

**Currituck County Band Boosters Association
Bylaws**

P.O. Box 334
Barco, North Carolina 27917

ADOPTED JUNE 11, 2000

REVISED MAY 23, 2003

REVISED AUGUST 9, 2005

REVISED APRIL 13, 2010

REVISED MARCH 14, 2017

THE CHANGES ENACTED HEREIN SHALL SUPERCEDE REQUIREMENTS SET FORTH BY
PREVIOUS AMENDMENTS TO THE BY-LAWS.

ARTICLE I

Name

The name of this organization shall be known as the Currituck County Band Boosters Association and herein the name Currituck County High School includes all instrumental and visual ensembles that are provided to students at Currituck County High School. The Federal Tax ID number is 56-1396804

ARTICLE II

Purposes and Dissolution

The Currituck County Band Boosters Association is organized exclusively for charitable and educational purposes, for such purposes the making of distributions to organizations that qualify as exempt organization described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which or organized and operated exclusively for such purposes.

Article III

Objectives and Functions

Section 1. The objective and functions of this association shall be as follows:

1. To provide financial assistance to the Currituck County High School Band Program.
2. To help foster an interest in instrumental music and visual ensemble education among the students, parents, school system, and community.
3. To encourage a positive working relationship between the band program, parents, school system and community.
4. To assist the band director(s) in obtaining and maintaining equipment, chaperones, other voluntary manpower, and resources for the band program.
5. To support the band director(s) and the administration of Currituck County High School in all matters pertinent to the band program and to remain within the jurisdiction of the band director and Currituck County Public Schools.
6. The band director functions as the sole authority for the direction of the band program within the limits set by the Currituck County Public School System.
7. To provide chaperones as needed by the band director for trips and activities of Currituck County High School.
8. This Association shall be operated as a nonprofit organization in the State of North Carolina, exclusively to support these objectives.

Section 2 The association shall conduct fundraising projects for the purpose of providing necessary uniforms, equipment and professional services, and to sponsor educational trips, when such items are not funded by the school or county systems, and when such items have been properly approved.

ARTICLE IV

Membership

- Section 1. Membership shall be extended to parents and/or guardians of band members, also to parents and/or guardians of students of the Currituck County School System who have as active interest in the Currituck County Band. Membership shall be extended to the school administration, faculty and all interested persons in promoting the interests of the band.
- Section 2. Only active members of the association shall be eligible to vote in its business meetings, or to serve in any of its elective or appointive positions.

ARTICLE V

Executive Board

- Section 1. The Executive Board consists of Officers and Advisors of the association.
- Section 2. The elected officers of the association shall be a President, Vice-President, Secretary, and a Treasurer. The elected officers will serve for a 2 year term unless there are extenuating circumstances. The term of office will begin on June 1 of the calendar year. The elected offices will be done a staggered basis so that the entire board is not replaced at the same time, this will allow for smooth transitions each year. The current standing and newly elected officers will have a turnover meeting. The purpose of this meeting will be to review all books and officer notes. All related items and documents of the association shall be handed over at this time. This meeting can serve as the monthly executive meeting.
- Section 3. The officers shall select a person or persons to serve as advisors of the association.
- Part 1. To try to ensure full representation of the advisory committee and the executive board, effort should be made to select advisors based on the following criteria:
- An advisor with a student in the program from each school other than CCHS (ex. CCMS, MMS, JPKECHS)
- Part 2. If representation is not available from the criteria then the officers shall appoint an additional advisor from the high school.
- Part 3. The band director will appoint 2 student advisors based on the following criteria:
- One student that is in in grades 11-12
 - One student that in in grades 9-10
- Part 4. The term of each selected advisor shall be for 1 calendar year beginning June 1st and ending May 31st. Advisors will be considered members of the executive board and need to attend the executive board meetings. Should an advisor not be able to complete their term the executive board and or band director shall appoint a replacement advisor to complete the term.
- Section 4. The band director(s) shall serve as an advisor of the executive board by virtue of his/her position. However, he/she shall be a non-voting advisor of the executive board.

