

**Constitution and Bylaws
Of the
*Steinbrenner Band Boosters***

Article I – Name

The name of this organization shall be the Steinbrenner Band Boosters.

Article II – Mission Statement and Purpose

Section 1. Mission Statement

The following is the Mission Statement of the Steinbrenner Band Boosters:

“To enhance the efforts of the Steinbrenner High School Band Music Program through fundraising and support, to enable the students and faculty to “Strive for Excellence” in their musical and educational pursuits.”

Section 2. Purpose

This organization shall be operated as a nonprofit organization exclusively for the support of music education, and as such, will support the following educational objectives:

- 1. Cultural: To foster the continued development of music appreciation and understanding through the study and performance of the best types of literature in music.**

- 2. Educational: To develop interested and discriminating listeners, provide a well-rounded musical education, help foster emotional response to music and give the student a new language in which to communicate, as well as prepare students for musical activities in and beyond high school.**

3. Service: To lend color and atmosphere to certain school and community affairs while promoting and enhancing the dignity and reputation of Steinbrenner High School at all appearances.

4. Citizenship: To develop the ability to function as a responsible member of the group, to enhance the student's ability to interact with others in a positive manner, and to develop the ability to function as a responsible member of the community.

5. Recreational: To provide all students with an opportunity for worthy use of leisure time, an emotional outlet, and good social experiences.

Article III – Membership

Section 1. Membership

The membership of this organization shall be open to all parents or guardians of Steinbrenner High School Band students. Other persons interested in the progress and development of the Steinbrenner High School Band Programs are eligible to purchase a sponsorship. All members shall enjoy all privileges of membership including voting rights and holding office. Membership and Sponsorship may be started at any time during the year and expires at the end of the academic year.

Section 2. Dues

Membership options include either an individual membership or a family membership. The annual individual membership is thirty-five dollars (\$35.00) and the annual family membership is fifty dollars (\$50.00). A family membership consists of more than one (1) adult in the household.

Section 3. Voting

Individual Steinbrenner Band Booster membership is eligible for 1 vote.

Family Steinbrenner Band Booster membership is eligible for 2 votes.

Member must be present at the time and location in order to vote, no proxy votes will be granted.

Section 4. Meetings

1. There shall be no fewer than seven (7) Band Booster meetings per school year, to be set at the beginning of each school year.

2. Band Booster meetings shall be held once a month at Steinbrenner High School unless otherwise designated.

3. The April Band Booster meeting shall be for the purpose of electing officers in addition to addressing other Organization business issues.

4. The President or the Executive Board may call special meetings. The purpose of the special meeting shall be stated in the call. Except in cases of emergency, at least one week's notice will be given.

5. Robert's Rules of Order shall govern all meetings of the Organization.

6. A quorum at any regular or called Band Booster meeting shall consist of a minimum of the following:

- i) At least 6 members of the Executive Board, and**
- ii) At least ten (10) general members**

Article IV – Executive Board

Section 1. Membership

There shall be an Executive Board of the Organization consisting of the Elected Officers, the Band Director(s) , Guard Director, and the Principal.

Section 2. Duties, Powers, and Responsibilities

- 1. The Executive Board shall have general supervision of the affairs of the Organization between established Band Booster meetings.**
- 2. The Executive Board will make recommendations to the Organization and perform other such duties as specified in these Bylaws.**
- 3. The Executive Board shall be subject to the orders of the Organization, and none of its acts shall conflict with actions taken by the Organization.**

Section 3. Voting Rights of Executive Board

All Executive Board members are eligible for 1 vote.

Section 4. Meetings

- 1. There shall be no fewer than seven (7) Executive Board meetings per school year, to be set at the beginning of each school year. Date and time will determined by a majority vote of current Executive Board members.**
- 2. All meetings are to be held at Steinbrenner High School, unless otherwise designated.**
- 3. A quorum shall consist of 50% of the Elected Officials, and at least one of either i)Principal or his/her representative, and/or ii) the Band Director(s) or his/her representative.**

Section 4. Resignation of Executive Board members

1. An Executive Board member may resign at any time upon written notice to the Executive Board and the resignation becomes effective upon the Executive Boards acknowledgment of the members resignation at the next Executive Board meeting.

2. All vacated elected offices will be filled by a special election which will consist of nomination of prospective candidates by the Executive Board and a vote by the Band Boosters at either the next scheduled meeting or a special meeting called by the Executive Board for the purpose of filling the position.

Article V – Elected Officers

Section 1. Officers Established

1. The Elected Officers of the Band Boosters shall be active members as defined in Article III, Section 2.

2. The officers shall consist of a President, Finance Chair, Fundraising Chair, Communications Chair, Membership and Recruitment Chair, Chaperone Chair, Uniform Chair, Equipment Chair, and Hospitality and Social Chair.

