
**By-Laws of the
HHS Band Boosters, INC.**

Last Update: February 20, 2019

Article I. Name and Organization

The name of this organization shall be the HHS Band Boosters, INC. (HHS Band Boosters). The HHS Band Boosters shall be organized as a nonprofit 501 (C) (3) organization as recognized by the U.S Internal Revenue Service code (IRS) under a group exemption of the Parent Boosters USA (PBUSA) and as an incorporated nonprofit with the State of Michigan.

Article II. Purpose

The purpose of this organization shall be to:

1. Provide financial support for band needs as identified by the Band Director.
2. Maintain and distribute uniforms for band performances.
3. Provide volunteers and food for band students at selected performances.
4. Provide additional communication link between the Band Director and parents via social media platforms.

Article III. Membership

All parents and guardians of current band students are members in this organization. Members in attendance at an HHS Band Boosters meeting have full voting privileges. Any adult interested in the welfare of the band program may participate as a volunteer of the HHS Band Boosters.

Article IV. Officers and Elections

Section 1. The Officers of the HHS Band Boosters shall consist of a President, Vice-President, Secretary, Treasurer and Assistant Treasurer.

Section 2. Officers must be a parent or guardian of a current Holt High School band student. No officer may be a sibling, parent, child, or spouse of another officer.

Section 3. Elections: Office nominations will be requested at the April regular meeting and online via social media platforms. Written nominations to the Band Director or President will be accepted through the start of the May regular meeting. Officers shall be elected at the May regular meeting for a one year term by majority vote of the members present.

Section 4. The June executive board meetings will be a joint meeting of old and new officers. With the exception of Treasurer, new officers will be installed at the close of the last regular

meeting of the school year, and will assume their duties thereafter. Both outgoing and incoming Treasurers will serve together through the close of band camp, with the outgoing Treasurer maintaining all financial property (check book, debit card, bank account access, etc.) until after band camp.

Section 5. Officers missing two or more regularly scheduled meetings can be referred to the membership for recall.

Section 6. In order to cast a vote for Officers, a member (parent or guardian) must have attended at least one booster meeting for the school year prior to the election.

Section 7. The duties of the Officers shall be as follows:

President

- Presides over the Executive Board and general membership meetings,
- In case of a vacancy in any office, and with Executive Board approval, appoints a member to fill the vacancy for the unexpired part of the term,
- Communicates with the Band Director to determine needs of the band.
- Receives electronic access to the HHS Band Boosters bank account and online e-statements.
- Arranges an annual audit of HHS Band Boosters financial accounts to be performed by a non-HHS Band Booster board member. The annual review/audit should be prepared by August 31 so that the results can be presented at the September general meeting.
- Calls special meetings as needed.
- Appoints Ad Hoc Committees and Chairs as needed and inform them of their responsibilities.
- Performs such other duties as ordinarily pertain to the office of President. This would include the preparation and distribution of agendas for all meetings.

Vice-President

- Presides over meetings in the absence of the President and assist the President as needed.
- Immediately succeeds to the presidency and appoint, with the Executive Board approval, a successor to fill the unexpired term of the Vice President in the event that the President should be unable to complete a term of office.
- Provides communication between the Band Director and the community on social media platforms.
- Performs other duties as assigned.

Secretary

- Records the minutes of all meetings of the Board, and furnish a copy of such minutes to the President within one week following the meeting.

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- Prepares correspondence on behalf of the HHS Band Boosters.
 - Maintains the official records of the organization.
 - Performs other duties as ordinarily pertain to the office of Secretary.

Treasurer

- **Income:** The Treasurer receives all incoming monies (checks, cash, PayPal, etc.), maintains a register showing their receipt, and deposits them into the HHS Band Booster's bank account.
- **Expenses:** The Treasurer receives invoices and check requests and writes checks from the HHS Band Booster's checking account to pay them. For online orders, the Treasurer will use the HHS Band Booster's bank debit card for payment.
- Receives the monthly on-line bank statement and reconciles the financial account records.
- Prepares a monthly financial report for presentation at the HHS Band Booster's general meetings or Executive Board meetings (for months where general meetings do not occur). Meets with Assistant Treasurer prior to the monthly HHS Band Boosters meeting to reconcile accounts and review monthly financial report.
- Prepares a compiled annual financial report to present at the September HHS Band Boosters meeting.
- Prepares and files annual corporation documents for the State of Michigan.
- With input from the Band Director and Executive Board, prepares an annual estimated budget for the following school year.
- Submits financial account records for annual audit/review.
- Maintains a permanent file for historical financial records in the Holt High School Band Room.
- Performs such other duties as deemed necessary by the Board.