Section 5. These officers shall perform the following duties assigned to their position:

- Part 1. The President shall preside at all meetings of the association and the elective board, appoint chairpersons of all standing and special committees, be ex-officio member of all committees, countersign all checks over \$500.00 drawn on the treasury, unless countersigned by the Vice-President, and execute all other duties pertaining to that office.
- Part 2. The Vice-President shall assist the President in the discharge of all duties, preside in the absence of the President and perform all duties of that office. The Vice-President shall also be authorized to countersign checks over \$500.00 drawn on the treasury if necessary.
- Part 3. The Secretary shall keep minutes of the regular meetings and of the executive board meetings, and perform all duties as may be required by that office including written correspondence not related to finances. The Secretary shall maintain the volunteer list for any events and send out a reminder notice 2 days prior to the event to everyone that signed up.
- Part 4. The Treasurer shall receive all monies of the association, and keep an accurate record of all receipts and expenditures. All monies received will be deposited by the treasurer with 2 business days of the receipt of the monies, this includes monies received from Friday night football games. Money can be placed in the night deposit of the bank if the bank is closed. He/She shall present a financial statement of all money received and expended monthly at the regular monthly meeting of the association and/or via e-mail to members prior to the monthly meeting, and at other times when requested by the executive board. A yearly financial statement of all accounts off all accounts shall be presented to the May meeting of the association. The Treasurer shall be responsible for the maintenance of the association general fund as well as maintaining prior year's financial records. **The Treasurer shall file the proper yearly taxes at the end of each fiscal year.** The treasurer shall ensure that all checks drawn in the amount of \$500.00 or more are countersigned by another officer, preferably the President. In an emergency, the President and Vice-President may countersign checks to meet the requirements of Article II. The Treasurer shall also be responsible for purchasing any items that are needed for the concessions, as requested by the concession committee. In the event that the treasurer is unable to make these purchases the president or vice president may do so.

Section 6. The term of office for Executive Board shall be for 2 calendar years beginning June 1 and ending May 31.

ARTICLE VI

Elections

Section 1. Elections must be held yearly for the open executive board positions. Persons seeking office will not be eligible to serve more than two (2) consecutive years in the same office, unless they still have a child in the band program and there are no other nominations for the position.

- Section 2. Names of nominations for office that have been received by the nominating committee shall be presented at the April meeting of the association, at which time additional nominations may be made from the floor. Only those persons who are active members and have signified their consent to serve if elected shall be nominated for office. Election of officers shall be held during the May general membership meeting.
- Section 3. . If there is but one (1) nominee for any office, vote may be by voice. If there are two (2) or more nominees for any office, election shall be by secret ballot and tellers appointed by the President to count votes.
- Section 4. Should a vacancy occur in any office, the remaining members of the executive board shall appoint a person to fill that office until the next election. A vacancy in the office of President shall be filled by the Vice-President.
- Section 5. In the regular January association meeting of each year, the President shall name a nominating committee of three (3) active association members and one (1) alternate to submit nominations of officers as outlined in Article IV, Section 1, at the April meeting. The President and band director(s) shall act as advisors to the nominating committee. The alternate shall serve if any person on the nominating committee wishes to seek a nomination, or if any other person on the nominating committee cannot serve.

ARTICLE VII

Committees

- Section 1. The President, with the approval of the executive board, shall appoint chairpersons for each of the following standing committees, as defined below, as soon as possible after taking office. Each committee chairperson will keep a book with updated instructions, contact information, supplies, etc. to help future years.
- Part 1. **Spirit Board:** The spirit board committee shall promote the band to the community by giving businesses the opportunity to advertise on the Spirit board at the high school. The committee shall perform all functions to maintain the spirit board in an acceptable manner, including renewals, care and maintenance (administrative and manual). The committee shall provide accurate advertising for customers of the spirit board within guidelines allowed.
- Part 2. **Concessions:** Provides food and refreshments for fundraising during football games, Spring Into Arts and the Annual Car Show, as well as any other concessions opportunities that arise. Responsibilities include set up, clean-up and reporting to the executive board any supplies that are needed. Ensures proper inventory for booth and initiate yearly health department inspections.
- Part 4. **Uniform:** The uniform committee shall be responsible for assisting the band director(s) with fitting/assigning a uniform to each marching band student and to each band ensemble student. The uniform committee shall also make all arrangements for uniform cleaning after each marching season and the end of the school year for concert attire. Fittings for the Marching Band will take place during the summer band

