

***EAST LIMESTONE COMMUNITY BAND BOOSTERS  
ASSOCIATION, INC.  
BY-LAWS***

**Article I. PURPOSE:** The *East Limestone Community Band Boosters Association, Inc.*, hereafter referred to as the Boosters Assoc., is a non-profit organization founded to support all the band programs of East Limestone High School, including the middle school (ELHS Band Program).

The **Mission** of the Boosters Assoc. is to supplement funding and provide volunteers to support the students, programs and performances of the ELHS Band program.

Our **Vision** is to provide a thriving parent-led service organization with ample volunteers to support the students, programs, fundraising, and performances of the ELHS Band program.

The **Values** of the Boosters Assoc. are leadership, motivation, ability, family, teamwork, self-sufficiency, stewardship, accountability and excellence.

**Article II. MEMBERSHIP:** Regular membership shall consist of parents or guardians of members of ELHS Band Programs and their auxiliaries. Honorary members may be accepted by majority vote of the Boosters Assoc. for outstanding support, participation, and interest.

**Article III. MEETINGS:** Regular meetings of the Boosters Assoc. are held in the band room on the first Tuesday of each month at 7:00 P.M. The membership will be notified by remind, social media or e-mail concerning any changes in the meeting schedule or special meetings.

**Article IV. QUORUM:** A quorum shall consist of the members present,

provided that a majority of the executive board members are present.

**Article V. ORGANIZATION:** To oversee the activities and functions of the organization, the Boosters Assoc. shall elect regular officers, who along with the band director(s), make up the executive board. Elections will take place in February. Newly elected officers shall assume office at the next formal meeting in March. Outgoing officers will continue until after the officer budget meeting in May. Officer terms are twelve-months plus two months to allow for a smooth transition through the school year. The elected officers shall consist of:

1. President
2. Vice President
3. Secretary/Historian
4. Treasurer
5. Public Relations/Marketing Manager
6. Concessions Manager
7. Fundraiser Officer
8. Treasurer Assistant
9. Concessions Manager Assistant

The executive board will meet monthly, or more often as needed, to oversee the affairs and operations of the Boosters Assoc. A majority of the executive board members have to be in attendance. Votes during the executive meetings will pass at 2/3. No more than one member of any household can hold an officer's position on the East Limestone Community Band Boosters Association Executive Board concurrently. No one person can hold more than one officer's position in any club or organization at East Limestone High School. Those confirmed as Officers by the general membership as well as any committee chairpersons are required to have a background check completed as outlined by the Limestone County School Board. If complications arise from background

check, the officer or chairperson position will be declared vacant and vacancy guidelines shall be followed. Any removal procedures will be conducted in a closed door session as indicated henceforth.

**Article VI. OFFICER DUTIES:**

1. The **President** is charged with the responsibility of providing overall guidance and direction to the Boosters Assoc., consistent with its purpose. He/she is the official spokesperson for the organization and presides at all general membership meetings as well as executive board meetings. The president will appoint a chairperson to all standing and special committees and serve as an ex-officio member of all committees.
2. The **Vice President** shall perform the duties of the president in his/her absence. He/she assists the president by coordinating the activities of all standing and special committees and other organizational activities as requested. Additionally, the Vice President shall be responsible for being currently informed on *Robert's Rules of Order, Revised* and serves as the final authority on parliamentary procedure when called upon by the president or presiding officer. He/she shall assist the president or presiding officer in maintaining order at meetings or other Boosters Assoc. functions.
3. The **Secretary/Historian** shall have custody of all official records and documents of the organization and shall keep the minutes of all general membership and executive board meetings. He/she is responsible for all correspondence as directed by the president, vice president, or band director(s). The secretary will keep all minutes as well as other items deemed important by the executive board as a historical record of the activities and functions of the Boosters Assoc.
4. The **Treasurer** is responsible for the collecting of all monies for the Boosters Assoc. and depositing same in the Boosters Assoc. bank

accounts. He/She will maintain an accurate itemized account of all receipts and expenditures for the band and Boosters Assoc. functions. He/she shall be prepared to make a complete and up to date financial statement at all general membership and executive board meetings. A copy of this financial statement will be maintained with the minutes of that meeting. All outgoing monies from the Boosters Assoc. will be paid in accordance with the financial policies contained in Article VII of these by-laws. Any checks issued, other implements, or promissory notes, must be signed by the treasurer or the president.

