

BY-LAWS OF THE WOODMONT BAND BOOSTER CLUB

Article 1

NAME AND PURPOSE

Section I

The name of the organization shall be the Woodmont Band Booster Club, Inc.

Section II

Organized for the purpose of assisting the band director to promote, encourage, and sponsor activities of the band, through the supplementing of existing financial programs and by any other means approved by the members.

Article II

MEMBERSHIP

Section I

Each parent of a band member is encouraged to be a member of this organization, however, membership will not be limited to parents; but shall include individuals, corporations, or associations residing in or having interest in Woodmont High School, there being only active membership. **Membership in the booster club will allow full voting privileges and allow persons to serve in a board position.** Membership fee shall be set annually by the Executive Board.

Section II

Parents of all middle school band members are encouraged to participate.

Article III

Meetings and Officers

Section I

At least four business meetings of the membership shall be held a year at which meetings a majority of those present and attending said meetings shall be sufficient for the transaction of any business, including the election of new officers in the spring meeting and amendments of by-laws. Monthly meetings are encouraged so that parents remain informed of the band activities and future plans for the growth and development of the program. Meeting shall be held in:

- July/August - Start of Marching Season
- October/November - Start of Percussion and Guard Season
- January
- April - Election of new officers and amendments of By-laws

BY-LAWS OF THE WOODMONT BAND BOOSTER CLUB

Section II

If this club ceases to exist, the money should be turned over to Woodmont High School.

Section III

Officers in this Boosters Club shall consist of a President, Vice President, Secretary, Treasurer, Ways and Means Coordinator, Volunteer Coordinator, Hospitality Coordinator, and Social Media/Publicity Coordinator. The positions of officers may only be held by one individual at a time.

The officers' roles will be defined as follows:

- A. *President:*** Presides at all meetings of the Boosters and of the executive committee. Works with the Band Director in the appointment of committee chairpersons. Serves as an ex-officio member of all committees.
- B. *Vice President:*** Presides at meetings during the absence of the president. Performs the duties of the President in the absence or disability of that officer. Gives assistance to the President and Band Director. Is responsible for nominating committee each spring and presents officer nominees for the following school year to members at the April meeting of the Boosters. Coordinates activities and performs other duties as directed by the President. Succeeds to the presidency in the event of the resignation of the President. A new nominee for the Vice President will be sought at that time.
- C. *Secretary:*** Records minutes of all meetings of the Boosters and of the executive committee. Secretary will keep a book of the minutes on site. Handles all correspondence between the school and the booster club membership, online calendars, websites, etc.
- D. *Treasurer:*** Has custody of all funds of the organization. Keeps full and accurate account of receipts and expenditures, and is responsible for the maintenance of a permanent record book of the account, sufficient to establish gross income, receipts and disbursements of the Boosters. Makes payments in accordance with the budget adopted by the Boosters and as authorized by the Executive Committee or Band Director.
 - a.** Checks shall be signed by two authorized people. Expenses over \$500.00, or those not listed in the budget, must be signed by two authorized persons. The President, Vice-President, Secretary, and Treasurer are the only authorized persons.
 - b.** The Treasurer shall present a financial report at each regular meeting of the Boosters and at other times requested, and make a full report at the last regular meeting.

BY-LAWS OF THE WOODMONT BAND BOOSTER CLUB

- c. The Treasurer shall register the Boosters as a charitable organization with, and pay the appropriate fee to, the Secretary of State, State of South Carolina, before the 1st of July each year.
- d. The Treasurer shall file the appropriate tax return for the Boosters, as an organization exempt from income tax, with the Internal Revenue Service at the end of the fiscal period, June 30th, each year.

E. Ways and Means Coordinator: Supervises all fund-raising projects, except Concessions, and keeps accurate records of each fund-raising project. Works closely with the treasurer as needed for collection of funds, payment of expenses, and maintenance of student accounts.

F. Volunteer Coordinator: Is responsible for the procurement of volunteers for all band events. Will be responsible for organizing and training volunteers for concession sales

G. Hospitality Coordinator: Responsible for the organization of all sustenance for the band, including food, drink, etc. This includes organizing the donation of such items.

H. Social Media/Publicity Coordinator: Responsible for communication and coordination on social Media platforms. Assists in inputting and moderating website content.

Section IV

The leadership of this organization shall be vested in the Executive Board composed of the President, Vice President, Secretary, Treasurer, Ways and Means Coordinator, Volunteer Coordinator, Hospitality Coordinator and Social Media/Publicity Coordinator. In the event of a tie, the board will follow the Band Directors recommendations.

Section V

Prior to the April business meeting a nominating committee composed of the Executive Board plus two at large members selected by the Vice-President will prepare a list of nominations for officers. Additional nominations may be made from the floor.

Section VI

The term of office of the officers shall be multiple years to maintain continuity. If at any time an officer chooses to step-down, nomination shall be made. Any Officer can be removed by recommendation of the Executive Board, for cause, by $\frac{3}{4}$ of those present at said meeting.

Section VII

Committee planning meetings may be called whenever deemed necessary by the Executive Board or Band Director. The committee Coordinator may call planning meetings for their committees at their discretion.

BY-LAWS OF THE WOODMONT BAND BOOSTER CLUB

Article IV

Committees

Section I

Committees shall include, but not be limited to:

A. Membership Committee

1. The Chairman of the committee shall be the Vice President and the committee shall include those members the chairman shall require to carry out its responsibilities. Must keep a current record of names, addresses, and telephone numbers of the membership.
2. Maintain records of Chairman and members of each committee.
3. Actively initiate and maintain programs to increase membership.

B. Publicity Committee

1. The Chairman of this committee shall be the Social Media/ Publicity Coordinator and the committee shall include those members the Coordinator shall require to carry out its responsibilities.
2. Initiate publicity programs to keep the public informed of the many varied activities of the band.
3. Initiate publicity through all mediums available encouraging public participation in concerts and programs presented by the band. Liaison Committee
4. Shall always include the Band Director, designated School representative; also Executive Board.
5. This committee shall be the communication and coordination link between the school and the membership.

C. Finance Committee

1. The Chairman of this committee shall be the Treasurer and the committee shall include those members the chairman shall require to carry out its responsibilities.
2. Maintain financial records and provide a monthly expenditure report.
3. Checks will be signed by the Treasurer and one other Executive member, **for any amount over \$500.00**, as appointed by the Executive Board.
4. Any expenses not budgeted and spent in excess of \$5,000.00 must be approved by the Booster membership.

BY-LAWS OF THE WOODMONT BAND BOOSTER CLUB

D. Ways and Means Committee

1. The Chairman of this committee shall be the Ways and Means Coordinator and the committee shall include those members the chairman shall require to carry out its responsibilities.
2. Keeps accurate records of each fund-raising project.
3. Initiate and supervise all fund raising activities.

E. Volunteer Coordination Committee

1. The Chairman of this committee shall be Volunteer Coordinator and the committee shall include those members the chairman shall require to carry out its responsibilities.
2. Arrange for chaperones for all band performances and trips.
3. Responsible for first aid.

F. Hospitality Committee

1. The Chairman of this committee shall be Hospitality Coordinator and the committee shall include those members the chairman shall require to carry out its responsibilities.
2. Arrange for all sustenance requirements such as food, drink, etc

Article V

To change a by-law there must be a 30 day notice to all members and voted in by $\frac{3}{4}$ of those present at said meeting.