McBee High School

Band Booster Organization

**Article I***Name and Association*

**Section 1.** The name of the organization shall be the “McBee High School Band Booster Organization”, hereafter referred to as “Band Boosters”.

**Section 2.** The Band Boosters shall be associated with and under the authority of McBee High School as well as the Chesterfield County School District of South Carolina.

**Section 3.** The Band Boosters shall also operate for the purposes of the United States Federal Government using the following Federal Employer Identification Number issued by the United States IRS: 61-1611115.

1. This Federal Employer Identification Number will be updated in these bylaws as necessary.

**Article II***Purpose*

**Section 1.** The purposes of the organization shall be:

1. To provide financial assistance and other types of support to the band program at McBee High School;
2. To promote a positive image to the students, aid in the development of student involvement, support the school’s curriculum and activities, assist and support the band directors, as well as other objectives that are necessary, desirable, and consistent with the purposes as set forth above; and
3. To operate exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

**Article III***Definitions*

**Section 1.** Band Boosters means The McBee High School Band Booster Organization.

**Section 2.** Booster Club means The McBee High School Band and Chorus Booster Club.

**Section 3.** Director means the Director of Bands of McBee High School.

**Section 4.** Associate Director means the Associate Director of Bands of McBee High School**.**

**Section 5.** Principal means the Principal of McBee High School.

**Section 6.** Superintendent means the Superintendent of Chesterfield County School District.

**Section 7.** School means McBee High School located at 264 East Pine Avenue, McBee, South Carolina, 20101.

**Section 8.** District means Chesterfield County School District located at 401 West Boulevard, Chesterfield, South Carolina, 29709.

**Section 9.** SLED means South Carolina Law Enforcement Division.

**Article IV***Membership Class*

**Section 1. Family Members**

1. Family Membership is bestowed upon all parents and guardians of students participating in the McBee High School Band Program.
2. There are no membership dues required for Family Membership.
3. As required by the State of South Carolina, all Family Members must pass a SLED Background Check before becoming a Member.

**Section 2.** **Associate Members**

1. Associate Membership may be given to friends of the McBee High School Band Program.
2. Dues for Associate Membership shall be $25 per year and must be paid prior to July 15 of each academic year.
3. As required by the State of South Carolina, all Associate Members must pass a SLED Background Check before becoming a Member.

**Article V***Members*

**Section 1. Voting Rights**

Voting rights are extended to all Family and Associate Members of the organization. Each Family and Associate Member shall have one vote. All Fees owed by Members must be current to retain voting rights.

**Section 2. Termination of Membership**

1. All terms of membership terminate at 11:59 pm on June 30 of each year.
2. A new term of membership begins on July 1 of each year for parents and guardians of a student who is returning to the McBee High School Music Program.
3. For parents and guardians of a student new to the McBee High School Band Program, a new term of membership begins on the first day that the student enrolls into the Program.
4. The membership of parents and guardians of a student who leaves the McBee High School Band Program for any reason shall be terminated immediately; however, the membership of parents and guardians of a student who graduates from McBee High School shall continue until 11:59 pm on June 30 following the student’s graduation.

**Section 3. Resignation**Any member may resign by filing a written resignation with the Band Boosters Secretary.

**Section 4. Reinstatement**

A former Member who submits a written request to the Secretary may, by the affirmative vote of two-thirds of the Executive Board, be reinstated to Membership, provided that the former Member satisfies the requirements outlined in Article IV of this document.

**Section 5. Transfer of Membership**Membership in this organization is not transferable or assignable.

**Section 6. Revocation of Membership**Any Member who is convicted of a felony, subject to a court order prohibiting that Member’s contact with a child, subject to a restraining order filed by McBee High School or the Chesterfield County School District, or the subject of a written request by the Principal or Superintendent shall have their Membership revoked.

**Article VI***Executive Board*

**Section 1. Name**The guiding committee of the Band Boosters shall be known as the Executive Board.

**Section 2. Composition**The Executive Board shall be comprised of all officers the Band Boosters as well as the Director, Associate Director, and Principal.

**Section 3. Officers**The officers of the Executive Board shall include President, Vice-President, Secretary, Treasurer, and Parliamentarian.

**Section 4. Affairs of the Organization**The affairs of the Band Boosters shall be managed by the Executive Board.

**Section 5. Membership**Officers must be active Family Members or active Associate Members of the organization.

**Section 6. Vacancies**Except for the Office of President, vacancies caused by resignation, death, disqualification, ascension, or otherwise shall be filled by a simple majority vote of the Executive Board. In the event of a vacancy of the Office of President, the Vice-President shall assume the Office of President for the duration of the elected term.