camp. Fitting the concert ensemble students will be at the beginning of each semester, making arrangements with the band director for a time to do this. Make sure that all students have a labeled garment bag for marching attire and concert attire.

Part 5. **Band camp/Hospitality:** The hospitality/band camp committee shall be responsible for accommodating needs that may arise for band students during band camp, competitions, activities, and all performances when necessary.

Part 6. **Fundraiser:** The fundraising committee shall be responsible for coordinating all fundraising activities and shall work closely with members of the executive board and the band director(s). The committee chair, along with the treasurer shall report on the profitability of each fundraiser to determine if the organization should continue with it or find a replacement. The committee chair will also provide the executive board with a proposed calendar of fundraisers by the March meeting of every year.

Part 7. **Pit Crew:** The pit crew shall be responsible for all matters pertaining to the loading, unloading, setting up and transportation of the band equipment. Designing, making and transporting the half time show props. The pit crew shall also be responsible for maintaining the band trailer and making recommendations to the executive board as necessary regarding the condition of the trailer.

Section 2. Each standing committee shall be responsible for overseeing all aspects of their committee including coordinating with the officers, band director(s), outside companies/individuals and recruiting committee members and volunteers as needed. The chairperson shall also make recommendations and report to the executive board as required.

Section 3. The term for each standing committee shall terminate in May of each year. In the event a committee chair resigns or is otherwise unable or unwilling to complete their term, the executive shall appoint any member of that committee to fill the remaining term.

Section 4. The Executive Board shall have the authority to appoint any other special or temporary committee that they may believe to be necessary.

ARTICLE VIII

Meetings

Section 1. Regular meetings of the association shall be held on the second Tuesday of the month at 6:00 P.M. in the Currituck County High School band room. If there is a conflicting band event on this date then the members will be notified at the meeting the month prior to the conflicted date.

Section 2. Emergency meetings of the association may be called by the President when such meetings are deemed necessary. He/She shall call on other members of the executive board and/or committee chairs to alert members of the date, time, place and reason for the emergency meeting.

ARTICLE IX
Quorum and Voting

Any five members of the Association shall constitute a quorum for the transaction of all business of the Association. The President or Vice President must be present. A majority of the membership of the Executive Board shall constitute a quorum at any of the Executive Board meetings.

ARTICLE X
Finances

- Section 1. The annual report of the association shall be given in May of each year at the regular monthly meeting by the Treasurer. The report shall cover May 1 of the preceding year to April 30 of the current year.
- Section 2. The band director(s) can make financial requests to the President and or Treasurer at any time. If the request is over \$500 the entire executive board will need to know and vote on the request. At each monthly meeting of the executive board the treasurer shall report on any financial request that were made during the prior month.

ARTICLE XI
Amendments to the By-laws

The by-laws of the association may be amended as long as the meeting meets quorum. A printed notice of the proposed amendment(s) is given to those present at a regular meeting held one month prior to the meeting at which such proposed amendment(s) is to be voted upon.

ARTICLE XII
Transfer of Organization

At any given time the Band Director can take complete control of the organization, per contract of the by-laws.

ARTICLE XIII
Parliamentary Procedures

Robert's Rules of parliamentary procedures shall govern all meetings of the association.

The above bylaws are written as voted on and adopted by the Currituck County Band Boosters Association during a regular meeting held on March 14, 2017 and signed below by 2 of the executive board members.

Name and title

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