

CREEKVIEW HIGH SCHOOL BAND BOOSTER BYLAWS

May 14th, 2021

ARTICLE I – NAME

The name of this organization shall be the Creekview High School Band Boosters aka CVBB.

ARTICLE II – PURPOSE

The purpose and mission of this non-profit organization is to:

Section I

Promote ways and means of providing the needs for the students, directors, and administrators of the Creekview High School Band program above and beyond those supplied by the Cherokee County school district. **The CVBB exist only to support the school, the bands, and their programs.**

Section II

No individual or member shall gain, profit, or receive any distributions of profits or dividends from the CVBB.

Section III

No officer, director, or member of this entity shall be liable for any of the debts of the CVBB, except as such party may personally endorse or guarantee such debt of the CVBB.

ARTICLE III – MEMBERSHIP

Section I

All parents/guardians of the Creekview High School Band students are automatically members of this entity and are eligible for election to office of the same. Membership in the Creekview High School Band Boosters shall also be open to any band alumni and family members interested in supporting the CVBB.

ARTICLE IV – EXECUTIVE BOARD

Section I

The Executive Board of Officers of this organization shall include a President, Vice-President, Secretary and Treasurer. All officers shall be members in good standing with a student currently active in the Creekview Band program.

The position of President and Treasurer shall be appointed by the Director.

The position of Vice-President and Secretary shall be elected by the members of the booster club.

The Director shall be an ex-officio member of the Executive Board.

Section II

Each member of the Executive Board shall have one vote.

Section III

The CVBB shall be governed by the Executive Board which shall be responsible for the general welfare of the organization and responsible to the membership for its actions.

Section IV

All positions shall be annually for a term of one year.

Section V

Booster club members shall vote for the following positions: Vice-President and Secretary. The Director shall solely be responsible for appointing the position of President and Treasurer.

Section VI

Booster Club members, provided consent of the nominees has been secured, shall make nominations of the officers from the floor. Only members of the Booster Club are permitted to nominate or accept any position on the Booster Club.

Section VII

Elections should be held at either the first booster club meeting of the year, or the final booster club meeting of the preceding year.

Section VIII

A quorum (3/5) of the Executive Board shall have the authority to transact business between meetings.

Section IX

The Director has the right at any time to replace a member of the Executive Board, including the president, that he/she feels is detrimental to the success of the program, with the agreement of the Principal and Athletic Director.

ARTICLE V – OFFICER DUTIES

Section I

The **President** shall preside at all meetings of the organization and Executive Board, and perform all duties pertaining to the office. The President shall, with the approval of the Board and members, appoint all standing and special committees, and he/she shall be an ex-officio member of all committees.

Section II

The **Vice-President** shall aid the President with all duties pertaining to the office. He/she shall, in the absence of the President, perform all duties of the office of the President. The Vice-President shall be an ex-officio member of all committees.

Section III

The **Treasurer** shall keep accurate records of the organization's fundraising and purchases. Books will be of audit quality to pass an annual audit by the school district or

IRS authority. Accounts should be reconciled monthly and any applicable tax reports should be filed with the state and the IRS annually. He/she shall supply the President with monthly income statements of the organization's funds balance. He/she shall process checks for the organization's purchases as approved per the bylaws. Checks require the signature of two authorized signees from among the Director, President and Treasurer.

The Treasurer shall report on the financial status of the organization at Booster Club meetings and as requested by the Executive Board.

The Treasurer will also submit the following documents to the Creekview High School Principal and Athletic Director: (1) a proposed annual budget prior to booster club activities for the year, (2) a final annual financial report, and (3) monthly bank statements for every booster account.

Section IV

The **Secretary** shall keep an accurate record of all the proceedings of the organization and shall furnish the Executive Board copies of all meeting minutes. The secretary shall conduct all correspondence of the organization as directed by the President, issue notices of all meetings of the organization, and shall read all communication directed to the organization at its scheduled meeting time.

ARTICLE VI – MEETINGS

Section I

Meetings of this organization shall be held monthly in the Creekview High School band room, unless otherwise announced.

Section II

The order of business shall be as follows:

- A. Call to Order
- B. President's Report
- C. Vice-President's Report
- D. Treasurer's Report
- E. Committee Reports
- F. Director's Report
- G. New Business
- H. Announcements
- I. Adjournment

Section III

Roberts Rules of Order Revised shall be the parliamentary authority.

ARTICLE VII – AMENDMENTS

The constitution and by-laws may be amended at any regular meeting of the organization by a majority vote of members present, provided that the proposed amendment was submitted in writing to the President and approved by the Executive Board.

ARTICLE VIII – COMMITTEES

There shall be standing committees appointed yearly. The president retains the right to appoint any member in good standing to any committee created or fill any vacancy during that calendar year.

