

THE CONSTITUTION AND BY-LAWS
OF THE
WINTER SPRINGS HIGH SCHOOL BAND BOOSTERS ASSOCIATION, INC.
Amended August 29, 2014

ARTICLE I: DEFINITIONS

Section 1: Name

- A. The name of this organization shall be the Winter Springs High School Band Boosters Association, Inc. which is a 501(C)3 nonprofit organization (hereinafter referred to as The Association).

Section 2: Objectives

- A. To encourage, promote and maintain a non-profit organization which will provide logistical and financial support of the various educational programs and activities of the Winter Springs High School Band. The band is considered to include the instrumentalists and auxiliary unit.
- B. To support the band director, the school administration and other school and community organizations.

Section 3: Authority

- A. The Association shall not, as an organization, seek to direct the administrative activities of the school or band, control its policies or direct the policy of the band activities.

Section 4: Additional Governing Rules

- A. The rules contained in "Robert's Rules of Order, Revised" shall govern The Association except where superseded by this Constitution and By-laws.

ARTICLE II: MEMBERSHIP

- A. Any person (other than a school student) interested in the objectives of The Association who is willing to abide by this Constitution and By-laws and pay the fees may register as a member.
- B. Association membership fees are a part of a band member's fair share fees. Therefore, all parents or guardians with a student in the band are automatically members of The Association.
- C. Membership dues, as set by the executive board, for members without enrolled band students shall be paid annually by the January band boosters meeting.

ARTICLE III: MEETINGS

- A. The regular meeting date of The Association shall be determined at the first meeting of each school year. Prior to this meeting, the executive board shall review the upcoming year's events/schedule and present the recommendations for meetings to the general

membership at the first meeting. The meeting date(s) shall be published in the band handbook and/or on the band website.

- B. The executive board shall make every effort to schedule the regular meeting dates to not coincide with the regular meeting dates of other Winter Springs High School organizations; e.g. Athletic Boosters, AJrROTC Boosters, etc.
- C. The President or majority of the executive board may call special meetings with at least 48 hours notification to the general membership.
- D. The annual election meeting shall be held in March and the newly elected Officers shall assume their duties June 1.
- E. The members present at any duly called meeting may transact business.
- F. Majority will be a simple majority.

ARTICLE IV: EXECUTIVE BOARD

Section 1. Officers/Executive Board

- A. The officers elected by The Association shall be a President, a Vice President, a Secretary, a Treasurer, a Ways and Means Chairperson and an Auxiliary Member. These elected board members and the band director shall compose the executive board and all have voting privileges; however, the band director has final decision making authority.
- B. Additionally, an ex-officio member of the executive board may be the immediate past President for the year immediately following their presidency. The ex-officio member is not required to have a student in the band and shall not have voting privileges.
- C. In the event any elected office of the executive board (except the presidency) becomes vacant, the executive board will appoint an Association member to that position. Appointments will be announced and confirmed at the next regular meeting with two-thirds approval by members present.
- D. In the event the presidency becomes vacant, the Vice President shall assume the position of President for the remainder of the term. An appointment shall be made to the office of Vice President by the executive board. The appointment will be announced and confirmed at the next regular meeting with two-thirds approval by members present.
- E. An annual election will be held during the regular meeting in March to fill the elected positions of the executive board for the following year. The time period from the election of new officers to assumption of the office shall be a transition period with the new board working with the outgoing board.

Section 2. Qualifications for Elected Positions

- A. Registered member must be a member in good standing.

- B. A member in good standing is considered to be a paid-up member of The Association who supports the objectives of The Association.
- C. To hold an elected position, the registered member must have an enrolled student in the band program.
- D. No member may hold two or more executive board positions simultaneously.
- E. The Auxiliary Member shall be a parent of an auxiliary student.

Section 3. Term of Office

- A. The term of office shall be for one year beginning June 1 with a maximum of two terms served in the same office.
- B. Elected officers serve at the pleasure of the general membership and may be removed from office for just cause by a two-thirds vote of members present at the next regular meeting following the regular meeting at which a recorded motion with cause(s) is made. Notification of upcoming action shall be published to all paid members.
- C. Not having an enrolled band student (son, daughter or legal guardianship of a band student) during the term of office may be considered just cause for removal from any elected position.

Section 4. Student Members

- A. The student Band President and Vice President shall serve as non-voting members of the executive board.
- B. The Association President may excuse student members from board meetings at any time.

Section 5. Responsibilities of the Executive Board

- A. The executive board shall be responsible for the overall supervision of The Association. A report shall be made at each meeting to the general membership.
- B. The executive board shall meet monthly during the regular school year or when deemed necessary by the President or a simple majority of the board.
- C. The executive board will work under the supervision of the band director in fulfilling the set budget, as well as, meeting the obligations of the various committees represented on the board.
- D. Prior to the first general meeting of each year, the executive board will create a proposed budget based on expected events of the upcoming school year. Included as an income item in this budget will be "fair share fees" which will be collected from each band member. This budget will be voted on and accepted during the first general meeting.

