

DEWEY HIGH SCHOOL  
BAND BOOSTERS ORGANIZATION  
WASHINGTON COUNTY, OKLAHOMA  
Effective: February 11, 2019

CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

The name of the organization shall be the Dewey Band Boosters. The purpose of the organization shall be to promote the entire band program of Dewey Public Schools instrumental program by assisting the band director(s) and school authorities in the development of an outstanding band program. The instrumental program at Dewey Public Schools includes the curricular Concert Bands along with small ensembles as necessary, and the extra-curricular Marching Band, Pep Band(s), and Color Guard. The organization is organized exclusively for charitable, religious, educational or scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE II – OBJECTIVE

The object of the Dewey Public Schools Band Boosters shall be:

Section I: Act as resources for the band director(s).

Section II: Act as advocates for the band program, advancing related issues to the school and district administrators, the Board of Education and the community.

Section III: Provide supplemental financial support to the band program..

Section IV: Assist the band director(s) in the coordination of district events in which their students participate.

Section V: Provide for the receipt and disbursement of information to constituents and report to the constituents on a routine basis.

Section VI: Work with other booster organizations in the promotion of the band program.

ARTICLE III – MEMBERSHIP

Section I: Active members shall be parents or guardians of current students enrolled in any Dewey Instrumental Music or Color Guard program as defined in Article I. Also considered active members are any family members of current or alumni participants in any instrumental program defined in Article I, along with any members of the community that are interested in supporting the program.

Section II: All active members are responsible to volunteer to support Band Booster activities.

Section III: A majority vote of attending members' rules at all meetings. The Director of Bands may veto any action of the Band Boosters that, in his/her opinion is detrimental to the best interest of the students or program at Dewey Public Schools.

Section IV: There will be no dues associated with membership in this organization.

Section V: All Dewey Public Schools faculty, administrators and District officials shall be welcome to all meetings and functions.

#### ARTICLE IV - COMMITTEES

Section I: Committees shall be formed to build and maintain an organization, which will assist in the constant promotion of activities of the Instrumental Music program and will be a credit to the school and community.

Section II: All committees will have a Liaison(s) to coordinate all activities of the said committee. All committees will record minutes at any scheduled committee meeting and will forward all minutes to the Director(s) and the Communications Liaison.

Section III: The following committees are required to aid the Director(s) for the continuing success of the Instrumental Music Program:

Communications Liaison: The Dewey Public Schools Band Boosters will have a Communications Liaison that will aid in communications to the band populous and the Booster Committees and their Liaison(s) through email, web page postings, phone chains as directed from the director(s), and will be responsible for oversight at all regular Booster meetings. This position works very closely with the Director of Bands and the staff of all the programs to ensure all pertinent information is received by Committee Liaisons, students and Booster members on a timely basis.

Public Relations/Historian Committee: Web page development and maintenance, notify the district PR department for excellence, performances, and community functions of the Instrumental music department. The PR Committee Liaison(s) will be responsible for the recording of minutes at all regular Booster meetings and the collection and posting of individual committee meeting minutes. This committee will also be responsible for obtaining and posting scores from competitions as the repository for the history of the programs.

Fundraising Committee: The Fund Raising Committee will coordinate all fund raising activities for the Instrumental Band Programs. The Committee shall consist of two standing members and as many volunteers as is required to coordinate fund raising events. There is no limit to the number of Committee members.

A. The Fundraising Committee will have a Liaison(s) to coordinate the selection of fund raising events and their respective scheduling. The list of activities will be presented to the Director(s) for approval prior to announcements to the Boosters and submission for approval from the office of the Dewey High School Activity Director. The Liaison(s) will attend Committee Reporting meetings. Co-Liaison(s) will be permitted.

Travel Committee: The Travel Committee works in conjunction with the Director of Bands to assist with the coordination of all trips for the applicable programs as defined in Article I that

involves an overnight stay. All contracts for trips shall be approved by the Director of Bands.

**Finance Committee:** The Finance Committee will have a Liaison(s) that serves as the Treasurer of the Band Booster organization. Co-Liaison(s) will be permitted. This committee will have no less than 2 active members, but no more than 3 active members for each term. The Finance Committee shall present a financial report at each regularly scheduled Booster meeting. The reports shall be of sufficient detail to identify the status of all bank accounts and all transactions made since the previous report. The Finance Committee upon request by that student's parent or guardian will prepare an invoice of the student's individual statement of fees/trip fund. All student accounts are considered confidential. This information will not be discussed with anyone except the parent or guardian, the Finance Committee members, the Director of Bands and the Communications Liaison. The annual financial report of all accounts will be prepared by the Individual Auditor prior to the end of the fiscal year for presentation to the new Finance Committee.

