

# **Sullivan East High School Band Booster Club Bylaws**

**Revised  
2008  
2019**

**Amendment: 8/6/2019  
2023**

## **I. Name**

1. The name of the club shall be the Sullivan East High School Band Booster Club.
2. The principal office of the club shall be at Sullivan East High School or other such place as the board of directors or the activities of the club shall require.

## **II. Purpose**

1. To raise money for the band program.
2. To provide the highest level of moral support to the band director and band members.

## **III. Organizational Structure**

1. The Booster Club shall be governed by the board of directors, with cooperation of the band director.
2. Robert's Rules of Order shall be the official guide of the booster club in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **IV. Membership**

1. Parents and legal guardians of band members automatically become members effective on child's first day of attendance.
2. Non immediate family members (aunts, uncles, grandparents) of band members may become patrons of the booster club. A patron is defined as someone who may wish to donate time, funds, or equipment to the band. He/she may attend meetings, but may not vote or run for office.

3. Any member of the booster club may be expelled by a majority vote at any meeting of the board of directors. Reasons for expulsion include financial impropriety and illegal activity. A hearing before the board of directors must be held prior to the expulsion vote to hear the complaint and allow discussion pertaining to the issue, thus providing the member every opportunity to be heard.

## **V. Board of Directors**

1. The board of directors shall be composed of the band director, president, vice president, secretary, and treasurer.
2. At the February booster meeting, a slate of nominees shall be presented by the board. The election of new officers shall be held during the March meeting. Officers will assume their responsibilities at the May meeting.
3. No officer shall hold more than one office at a time
4. The term limit for each individual office is two.
5. Once a parent/guardian has been in the booster club for one school year, he or she is eligible to be nominated for office.
6. The board will present nominees at the February meeting and club members will vote "yes" or "no" whether to accept the nominees at the March meeting.
  - a. If majority vote "yes", the nominees will be elected to their position.
  - b. If majority vote "no", there will be a "yes" or "no" vote on each nominee. If a specific office receives a majority "no" vote, the board will then accept written submissions to be considered. The board will then submit their selection for re vote at the next booster meeting.
7. Officers shall perform the duties presented in this constitution.
8. All officers must have a background check.
9. All officers shall transfer to their successors all books, papers, funds and other such property of the club in their possession after the May meeting.
10. A quorum of the board of directors shall consist of four officers and must include the president or vice president.
11. Discuss and approve an operational budget to be voted on at the April board meeting and presented to the club during the May meeting.

## **VI. Removal of Officers**

1. Officers shall be subject to removal from position for such activities as illegal action, failure to perform assigned duties, missing three consecutive meetings, and/or any other detrimental action or behavior as determined by the principal of Sullivan East High School.

2. Any officer may be removed by two-thirds vote of all club members in attendance at the time of the vote, providing a quorum is present.
3. A vote on such matter will be held at the meeting of the following month the matter is brought up, unless an emergency meeting is called.

## **VII. Vacancy of an Officer**

1. If any vacancy of an office occurs, the board of directors shall convene to make recommendations for a replacement and appoint a replacement to the vacancy from the voting membership. The time served filling the vacancy shall not count toward the term limit as defined in these bylaws.
2. In case of a vacancy in the office of the president, the vice-president shall serve the rest of the term.
3. Any officer wishing to resign a position may do so by furnishing a written notice to the executive board in a timely manner.

## **VIII. Duties of Officers**

### **1. President**

- a. Prepare and preside over all meetings of the booster club and the board of directors.
- b. Appoint committees and/or chairperson of committees with the approval of the board and/or band director.
- c. Act as an ex-officio (automatic official) member of all committees at his/her discretion except the nominating committee.
- d. Be responsible for overseeing the filing of all federal, state, and local tax papers and maintaining a yearly check on the non-profit status of the organization. The president shall make copies of any forms filed, seal and sign them, and enter them into the official record for safe keeping.
- e. Execute all contracts and agreements authorized by the board of directors. He/she shall execute all deeds and other instruments to be under the seal of the booster club and he/she shall perform all other duties required of him/her by the laws of the state of Tennessee.

### **2. Vice-President**

- a. Assist the president of the club.
- b. Serve as presiding officer of the club in the absence of the president.

### **3. Secretary**

- a. Keep the minutes of all meetings.
- b. Has all present at meetings sign a record of attendance.
- c. Keeps an accurate record of the membership of booster club members, as well as students in the band.
- d. Keeps records in a permanent form so they can be referred to if needed.
- e. Perform administrative duties as needed.