5. The **Public Relations/Marketing Manager** is responsible for utilizing a variety of methods (e.g. printed materials, public forums, social media, news media outlets, emails, etc.) to ensure community awareness of Band and Booster Club activities. This position will also include solicit community involvement in applicable Band and Booster club activities (i.e. sponsorship, donations, etc.) and will work closely with the Fundraising Officer to complement fundraising activities.
6. The **Concessions Manager** oversees all functions of the Boosters Assoc. concession stands at booster functions. He/she will order all supplies for said concession stands, as well as arrange for workers for those stands. The manager will work with the treasurer to keep receipts and invoices so all concession expenditures can be paid in a timely fashion in accordance with the Boosters Assoc. by-laws concerning financial expenditures.
7. The **Fundraiser Officer** is responsible for developing and implementing a fundraising plan and budget to meet annual financial goals established by the Executive Board. The manager will work closely with the Public Relations/Marketing Manager to coordinate promotional advertising and sponsorships for fundraising events. He/she will work with the treasurer and treasurer assistant to handle income from the fundraising events. The

Fundraising Manager is responsible for coordinating volunteers for events and programs. He/she will provide the Executive Board with a summary of expenditures and income following each event.

8. The **Treasurer Assistant** will assist the treasurer in collecting of all monies for the Boosters Assoc. and depositing same in the Boosters Assoc. bank accounts. He/she will report to the treasurer as well as the Band Booster President and Executive Board. He/she will share duties with the treasurer in maintaining all financial statements and records. The Treasurer Assistant is responsible for coordinating donations programs and working with the Public Relations/Marketing Manager to ensure promotion of these initiatives.
9. The **Concessions Manager Assistant** will assist the concessions manager in overseeing all functions of the Boosters Assoc. concession stands at booster functions. He/she will report to the concessions manager as well as the Band Booster President and Executive Board. He/she will share duties with the concessions manager including coordinating with the Treasurer for all concession expenditures.

#### **Article VII. Officer Succession**

1. Resignation. Any member of the executive board may resign at any time by giving written notice to the President or to the Secretary. The resignation of any member of the executive board shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
2. Vacancies. Officer positions shall be declared vacant in the event that the elected officer is unable to perform his/her duties due to death, resignation, disqualification, removal, or any other cause. In the event that the position of **President** becomes vacant, the Vice President shall assume the office of President and vacate the office of Vice President. In the event that the

position of **Vice President, Secretary/Historian, Treasurer, Public Relations/Marketing Manager, Concession Manager, or Fundraiser Officer** becomes vacant, the Executive Board shall appoint a replacement from the general membership. The general membership shall have a vote of confirmation at the next general membership meeting following the appointment. A majority vote of the general membership shall constitute confirmation.

#### **Article VIII. FINANCE:**

The executive board will hold a budgetary meeting in May/June so as to have a budget proposal ready for the August general membership meeting. All expenditures must be transacted within the following guidelines: The band director(s) or president may spend up to \$500.00 with no prior executive board approval but must notify the treasurer to be sure funds are available and expenditure accounted for. The executive board can approve expenditures up to \$3000.00 as needed. This expenditure will be reported at the next general membership meeting. Any expenditure over \$3000.00 must be approved by the general membership. Bank accounts may be opened or closed as necessary to facilitate the function of the Boosters Assoc. but must be reported to the general membership. All fundraising activity must be brought before the executive board for approval, as it must be approved by the school administration. All income will be subject to the following formula.

Ten percent (10%) of all net income will be placed in a **Uniform Account**. The purpose of this account is for the acquisition of new or replacement of uniforms as needed.

Ten percent (10%) of all net income will be placed in an **Instrument Account**. This account is for the acquisition of new instruments or repair of rental

instruments for the band.

Five percent (5%) of all net income will be placed in an **Unbudgeted Expense Account**. The purpose of this account is to repair or replace equipment or facilities when an unforeseen event causes failure.

