

BY LAWS OF PINECREST AREA III BAND BOOSTERS CLUB

ARTICLE I Name, Offices and Fiscal Year

1. Name. The name of this organization/club shall be The Pinecrest Area III Band Boosters Club.
2. Offices. The principal office of the organization shall be located at: Pinecrest High School, 250 Voit Gilmore Road, Southern Pines, North Carolina (Moore County).
3. Fiscal Year. The fiscal year of this organization shall be January 1 – December 31.

ARTICLE II Purpose

The purpose of the organization shall be:

The purpose of this organization shall be to support the sponsored activities of the band program at Pinecrest high School. It is recognized that school district funding is inadequate to support the superior type of band program and activities desired by the booster club, the band director, and the students. Therefore, the association will engage in fund-raising activities to supplement school funds in order to enhance the band program and its activities. The Band Booster Club also recognizes that the key to active support of the students and activities by members and sponsors is being informed of needs, requirements, and events. Accordingly, we endeavor to provide accurate and timely communication to all.

ARTICLE III Executive Board

1. The Executive Board shall be composed of the officers of the club and the director of instrumental music at Pinecrest High School.
2. The Executive Board shall have general supervision of the affairs of the club.
3. The Executive Board shall meet prior to each monthly meeting to determine the business to be transacted at the meeting.

ARTICLE IV Officers

1. Number. The officers of the club shall consist of a president, a vice president, a secretary, a treasurer, a publicity director, and such other officers with such powers and duties not inconsistent with these bylaws as may be elected at the annual meeting of the membership.
2. Election and Term of Office. Officers shall serve for one year. The president, vice president, secretary, treasurer and other officers shall be elected at the annual meeting of the membership, and shall be elected by the membership at large.
3. Requirement that all officers must have a student(s) enrolled in the Band program.
4. In as much as possible, the Band Booster Executive Board shall represent all bands, programs, and activities of the band program at Pinecrest High School. It is also recommended that every effort be made that board memberships represent all grade levels of students. The following is a list of board of director positions and their duties:

ELECTED OFFICERS

A. President

1. Preside at all meetings.
2. Appoint the chairperson of all board and special committees.
3. Sign checks in the absence of the treasurer.
4. Be an official member of all committees, excepting the nominating committee.
5. Fill any vacancies occurring in an elective office with approval of the board of directors.

B. Vice President

1. Perform the duties of the president in case of absence.
2. Automatically succeed to the office of president in the event the president cannot fulfill his/her duties.
3. Assist the president at all times and maintain a working knowledge of all activities.

C. Secretary

1. Record, sign, present and post minutes of all meetings.
2. Record the attendance at each board and general meeting.
3. Make reminder calls to board members prior to meetings and maintain a current list of board members names, email addresses, and telephone numbers.
4. Have custody of all current official records of the club.
5. Take care of all correspondence.
6. Be responsible for printing and distributing business memoranda.

D. Treasurer

1. Receive and disperse all funds for the Band Booster Club and keep records in accordance with good accounting procedures.
2. Sign checks.
3. Present an itemized account of expenditures, collections and cash balances at each meeting for all accounts.
4. Pay all approved and/or budgeted bills upon receipt of itemized statements and Purchase Requisition Form. Any expenditure over \$250.00 shall require prior board approval or be a budgeted expense. Any request for funds exceeding \$2500.00 must be approved by a simple majority vote of all Band Booster Members at the next regularly scheduled meeting or be a budgeted expense.
5. Prepare with the elected officers a budget for the coming year to be presented and approved by the board prior to the January 1 meeting.
6. Present an annual report to be given at the January General Meeting.
7. At the end of term, have books in order and ready for review by an examining committee. The date of review shall be no later than 10 days after receipt of the band statement received after the last day of the school year.

ARTICLE V **Committees**

All Committees of the Band Boosters shall be appointed by the Board of Directors and their term of office shall be for a period of one year or less as determined by the action of the Board.

Suggested committees are as follows:

A. Fundraising Chair & Committee

1. Oversees the overall operation of Fundraisers as they are planned.
2. Ensures each fundraiser has its own sub-committee chairperson.
3. Prepares reports at the conclusion of each fundraiser.
4. Ensures fundraiser is approved according to school policy and paperwork is filed with the School Office.
5. Gathers information for new possible fundraisers.

