

# **Southington Band Backers Club Inc. Bylaws**

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## **ARTICLE I NAME**

This club shall be known as the Southington Band Backers Club Inc.

## **ARTICLE II OBJECT**

The object of this club shall be to assist in promoting the activities and interests of the Southington High School Band Program.

## **ARTICLE III MEMBERSHIP AND DUES**

All interested adults who agree with the object of this club shall be eligible for membership. Such adults shall be considered members in good standing once payment of annual dues is received. Dues are set each year by the club's Executive Board (a.k.a. "e-Board") and cover the period July 1<sup>st</sup> through June 30<sup>th</sup>. Payment of dues must be made prior to December 31<sup>st</sup>. Payment date exceptions will be made for transfer student families only.

**SECTION A/** Only members in good standing may vote and hold office.

**SECTION B/** At least one (not to exceed 5) Student Representative from the band council or designee shall act as the liaisons to the Band members and have voting rights at general membership meetings.

**SECTION C/** Band program students may attend club meetings, but they may not hold office and only the elected Student Representatives may vote.

**SECTION D/** This organization will not discriminate against any person. No one will be denied membership according to race, religion, creed or national origin.

## ARTICLE IV OFFICERS

Elected officers shall be at a minimum the following positions: President, Band Operations Vice President, Student Administration Vice President, Team Captains, Fundraising Activities Vice President, AP (Accounts Payable) Treasurer, AR (Account Receivable) Treasurer, Recording Secretary, Corresponding Secretary, and Publicity Chairperson. In all offices co-candidates may be presented to the membership for election.

## ARTICLE V DEFINITIONS

**“Southington High School Band Program”:** Consists of Marching Band, Color Guard, Concert Band, Orchestra and any other music related student group established by the Southington High School Band Director.

“Assist in promoting”: Primary activities are conducting non-profit fundraisers and providing financial and operational support for band activities. It is understood that matters pertaining to the training of the performing groups and their participation in programs shall be decided by the school administration.

For the purposes of this document, the term “members” shall be used to denote “members in good standing.”

A “quorum” for the e-Board shall be one-half of the board members plus one.

## ARTICLE VI DUTIES OF OFFICERS

**SECTION A/ The President** shall preside at all meetings of the club and the e- Board and shall be a member of all committees (ex-officio). The President shall appoint all special committees with the approval of the e-Board. The main goals of the President are to increase membership, promote the program within the community and act as a liaison with school administration.

**SECTION B/ Student Administration Vice President** shall preside in the absence of the President and shall act as an aide to the President. The Student Administration Vice President shall be in charge of the accounting for students’ points.

**SECTION C/ The Fundraising Activities Vice President** shall preside in the absence of the President and the Student Administration Vice President and shall act as an aide to the President. The Activities Vice President shall be the point person for all fundraising committee chairpersons.

**SECTION D/ The Band Operations Vice President** shall preside in the absence of the President, the Student Administration Vice President and the Fundraising Activities Vice

President and shall act as an aide to the President, overseeing pit and prop communications, arrange for logistics for band performances and support for band activities.

**SECTION E/ The Recording Secretary** shall keep accurate records of regular and e- Board meetings. This officer shall be a member of the Bylaws Committee and shall report upcoming Bylaws events to the e-Board.

**SECTION F/ The Corresponding Secretary** shall send out notices, carry out all appropriate correspondence of the club and also maintain a membership list.

**SECTION G/ Treasurers (Accounts Receivable and Accounts Payable)**

**AR Treasurer:** shall prepare an annual budget, receive all monies, keep and accurate record of receipts and prepare and email student statements

**AP Treasurer:** Keep an accurate record of expenditures and shall pay out money as voted by the club. Can make spending decisions for under \$500 and must bring any requests \$500 or more to the e-board.

Both Treasurers will submit the books for audit before the annual meeting. These books shall be available for examination by the school administration and members of the Band Backer Club Inc. The Treasurer shall oversee the filing of the yearly tax return, if needed. The Treasurer shall prepare monthly financial reports for distribution at monthly club meetings. These reports will summarize receipt and expenditure activities for both club and student monies as they relate to the operating budget.

**SECTION H/ Band Backer Captain:** The main duties of the Team Captain Coordinator are to have the Team Captains communicate the myriad aspects of the BKMB to parents, primarily parents of first-year members, and serve as their mentors, to ensure a seamless onboarding into the Band Backers organization.

**SECTION I/ The Publicity Chairperson** shall be responsible for promoting the activities of the Bands and the Band Backer organization through the media. It is also the duty of this officer to keep the members informed of all Band activities.

**SECTION J/ Term of office** will be one year for all officers, not to exceed four years in succession, in any given office.

**SECTION K/ Election of officers** will be held at the May general meeting each year and goes into effect the next day. These elected officers will comprise the e-Board. This Board shall make recommendations to the general membership whenever possible. This Board, with majority vote, shall be permitted to make expenditures and operating decisions without the membership approval.