Section 6. Quorum

- A. A quorum of the board shall consist of a simple majority of its members. If a quorum is not present at a board meeting, the board shall present its findings to the general membership or the absent members will be contacted by the President to obtain a majority decision.

ARTICLE V: DUTIES OF OFFICERS

- A. The President, elected from the general membership, shall preside at all meetings of The Association, appoint all committee chairpersons (except the Ways and Means Committee Chairperson) and appoint special committees as necessary. The President shall be an ex-officio member of all committees and shall preside at the Band Awards Function /Banquet.
- B. The Vice President, elected from the general membership, shall assume the duties of the President when called upon by the President, in the President's absence, when the President cannot fulfill his/her obligation, in the event of the President's resignation or removal from office. The Vice President plans and coordinates the annual Band Banquet and will be responsible for ordering band apparel.
- C. The Secretary, elected from the general membership, shall keep the records and minutes of all the meetings and attend to the correspondence. The Secretary shall post and maintain the membership logbook. The Secretary shall be responsible for writing and submitting articles for publication in the school newsletters with band director and BBA President approval. The Secretary is an ex-officio member of the Communication Committee
- D. The Treasurer, elected from the general membership, shall receive and report all funds and shall keep an accurate record of all funds. The Treasurer shall pay out funds only as authorized by the executive board or general membership. The Treasurer is an ex-officio member of the Ways and Means Committee.
- E. An Assistant to the Treasurer can be appointed if necessary with the recommendation of the Treasurer and board approval. The Assistant Treasurer will assist in the collection of fees and monies, issue receipts and reports directly to the Treasurer. The Assistant Treasurer is not a member of the executive board, does not assume the position of Treasurer in situations when the Treasurer cannot fulfill his/her duties and shall not have voting privileges when sitting in on board meetings.
- F. The Ways and Means Committee Chairperson, elected from the general membership, shall direct and coordinate the activities of the Ways and Means Committee. This board member will also be an ex-officio member of all of the committees involved in fundraising for The Association. He/she will coordinate fund-raisers with the approval of the band director.
- G. The Auxiliary Member, elected from the general membership, being a parent of an auxiliary student, shall represent the auxiliary in all aspects of their function. The Auxiliary Member shall be responsible for chaperones during auxiliary activities.

ARTICLE VI: COMMITTEES

Section 1: Standing and Special Committees

- A. There shall be the following Standing Committees: Ways and Means, Communication, Hospitality, Health and Safety, Publicity, Uniform, Chaperone and Transportation.
- B. The President may create Special Committees as needed to fulfill the obligations of The Association. These committees will be assigned specific duties by the President with the approval of the band director. Committees will consist of a chairperson and as many members as are needed to complete the assigned task(s).
- C. Chairpersons shall be appointed as needed (except the Ways and Means Committee Chairperson) by the President with the board's approval. The members of the various committees shall be volunteers from The Association membership with the band director's approval. Any person serving as a member of any committee in any capacity (including chairpersons and executive board members) must register as a dividend in accordance with Seminole County School Board dividend policy. Dividend registration must be completed each school year.
- D. All Committee Chairpersons will keep a notebook/notes that will be maintained by The Association to assist future committees in completing their assignments.
- E. The band director, President and Vice President shall be ex-officio members of all committees.

Section 2: The Ways and Means Committee

- A. Shall consist of at least three (3) members who shall solicit fund-raising plans from the membership at large. These plans will be submitted to the executive board and the school administration for approval prior to submission to The Association.
- B. The Ways and Means Committee Chairperson shall be an elected position with any additional duties assigned by the President with the approval of the board.
- C. Ways and Means shall be responsible for obtaining their own chaperones as needed for fundraising activities.

Section 3: The Communication Committee

- A. Shall consist of at least three (3) members who shall be responsible for the dissemination of information as required. This shall include notification of meetings, changes in schedules and publicizing for various events.
- B. Shall maintain the Band of Gold Website in a timely manner.
- C. Coordinate photography of all band functions and events and provide a video recording of marching performances to be used by band director for instructional purposes.

Section 4: The Hospitality Committee

- A. Shall consist of at least two (2) members and will be responsible for having refreshments for the band members, staff and chaperones for various events. They will also be in charge of refreshments for home and visiting bands at home football games.
- B. Shall coordinate refreshments/concessions for band concerts on the Winter Springs High School Campus.