B. Winter Fest Coordinator

1. Oversees the overall operation of Winter Fest
2. Ensures each sub-committee has what is needed and keeps communication open to all members
3. Prepares reports at conclusion of event

- C. Band Fest Coordinator
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 - 2. Ensures each sub-committee has what is needed and keeps communication open to all members
 - 3. Prepares reports at conclusion of event
- D. Volunteer Coordinator
 - 1. Maintains current roster of membership and their contact information.
 - 2. Works with all other committees to staff any events where volunteers are needed.
 - 3. This chairperson works under the direction of the Band Director.
 - 4. PIT/Field Crew, Drivers/Busses, Chaperone
- E. Uniform Manager
 - 1. Oversees the uniform measuring and fitting process.
 - 2. Organizes and prepares uniforms for performances and for annual cleaning.
- F. Grant Writer
 - 1. Identifying, researching and applying for grants
- G. Hospitality
 - 1. Ensure prior to games, events and/or competitions any drinks/snacks/meals if needed are set up and work with volunteer coordinator if needed.
- H. Website Administrator
 - 1. Provide information to local businesses, newspapers, and to any others who may be beneficial to the organization.
 - 2. Provide, to the appropriate school official, band information to be added to school activities calendar/announcements, school marquee, and school newspaper.
 - 3. Updates website, Facebook page, etc with information and details on current events
- I. Costume Design/Sewing
 - 1. Work with Uniform Coordinator for items that need uniform repair
 - 2. Work with Color Guard Instructor, Band Director and/or Board for the making or repairing of color guard uniforms or flags
- J. Trailer / Equipment Manager
 - 1. Works and Coordinates Directly with Band Director and Board to schedule dates/times equipment needs to be moved
 - 2. Work with Volunteer coordinator to ensure enough help to load and unload vehicle(s)
 - 3. Does Spot inspections of trailer/equipment and brings to the attention of the Board and Band Director any repairs that may be needed.
- K. Alumni Liaison
 - 1. Build Database from past students and families
 - 2. Send out flyers as needed to Alumni
 - 3. Work with Website Administrator to be sure list is current and all is informed.

Members at Large

- 1. Every effort should be made so that members at large fulfill the recommended representation of programs, activities, and grade levels.
- 2. It is recommended that members at large volunteer to be chairperson of special committees.

ARTICLE VI
Membership

All parents and guardians of students participating in programs and activities of the band program at Pinecrest High School will be members of the association. The band director and school administrators shall also be members of the organization. The board of directors of the organization may also extend membership to other individuals by the following guidelines: nomination for membership may be made at any board meeting and will be voted upon by the board of directors.

ARTICLE VII
Dues

No dues shall be required for membership in the organization.

ARTICLE VIII
Meetings

A. BOARD OF DIRECTORS MEETINGS

1. It is recommended that board meetings shall be held monthly and that no fewer than 9 meetings be held each year.
2. Board members are expected to attend all meetings.
3. A board position may be terminated and re-appointed upon the member's failure to attend three (3) consecutive meetings. Termination is determined by two-thirds (2/3) majority vote of the board of directors.
4. Student representation is highly recommended from each class and/or grade level. Student representation is expected from each musical section. They are the communication link between the parent board members and the class. They do not have voting privileges.
5. Financial reviews and votes are performed on submitted Purchase Requisition Forms at the Board meetings. If necessary information can be sent electronically to board members to be voted on via text or email and physically signed at next scheduled meeting.

B. GENERAL ASSOCIATION MEETINGS

1. It is recommended that there be at least six (6)
2. A Student Liaison shall be present at every general meeting from each musical section.
3. Additional meetings may be called by the president with approval of the board of directors or majority board vote.

ARTICLE IX
Elections

1. A nominating committee shall be appointed by the President in October of each year. Nominations may be made from the floor after the report of the nominating committee.
2. Officers are to be elected at the annual meeting in December

ARTICLE X
Voting

The rules contained in Robert's Rule of Order, revised, shall govern this club in all cases in which they do not conflict with the rules of this club.

ARTICLE XI
Prohibited Activities

This club shall be non-profit. Any monies earned will be spent to support the co-curricular activities of the Pinecrest Area III Band Booster Club and to cover routine Band Booster administrative expenses. Club funds may not be used to the benefit of any Band Booster member and their children, except as they may benefit through a program sponsored by the club. Funds may not be used for any personal reasons or gains.

ARTICLE XII
Distributions Upon Dissolution

If this organization is dissolved for any reason, any funds and property of the organization remaining after payment of any Pinecrest Area III Band Booster Club debts and expenses will be transferred to Pinecrest High School for use for any Pinecrest Band purposes.

ARTICLE XIII
Amendments

The Constitution and Bylaws may be amended by two-thirds (2/3) majority vote of the members present at any regular meeting after the following are met:

1. The amendments must have been presented in writing prior to general meeting and given at least five (5) days prior to the vote.
2. Approval by vote of the Board of Directors.

These Bylaws were approved at a meeting of the Board of Directors on _____,
President _____