

CHRISTIAN COUNTY BAND BOOSTER BYLAWS, STANDING RULES & PROCEDURES

SECTION I - Name and Location

The name of this organization shall be the Christian County Band Boosters. It shall be located in Hopkinsville, Kentucky.

SECTION II - Purpose

The Christian County Band Boosters shall serve as a support group to the Colonel Band, assisting both physically and financially in all phases of the accredited Band Program of the Christian County High School.

SECTION III - Membership, Dues, Fiscal Year

1. Fiscal Year - The fiscal year of this club shall be July 1 through June 30.
2. Membership -
 1. Any parent(s) or guardian(s) of a current Christian County Marching Band Member(s) will be considered a Christian County Band Booster Member. This shall include parent(s) or guardian(s) of guard and drill Members.
 2. Any parent(s) or guardian(s) of any other band members from the Christian County Band Program.
 3. Any person(s) with a sincere desire to serve in any capacity for the success of the Christian County Band Program. These person(s) will be allowed to participate at the discretion of the Executive Council.

SECTION IV - Qualifications, Nominations, Election Procedures, Terms of Officers

1. Officers - The Officers of this club shall be a President, Vice President, Secretary, and Treasurer.
2. Qualifications -
 1. Candidates for office shall have been a member of this Club for at least one full marching season prior to the time of nomination.
 2. During the term of office, the candidate's child must be enrolled at Christian County High School.

3. No member shall hold office unless they have a child active in the Christian County Band Program.
4. Candidates must have a working knowledge of the Christian County Band Boosters Club.
5. No member shall hold more than one office at a time

3. Nomination Procedure -

1. At the April meeting, nominations for Officers for the upcoming fiscal year will be taken from the floor.
2. At that time the nominated member must either accept or deny their acceptance of the nomination.
3. If the member accepts the nomination, it must be seconded by two other members.
4. At no time shall two members of the same family be nominated or elected to serve as members of the Executive Council (President, Vice President, Secretary, or Treasurer).

4. Election Procedure -

1. Elections of Officers for the upcoming fiscal year will be held at the May meeting.
2. Election shall be held by ballot, except in the case where only one person is nominated for an office. In the case of only one nomination for an office, election may be held by voice vote of the members present.
3. In the event that no candidate receives a majority vote on the first ballot, all nominees except for the two nominees receiving the highest number of votes shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot.
4. A vacancy occurring among the officers among the officers-elect between the time of election and July 1 when they take office shall be filled by special election at the next membership meeting. Nominations shall be made from the floor, and all provisions previously outlined in this Section shall prevail.

5. Term of Office -

1. Officers shall assume office by July 1, following installation at the June meeting, and shall serve for a term of one year, or until their successors are elected and take office.
2. In the event of a vacancy in the office of President, the Vice President shall succeed to that office for the unexpired term. A vacancy occurring in any office except President shall be filled for the unexpired term by a

majority vote, taken by ballot, of the members present at the next meeting utilizing the nomination procedure in Section IV, C and the election procedures as set out in Section IV, D.

3. Any office unable to perform the duties of the office for any reason whatsoever for a period of thirty (30) days, shall submit a written registration to the Executive Council. If the registration is not received within thirty (30) days, the Executive Council shall declare the office vacant, and name a successor in accordance with the provisions of paragraph 2 of this section.
4. If, in the opinion of the Executive Council, any officer shall fail to perform the duties of the office satisfactorily, the Executive Council shall have the authority to request a resignation. However, such action shall require ratification by a majority of the membership eligible to vote. If the resignation is not received within thirty (30) days, the Executive Council shall declare the office vacant and name a successor in accordance with paragraph 2 of this section.
5. Within 15(15) days after the close of the term of office, each outgoing officer, with the exception of the Treasurer, shall transfer to the Office Elect, the files and records of the respective office. Within fifteen (15) days after the close of the term of office, the Treasurer shall deliver the books and financial records of the Christian County Band Boosters to the person elected to serve as the Treasurer for the upcoming fiscal year.
6. Any officer, with the exception of the Treasurer, vacating an office before the expiration of the term shall, within ten (10) days, transfer all records of the office as instructed by the Executive Council. Should the office of Treasurer be vacated before the end of the term, within fifteen (15) days, the book and financial records of the Christian County Band Boosters shall be transferred to the person elected to replace the Treasurer.
7. The Executive Council may elect to have the books and financial records of the Christian County Band Boosters audited by a member of the school administration at any time they feel necessary or upon majority vote of the general members present and eligible to vote of the Christian County Band Boosters.