Funds will be added to a **Long Term Instrument Savings Account** annually. These funds will come from a combination of: 5% of concessions, 5% from major fundraisers, online and individual donations, incremental fundraisers (Planet Fundraiser, Amazon Smile, Publix, etc.), and dedicated fundraisers (1-3) determined annually. At the budgetary meeting in May, a minimum of two funding sources will be chosen with the objective of netting over \$5K. In the case that we do not meet our goal, we will supplement the account with funds from the unbudgeted account. The purpose of this account is for acquisition of high cost instruments (example, tubas).

The **Unbudgeted Expense Account** shall be capped at five-thousand dollars (\$5000). No additional deposits shall be made to this account while the balance is at or above this cap. While this account is at the \$5000 cap, the 5% earmark shall revert to the Long Term Instrument Savings Account.

These funds will be placed in interest bearing accounts or CDs as approved by the general membership. All remaining funds will be deposited in the general fund of the Boosters Assoc. unless otherwise directed by vote of the general membership. Band fees collected at the start of the school year are not considered income as they are subject to restrictions set forth by the school board and school administration.

Special gift funds or awards are administered strictly in accordance with the donor restrictions. In absence of donor restrictions, the executive board will submit a recommendation on the use of such gifts to the general membership

for approval.

Any fundraiser or event that deals with cash (concession stand, yard sale, etc.) will abide by the following money handling procedures:

1. An executive officer will verify money in cash box(es) provided before start of the event.
2. All cash box(es) must be handled in a secure manner and never left unattended during an event. The boxes must be kept closed when not in use.
3. Executive officers will provide change or collect any cash in excess during the event. The excess funds will be placed in a secure location.
4. Funds will be counted immediately after an event in a secure designated counting area. Two executive officers are responsible for counting of the money.
5. While cash is being counted, the officers must not attend other duties and/or leave the cash unattended.
6. The event total shall be reported to the executive officers after cash is counted at the end of the each event.
7. The executive officer in charge of depositing money shall be escorted to their vehicle by another officer or security team member.
8. Funds collected are to be deposited within three (3) business days of the event.

#### **Article IX. STANDING COMMITTEES:**

1. **Chaperone Committee.** The chaperone committee chairperson consults with the executive board representative and the band director(s) in selecting required chaperones for any band trips or functions. The chaperone committee will draft and provide a "Chaperone Guideline" defining acceptable conduct of chaperones as well as guidelines for students as set forth by the



band director(s).

2. **Nomination Committee.** The president shall appoint a committee of three (3) members to research and solicit officer candidates at the January general membership meeting or as otherwise needed. The committee will submit a slate of recommendations to the membership at the February meeting for consideration and vote as set forth.
3. **Maintenance Committee.** The maintenance committee will maintain and oversee all band and Boosters Assoc. equipment. They also may build equipment, props, and any other items needed by the organization.

**Article X. SPECIAL COMMITTEES.** Special committees may be set up and established as deemed necessary by the executive board.

**Article XI. CODE OF CONDUCT.** Officers and members of the Boosters Assoc. will be held to the standards of school policy and Boosters Assoc. policies at any band, school, or booster function. These policies are but not limited to those in "The East Limestone Band Handbook" current edition for the school year as well as the "Chaperone Guidelines". Any violation of said policies while serving, representing, or attending any function may result in a reprimand or removal from the Boosters Assoc. as a member in good standing. Any removal procedure will be conducted in a closed door session by the executive board and appropriate school officials.

## **Article XII. Ethics Clause**

**A. Personal and Professional Integrity:** The ELCBBA Executive Board Members and volunteers shall act with honesty, integrity and transparency in all dealings as representatives of the organization. The ELCBBA promotes an environment that is inclusive, respectful and that values sincere effort and open

communication. Executive Board Members accept the responsibility of executing their elected positions for the sole benefit of the organization.

**B. Open Communication, Transparency and Parent/Student Privacy:** The ELCBBA Executive Board has a policy of transparency regarding all business transactions conducted on behalf of the band. Business conducted on behalf of the band is fully disclosed in open meetings and recorded in official minutes. The Executive Board will provide regular budget reports and operational updates to the open membership. Student financial records will not be discussed in open board meetings. The records will be held in strictest confidence with only need to know access.