3. The term of office for each officer shall be one (1) year. Term of office shall begin at the May membership meeting when officers are installed. No more than two (2) consecutive terms in the same position will be served by any officer.

4. No Organization member shall hold more than one (1) elected office at a time.

Section 2. General Duties

1. Officers shall perform the duties prescribed by these bylaws and by the Parliamentary Authority adopted by the Organization.

2. It is the responsibility of each officer to submit a year-end report to the Executive Board by May 31 of each year summarizing committee activities for the completing school year. The report should also highlight any successes, lessons learned, and/or opportunities for improvement experienced or observed during the year. It is also their duty to keep the Web Site Committee up-to-date with information regarding committee functions and events to ensure timely communication to band students and families.

3. Responsibility of officers for those committees as assigned and designated by the Bylaws may be interchanged, with approval by the President, among officers who wish to serve on a different committee as long as the designated committees are being served.

Section 3. Duties of the President

- 1. The President shall preside at, or assign a designated Board representative, all Executive Board and Band Booster meetings, prepare an agenda, and ensure all meetings are conducted in a manner consistent with the Bylaws and parliamentary authority adopted by this Organization.**
- 2. The President serves as the liaison with the Band Director, and will coordinate all Booster activities and correspondence.**
- 3. The President shall serve as ex-officio member of all committees.**
- 4. The President shall create any special committees deemed necessary to fulfill the objectives of the Band Boosters.**

Section 4. Duties of the Communications Chair

- 1. Records the minutes of all Executive Board and Band Booster meetings of the Organization and shall submit a copy of such minutes along with any reports to the President and Director(s) after each meeting.**

2. **Maintains a record book in which the Bylaws, special rules and all meeting minutes are entered with any amendments to these documents properly recorded and documented. The record book should be available at each meeting.**
3. **Shall assist the President and Director(s) with correspondence, as required.**
4. **Shall maintain an accurate mail and email distribution list for all band students and Booster members.**
5. **Shall oversee other communications subcommittees such as Publicity and Web Site with duties including:**
 - **Publicizes activities, achievements and other Band-related information via the Band Web Site and other media as appropriate.**
 - **Pursues media opportunities to promote awareness of the Band program in the local community.**
 - **Provides ongoing, timely communication of Band and Band Boosters information and visuals on the Band Web site.**
 - **Manages technical maintenance of the Band Web site.**
 - **Prepares and sends mass communication emails to Band families when requested by Band Boosters Board member(s).**
 - **Submits information to be printed in the School Newsletter.**

Section 5. Duties of the Finance Chair

1. **Manages all financial aspects of the organization and oversees subcommittee activities.**
2. **Prepares a proposed budget (in consultation with the Director) to be presented to the Executive Board and general membership for approval on an annual basis.**
3. **Prepares financial updates and budget versus actual analysis for review in executive board and general booster meetings.**
4. **Shall be responsible for the maintenance of the Organization's general fund, fundraising account and individual student reserve accounts.**
5. **Is responsible for collecting all money, writing checks, issuing receipts, and depositing funds in the Organization's account.**
6. **Responsible for assuring that the books are audited prior to the end of the fiscal year.**

- 7. Maintains all appropriate accounting records, articles of incorporation and files all required tax returns in order to retain the exempt tax status of the organization.**
- 8. Acts as steward for all spending requests to ensure organizational spending practices adhere to requirements defined in the by-laws.**
- 9. Provide necessary documentation to Steinbrenner High School Administration.**

Section 6. Duties of the Fundraising Chair

- 1. Establishes and manages Fundraising Committee.**
- 2. Establishes annual fundraising financial goals to assist in budget decision making.**
- 3. Submits all committee approved fundraising ideas and investment requirements to the executive board for financial and organizational approval.**
- 4. Ensures organization and execution of all fundraising activities for the Marching Warrior Brigade and Steinbrenner Band Boosters.**
- 5. Ensures details of fundraising requirement and each fundraising activity are provided to the Communications Chair to ensure appropriate communication.**
- 6. Post event, provides summary of each fundraising result along with funds for deposit to Finance Chair.**
- 7. Ensures Fundraising Vendor relationships are well managed.**
- 8. Ensures all fundraising activities/ideas are appropriately communicated and approved by Steinbrenner High School Administration**
- 9. Maintains a ledger reflecting an account balance for each student as a way to record money allotted to the individual student for fundraising activities and provides a statement to all students upon request.**
- 10. Prepares fundraising updates and post performance for review in executive board and general booster meetings.**