**Transportation Committee:** Truck rental and/or trailer maintenance, loading committee and the renewal of any license and insurance as is necessary. The Liaison(s) of the Transportation Committee is responsible for ensuring that there are adequate volunteers available for loading/unloading and transportation for each performance that requires the movement of equipment via a truck and/or trailer.

**Uniforms Committee:** Will coordinate maintenance, cleaning, and assignment of uniforms for marching band. The Uniform Committee will also be responsible for preparing orders of show shirts, polo's, band jackets, shoes, gloves, etc, to then be given to the director for order.

**Chaperone Committee:** The Liaison(s) of the Chaperone Committee is responsible for the coordination of ample Chaperone volunteers for each function and all chaperone activities, i.e.: aiding in district chaperone policies, buses, hall duty on trips, room checks, etc. The coordination of Nurse(s) to travel with the bands and the applicable groups health forms is also the responsibility of this committee.

**Food Committee:** The coordination of meals and/or snacks for the students at events, competitions, and fundraising activities that involve the sale of food products i.e.: concessions.

Additional committees will be formed as necessary to the enhancement in the well being of the Instrumental Music Program. All new committee approval will be coordinated through the Director(s).

## ARTICLE V – APPOINTMENT OF COMMUNICATION LIAISON AND COMMITTEE LIAISON(S)

**Section I:** The Communications Liaison will be appointed exclusively by the Director of Bands and the staff of the instrumental programs as defined in Article I. The Finance Committee Liaison(s) will be selected by a vote of the active members of the Band Boosters.

Section II: At the April meeting, the active members of the Band Boosters will nominate members for consideration for the Communications Liaison and the Finance Committee Liaison(s) position. Each nominee will be required to accept the nomination and submit a short written statement within a week of the meeting, of their qualification/desire for the position.

Section III: The Director of Bands and all supporting staff members will conduct interviews during the month of April with all nominees for the Communications Liaison position. Their decision will be final and binding on their choice for the position for the following term.

Section IV: All Committee Liaison(s) except for the Finance Committee, will be chosen by the members of each individual committee. All members should choose during the April meeting to join the committee of their choice. Any committee member interested in the Liaison position of their committee should share that information during the month of March with the members of the committee.

Section V: The Communications Liaison appointee will be announced at the May meeting, with the new Liaison assuming their role effective May 15th. The Active Booster members will vote at the April meeting for the nominees for Finance Committee Liaison(s) with the new Liaison(s) assuming their role effective May 1st. All committees will announce their choice for Committee Liaison(s) at the May meeting, with the new Liaison(s) assuming their roles effective May 15th. During the month of May, they will work with any outgoing committee members and liaisons to ensure a smooth transition of all duties assumed.

Section VI: Any vacancy created during the term of a Communications Liaison will be subject to the same nomination, submission of written statement, interview and appointment process in order to determine the new Liaison. Any vacancy created during the term of a Finance Committee Liaison will be subject to the same nomination, submission of written statement, vote and appointment process. Any vacancy created during the term of a Committee Liaison(s) will be subject to the same committee selection process.

Section VII: If at any time it is deemed that a Committee Liaison or Communications Liaison is not performing their duties to ensure the development of an outstanding band program, it is at the sole discretion of the Director of Bands and the support staff of all instrumental programs as defined in Article I, that Liaison will be asked to vacate their position and a new Liaison will be determined as defined in Section V.

## ARTICLE VI – MEETINGS

1ST Monday of the month: 6:30-7:30p

Section I: Robert's Rules of Order shall govern the parliamentary process of the meetings, unless otherwise provided in the By-Laws. The order of business shall be:

- A. Reading of minutes from the previous meeting and approval.
- B. Report of Communications Liaison and Committee Liaison(s).
- C. Unfinished/old business.
- D. New Business

Section II: The regular meetings shall be held once each month. The Director shall establish

the regular meeting dates.

Section III: Committee meetings shall be held once each month. The Director may call special meetings.

Section IV: Any committee meeting taking place outside of scheduled meeting time requires all staff notification and minutes must be submitted to the Director of Bands and the Communications Liaison immediately following the meeting.

## ARTICLE VII – FINANCIAL REPORTS

Section I: The Financial Committee shall present a financial report at each regularly scheduled Booster meeting. The report shall be of sufficient detail to identify the status of all bank accounts and transactions made since the previous report.