**ARTICLE VII STUDENT PARTICIPATION**

**SECTION A/** The members of the Southington High School Band Program are encouraged to attend the Band Backer General Meetings.

## **ARTICLE IX MEETINGS**

**SECTION A/** General Meetings of the club may be held monthly except July and January or at the discretion of the e-Board.

**SECTION B/** The time and place of the regular meetings shall be designated by the e- Board at the beginning of the school year. Any additional meetings shall be publicized to the membership and through team captains.

**SECTION C/** The e-Board shall meet once each month to handle all routine business. The President shall call additional meetings when deemed necessary. Any Band Backer member wishing to attend an e-Board meeting may do so with approval of the President.

**SECTION D/** Team Captains' meetings shall be called at the discretion of the Student Administration Vice President.

**SECTION E/** Ten members shall constitute a quorum at any general meeting.

**SECTION F/** The rules contained in Robert's Rules of Order shall govern the meetings of this club in all cases in which they are not inconsistent with the by-laws or standing rules of this club.

## **ARTICLE X RULES OF ELECTION**

**SECTION A/** Nominations will also be requested from the floor at the April meeting.

The slate of candidates must be communicated to the membership prior to the May meeting.

**SECTION B/** All officers will be elected by the members at the May meeting. In cases where more than one candidate is slated for an office, the election shall be conducted by paper ballot.

**SECTION C/** No member can simultaneously hold more than one office.

**SECTION D/ Officer Vacancies:** The e-Board can appoint a club member or officer (excluding the President) to perform the duties of the club officer if that officer resigns, is temporarily unable to perform his or her duties or in situations where a candidate for a position cannot be found prior to annual elections. Temporary officer appointments must be approved by a majority vote of members present at the first regular meeting following such appointments where a quorum or more members are present. If candidates for a vacant position cannot be immediately found, the Board can appoint a special nominating committee to assist with the search. Elections to fill vacant positions can occur at any time during the year but such elections must follow the rules (exclusive of the timing) stated in Section A through D of this Article if established by the e-Board.

## **ARTICLE XI FINANCIAL CONTROLS**

**SECTION A/** A Club Auditor may be appointed by the e-Board. The Auditor will report to the Board but is not a member of the Board and cannot vote or sign disbursement instruments (checks, withdrawals tickets, etc.) When appointed, the Auditor will conduct an audit after the books are closed in June and will provide a written report of this review to the e-Board.

**SECTION B/** The Club's Treasurers will prepare an annual budget at the July e-Board meeting to be voted on at the August e-Board meeting and presented at the August general meeting for a discussion and vote. This budget will be used as a guide to monitor and control the club's financial activities throughout the year.

**SECTION C/** All disbursement instruments must contain the signature of two club officers. Cash disbursements will only be made upon presentation of proper documentation (e.g., receipts, cash advance vouchers, etc.).

**SECTION D/** All records for the past 7 years shall be maintained by the current President

## **ARTICLE XII SPECIAL PROVISION FOR TAX EXEMPTION**

**SECTION A/** No profit shall proceed to any officer/ member of the club.

**SECTION B/** In the event of dissolution of the club, the net assets, after payment of debts, will proceed to the Southington High School Band Account, specifically for use by the Southington High School Band.

## **ARTICLE XIII FUNDRAISING**

**SECTION A/** The function of fundraising is to provide additional resources needed for educational enrichment, scholarships, awards, field trips, uniforms, equipment, an opportunity for students to offset out of pocket expenses and Band Backer operating expenses.

**SECTION B/** This organization reserves the right to make donations to the Band program.

**SECTION C/** All fundraising points earned through Band Backers fundraising projects are nonrefundable.

**SECTION D/** Certain fundraised points may be carried over by active band backer families, active students throughout their high school years or turned over to an upcoming sibling, a current band program student, or a student in 8<sup>th</sup> grade entering the program the following fall, specified by the fundraising student and with the approval of the e-Board. Student points not designated for another student will be used at the discretion of the e- Board.

**SECTION E/** Cash payments (as opposed to fundraising points) credited to an individual student's account may be refunded at the discretion of the e-Board.

**SECTION F/** All fundraising committees shall report directly to the Fundraising Activities Vice President with regards to all meeting schedules and agendas.

## **ARTICLE XIV AMENDMENTS**

**SECTION A/** Upon the approval of the by-laws committee's recommendations by the e- Board, the By-Laws of this club may be amended by a two-thirds vote by the members present at any regular meeting, providing written notice of the amendment has been given to members at least 21 days prior to the meeting. A quorum is required for the vote to take place.

**SECTION B/** The Recording Secretary's copy of this document shall be the official copy.

**SECTION C/** These By-Laws shall be reviewed every four years. Changes shall be submitted to members in writing" no later than the April meeting and voted on no later than the May meeting.

*Constitution and Articles I-IV and By-Laws were originally adopted on March, 1992. Revisions and amendments were made in 1994, 1996, 1998, 2000, 2004, 2008, 2017, 2019 and 2020. The most recent changes were adopted in 2020.*