**Section 7.** **Term of Office**The term for an officer begins upon the taking of the oath of office at the annual meeting of the membership in May of each academic year. The Oath Of Office shall be administered by the Principal (or their designee) of McBee High School.

**Section 8. Resignation**Any officer may resign his office by filing a written resignation with the Band Boosters Secretary. If the Secretary chooses to resign, the written resignation shall be filed with the Director of Bands.

**Section 9.** **Automatic Resignation**Any elected officer who is absent from three regularly scheduled meetings, without having submitted good and valid reasons for such absence, shall be considered to have resigned and will be replaced by a person elected by majority vote of the Executive Board.

**Section 10.** **Removal from Office**Any member of the Executive Board (except the Director, Associate Director, or Principal) may be removed from office by a two-thirds majority vote of the Executive Board, by the Principal, or by the Superintendent. This action may be taken whenever the best interests of the Band Boosters would be served thereby; however, any such removal shall be without prejudice to the contract rights, if any, of the officer removed.

**Section 11. Compensation**Officers shall not receive any stated salaries for their services.

**Section 12.** **Signatures**Any action required by law to be taken or any action that may be taken at a meeting of the Executive Board may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by all officers of the Executive Board as well as the Director.

**Article VII***Officers*

**Section 1. General Duties**Each Officer shall attend all of the Executive Board meetings and general meetings. Each Officer shall attend all band events, including concerts, performances, and fundraiser events.

**Section 2. President**The President shall be the principal executive officer of the Band Boosters and shall in, in general, supervise and control all of the business and affairs of the Band Boosters. Additionally, the President shall:

1. Preside at all meetings of the members and of the Executive Board;
2. Sign, with the Secretary and Treasurer, any deeds, mortgages, bonds, contracts, or other instruments which the Executive Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board or by the Bylaws;
3. Act as liaison between the Band Boosters and the faculty and administration of McBee High School;
4. Appoint all committees;
5. Act as an ex-officio member of all committees;
6. Nominate for confirmation the Parliamentarian of the Band Boosters; and
7. Perform all other duties as required by the Director.

**Section 3. Vice-President**The Executive Vice-President shall perform all duties of the President in the event that the President is absent or refuses to act. Additionally, the Executive Vice-President shall:

1. Assume the Office of the President in the event of a vacancy;
2. Recruit and encourage parental involvement from the membership of the Band Boosters;
3. Maintain a log of volunteers, including adults and students;
4. Chair and, with the Director of Bands, plan the Sandhills Classic Band Competition; and
5. Perform all other duties as required by the President or Director.

**Section 6. Secretary**The Secretary shall record, maintain, and make available through digital media the minutes of all meetings of the Band Boosters and Executive Board. Additionally, the Secretary shall:

1. Serve as custodian of all records of the Organization:
2. Maintain, update as amended, store, and distribute as requested the official Bylaws of the Band Boosters;
3. Maintain a current list of all officers, committees, and committee members, as well as contact information, including: phone numbers, email address, and United States Postal Service addresses;
4. Notify the membership and, if applicable, the public of all meetings and events of the Band Boosters;
5. Act as the public relations officer for the Band Boosters; and
6. Perform all other duties as required by the President or Director.

**Section 7. Treasurer**The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Band Boosters. Additionally, the Treasurer shall:

1. Sign, with the President, all checks issued by the Band Boosters;
2. Receive and give receipts for moneys due and payable to the Band Boosters from any source whatsoever;
3. Deposit all moneys in the name of the Band Boosters in such banks, trust companies, or other depositories as shall be selected in accordance with the provision of Article IX of these Bylaws;
4. Disburse funds as required by the Executive Board;
5. Maintain an accurate and permanent account of receipts and expenditures;
6. Prepare a printed financial statement for every meeting of the general membership; and
7. Perform all other duties as required by the President or Director of Bands.

**Section 8. Parliamentarian**

1. The Parliamentarian shall ensure that all meetings and proceedings are conducted in accordance with Article XII of these Bylaws.
2. The Parliamentarian shall also perform all other duties as required by the President or Director.