**C. Inclusiveness and Diversity:** The ELCBBA Board shall be composed of eligible, willing volunteers who are elected by the membership in accordance with the bylaws, and who obtain volunteer credentials through the Limestone County School Board and are willing to be bonded.

**D. Disclosure and Conflicts of Interest:** Executive Board Members who have the potential for conflicts of interest, i.e. direct or indirect profits or personal gain, from activities conducted by the organization have an obligation to report these conflicts to the Executive Board who will take appropriate action. Conflicts of interest and their resolution will be disclosed to the open membership and be recorded in the Executive Board minutes.

**E. Executive Board Participation in Official Programs:** Executive Board Members and volunteers may take advantage of sponsorship offers, advertising,

prize drawings, contests, or activities under the participation rules outlined by the program as long as the members are not part of the decision process.

**Article XIII. AMENDMENTS.** Proposed amendments to the by-laws may be presented at any general membership meeting. Proposals must be submitted in writing. The proposal will be reviewed by the executive board to insure that there are no conflicts with school policies and that it is in keeping with the intended purpose of the Boosters Assoc. If not in conflict, the proposal will be put to a vote by the general membership at the next general meeting. Amendments to the by-laws must pass by a two thirds majority vote of those present. Once passed, changes are to be documented in Revision and History table below.

| <b>Revision and History</b> |  |                  |
|-----------------------------|--|------------------|
| <b>ARTICLE NUMBER</b>       | <b>CHANGE DESCRIPTION</b>  | <b>VOTE DATE</b> |
| XI                          | Added this table to document changes to By-Laws  | June 2011        |
| V                           | Removed the Assistant Treasurer as an officer's position   | June 2011        |
| VI.5                        | Removed (5), reference to Assistant Treasurer officer's duties   | June 2011        |
| VI.4                        | Change from "Any checks issued, other implements, or promissory notes, must be signed by the treasurer and president or vice president." to "Any checks issued, other implements, or promissory notes, must be signed by the treasurer or president."  | June 2011        |
| VIII.3                      | Change from "The president shall appoint a committee of three (3) members to research and solicit officer candidates at the December general membership meeting or as otherwise needed. The committee will submit a slate of recommendations to the membership at the February meeting for consideration and vote set fourth." to "The president shall appoint a committee of three (3) members to research and solicit officer candidates at the March general membership meeting or as otherwise needed. The committee will submit a slate of recommendations to the membership at the April meeting for consideration and vote set fourth." | June 2011        |
| V                           | No more than one member of any household can hold an officer's position at the same time.  | March 2013       |
| VII                         | Officer succession inserted as article VII. Later articles renumbered accordingly.   | August 2014      |
| VIII                        | Created the Unbudgeted Expense account, capped at \$5000   | August 2014      |
| V, VI, VII, IX              | Removal of Parliamentarian/Sergeant at Arms / Addition of Public Relations Manager   | May 2016         |

|                |   |           |
|----------------|---|-----------|
| V              | “No more than one member of any household can hold on Officer’s position at the same time.” was amended to read, “No more than one member of any household can hold on Officer’s position on the East Limestone Community Band Boosters Association Executive Board at the same time. No one person can hold more than one officer’s position in any club or organization at East Limestone High School Officers shall serve on the executive Board for no longer than 3 school years.” | July 2016 |
| V              | Added “Those confirmed as Officers by the general membership as well as any and Committee chairpersons have a background check completed. If complications arise from background check, the Officer or chairperson position will be declared vacant and vacancy guidelines shall be followed. Any removal procedures will be conducted in a closed door session as indicated henceforth.”   | July 2016 |
| V              | Added the following officer positions and descriptions:<br>Treasurer Assistant<br>Concessions Manager Assistant<br>Fundraiser Manager<br>Guard Representative   | May 2018  |
| V              | Changed “This election will be held each year in a timely manner so as not to impede the activities of the band program. These officers shall assume their offices and duties at the first general membership meeting following the election.” to “This election will be held each year in December. These officers shall assume their offices and duties at the January meeting and will last until the following year at February meeting to allow for smooth transition.”            | May 2018  |
| XII, XIII, IXX | Inserted Ethics Clause into Article XII. Renumbered Articles accordingly.   | May 2018  |
| V              | Added: “Votes during the executive meetings will pass at 2/3 majority with assistants and representatives as non-voting officers.”  | May 2018  |
| IX             | Removed Fundraiser Committee  | May 2018  |
| I              | Added mission, vision and values  | May 2018  |
| VII            | Added Fundraiser Officer to vacancies statement   | May 2018  |