Section 5: The Publicity Committee

- A. Shall function to provide broad media coverage and publicity of honors, awards and other special merits and events sponsored by The Association, subject to approval by the band director and the President.
- B. Coordinate and submit in requested format band pictures to be used in school yearbook, football programs and MPA programs.

Section 6: The Uniform Committee

- A. Shall consist of two (2) members to manage policies and procedures for the care and maintenance of uniforms, set-up and maintain records, issue uniforms and coordinate all uniform activities with the band director.
- B. The Uniform Committee Chairperson will be in charge of fitting the band members with uniforms each season and directing the alterations to be made on each uniform. He/she will also coordinate the distribution and collection of the uniforms for each scheduled event. He/she need not be present at every event but must coordinate the people to be there to handle responsibilities.

Section 7: The Chaperone Committee

- A. Shall consist of a chairperson and anyone wishing to serve as a chaperone. The chairperson will be responsible for acquiring the chaperones needed by the band director for all scheduled events throughout the year.
- B. The Chaperone Committee Chairperson is to follow the set guidelines for chaperones as established by the band director. He/she is to acquire the chaperones for each event no later than 48 hours prior to the event. The chairperson need not be at every event but must acquire the chaperones needed according to the band director's request and assign a "lead-chaperone" in his/her absence.
- C. The Chaperone Committee Chairperson is responsible for coordinating with the Transportation Committee Chairperson to insure that enough people are available to move equipment when needed at events at home or away from the school.
- D. The Chaperone Committee Chairperson is responsible for record keeping and reporting all volunteer hours of chaperones.

- E. The Chaperone Committee Chairperson shall be responsible for obtaining signed travel consent and medical release forms from each band member, creating and maintaining enough copies so that a book containing a full set of forms for all band members is available for each bus or other vehicle used in transporting band members to events away from Winter Springs High School. All medical information is to be kept confidential.

Section 8: The Transportation Committee

- A. Shall consist of a chairperson and anyone wishing to serve on the committee. This committee shall be responsible for transporting equipment to all events as requested by the band director. The chairperson will notify the chaperone chairperson as to who will be at each event.

Section 9: Health and Safety Committee

- A. The Health and Safety Committee Chairperson shall be responsible for maintaining a First Aid Kit and keeping up to date on Seminole County School Board Medical policies that apply to students. The Health and Safety Chairperson or will immediately notify the band director of any medical emergency (as defined by the band director) that occurs. The band director will take responsibility for any decisions related to the care of students with a medical emergency.
- B. The Health and Safety Committee Chairperson shall be responsible for maintaining a full set of travel and medical release forms for each band member. All medical information shall be kept confidential.
- C. The Health and Safety Committee Chairperson will maintain a first aid area for marching band camp and after school rehearsals to provide support for students in accordance with Seminole County School Board policies that apply to students.

ARTICLE VII – FINANCE

Section 1: Financial Review Procedures

- A. The fiscal year of The Association shall be June 1 through May 31 of the following year.
- B. The Treasurer shall present a written financial report at each regular meeting of the executive board as well as each general membership meeting.
- C. The Treasurer shall complete monthly reconciliation of all accounts. The monthly bank statement must be initialed and reviewed by someone who does not have authorization to sign checks. The person conducting the reviews shall be appointed by the President and shall report their findings to the President.
- D. The Treasurer and President shall ensure that the Association files the appropriate tax returns by Oct. 15th of each year, or applies for an extension. If deemed necessary, a qualified accountant may be hired by the Association to complete the taxes.

- E. The organization must conduct an annual review of the books by a review committee, whose members do not have authorization to sign checks. Members of the review committee shall be appointed by the President.
- F. The Treasurer will transfer responsibility of all undistributed funds to his/her successor at the last regular executive board meeting of the year.
- G. The Treasurer shall distribute an annual audited report of the previous year's activity to the members as soon as it is available.
- H. The executive board may authorize total expenditures up to \$500.00 for other than budgeted items. Expenditures that exceed \$500.00 must be approved by the general membership. A full accounting of all expenditures will be provided to the general membership at each regularly scheduled meeting.
- I. Dividing expenditures into sub-groups of \$500.00 or less to avoid obtaining approval from the general membership is unacceptable.

Section 2: Guidelines for Income Management

- A. All income of The Association shall be made payable to "WSHS BBA".
- B. Band member fees and/or assessment fees may be made in installments as defined by the executive board during the budget setting procedure.
- C. All income (including band member fees and/or assessment or fund-raising income) shall be made directly to the Treasurer, his/her assistant or other designated agent. Personal conveyance to the designated lock box located in the band director's office shall accomplish this. All band member collections shall be clearly marked as to what they are for and which band student they are for.