SECTION V - Duties of Officers

1. President -

1. The President shall preside at all meetings of the Christian County Band Boosters and the Executive Council.

2. Subject to the approval of the Executive Council, the President shall appoint the Chairman of all committees, unless otherwise specified in the bylaws.
3. The President shall act as ex-officio member of all committees.
4. The President shall endeavor to serve the Christian County Band Boosters in a strictly impartial manner.
5. The President shall be familiar with the Bylaws, Standing Rules, and Procedures of the Christian County Band Boosters.
6. The president shall prepare and distribute a roster of Booster officers and Standing Committee chairmen no later than the September meeting. Addendums to be prepared as necessary.
7. The President shall keep the members informed as to the progress of the organization.
8. The President shall keep the Band Director(s) fully informed of all matters concerning the Christian County Band Boosters.
9. The President shall perform other duties incident to the office of President.

2. Vice President -

1. The Vice President shall serve as Chairman of the Bylaws, standing Rules and Procedures Committee.
2. The Vice President shall assume the duties and powers of the presidency in the absence of the President.
3. The Vice President shall, in the event of a vacancy in the office of President, assume the Presidency for the unexpired term.
4. The Vice President shall assist the President in all ways.
5. The Vice President shall perform such other duties as may be assigned by the Executive Council and/or the Christian County Band Boosters.
6. The Vice President shall see that all Officers, Committee Chairman, Directors, and Members follow the rules and bylaws of the Christian County Band Boosters. If at any time the rules and bylaws are not being followed, the Vice President shall call it to the attention of the Christian County Band Boosters and get corrective action.

3. Secretary -

1. The Secretary shall keep an accurate record of all meetings of the members and the Executive Council.
2. The Secretary shall have custody of all Christian County Band Booster official documents.

3. The Secretary shall have available at all meetings an up-to-date copy of the Bylaws, Standing Rules and Procedures.
4. The Secretary shall keep an attendance record of each member of the Executive Council and each Officer attending regular membership meetings.
5. The Secretary shall conduct the correspondence of the Christian County Band Boosters in accordance with the direction of the President and/or the Executive Council.
6. The Secretary shall perform such other duties as may be assigned by the Executive Council and/or the Christian County Band Boosters.
7. The Secretary shall make and keep all copies of official documentation.

4. Treasurer-

1. The Treasurer shall serve as ex-officio member of the Fundraising committee.
2. The Treasurer shall have custody of all Christian County Band Booster funds, make disbursements by check only as authorized by the Christian County Band Boosters, either by specific action of the Executive Council or by adoption of a budget to be administered by the Executive Council.
3. The Treasurer shall make certain that all disbursements of Christian County Band Booster funds are within the limits of approval. Expenditures shall not exceed the amount authorized by the Christian County Band Boosters or the Executive Council.
4. The Treasurer shall be responsible for all deposits made in the name of Christian County Band Boosters, keep an accurate record of all monies received, and shall make said deposits in the bank selected by the Executive Council.
5. The Treasurer shall keep the books current and make a written monthly report to the Christian County Band Boosters.
6. The Treasurer shall prepare a detailed financial report for presentation at each monthly meeting of the Christian County Band Boosters and shall prepare a yearly financial report for the period of his or her term of office to be submitted at the July meeting following his or her term of office or the end of the fiscal year. In addition, required financial documentation will be presented to the school for end of the year reports.
7. The office of Treasurer shall be bonded in an amount not less than \$20,000.00 and the premium shall be paid from the Christian County Band Booster funds.