|       |   |             |
|-------|---|-------------|
| VIII  | Removed the following statement per 501 c3 Compliance:<br>This formula applies to all funds and fundraisers with the following exception: Funds earned by individual students through fundraising activities are subject to the uniform, instrument, and unbudgeted expense fund deposits and a fifteen percent (15%) general fund deposit. The remaining sixty percent (60%) will be credited to that student's individual account for whatever fees deemed necessary by that student's parent or guardian.  | Sept 2018   |
| VIII  | Added the Long Term Instrument Savings Account  | Sept 2018   |
| V, VI | Removed the Guard Representative  | March 2020  |
| V     | Changed the executive board meetings from quarterly to monthly.   | April 2020  |
| VIII  | The Unbudgeted Expense Account shall be capped at five-thousand dollars (\$5000). No additional deposits shall be made to this account while the balance is at or above this cap. While this account is at or above the \$5000 cap, the 5% earmark shall revert to the <b>General Fund</b> .<br><br>Was amended to read:<br><br>The Unbudgeted Expense Account shall be capped at five-thousand dollars (\$5000). No additional deposits shall be made to this account while the balance is at or above this cap. While this account is at the \$5000 cap, the 5% earmark shall revert to the <b>Long Term Instrument Savings Account</b> . | April 2020  |
| V     | Added event money handling procedures.  | April 2020  |
| V     | Removed the following statement.<br><br>Officers shall serve on the Executive Board for no longer than three (3) terms.   | August 2020 |
| IX    | Changed the months of nomination committee section based on new election dates.   | August 2020 |

|        |   |               |
|--------|---|---------------|
| III    | <p>The membership will be notified by phone, written letter, or e-mail concerning any changes in the meeting schedule or special meetings.</p> <p>Was amended to be:</p> <p>The membership will be notified by remind, social media or e-mail concerning any changes in the meeting schedule or special meetings.</p> | August 2020   |
| ALL    | Changed band director to band director(s)   | August 2020   |
| ALL    | Changed all references to Fundraiser Officer or Manager to be Fundraiser Officer.   | August 2020   |
| ALL    | Changed all references from Board of Directors to Executive Board.  | August 2020   |
| I & II | Changed High School, Junior and Beginner bands to all band programs at East Limestone High School including middle school.  | December 2022 |
| V      | <p>Votes during the executive meetings will pass at 2/3 majority with assistants and representatives as non-voting officers.</p> <p>Was amended to be:</p> <p>Votes during the executive meetings will pass at 2/3 majority.</p>  | December 2022 |
| V      | Changed Officer terms to be from March to May   | May 2023      |
| IX     | Changed Nomination Committee dates to match officer terms   | May 2023      |

**Article IX. RATIFICATION.** This document supersedes all previous by-laws or amendments for the *EAST LIMESTONE COMMUNITY BAND BOOSTERS ASSOCIATION, INC.* as approved on this day May 2, 2023 and certified by the current officers signed below.

| Officer                  | Printed Name        | Signature |
|--------------------------|---------------------|-----------|
| President                | Jean Ann Davis      |           |
| Vice President           | Chris Waters        |           |
| Secretary/Historian      | Tonya Novalis       |           |
| Treasurer                | Melanie Shackleford |           |
| Public Relations Manager | Jana Rucker         |           |
| Concession Manager       | Karen Shiver        |           |
| Fundraiser Officer       | Amanda Smith        |           |
| Treasurer Assistant      | Vacant              |           |
| Concession Assistant     | Kristina Troutman   |           |

**NOTE: Signatures on File**