

Bylaws of the Mount Pleasant Band Boosters



These bylaws were adopted by
majority vote of the Executive
Board on

April 6th, 2020

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Article One (Name, Location, Purpose)

Section 1: Name: The name of the organization shall be: MOUNT PLEASANT BAND BOOSTER, INC.

Section 2: Location: *The location of the Mount Pleasant Band Booster, Inc. is 700 Walker Road, Mount Pleasant, NC 28124. The mailing address for the organization is Mount Pleasant Band Boosters, PO Box 1062, Mount Pleasant, NC 28124*

Section 3: Purpose: The MOUNT PLEASANT BAND BOOSTER, INC. is organized exclusively for educational purposes, more specifically:

- To promote means and opportunities for the education for the public with respect to the study and culture of instrumental music and the enjoyment and wholesome utilization thereof.
- To solicit, collect, and otherwise handle and dispose of funds in the promotion of the Mount Pleasant High and Middle School Bands and all programs within the band program's framework with the advice and counsel of the band directors.
- To assist the public within the Mount Pleasant High and Middle School attendance area in promoting and developing an outstanding music education program.
- To receive, own, and maintain real or personal property (or both), and to use and apply the whole or any principal thereof exclusively for the Mount Pleasant Middle and Mount Pleasant High Schools' Band programs.

The Association shall function as a tax exempt, non-profit organization and all funds raised or solicited by the Association shall be used exclusively for the above stated purposes. No member, director, officer, committee member, or person connected with the Association shall receive any personal gain from the operations of the Association.

Notwithstanding any of the foregoing provisions which may be construed to the contrary, the Mount Pleasant Band Boosters Association shall not engage in any activity which is not within the scope of the applicable provisions of the Internal Revenue Code of 1954 or Sections 105-103.11 (a)(3) of the General Statutes of North Carolina. On the dissolution of the Mount Pleasant Band Boosters Association, all assets left after satisfying the financial obligations of the Association shall be turned over to the Cabarrus County Schools Administration to be used at their discretion to assist in the Mount Pleasant Middle and Mount Pleasant High Schools' Band programs.

Article Two (Membership)

Section 1: Membership Requirement: Membership in the Club is open to those parents/guardians of active band members and alumni and their parents/guardians interested in advancing its purposes as stated in the Articles of Incorporation and who are willing to subscribe to the Bylaws.

Voting members shall be an active member in the **MOUNT PLEASANT BAND BOOSTER CLUB** (henceforth also referred to as “the Club”). An active member is defined as a parent or guardian in the band program and whose student account has not been declared delinquent by the Executive Board. Each member shall be entitled to one vote on each matter submitted to a vote of the members. A member must be present to vote.

Members may resign at any time by notifying the current Co-Presidents. Members are expelled upon motion by the Co-President and verified by a majority of a quorum of the membership. Before such action is taken, the member concerned shall receive written notification at least two weeks prior to and be granted an opportunity to be heard at a regular meeting of the Club.

Membership in the Club may not be transferred.

Section 2: Meetings:

Regular meetings: The Club membership shall meet once a month during the school year, unless otherwise provided by resolution of the Club or the Executive Board.

A quorum shall consist of those members present plus a minimum of two-thirds (2/3) of the Executive Board.

Annual Meeting: An annual meeting will take place in May for the purpose of electing officers and board members, receiving annual reports from officers and committee chairs as well as any other business that may arise. A quorum shall consist of those members present plus a minimum of two-thirds (2/3) of the Board Members.

Special Meetings: The Co-Presidents may call special meetings. The purpose of the meeting shall be stated in the call. At least three days’ notice shall be given.

Article Three (Executive Board)

Section 1: Management: The Board is responsible for the overall policy and direction of the Club. **The board receives no compensation other than reimbursement for reasonable expenses incurred in the performance of their duties.** All requests requiring the expenditures of funds in excess of two hundred dollars (\$200.00) outside the approved budget must be submitted to the Board for review and approval **prior to the expenditure.**

Section 2: Board Decisions: The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Executive Board.