Section II: The annual financial report of the band account will be prepared by the Individual Auditor (TBD) prior to the end of the fiscal year for presentation to the new Finance Committee.

## ARTICLE VIII – SPENDING PROCEDURES

Section I: Any item explicitly described in the current fiscal year approved budget does not require additional approval prior to purchasing provided that the spending for the said item occurs within the current fiscal year and that the amount does not exceed the approved budgeted amount. If the amount exceeds the approved budgeted amount, the boosters can provide approval for spending up to an additional twenty percent not to exceed \$500.

(An example of an explicitly budgeted item is the marching band drill design.)

Section II: any item implicitly described in the current fiscal year approved budget does not require additional approval prior to purchasing provided that the spending for the said item occurs within the current fiscal year and that the total amount spent for a category does not exceed the approved budgeted amount.

(An example of an implicitly budgeted item would be the purchasing of guard flag that falls under the category of marching band guard props.)

Section III: For any purchase that requires advance spending prior to receiving reimbursement, the booster must provide approval. The boosters must agree that the advance purchase is for legitimate band business, understand how the money is to be repaid, and decide from what category money will be taken to cover any amount not recovered from reimbursement. One example of advance spending is the paying of a deposit for transportation for a band trip. The money will be reimbursed by collecting money for the trip from the students. Another example of advance spending is the purchase of tickets for a band related event of interest to our students. It may be advantageous to prepay for tickets due to timing and discounts available with the expectation that reimbursement will come from the students purchasing a ticket.

Section IV: For all cases such as unbudgeted purchases or special situations, the boosters must approve by vote at a regularly scheduled meeting.

Section V: Certain types of expenses associated with fund raisers can be considered implicitly approved based upon the nature of the fundraiser.

For example, if the booster organization decides to sell coupon books, it is understood that the

club will be purchasing books for sale per the fundraiser. If other miscellaneous types of spending are required for a fundraiser such as advertising, spending should follow the stipulations specified in this spending policy.

Section VI: All spending that requires additional approvals should be communicated at the next regularly scheduled meeting.

Section VII: Failure to follow the stipulations set forth in this spending policy may result in individual not being reimbursed by the organization for spending on behalf of the organization. This spending policy will be distributed to all boosters, committee members and directors at the start of each fiscal year. This spending policy shall be posted on the band's website and published in handbooks.

## ARTICLE IX – FEES

Section I: Students that have not met the payment deadline for special trips or events will not be permitted to attend until payment is received or arrangements have been made with the Band Director(s) and the Financial Committee Liaison(s). Any student that is past due on fees will not be permitted to participate in future Marching Band or Winter Programs until all delinquent fees have been paid.

Section II: No student will be refused membership for financial reasons. Any student unable to meet the financial requirement of the program should consult the Director of Bands, the Financial Committee and the Communications Liaison to work out a plan for fundraising activity, repayment or whatever is deemed necessary for the student's participation in the program.

## ARTICLE X – FUNDRAISING EARNINGS

Section I: No part of the net earnings may inure to the benefit of the individual. (Individual refers to an individual having a personal and private interest in the activities of the organization.) Reg. 1.501(a)-1(c) 21.11 from Research Institute of America Federal Tax Coordinator-IRS Publication 557.

## ARTICLE XI – AMENDMENTS TO THE CONSTITUTION

Section I: Additions, deletions, or modifications to the By-Laws and Constitution shall be presented in writing to the Director(s) prior to the regularly scheduled Booster meeting. Once approved by the Director(s), the proposed amendment(s) can be presented at the regularly scheduled Booster meeting. An acceptance vote shall be taken at the next regularly scheduled meeting. A majority vote of attending members at the meeting is required to add, delete or modify and provision of this Constitution.

## ARTICLE XIII – DISSOLUTION OF THE CORPORATION

Section I: Upon dissolution of the Dewey Public Schools Band Boosters organization, the Director(s) and Financial Committee shall, after paying or making provisions for the payment of liabilities of the organization, dispose of all assets of the organization exclusively for the purpose of the organization in such a manner, or to such organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501c(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Director(s) shall determine. Any such assets not so disposed of shall be disposed of the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for, such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

#### ARTICLE XIV – SEVERABILITY

That should any article, section, clause or phrase of this Constitution and By-Laws, for any reason held to be invalid, such part shall be deemed severable and the remaining portion shall continue in full force.