Section 3: Guidelines for Disbursements

- A. The Treasurer shall deposit funds into a checking and/or savings account(s) in a local bank.
- B. Checks exceeding \$100.00 will require two authorized signatures, one of which must be the Treasurer's. The other may be any of the elected executive board members currently on the signature card with the bank. Disbursements of less than \$100.00 require only the Treasurer's signature.
- C. Committee chairperson/co-chairperson(s) must have prior approval of the executive board to expend funds.
- D. Authorization to conduct fund-raisers or to engage in an activity to expend funds must be accountable (by receipts and proper documentation) to the executive board.
- E. Persons spending monies or contracting for services or merchandise without express authorization by the board will not be reimbursed.

- F. No member (including individual board members) is authorized to commit Association funds through contracts or other mechanisms unless previously authorized in writing by the board and/or when applicable, the general membership.
- G. Only board members with the band director and board approval may commit Association funds through contracts or other mechanisms.
- H. Budgeted items, services, merchandise or other expenditures are initially authorized based on expected income and are subject to revision by the board and the general membership prior to final commitment. Consequently, budgeting will not be considered by chairpersons or individual members as a defacto authorization to commit against Association funds without securing final board approval, when applicable, as specified in the Constitution and By-laws.

Section 4: Disposition of Remaining Funds

- A. Should The Association be disbanded for any reason, all funds and assets shall be awarded to Winter Springs High School to be disbursed FOR THE BENEFIT OF THE WINTER SPRINGS HIGH SCHOOL BAND and accounted for to the past executive board.
- B. Any monies credited to an account through fund-raising events of any kind are for the sole purpose of meeting general expenses of the Winter Springs High School Band and, as such, are not refundable. This stipulation is made, also, to preserve the non-profit status of The Association.
- C. The executive board at any regularly scheduled board meeting will review refund requests of Winter Springs High School Band members transferring to other schools on an individual basis.

ARTICLE VIII – ELECTIONS

Section 1: General or Special

- A. The President, with the approval of the general membership, shall appoint a Nominating Committee of at least three (3) members in good standing.
- B. The Nominating Committee shall verify with the President and/or the Treasurer that all the nominees are members in good standing.
- C. The Committee shall report, in alphabetical order, all qualified nominees willing to run for office and the position for which they are available at the March meeting.
- D. Nominations for each office may be made by the general membership from the floor on the day of the election.
- E. Members of the Nominating Committee will not be nominees for any elected position. Resigning from the Nominating Committee does not protect the resigning person from this restriction for the election at hand.

Section 2: Nominees

- A. Nominees for office will be members of The Association in good standing at the time of nomination. All nominees must have a student in the band program for the next school year.
- B. All nominees must accept the nomination either in writing to the Nominating Committee or by verbal consent at the election meeting.

Section 3: Teller Committee

- A. A Teller Committee of two (2) shall be appointed on the day of the election by the President with the approval of the general membership and will be responsible for collecting and counting the votes at the election.
- B. Members of the Nominating Committee may be appointed to the Teller Committee.
- C. No candidate for an office may serve concurrently as a member of the Teller Committee.

Section 4: Voting

- A. Voting (both for general elections and to cover board vacancies) will be by secret ballot except when only one candidate is running for office. The individual with the most votes shall be declared the winner.
- B. In the case of a tie, a run-off election will immediately be conducted and will continue until a winner can be determined.
- C. A simple majority of the members present at the March meeting shall constitute an election. Each paid family present shall have one vote.

ARTICLE IX – AMENDMENTS

Section 1: Recourse

- A. Action may be taken against any member found in violation of this Constitution and By-laws. The executive board will review each individual situation and the results may include, but is not limited to, formal censorship, removal from elected office, withdrawal of appointment and/or revocation of membership in The Association.

Section 2: Amendments

- B. The Constitution and By-laws may be amended by a majority vote of the members present at any regular meeting. All amendments must have been presented to the membership, via email or in writing, one month prior to the vote.

Section 3: Constitution and By-laws Review Committee

- A. A Constitution and By-laws Review Committee of at least three (3) shall be appointed by the President every three years. The charge of this committee shall be to review and

subsequently recommend any changes in the Constitution and By-laws to the general membership.

Section 4: Adoption of this Document

- A. The Association will be advised of proposed changes at least one month prior to the meeting where the vote is taken to adopt this document.
- B. This Constitution and By-laws (as revised) of the Winter Springs High School Band Boosters Association will be adopted immediately after approval and supersedes any previous document governing this Association.

Section 5: Validity

- A. In the event any article, section or provision of this Constitution and By-laws is found to be invalid and unenforceable, all remaining articles, sections and provisions hereof shall remain in full force and effect.

Section 6: Certification

Certified correct as amended by the membership on August 29, 2014

By _____

And _____

And _____

And _____

On this _____ day of August of the year 2014.