally, all parent volunteers who drive their personal vehicles to tow a program owned trailer to and from and all events do so as volunteers and are only eligible for the designated BCP reimbursement agreed upon by the Executive Board.

#### ARTICLE V - ELECTIONS

1. The Executive Board shall serve as a Nominating Committee. The Committee will present a slate of officers at the April meeting of the General Membership, to be voted on at the next meeting. Nominations may then be made from the floor, but will be accepted only with the consent of the nominee. If nominations are made from the floor, a ballot will be presented to each Voting Member present at the meeting. All votes will be tallied before the end of the meeting and the results announced. Officers will be elected based on receiving a majority of votes. New officers will assume office July 1st.
2. At any and all meetings of the Band Boosters, transaction of business and election of officers will be determined by a majority vote of the voting members present.

#### ARTICLE VI - OFFICERS

1. The officers of the Band Boosters shall be the President, Vice-President, Secretary, and Treasurer.
  - a. The President will preside at all general meetings and the meetings of the Executive Board. The President will assume the role of parliamentarian during the absence of the Vice-President. The President-elect in consideration with the Vice-President-elect will be responsible for nominating new chairpersons of all committees, subject to approval of the Executive Board.
  - b. The Vice-President will assist, or assume in the absence of the President, the duties of that office. The Vice-President shall act as parliamentarian. The Vice-President shall act as advisor to the Band Council.
  - c. The Secretary will prepare and maintain on file, a record of the minutes of all meetings of the membership and of the Executive Board, and will be responsible for all correspondence of the organization, to include compiling a current roster and assisting with publishing the club newsletter.
  - d. The Treasurer shall receive all funds of the club, maintain an accurate record of all receipts and expenditures, and make payments as directed by the Executive Board. A checking account will be maintained. All checks drawn on this account will require two signatures from either the Treasurer, the President or the Vice-President. The Treasurer will prepare a financial statement monthly, to be presented to the Executive Board and general membership. The Treasurer will be responsible for timely compliance with the appropriate State and Federal tax laws, providing copies of any documents to the Executive Board. The Treasurer will prepare a final detailed financial statement within two months after the end of the fiscal year ending June 30<sup>th</sup>, with a

copy to be presented to the Executive Board. Use of a tax professional for State and Federal tax documents is recommended.

- e. The immediate past President will serve as a non-voting advisor to the Executive Board on an as-needed basis.
2. All voting members are eligible for election as an officer of the Band Boosters.
3. No officer shall serve in any one position more than once every four years. Officers shall serve a term of one year, except the office of Treasurer, which will be a two-year term. Elections for Treasurer will occur every year with the newly elected individual serving as “junior officer” their first year (with no signatory responsibilities) and moving to “senior officer” their second year. The two Treasurers have a single vote on the Executive Board.
4. The Executive Board shall fill an officer vacancy occurring during a term of office. Such appointments are valid only until the next scheduled election, but will not prevent the appointed interim officer from running for a normal term for the same office.

#### ARTICLE VII - EXECUTIVE BOARD

1. The Executive Board will consist of the officers identified in Article VI, paragraph 1, and committee chairpersons from committees identified in Article VIII, paragraph 1. The NHS Principal or designated representative will be a member of the Executive Board, but in a non-voting capacity. For any emergency item, a poll of all officers shall be taken.
2. Couples serving in a position on the Executive Board shall have one vote.
3. The Executive Board will propose an annual budget. The proposed budget will be distributed via email and/or the designated electronic location at least one week prior to vote, for questions or comments. The Executive Board will vote on the annual budget at the July Executive Board meeting. The General Membership will discuss and vote to ratify the budget at the regular September meeting. The Treasurer will disburse all funds within the budget with the approval of the Executive Board.
4. All proposed projects will be presented to and voted on for approval by the Executive Board. Projects are then presented to the membership at large and the final decisions concerning these matters will be decided by a simple majority of the members present.