Hospitality

- Pre-game/pre-event meals
- Band Camp lunches
- Plan and execute the end-of-year Banquet for all band members.

Pit

- Manage equipment at games, competitions, events, etc.
- Maintain Drum Major podiums
- Transport equipment to game/event locations

Concessions

- Serve concession meal to band students before home games
- Pre-game/pre-event setup
- Sell concessions at game/event
- Clean-up after game/event

First Aid

- Equip, manage, and maintain First Aid Case
- Assist with first aid at rehearsals and marching games/events
- Visitor drinks
- Chaperone trips

Uniforms

- Uniform assignments and maintenance
- Uniform distribution for games/events
- Uniform cleaning
- Maintain extra supplies (socks, gloves, etc.)

Guard

- Work closely with guard instructor(s) to maintain guard equipment
- Bridge communications to guard members

Fundraising

- Fund Raising (BBQ, Coffee, Fruit, etc.)
- Work Closely with Treasurers and Director

ARTICLE IX – FEES:

Fees are assessed to support various supplemental budget items and activities. Fees shall be paid and submitted to the treasurers.

ARTICLE X – FISCAL ACCOUNTING

Section I – Fiscal Year and Budget:

- The fiscal year of CVBB shall begin on June 1 and end on the following May 31.
- The budget for CVBB shall be prepared by the Treasurer and President in conjunction with the Band Director and presented to the Executive Board.
- The budget shall include the annual marching fee per student along with a breakdown of the items covered by this fee.
- The proposed budget shall be made available for review by the general

- membership prior to vote by the general membership.
- The budget shall be approved by majority vote of the general membership present.
- Any non-budgeted/miscellaneous expenses under \$100.00 can be purchased with the approval of the Director, President or Treasurer.
- Any expenses over \$100 must be approved by the Executive Board and Director.
- Paper products and food/beverages used for concession sales are considered budgeted items.
- Any request for reimbursement from the CVBB must be submitted in writing and verified with receipts.

Section II – Finances:

The annual budget for the CVBB shall be funded by student fees, concessions, sponsorships, and various other fundraising events.

Student Fee

The yearly student fee will be determined by the Director on an annual basis. Each student will be required to pay a fee (instrument or guard). The fee covers expenses that directly relate to the band season. These expenses are outlined in the annual season budget.

Non-Fee Funds

Funds raised by concessions, sponsorships and other fundraisers will be used to cover expenses that are not direct band expenses. The monies will be used to cover administrative expenses such as office expenses, insurance, treasury software, bank fees, website fees, Director expenses, etc. It will also fund hardship scholarships and cover any fees deemed uncollectable (bad debt). A breakdown of expenses covered will be included with the annual budget. A portion of these funds will also be allocated to a long-term uniform fund as well as an annual savings account for unforeseen expenses that were not budgeted.

Student Accounts

- The Treasurer will use the Charms program (or equivalent) to maintain student accounts. As payments are made toward a student's fees, they will be credited to their Charms account. A student's balance can be viewed by students/parents at any time by logging into the Charms program.
- All fees are non-refundable.
- A student's Charms account will remain active, and the balance will carryover until student's graduation.
- Upon graduation any credit balance remaining will be automatically transferred to an active band sibling.
- If a check is written to CVBB that has insufficient funds the bank charges will be added to the student's account. If the bank returns two checks to CVBB from the same individual or business, CVBB will no longer accept checks from that individual or business. Future payments must be made by cash, credit card, money order, or cashier's check.

Hardship Scholarships

- Hardship applications may be obtained from and returned to Band Director.

- Forms must be completed to be considered for a hardship scholarship or an extended payment plan.
- All decisions for awarding scholarships shall be made by the Band Director, Treasurer and President. All information is kept confidential.
- All participants will be required to pay a minimum of \$100 towards the cost of their fees. The final amount awarded will be determined based on the number of applicants and level of hardship.
- All marchers will still be required to pay for additional items needed i.e. shoes, socks, gloves, uniform, etc.

Section III – Audit:

- An audit of the CVBB financial books may be requested in writing by the general membership.
- Treasurer shall provide a summary of financial records for review upon receipt of said request.

ARTICLE XI – GUIDELINES

The booster organization must adhere to the following Cherokee County Board of Education guidelines as outlined in the Athletic Handbook.

- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before booster club activities each year.
- All fundraisers and projects to be conducted by booster clubs must have prior written approval of the principal or designee. The Georgia Sales and Use Tax Regulations prohibit booster clubs access to the sales tax exemption form.
- All gifts or donations given to the school by the booster club become the property of the school.
- The Principal shall receive a copy of the organization's annual financial report.
- The Principal or designee shall receive monthly a copy of all statements associated with bank accounts for the organization.