**Article VIII***Committees*

**Section 1. Committees**

1. The President shall appoint a chairperson for each committee.
2. The standing committees are the Chaperone Committee, the Uniform Committee, the Equipment Committee, the Fundraising Committee, and the Events Committee.
3. Each chairperson shall appoint members to his committee.
4. Each committee shall consist of two or more members (including the chairperson) selected from the general membership of the Band Boosters.
5. Each committee may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Executive Board.
6. The meetings of a committee shall be scheduled by the chairperson of that committee.
7. Committee members terms end at the conclusion of the annual meeting or unless a member is removed by two-thirds vote of the Executive Board, disqualification, or resignation.

**Section 2. Chaperone Committee**The Chaperone Committee shall

1. recruit interested members to act as chaperones at band events as requested by the Director of Bands; and
2. ensure that each Family Member and Associate Member has completed and passed Form IJOC-E of the Chesterfield County School District School Board Policy governing volunteer activities and SLED background checks.

**Section 3. Uniform Committee**The Uniform Committee shall:

1. maintain, size, issue, and, if necessary, order items, including: band uniforms, color guard uniforms, and costumes; and
2. inspect uniform items after each use, perform alterations as needed, and ensure that all items are cleaned on a regular basis.

**Section 4. Equipment Committee**The Equipment Committee shall:

1. plan for transportation, placement, and use of all equipment, including instruments and props for all performances; and
2. maintain and arrange transportation for all band trailers.

**Section 5. Fundraising Committee**

The Fundraising Committee shall:

1. Organize fundraisers such as: the Fall BBQ, Dinner Plates, the Chesterfield County School District All-County Arts Festival Concessions, the Doughnut Sale, Bake Sales, Car Washes, Yard Sales, etc, and;
2. Organize other fundraisers as designated by the Director of Bands or the Executive Board.

**Section 6. Events Committee**

The Events Committee shall:

1. Organize events such as: the Band Camp cookout, the homecoming tailgate, hospitality for football games and band competitions, Fine Arts Teacher hospitality for the CCSD All-County Arts Fesitval, and the Band Banquet, and;
2. Organize other events as designated by the Director of Bands or the Executive Board.

**Section 7. Other Committees**Other committees may be raised and dissolved by the President as needed to fulfill the mission of the Band Boosters.

**Article IX***Contracts, Checks, Deposits, and Funds*

**Section 1. Contractual Authority**The Executive Board may authorize any officer or agent of the Band Boosters, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Band Boosters. Such authority may be general or limited to specific instances.

**Section 2. Annual Budget**

1. The Director of Bands and Associate Director of Bands will propose an operating budget for first reading during the February meeting each year.
2. The Executive Board will review and arrange a first and second reading to be completed prior to the Annual Meeting of the organization.
3. If the proposed draft is accepted, the first reading vote shall be scheduled in March and the second reading vote scheduled in April.
4. If approved by simple majority after the second reading, the budget will become active at the beginning of the next fiscal year.

**Section 3. Budget Adjustments**Budget adjustments must be approved by two-thirds majority vote of the Executive Board.

**Section 4. Checks**Checks must be signed by the Treasurer and the President.

**Section 5. Expenditures**Budgeted expenditures may be approved by purchase order signed and approved by the Treasurer. Non-budgeted expenditures may be approved on the following schedule:

1. The President may approve non-budgeted expenditures not to exceed $200 per month;
2. Non-budgeted expenditures greater than $200 but less than $400 per month may be approved by majority vote of the Executive Board; and
3. Non-budgeted expenditures greater than $400 shall be submitted for approval by the general membership at a regular meeting.

**Section 6. Fiscal Year**The fiscal year of the Band Boosters shall begin on July 1 and end on June 30.

**Section 7. Financial records**Financial records must be made available for the annual audit in June of each year. In the event of transition from one Treasurer to the next, all complete and permanent records must be transferred prior to June 1 immediately following the annual meeting of that year.

**Section 8. Non-Sufficient Funds**Any checks returned to the Band Boosters due to non-sufficient funds will be assessed a $30 service charge.

**Section 9. Supremacy Clause**

No authority or duty given or required by these Bylaws shall be construed to conflict with the policies, rules, and regulations of Chesterfield County School District, or McBee High School.

**Article X***Elections*

**Section 1. Eligibility**

1. All Family Members and Associate Members are eligible for election to officer positions.
2. Neither contracted staff of The Bands of McBee nor members of the administration of McBee High School are eligible for election.
3. Only one member from a family may run for or serve in an office at a time.
4. Elected positions are President, Vice-President, Secretary, and Treasurer.