5. Directors -

1. The Director(s) shall submit for approval by the Christian County Band Boosters a list of all staff to be hired from Booster Funds.
2. The Director shall submit for approval by the Christian County Band Boosters a band camp schedule and budget for the upcoming fiscal year.
3. The Director(s) shall submit a tentative contest schedule no later than the August meeting.
4. The Director(s) shall submit to the Executive Council a budget for the Winter Guard and Spring activities no later than the Executive Council meeting in December for prior approval, which shall then be submitted to the boosters for approval at the December meeting.
5. The Director(s) shall prepare and distribute an updated band handbook no later than the first day of band camp each year.
6. The Director(s) shall prepare an agreement to be signed by the parents of each band student no later than May each year. The agreement shall include all fees that must be paid, a medical release form, and permission for the student to participate in the Christian County High School Band Program.
7. The Director(s) shall inform the Executive Council of all desired purchases before making said purchases spending Booster Funds.
8. The Director(s) act as a liaison to the Band Boosters and Executive Council.

SECTION VI - Executive Council

1. The Executive Council shall be composed of the Officers, Chairman of Standing Committees, and Band President. The immediate Past President shall be a member of the Council in an advisory capacity, without vote at the discretion of the current council.
2. The Executive Council shall supervise the affairs of the Christian County Band Boosters in accordance with the provisions of these Bylaws, Standing Rules, and Procedures, and the wishes of the membership.
3. The Executive Council shall hold a regular meeting each month, at a time, determined by vote of the Executive Council and to be held prior to the monthly membership meeting. Special meetings may be called by the President, or by a majority of the Officers.
4. A majority of the elected officers shall constitute a quorum for any Executive Council meeting. A vote of the majority of Executive Council

members present and voting, a quorum being present, shall constitute effective action.

5. The Executive Council shall have the power to authorize expenditures necessary for the operation and implementation of the Band and the Christian County Band Boosters. They would need a majority vote of the Executive Council for necessary purchases.

SECTION VII - Meetings

1. The regular meeting of the Christian County Band Boosters shall be held on the fourth Monday of each month, unless otherwise designated by vote of the members. If deemed advisable, the date of a regular meeting may be changed, upon the majority vote, at the preceding meeting.
2. The Christian County Band Boosters shall hold eleven (11) monthly membership meetings each year,
3. Special meetings may be called by the President, by a majority of the Executive Council, or by one-third of the membership, provided due notice specifying the principal business of the meeting is given to all members.
4. The regular June meeting in each year shall be the Annual Meeting of the Christian County Band Boosters for the installation of Officers.
5. The Executive Council plus one (1) shall constitute a quorum for any regular or special meeting.

SECTION VII - Committees

1. Standing Committees shall be composed of a Chairman, and two or more members, who shall be appointed by the Chairman of the respective committee, unless otherwise specified, subject to the approval of the Executive Council. Standing Committees, shall be responsible to the Executive Council.
2. Standing Committees of the Christian County Band Boosters and their duties are as follows:
 - a. Concessions - The Concessions committee shall be in charge of concessions at all home football, basketball games, and special events sponsored by the Christian County Band Boosters. They shall be responsible for stocking and manning the concessions, maintaining equipment, and shall assist the Hospitality Chairman with functions requiring food items and any other duties necessary

for a profitable operation. This committee shall designate two persons to count all monies at the end of each event, and shall record the amount earned on an accounting sheet to be provided by the Treasurer, and shall then turn over the money to the Treasurer for deposit.

- b. Volunteer- The Volunteer committee shall be responsible for securing a sufficient number of adults to accompany and supervise band members on all band trips and to assist at any other time at the request of the Executive Council. This committee will also be responsible for telephoning and disseminating information to the members of the Christian County Band Boosters about upcoming fundraisers, events, and any other news at the direction of the Executive Council or the Director.
- c. Hospitality- The Hospitality committee shall be responsible for the supervision of all social events involving band members and/or the Christian County Band Boosters. They shall be responsible for the planning, procurement, preparation and providing of food and drinks for the band members at all band functions as decided upon by the membership and shall be responsible for planning and staffing of the "Hospitality Room" at all home contests. They shall also be responsible for planning and executing the Annual Awards Banquet and Senior Dinner
- d. Publicity- The Publicity committee shall be responsible for publicizing the Christian County Band Boosters and Christian County High School Band through releases to the press and other media shall be responsible for the publication and mailing of the monthly newsletter.
- e. Alumni- The Alumni committee shall be responsible for maintaining contact with the Christian County High School Band Alumni through any means available in order to fundraise, publicize, and promote the Christian County High School Band.
- f. Uniforms- The Uniform committee shall be responsible for assisting the Director in assigning, receiving, and recording each article of uniforms to band members, and an inventory of the same at the close of every year. Any design changes to the uniforms must be referred to the Christian County Band Boosters for approval.
- g. Fundraising- The Fundraising committee shall be responsible for devising and promoting projects to raise funds for the operation of the Christian County Band Boosters. All fundraisers will be