Section 7. Duties of the Uniforms / Equipment Chair

- 1. Manages distribution and maintenance of band marching uniforms, equipment and related accessories.**
- 2. Conducts fittings and assigns uniforms to all participating students.**
- 3. Maintains up-to-date records of uniforms by size, number, student, etc.**
- 4. Maintains an emergency supply of shirts, shorts, socks, shoes, etc.**
- 5. Distributes and collects uniforms before and after events.**
- 6. Helps students when dressing for an event, as needed.**
- 7. Ensures all necessary performance and uniform accessories (plumes, podium skirt, rain ponchos, etc.) are loaded onto trailer before traveling.**
- 8. Prepares uniforms for dry cleaning.**
- 9. Sorts and stores uniforms after dry cleaning.**
- 10. Ensures uniform rooms are properly maintained.**

Section 8. Duties of the Equipment Chair

- a. Coordinates and manages the handling & transportation of instruments, flags and other equipment for and during all off-campus Band activities.**
- b. Trains volunteers in procedures for loading, unloading and set-up.**
- c. Schedules and coordinates truck(s) and driver(s) to pull trailer(s).**
- d. Schedules and supervises other crew volunteers**
- e. Assists students in loading and unloading the trailers.**
- f. Assists students in moving instruments on/off football field, stage, etc.**
- g. Shall oversee other equipment subcommittees such as Pit Crew.**
- h. Coordinates and manages the creation, handling & transportation of any set items.**

Section 9. Duties of the Membership and Recruitment Chair

- 1. Maintains a record of all members and handles all funds related to membership.**
- 2. Plans and coordinates initiatives to promote the Steinbrenner Band and continued music study to local middle school band students.**
- 3. Communicates with parents the volunteer needs for activities and promotes equity among the group.**
- 4. Helps organize Middle School Night and social events to include Middle School parents.**

Section 10. Duties of the Hospitality / Social Chair

- 1. Coordinates and hosts activities of a social nature which involve the serving of food and/or drink refreshments or meals.**
- 2. Prepares refreshments for meetings and other parent events.**
- 3. In charge of meals and drinks for Band Camp.**
- 4. Monitors inventory of Band Boosters supply closet and restocks supplies as necessary**
- 5. Monitors and replenishes water stock**

Section 11. Duties of the Chaperones Chair

- 1. Coordinates and manages adult (parent/guardian) supervision of students during off-campus band activities.**
- 2. Schedules chaperones for activities or events as necessary.**
- 3. Informs all chaperones regarding rules and procedures to be followed.**
- 4. Provides chaperones with name tags and student lists.**
- 5. Coordinates schedules and routes with directors and bus drivers.**
- 6. Displays visible identification (bus number) on each bus.**
- 7. Maintains up-to-date medical records and release forms for all students.**
- 8. Maintains first aid supplies/bag, and provides first aid to students as needed.**
- 9. Prepares water coolers and loads them onto trailer before traveling.**

10. Ensures students, directors and crew are provided with water, snacks, etc., as needed.
11. Loads plumes and any other necessary uniform accessories onto trailer and distributes and collects these items before and after performances.
12. Ensures all volunteers have submitted SERVE forms and have been cleared by the School.

Section 12. Duties of the Color Guard Director

1. The Color Guard Director shall maintain communication between the Color Guard and the Band Director(s).
2. The Color Guard Director shall represent the needs and concerns of the Color Guard.

Article VI – Committees

Section 1. Nominating Committee

1. The Nominating Committee shall consist of a Chairperson and three Organization members. The President and Director(s) of Bands shall appoint the Chairperson. The appointed Chairperson will select the committee members.
2. The Nominating Committee shall be appointed at least sixty (60) days prior to the March Band Booster meeting.
3. The Nominating Committee shall submit their nominations to the Executive Board two weeks prior to the March Band Booster meeting.

Section 2. Adhoc Committees

Such other committees, standing or special, shall be appointed by the President from time to time as the Organization or Executive Board deem necessary to carry out the objectives of the Organization.

Article VII – Elections

Section 1. Nominations

It shall be the duty of the Nominating Committee to recommend candidates for all Executive Board Offices. A member may make additional nominations from the floor during the March Band Booster meeting.

Section 2 Elections

- 1. Officers are to be elected at the April Band Booster meeting.**

- 2. All nominations shall be voted on in-person by secret ballot (unless there is only one candidate, or co-candidates, nominated for office). Each candidate receiving a majority of votes shall be declared elected. In the event no candidate receives a majority of votes cast on the first ballot, additional ballots shall be taken between the top two (2) candidates until a candidate receives a majority of the votes, and is elected.**

- 3. A majority of the members present and voting shall constitute an election.**

- 4. The votes shall be counted by at least two (2) people who are not current Elected Officers or Nominees.**

Section 3. Installation of Officers

Newly elected officers are to be installed at the May Band Booster meeting. The outgoing Finance Chair will stay in position as a non-voting member of the Executive Board until the end of the Fiscal Year, in order to continue the financial responsibilities of Organization, tax preparation as necessary and audits.