**Section 2. Nominations**

1. Any registered Family Member or Associate Member of the Band Boosters may nominate themselves or other members for elected office.
2. Candidates must accept nomination prior to their name being listed on the official ballot.
3. Nominations may be accepted by the Director of Bands using a form of his or her choosing beginning at 8:00am on the Third Tuesday of February.
4. Nominations must be submitted to the Director no later than 5:00pm on the second Thursday in March.

**Section 3. Elections**

1. No candidate may run for more than one office at a time.
2. Elections will be held on the first Thursday in April.
3. Elections will be monitored by the McBee High School Secretary (or his or her designee) and held by secret ballot in the McBee High School main office.
4. Elections will begin at 9:00am and end at 7:00pm.
5. The McBee High School secretary may set guidelines for absentee voting at his or her discretion.

**Section 4. Ties**In the event of a tie vote, the winner of the election will be decided by the McBee Area Advisory Counsel of the Chesterfield County School District.

**Section 5. Certification**The results of the election shall be certified and announced by the McBee High School Secretary prior to May 1.

**Section 6. Oath of Office**The Principal or their designee will administer the Oath of Office to the new officers, not including the Parliamentarian, at the annual meeting of the membership in May. The President will administer the Oath of Office to the Parliamentarian at a time of his or her choosing. The Oath shall read: “I do solemnly swear (or affirm) that I will faithfully execute the office to which I have been selected to serve.”

**Article XI***Meetings*

**Section 1. Meeting Times**

1. General meetings will take place on the Third Monday of each month at 6:30pm.
2. Unless specially called by the President or Director of Bands, there shall be no regular meeting in June.
3. Meeting times can be changed by the President.
4. Notification of the change must be given at least 24 hours in advance.

**Section 2. Meeting Location**

1. General meetings will take place in the Band Room at McBee High School.
2. Meeting locations can be changed by the President.
3. Notification of the change must be given at least 24 hours in advance.

**Section 3. Executive Board Meetings**

1. Executive Board meetings shall be called by the President, Director of Bands, Principal, or any combination of any two other members of the Executive Board.
2. Notification of meeting times and locations will be given at least twenty-four hours in advance.

**Section 4. Annual Meeting**The Annual Meeting of the membership of the Band Boosters will take place at the Band Banquet in May. The date, time, and location will be set by the executive board and notification will be given at least one month in advance.

**Article XII***Parliamentary Authority*

**Section 1. Roberts Rules of Order**Roberts Rules of Order, Newly Revised, 11th Edition, shall govern the Band Boosters in all cases in which they are applicable and which are not in conflict with these Bylaws.

**Section 2. Parliamentarian**The Parliamentarian shall ensure that parliamentary procedure is followed at all General Meetings and Executive Board meetings of the Band Boosters.

**Article XIII***Dissolution*

**Section 1. Holdings**Upon the dissolution of the Band Boosters, the property and assets shall immediately become property of McBee High School.

**Section 2. Initiation**Dissolution may be initiated only by the Principal or Director of Bands.

**Article XIV***Amendments*

**Section 1. Amendments**

1. Proposed amendments must be submitted to the Executive Board for review.
2. If approved by a two-thirds majority vote of the Executive board, the amendment may be submitted for approval at a regularly scheduled general meeting of the membership.
3. After at least fifteen days from the date of submission for review, a vote may be scheduled by the President.
4. The amendment may be enacted after a two-thirds vote of the membership.

**Article XV***Enactment*

**Section 1. Review**These Bylaws will be reviewed by a committee selected by the President at least once every three years. The committee shall recommend revisions or amendments as needed.

**Section 2. Enactment**If enacted by a majority vote of the membership, these Bylaws will become effective at 8:00pm on August 8, 2022. If enacted these Bylaws must be signed by all members of the Bylaws Committee and the Principal to ratify. The original Bylaws and signatures will be maintained by the Secretary.

**Section 3. Transition**Once effective, these Bylaws and the McBee High School Band Booster Organization will replace the McBee High School Band and Chorus Booster Organization. During this transition, the election will proceed as outlined in these Bylaws.

We, the undersigned members of the Bylaws Committee, do hereby certify that the foregoing is the true and legal Bylaws of the McBee High School Band Booster Organization, Chesterfield County School District of South Carolina, and that the same were enacted on the 8th day of August, 2022.

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Liam T. Martin, Director of Bands Angela Berdeau, Bylaws Committee Member

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Greg Griggs, Bylaws Committee Member Sue James, Bylaws Committee Member

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Carolyn Caldwell, Principal