Section 3: Relationship to the School: The Club shall not interfere with the day-to-day operation of the school. The Club will involve the band director in key decisions of the Club but he/she will not have a vote in Board matters of the Club.

Section 4: Board Meetings:

Regular Meetings: The board shall meet at least monthly, at an agreed upon time and place.

Annual meeting: Each May, at the annual meeting, officers for the upcoming school and fiscal year will be elected and begin a one (1) month transition to their new role which will take effect on the last day of the school year.

Special Meetings: Special meeting of the Executive Board may be called by the Co-Presidents or at the request of any of the directors at an agreed upon time and place. Votes on urgent matters may be called by the Co-Presidents and tallied by email or phone, provided a majority responds within the specified timeframe.

Section 5: Board Elections: Election of new officers or election of current officers to a subsequent term will occur as the first item of business at the annual meeting of the Club. Officers will be elected by a majority vote of the membership.

Section 6: Election and Terms of Office:

Election: Ninety (90) days prior to the annual meeting, a Nominating Committee of three members shall be appointed by the Board. This Nominating Committee shall present the slate of officers to the Board and then the general membership thirty (30) days prior to the annual meeting.

Terms: Co-Treasurers shall be elected to serve a two (2) year term.

All other officers shall serve a one (1) year term but are eligible for re-election. Each term of office shall begin on July 1 each year.

No officer shall hold the same office for more than two years.

Section 7: Quorum: A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 8: Resignation, Termination, Absences, & Vacancies: Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has two (2) unexcused absences from Board meetings in a year. Excused and unexcused absences are determined by the band directors. A board member may be removed for other reasons by a three-fourths (3/4) vote of the remaining directors. When a vacancy on the Board exists, the Secretary may receive nominations for the new member from present Board members two (2) weeks in advance of a Board meeting. These nominations shall be sent out to the Board members with the regular Board meeting announcement, to be voted upon during the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 9: Officers and Duties: There shall be eight (8) officer positions as follows: Co-Presidents, Three Vice Presidents, Co-Treasurers and Secretary. These positions are shared, (e.g. co-positions), in order to share responsibilities and more effectively transition leadership from one year to the next. In addition, there will be four (4) Member At Large positions.

The principal duties of the **Co-Presidents** are to preside over or arrange for other members of the Board to preside at each meeting of the Executive Board, to have general supervision of the affairs of the Club and primary signature on all deeds, leases, and conveyances executed by the Club. One or both of the Co-Presidents will also preside over the monthly meeting of the Club membership. The Co-Presidents are responsible for the successful running of the program's key events (i.e. – Showcase, Preview, etc.). They will also oversee the Operations of all facets of the Band program in accordance to the Band Director(s)' vision and instructions.

The duties of the three (3) **Vice-Presidents** are to preside at membership meeting in the absence of the Co-Presidents. The Vice-Presidents are responsible for Ways & Means, Operations, Communications and Program Support activities. The Vice President office will be divided between into three separate positions/offices:

1. Vice President of High School Operations, Communications, and Program Support
 - a. Roles
 - i. He/She will assist the Co-Presidents in the running of successful operations for the band program at the high school level.
 - ii. He/She will be in charge of communications and program support for the high school.
 - iii. He/She will also assist the Vice President of Ways and Means to run successful campaigns at the high school level.

2. Vice President of Middle School Operations, Communications Operations, and Program Support
 - a. Roles
 - i. He/She will assist the Co-Presidents in the running of successful operations for the band program at the middle school level.
 - ii. He/She will be in charge of communications and program support for the middle school.
 - iii. He/She will also assist the Vice President of Ways and Means to run successful campaigns at the middle school level.