#### ARTICLE VIII – COMMITTEES, SUB-COMMITTEES AND DUTIES

1. The Chairperson(s) of the following committees will be approved annually by the Executive Board from nominations by the President-elect and Vice-President-elect. Nominees must be Voting Members. Chairpersons are not limited to one term and will be required to attend Executive Board meetings. If Committee Chairpersons are absent from three consecutive Executive Board meetings, the Executive Board has the option of choosing a replacement Committee Chairperson. Committee Chairpersons should recruit committee members. Sub-Committee chairs may attend Executive Board meetings to participate in the discussion on any issue, but shall not vote, except when serving as a proxy for a Committee Chairperson.
  - a. Membership Committee: This committee will be responsible for promoting Band Booster membership. Sub-Committees: Freshman Parent Welcome, Spirit, Guard Liaison, Compassion
  - b. Fundraising Committee: This committee will plan, organize and manage all fundraising programs adopted by the Executive Board. Sub-committees: Concessions: (ex: Knights, Panthers) Sales: (ex: Fruit Sale, BBQ) Events: (ex: Olde English, Night Beat)

- c. Public Relations Committee: This committee will be responsible for notifying the members of called meetings, special events, general announcements and other duties as may be required to ensure good attendance at general membership meetings and other functions. This committee will also be responsible for obtaining &/or generating publicity to stimulate and create interest in the activities of the Band. Sub-committees: Internet Presence, Newsletter, Publicity, Communications
- d. Chaperone Committee: This committee will be responsible for soliciting and training volunteers to chaperone all program events of the Band and other duties as may be required to insure the safety and well-being of the students. Sub-committee: First Aid
- e. Uniform Committee: This committee will be responsible for the upkeep of all uniforms of the Band. This committee will maintain an inventory of all uniforms and accessories. This committee will assist in the collection and distribution of all uniforms and accessories. Sub-committees: Purple Wear, Guard Uniforms
- f. Transportation & Equipment Committee: This committee will be responsible for the arranging of transportation of students and their equipment and set-up of all pit instruments and auxiliary equipment. The Chairperson of this committee will act as liaison to the NHS band director in arranging accommodations for out of town trips. Sub-committees: Bus Drivers, Pit Crew
- g. Hospitality Committee: This committee will be responsible for arranging to have refreshments provided at various band functions.

#### ARTICLE IX - MEETINGS

1. There will be a general membership meeting on the first Monday of each month at 7:00 PM. Additional meetings may be called, or dates changed by the Executive Board.

#### ARTICLE X - PROCEDURES

1. Robert's Rules of Order, revised edition, shall govern parliamentary procedures of business meetings.

#### ARTICLE XI - FUNDRAISING AND EXPENDITURES

1. The Fundraising Committee shall prepare a suggested fund raising program based on projected expenditures and submit it to the Executive Board for approval. Fund raising activities will include selling memberships, concession/promotional sales and/or activities approved by the Executive Board.
2. Persons who have checks returned for non-sufficient funds will be charged a \$20.00 fee for handling, plus the fee charged to the Band Boosters by the bank. Repayment must be made with a certified or cashier's check.
3. There will be no monetary expenditures without the prior approval of the Executive Board.
4. All requests for reimbursement of money spent on band activities must have prior approval by the Executive Board and must be presented within thirty days after the expenses are incurred. A receipt must accompany any request for reimbursement. No reimbursement will be allowed if presented over thirty days past the expenditure, unless approved by the Executive Board.
5. Any expenditure over \$500, whether in the budget or not, must have prior approval by the Executive Board. Any emergency expense that does not fall into a specific budget category is limited to \$100 without prior approval by the Executive Board.

6. All expenditures must be directly associated to activities of the NHS Band programs, unless there is prior written approval by the Executive Board.

#### ARTICLE XII - AMENDMENTS

1. Upon approval of the Executive Board, the Constitution and By-Laws may be amended by two-thirds majority vote of the voting members present at any regular meeting of the Band Boosters. The amendments must be presented during a general meeting prior to the meeting at which the vote is taken.

#### ARTICLE XIII – SEVERABILITY

1. Any item not specifically covered in these By-Laws shall be presented to the Executive Board for resolution.
  2. If any section, or portion thereof, of these By-Laws is found to be invalid or unenforceable, such determination shall not affect the enforceability of all other sections which shall remain in full force and effect.
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*Adopted Spring 2002*

*Revised Spring 2014*

*Revised Summer 2024*