Assistant Treasurer

- Receives the monthly on-line bank statement and compares it to the monthly income and expense records and monthly financial report prepared by the Treasurer.
- Assists Treasurer with preparing an annual estimated budget for the following school year.
- Assists Treasurer with collecting incoming monies at HHS Band Boosters events.

Article V. Executive Board

Section 1. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Holt High School Band Director, and the Standing Committee Chairs from the Uniform Committee, Fundraising Committee and Volunteer Committee.

Section 2. The Executive Board shall conduct the official and financial business of the HHS Band Boosters.

Section 3. The Executive Board shall meet periodically at a time and place to be determined by the Executive Board Members.

Section 4. In cases where there is more than one Chair serving a Committee, only one may have voting privileges on the Executive Board.

Article VI. Committees

Section 1. The Uniform Committee, Fundraising Committee, and Volunteer Committee are standing committees of the HHS Band Boosters. Standing Committee Chairs will be appointed by the President and will serve on the Executive Board.

Section 2. Committee responsibilities include but are not limited to:

Uniform Committee

- Maintains inventory of marching and concert band uniforms, making requests for authorization to order needed uniform materials from the Executive Board.
- Schedules and conducts fittings and assign uniforms to students.
- Coordinates cleaning, alterations, repairs, and maintains record of uniforms signed out for same.
- Oversees distribution and return of uniforms on game and parade days.
- Coordinates ordering of band apparel and marching shoes.

Fundraising Committee

- Establishes fundraising plan and earnings goals in coordination with the Executive Board.
- Coordinates fundraising projects with the Holt Public Schools.
- Promotes fundraising projects in the schools and the Holt/Dimondale communities.

Volunteer Committee

- Establishes list of parent and student volunteers.
- Organizes and communicate with volunteers for game days, parades, band camp, and performances to include uniform inspection, water stations, supervision of dressing rooms, clean up, bus chaperones and other activities as needed.

Article VII. Meetings

Section 1. The annual meeting will be held in May per the Band Director's published band calendar for the purposes of electing officers to the Board and for the transaction of such other business as may properly be brought before the meeting.

Section 2. Regular monthly meetings of the HHS Band Boosters will be held according to the Band Director's published band calendar. A regular monthly meeting may be rescheduled or cancelled by the Executive Board, with a notice to the HHS Band Boosters members.

Section 3. Special meetings of the Executive Board shall be called by the President of the Board, by the Band Director, or by the President of the Board at the request of any two Executive Board members as necessary.

Section 4. All members in attendance plus at least $\frac{1}{3}$ of the Executive Board Members constitutes a quorum for the purpose of conducting business at a regular or annual meeting. The band director plus at least $\frac{1}{2}$ of the sitting officers constitutes a quorum for the purposes of conducting business at Executive Board meetings.

Section 5. Parliamentary Authority: The HHS Band Boosters shall be governed by these bylaws. Where they do not apply, the current edition of Robert's Rules of Order shall govern the HHS Band Boosters.

Article VIII. Finances

Section 1. The fiscal year of the HHS Band Boosters shall be July 1st through June 30th.

Section 2. The following are requirements to be followed in order to ensure accurate financial reporting:

- At every general meeting, a status of the current budget shall be presented along with any proposed changes.
- The monthly financial report shall show the beginning booster account balance, details of income received, details of expenses paid, and the month-end account balance.
- All written checks by the HHS Band Boosters must have two (2) signed approvals by board members (Treasurer plus one additional person). Signed approvals should be on a reimbursement or payment request form accompanied by a receipt. No checks or reimbursements shall be made without a receipt.
- Provide written receipts for all cash payments.
- Bank debit cards are typically issued to a named individual on the bank account (Treasurer). This debit card may only be used by the named individual and may not be distributed or loaned to others for purchases.
- Bank debit cards may not be used for cash withdrawals at ATM machines.

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- Reimbursements may not be made using petty cash. If proper documentation of expenditures or receipts are provided, reimbursements may be made by check only.
 - Post-dated checks will not be accepted for payments to the HHS Band Boosters.
 - At on-site events (i.e. Band-Aid fundraiser, wreath sales fundraiser, band camp registration, etc.), any monies collected shall be verified by Treasurer or Assistant Treasurer and at least one other member of the Executive Board, if available. Deposit slips or tally sheets shall be signed by both parties.
 - Deposits of monies should be made within five (5) business days (Monday through Friday), excluding holidays.
 - All contributions shall be payable to HHS Band Boosters with contributing organizations and individuals eligible to receive appropriate tax deductions subject to their own taxable requirements.

Article IX. Amendment

The bylaws may be amended at any regular meeting of the boosters, provided that the amendment has been submitted in writing at the previous regular meeting.

Article X. Dissolution

In the event of dissolution, all assets, real and personal, shall be distributed equally to each of the HHS Public School's instrumental music accounts.