presented first to the Executive Council for choice of projects and then submitted to the Christian County Band Boosters for approval. No projects are to be in conflict with the established policies of the Christian County Board Of Education. The Fundraising committee shall also be responsible for implementing all fundraisers to include contacting and scheduling members to run the fundraiser or to oversee the band members who are running the fundraiser.

- h. Bylaws- The Bylaws committee shall receive all suggestions for amendments of the Bylaws, Standing Rules and Procedures of the Christian County Band Boosters, prepare them in proper form, and then submit them for action by the membership in accordance with Section XI of these Bylaws, Standing Rules and Procedures. This committee may also propose amendments.

3. Special committees may be appointed and/or elected to perform functions not performed by the Standing Committees, and shall serve until their responsibilities have been fulfilled. Special committees include the Finance Committee, Teller Committee. And others may be required.

4. Special Committees and their duties are as follows:

1. Finance- The Finance committee shall prepare a proposed budget for the fiscal year and submit it to the Council at the August meeting. The committee shall consist of the Treasurer as Chairman, the President, and two members who are selected at large by the membership at the June meeting.
2. Teller- The Teller committee consists of a Chairman and at least two members who are appointed by the President prior to the election of the officers. They are responsible for distributing and collecting ballots and tallying the vote, if necessary.

5. All committees shall be directly responsible for the Executive Council, and shall submit all plans prior to execution, to the Executive Council for approval.

6. Within fifteen (15) days after the conclusion of their appointment, all committees shall transfer their files to their successors or as directed by the Executive Council.

7. Upon approval of the Executive Council, the President shall declare a committee chairmanship vacant because of non-performance of duties, and appoint a successor.

8. Committees may be inactive in accordance with participation and at the discretion of the President. Committees may be added or deleted at the discretion of the Executive Council.

SECTION IX - Audit

1. An audit shall be made of the Christian County Band Boosters financial records by a school appointed official each year.
2. In the event of a vacancy in the office of Treasurer, an audit shall be made of the financial records by a qualified person elected by the membership. Such an audit shall be completed within fifteen (15) days after receipt of the record, a written report of the audit submitted to the Executive Council, and the records transferred as directed by the Executive Council.

SECTION X - Dissolution

In the event of dissolution, abandonment, or termination of the Christian County Band Boosters, no income, contribution, or other revenue of funds shall accrue to the benefit of any individual or of any group not affiliated with the Christian County High School Band, and any and all assets then possessed by the Club, after current indebtedness has been paid, shall go and be delivered forthwith to the Christian County High School.

SECTION XI - Amendments

1. These Bylaws, Standing Rules and Procedures may be adopted or amended by a $\frac{2}{3}$ vote of the members present and eligible to vote at any regular meeting of the Christian County Band Boosters, a quorum being present, provided the text of the proposed amendments has been submitted to the membership, either in writing at least ten (10) days prior to the meeting date, or by reading at the previous regular membership meeting. An amendment not previously submitted to the membership may be adopted or rescinded by a unanimous vote of the members present and eligible to vote, a quorum being present.

2. Automatic grammatical, punctuation, and correlation corrections in the Bylaws, Standing Rules and Procedures or amendments thereto, which in no way alter the intent of the respective Bylaws, Standing Rules and Procedures shall be effective by the Rules and Bylaws Committee, subject to the approval of the Executive Council.

SECTION XII - Enactment

These Bylaws, Standing Rules and Procedures and/ or amendments thereto shall be effective _____ .

For procedures not covered in the Bylaws, Standing Rules and Procedures adopted by this organization, Robert's Rules of Order, Newly Revised, shall be the authority.

Bylaws, Standing Rules and Procedures as amended through _____ .

President

Vice President

Treasurer

Secretary

Director