Article VIII – Finance and Purchasing

Section 1. Fiscal Year

The fiscal year will begin July 1 and end June 30.

Section 2. Budget

1. The Finance Chair shall prepare an annual budget with monthly projections. The annual budget will be prepared with the assistance of the Band Director, presented to the Executive Board and approved by the membership before the end of the school year.

2. Copies of the annual report of the prior year's income and expenses prepared by the Finance Chair shall be available to the membership at the August Band Booster meeting.

Section 3. Expenditures

1. Budgeted Expenditures: Prior to paying budgeted expenses over \$1000.00, the Director and/or Finance Chair shall notify the Board that the expense is in line with the approved budget.

2. Unbudgeted Expenditures:

1. The Executive Board must approve unbudgeted expenditures of the Director over \$250.00 up to \$1000.00. Unbudgeted expenditures of the Director of over \$1000.00 must be approved by the Organization.

2. The Executive Committee shall have authority to approve unbudgeted expenditures of the Organization (committees or members) up to \$250.00.

3. Authorization for unbudgeted expenditures of the Organization (committees or members) over \$250.00 must be recommended by the Executive Committee in the form of a motion for approval by the membership of the Organization before the expense is incurred.

Section 4. Financial Transactions

All financial transactions shall bear the signatures of the Finance Chair or the President.

Section 5. Audits

- 1. All financial records will be audited annually.**

- 2. Outgoing Finance Chair is responsible for arranging the annual audit within thirty (30) days after the end of the fiscal year.**

- 3. An audit shall be conducted by a third party who was not a member of the outgoing Executive Board and is not a member of the incoming Executive Board, and possess the appropriate skills and experience necessary to do so.**

- 4. An audit committee of at least three persons, (at least one of which does not serve as a member of the Executive Board), shall be appointed by the President. The audit committee shall review the financial transactions and results of fundraising activities of the fiscal year for the purposes of making recommendations to the membership of any changes that may need to occur with the next year's budget. The review shall begin after the May meeting and must be completed no later than June 30th. A report shall be prepared by the committee and presented at the August general membership meeting.**

Section 6. Student Accounts

- 1. Students may access their fundraising accounts only for band related activities with limits set by the Executive Board, and/or Director. Examples are: private lessons, travel to band functions or trips, band fees and any band mandated expense.**
- 2. Students with excess funds in the student fundraising accounts upon graduation or leaving the band will revert to the general fund.**

Article IX – Fundraising

Section 1. Guidelines

- 1. All fundraising activities and their operations shall be within the parameters and guidelines of the School District of Hillsborough County as set forth in their policy.**
- 2. Certain fundraisers will be allocated by the Executive Board for students to earn money in their accounts.**
- 3. A percentage of a fundraiser allocated for student accounts will be divided among the students who participate and recorded into their individual accounts by the Finance Chair.**
- 4. At no time will 100% of the money raised from a fundraiser to be allocated for student accounts.**
- 5. Donations or gifts presented to the Organization must be deposited into the general fund and may not be allocated into student's accounts.**

Section 2. Approval

- 1. All fundraising projects shall be presented to the Organization, will include the project and its operations, the estimated amount of monies to be raised, and the purpose for which any monies will be used.**
- 2. Such activities shall have the approval of all county and school administrators where required.**

Article X – Records and Property

Section 1. Records

A copy of the Constitution and Bylaws, annual financial report, minutes of each meeting, and other pertinent data shall be kept on file in the offices of the Steinbrenner High School Principal, Steinbrenner High School Band Director and with the Communications Chair.

Section 2. Property

Instruments, uniforms, and all equipment purchased by the Organization shall be classified as property of Steinbrenner High School and shall be placed on their inventory.

Article XI – Band Director

The Band Boosters shall look to the Band Director for leadership and guidance in identifying the needs of the band students and band program. The Band Director shall be and Ex-Officio Member of all Band Committees.

Article XII – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Organization in all cases to which they are applicable and where

they are not inconsistent with these Bylaws or any special rules of order the Organization may adopt.

Article XIII – Amendments

These Bylaws may be amended by a two-thirds vote at any regular membership meeting of the Organization, provided the amendment was submitted in writing to the membership at the previous regular membership meeting or to the Executive Board thirty (30) days prior to the membership meeting.

Article XIV – Dissolution

In the event that the organization shall dissolve, any funds remaining shall be distributed by the Assistant Principal of Administration under the supervision of the Principal of George M. Steinbrenner High School, in a manner which would best benefit the band programs of George M. Steinbrenner High School or the school as a whole. If, at the time of dissolution, a Board of the organization still exists, the Board shall approve the distribution.