3. Vice President of Ways and Means
 - a. Roles
 - i. He/She will be in constant contact with the Co-Treasurers to determine the financial health of the organization.
 - ii. He/She will be in charge of establishing successful fundraising campaigns in order to financially support the goals of the Mount Pleasant Band Program. A yearly calendar of fundraisers will be established prior to the beginning of school.
 - iii. He/She will oversee the assigning of all work opportunities for band members and families (Cabarrus Arena, Speedway, Spartan race, etc.).

The **Co-Treasurers** are responsible for all the financial transactions and reporting of the club, the record keeping systems that tracks each family's band account, disbursements of the funds, and collection of "fair share" dues. The Co-Treasurers are also accountable for all cash, checks, and monetized transactions for the Club and are the official guardians of the Club band accounts. The Co-Treasurers will prepare the budget for the Club based on the direction of the band directors, help support fundraising plans in conjunction with the Vice-Presidents and make financial information available to the Board members and the membership at any time. The Co-Treasurers shall give a financial report at each Board meeting and meeting of the Club membership.

The **Secretary** is responsible for keeping records of all the Board actions, including the taking of minutes at all Board meetings and membership meetings, distributing copies of the minutes to each Board member and assuring that Club records are maintained. This individual may be tasked to head multiple committees.

Members At Large are voting Board members that are responsible for being the representatives of the general Club membership when it comes to matters before the Board. They are responsible for collecting opinions, ideas, issues, and concerns of the members and bringing them to the attention of the Board or one of the committee heads. Members at Large may head committees or major fundraising activities. Members at Large will consist of two high school parents/guardians and two middle school parents/guardians.

Article Four (Committees)

Section 1: Creation: Committees are needed for the efficient operation of the Club and/or may be designated and established by a resolution adopted by a majority of the Executive Board. Chairperson(s) of each committee(s) shall be appointed by the Executive Board.

Section 2: Term of Office: Each member of a committee shall continue as such until the next annual meeting of the organization and until a successor is appointed, unless the committee shall be terminated, or unless such member shall cease to qualify as a member thereof.

Section 3: Powers and Duties: The powers and duties of committees shall be determined by the Executive Board.

Section 4: Committees established by the Executive Board:

See Addendum – Chairperson(s) shall be appointed by the board for each fundraiser and committee as necessary

Article Five (Financial)

Section 1: Contracts: The Executive Board may authorize any officer or officers, agent or agents of the Club to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Club. The Club shall not incur any financial obligation in the name of Mount Pleasant High School, Mount Pleasant Middle School, or the Cabarrus County Schools. No representative of Cabarrus County Schools shall be authorized to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Club other than as provided for in this section.

Section 2: Checks, Drafts, or Orders: All checks, drafts, or orders shall be signed by two of the Co-Treasurers or Co-Presidents (any combination of these duty positions).

Section 3: Deposits: All funds of the Club shall be deposited in such banks, trust companies, or other depositories as the Executive Board may select.

Section 4: Gifts: The Executive Board may accept on behalf of the corporation any contributions or gift for any purpose of the Club.

Section 5: Funding: Funding for the Mount Pleasant Band Boosters is the responsibility of the student's families and shall include band student fees. Designated payment schedules will be agreed upon by the Executive Board based on the budget projections prepared by the Board. All families are expected to meet their obligations on time. To help offset these costs, the students and/or families can participate in fundraising projects. Notwithstanding the criteria listed under Student Accounts, all funds and income of whatsoever kind received by the organization shall be used solely for the promotion, improvement, instruction, equipment, transportation, aid and support of the Mount Pleasant Band Program.

Section 6: Fees: The amount of fees that are to be paid for each student will be determined and presented at the designated annual meeting. Special assessments and adjustments will be voted on as needed.

In the case of delinquent fees, all rights and privileges of being in the Mount Pleasant Band may be suspended until such time as fees are made current. Students/families owing a balance on their band account from the previous year must pay the balance in full by June 1st in order to enroll for the upcoming year. Examples of these rights and privileges are (but not all inclusive):

- Participating in any competition
- Receiving any award or scholarship
- Participating in any trip with the band(s)
- Voting on any issue involving the band program

A final decision on these privileges and rights rests with the Band Director(s).