#### **4. Treasurer**

- a. Keep accurate records of all receipts and expenditures.
- b. When preparing deposits, log all checks and cash on the deposit form. Amounts received on the cash form can be entered as one line. The treasurer must sign and date this form and its total should match the deposit slip given to the bank.
- c. Give a financial report at each booster meeting.
- d. The band boosters shall have the accounts audited each year by an auditing committee. The committee shall consist of the current president, current treasurer, the band director, and two voting members at large. The auditing committee shall complete the audit by September 1st and there shall be a written report presented to the board at the September meeting.
- e. Shall receive all funds due the club, issue appropriate receipts, be solely responsible for the deposit of funds in a designated depository.
- f. Work in conjunction with the president on filing all federal and state tax forms, non-profit status forms, and shall sign and seal a copy of those forms for archiving.

#### **IX. Voting**

1. Voting members shall be the band director and parents or legal guardians of band members.
2. Not all matters shall be voted on by the entire club.
3. Each voting member shall have one vote on the matter under consideration and must be present to vote. No voting by proxy will be allowed under any circumstance.

#### **X. Meetings**

1. The regular meeting shall be held the first Tuesday of each month in the Sullivan East High School band room.

2. Special meetings may be called by the president, band director, or principal. Notification of the meeting shall be sent out to all members. The purpose of the meeting shall be stated in the call and there shall be at least three days notice.
3. At least three officers and three eligible voting members must be present at any club meeting to constitute a quorum. If there are not enough members present to constitute a quorum, the meeting shall be for information purposes only. No business shall be conducted and no voting shall take place.

## **XI. Amendments**

1. This constitution may be amended at any regular meeting of the organization by two-thirds vote of the voting members at that meeting, provided there is a quorum present and the following procedure is followed:
  - a. Amendment is proposed in writing to the president.
  - b. The proposal is presented at the subsequent board meeting.
  - c. The majority of the board votes that the proposal is of value and of the best interest of the band.
  - d. It is placed before the entire organization for final vote.
  - e. Any changes to the bylaws shall be signed and sealed by the president and secretary. Date of change will be noted in the opening page of the document.

## **XII. Liability and Bonding**

1. The treasurer, band director, president, and vice president shall be bonded jointly and/or separately, as deemed necessary by the board of directors.
2. No officer, committee, or member of the club is authorized to promise moral or financial support without the strict approval of the board of directors.

## **Standing Rules**

Standing Rules may be adopted by a majority vote of the organization at any regular meeting.

### 1. Collection of Funds at Major Cash Events

- a. Cash and checks received during major fundraising events and at the concession stands for football games must be counted and verified by two people.
- b. The counters must use an appropriate count sheet, sign the count sheet, and initial the bank deposit.
- c. The treasurer shall be responsible for the financial event report and should review those event reports with the board of directors in a timely manner.
- d. The count records from the events should be presented to the treasurer in support of the deposit and withdrawal records for audit in the month of the event.
- e. No payments for event expenses are to be made from cash collections. A check or electronic withdrawal supported by adequate receipts shall be used for payment of all obligations.

### 2. Use of Debit/Credit Cards

- a. Debit/credit card users will provide all receipts related to debit card purchases to the treasurer in a timely manner.
- b. The debit card will not use overdraft protection.
- c. Any funds allocated for a debit card purchase that are unused will be returned to the general fund.
- d. Debit cards issued by the bank in the name of the booster club do not have pin numbers in order to prevent unauthorized withdrawals from the ATM.

### 3. Disbursements

- a. Disbursements that are made within the voted-on budget do not need to be voted on a second time.
- b. Disbursements \$300.00 or more, above the budget, shall be approved by the board of directors prior to disbursement.
- c. Checks written from the booster club checking account must have two signatures. The treasurer, president, and vice president are authorized signers.
  
- d. Each disbursement should have a corresponding document detailing the

purpose, amount, and date of disbursement, such as an invoice or computer generated receipt.

4. Student Accounts

- a. Students' deposits and charges are added and subtracted from the account as needed for the student's band use.
- b. Upon graduation, or if a student drops band, funds in that student's account will be returned to the general fund for disbursement by the board of directors. Should there be siblings in the high school band, funds from the prior member may be disbursed into the sibling's account. However, funds will not be held in the prior student's account for longer than one semester without participation.

5. A ledger sheet shall be kept for every fundraising event, reporting all collections and expenses related to the event. This sheet will be included with the treasurer's records for audit during the appropriate months.

6. An archive of yearly minutes of the board of directors and the booster club, as well as a copy of any audits, federal, state, or local forms will be located in the band room for easy access.

These Bylaws have been duly adopted by the Sullivan East High School Band Booster Club this 14th day of November, 2023 at its regularly scheduled meeting held at Sullivan East High School in Sullivan County, Tennessee.

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Band Director

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President of Booster Club

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Vice President of Booster Club

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Secretary of Booster Club

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Treasurer of Booster Club