Section 7: Financial Aid: Families with demonstrated financial need may apply in writing for financial aid to meet their unpaid Fair Share balance. Financial Aid Forms and corresponding financial documents will be reviewed by the Co-Presidents and Co-Treasurers for approval. When financial aid is granted, it is expected that the student and parents/guardians participate as much as possible in fundraising activities.

A student's fair share fees must be paid in full before participating in any student-funded trip. If fees are waived, they must be paid in full or earned by participating in fundraising activities before payments will be accepted for a trip.

Section 8: Student Accounts: The Co-Treasurers shall maintain funds and records thereof, earned by students active in the band. These funds will be maintained in a separate budget account from the funds of the organization.

Funds in a student's account can only be used for band expenses or band sponsored activities.

Requests to utilize funds for instrument purchases must be for instruments related to those that the student plays within the band program. Request for instrument purchases not related to the assigned instrument of the student will be denied. Requests to purchase instruments must go through the Band Director(s) for authorization.

Funds remaining in the account of a student at the end of the student's graduating year, or funds remaining when a band student leaves the band program will be disbursed as follows:

- Will be applied to any delinquent band fee
- May be transferred to a sibling band student in the Mount Pleasant Band Program within two years if requested by the parent/guardian.
- May be transferred to another band family if requested by the parent/guardian
- Other than as indicated above, remaining funds revert to the general fund

In the case of any dispute concerning the disbursement of a student account, the Executive Board will make the final decision.

Article Six (Record Keeping)

The Club shall keep complete books and records of accounts and shall also keep minutes of the proceedings of its meetings of the Club membership and Board of Directors. Records will be archived for 10 years.

Article Seven (General)

Section 1: Fiscal Year: The fiscal year of the Club shall begin on the first day of July and end on the last day of June.

Section 2: Audit: An audit will be completed at the end of the fiscal year, by July 31. Results of the audit shall be made available to the members at the first general meeting following the audit.

Section 3: Amendments: The Bylaws of the Club may be amended at any regular or special meeting by the majority vote of the Executive Board. The Executive Board or 10 (10%) or more of the active membership by signed written petition may initiate an amendment. Amendments shall be effective, if approved, on that date, or on the date specified in the amendment.

These bylaws shall be reviewed by the board of directors every January.

Addendum (Section 4)

Ways & Means –

- 5K Races
- BBQ
- Cabarrus Arena
- Car Wash
- Coupon Books
- Grocery Cards
- Mattress Sale
- Rowan County Big Band Concert
- Scrip Cards
- Snap Raise!
- Spartan Race
- Speedway
- Squad Locker
- Staples Rewards

Communication Committees –

- Alumni
- BAND
- Bulletin board
- Class Band Liaison
- Cut Time
- Facebook
- Mentoring
- Photo Directory
- PTSA Rep
- Public Relations
- Remind
- SmugMug
- Twitter
- Website
- Year End/Senior Video

Donation Committees

- Grants
- Sponsorships

Finance Committees

- Audit & Tax Compliance
- Service Credits

Operations/Logistics Committee

- Band Camp
- Chaperones
- First Aid
- Meals & Snacks
- Pit Crew
- Practice Field Support
- Props
- Transportation
- Uniforms

Program Support Committees

- Banquets
- Concert Support-Attire
- Concert Support-Hospitality
- Guard Support
- Mentoring
- Percussion Support
- Marching Band Senior Recognition Night
- Recruiting
- Trip Planning

Showcase and Preview Committees

- Awards/Trophies
- Communication to Directors
- Concessions
- Equipment Movement
- Equipment Staging
- First Aid
- Hospitality
- Parking
- Programs
- Public Relations
- Water

List of amendments