

## **Bylaws of the South Lake Screaming Eagle Band Boosters, Inc.**

### **Article 1 - Name**

The name of this corporation shall be the South Lake Screaming Eagle Band Boosters, Inc.

### **Article II - Definitions**

1. South Lake Screaming Eagle Band Boosters, Inc. will herein be referred to as the "Band Booster(s)".
2. Board of Directors of the South Lake Screaming Eagle Band Boosters, Inc. will herein be referred to as the "Board".
3. South Lake High School Screaming Eagle Band will herein be referred to as the "Band".

### **Article III - Purpose**

The purpose of this Band Boosters shall be to assist the band in developing and maintaining a quality music program at South Lake High School, to provide support, supplies, and funds for the activities, equipment, designated music, uniforms, transportation, instruments, and promotional expenses of the South Lake High School Band, and to create a better liaison between school officials, band officials, band members, parents and supporters of the band. The purposes for which the Band Boosters is organized are exclusively charitable and educational within the meaning of Section 501c(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

### **Article IV - Meetings of Members**

**Section 1 - Regular Meeting:** Regular meetings of the Band Boosters shall be held at a time, date and place to be decided by the Board.

**Section 2 - Annual Meeting:** The Annual Meeting of Elections of the Band Boosters shall be on or before May 1 of each year. Written or printed notice stating the time and place of the meeting shall be delivered neither less than ten (10) nor more than fifty (50) days before the date of any annual meeting, by mail or electronic mail, by direction of the executive board, to each member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his address as it appears on the record of membership of the Band Boosters, with postage thereon paid.

**Section 3 - Special Meetings:** Special meetings may be held at any place or time and may be called by the President, the Director of the Band, or by written request of any three (3) members of the Board.

**Section 4 - Notice of Special Meetings:** At least twenty-four hours notice of any special meeting shall be given to each member of the Band Boosters, either in writing (via mail or electronic mail) or by telephone, or such other method as the Board shall determine.

Section 5 - Order of Business: The order of business at the regular meetings of this Band Boosters shall be as follows:

- a) Call to order
- b) Read minutes
- c) Treasurers Report
- d) Unfinished Business
- e) Committee Reports
- f) New business
- i) Adjournment

Section 6 - Quorum: Five (5) parents and/or guardians of a current band member shall constitute a quorum and may conduct business on behalf of the Band Boosters at any regular meeting, annual meeting, or duly noted special meeting.

Section 7 - Voting: Every parent or guardian of a current band student shall have the right and be entitled to one (1) vote in person at any non-board meeting of the Band Boosters.

#### **Article V - Membership**

Section 1 - Eligibility: Membership in this Band Boosters shall be made available without regard to race, color, religion, sex, handicap, national origin, or familial status. Membership shall be open to anyone interested in the progress and development of the Band in accordance with Section 2 of Article V.

Section 2 - Classification of active members: Active Members shall be defined as parents or legal guardians of students who are currently members of the Band. The Principal of South Lake High School or his designee and the Band Director shall be considered Active Members with voting privileges, unless prohibited by law or by School Board Policy. Each active member will receive one (1) vote.

#### **Article VI - Dues and Other Fees**

The Band Boosters shall establish all dues and other fees and shall establish the time and manner in which such dues and fees may be paid.

#### **Article VII - Board of Directors**

Section 1 - Number: The authorized number of directors of this Band Boosters shall be no less than four (4) and no more than ten (10).

Section 2 - Directors: Directors must be members of the Band Boosters.

Section 3 - Term of Office: The Term of Office for each Board Member shall be one school year beginning with the end of the school year in June and ending after the graduation ceremony the following June.

Section 4 - Duties of the Board: The Board shall transact all business of the Band Boosters, and shall determine the policies, fiscal matters, and general guidance of the affairs of the Band Boosters.

Section 5 - Quorum: A quorum will constitute a majority representation of the Board for the transaction of Band Booster business.

Section 6 - Meetings:

- a) Board meetings shall be held monthly at such times as shall be designated by resolution of the Board from time to time.
- b) The President may call a special meeting of the Board. In this event, three days' written notice to each director shall be deemed sufficient.

Section 7 - Action without Meeting: No meeting need be held by the Board to take any action required if permitted by law to be taken, provided all members of the Board individually or collectively consent in writing to the action, and the written consent or consents are filed with the minutes of the board.

**ARTICLE VIII - Officers of the Board**

Section 1 - Personnel: The officers of this Board shall be made up of the President, Vice President, Treasurer, Secretary and two (2) Members-at-large.

Section 2 - Duties:

**a) President:**

The president shall preside at all meetings of the Board of Directors and all meetings of the general membership, make all committee reports (unless designated) be a member ex-officio of all committees, be the chief executive officer of the Band Boosters, execute all contracts and perform all other duties usually pertaining to the office of the President. The president will communicate with the Board and Director to arrange volunteer needs for concessions, chaperones, and fundraisers and works with Director and Committee Coordinators to determine the number of volunteers needed, job descriptions and hours required per event. The president shall communicate with volunteers to recruit the number required and follow through with volunteer confirmations. The president shall also maintain a list of all approved volunteers.

**b) Vice President:**

The vice president shall perform all duties of the President in the absence of the President, perform all such other duties usually pertaining to the office of the Vice President and perform all other related duties as designated by the President. The vice president shall also submit their plans for raising funds to the Board for approval, and this office shall be responsible for long and short range fundraising planning.

**c) Secretary:**

Keep all minutes of all meetings and perform all such other duties as may be assigned by the President. Issue and receive all correspondence, record, file, index, keep records and perform all other duties as may be assigned by the President. The secretary is also responsible for providing the Director of Bands a digital copy of all meeting minutes on a monthly basis.

**d) Treasurer:**

1. All monies collected by the Band Boosters as local dues, raised in unit activities, received as contributions, or otherwise acquired belong to the Band Boosters to promote and implement a program of services, projects and their activities approved, adopted and directed by the membership of the Band Boosters.

2. The treasurer shall have custody of the funds of the Band Boosters, shall keep a full and accurate account of receipts and expenditures; and in accordance with the provisions in the annual budget adopted by the Board, and shall make disbursements as authorized by the Board. Checks or vouchers shall be signed by two persons if the value exceeds \$250.00; the Treasurer and one other officer designated by the Board. The Treasurer shall present a financial statement at every Board meeting and at other times when requested by the Board along with an annual fiscal report. The Treasurer shall be responsible for the maintenance of such books account and records that conform to the requirement of the Band Boosters.

3. The Treasurer's accounts shall be audited annually or upon the Board's request.

4. The Treasurer shall be responsible for filing any required tax forms as required by Florida State and Federal Law(s). If necessary, a third party individual may be hired to file required tax forms.

5. Deposit all monies of the Band Boosters in such bank or banks as selected and designated by the Board, for authorized purposes, upon joint signatures of the Treasurer and one other designee of the Board.

6. The treasurer is also responsible for providing the Director of Bands a digital copy of all bank account ledgers on a monthly basis, with sensitive account information omitted (i.e. checking account numbers).

7. The treasurer must record all financial transactions in a board-approved digital software (i.e. Charms, QuickBooks, etc.) for auditing purposes.

8. The treasurer will be required to close out all annual financial records before the close of the school year coinciding with their elected term. Those records will then be audited.

**e) Members at Large:** Four members-at-large will serve as members on the Board and be voted into office by the Band Boosters. They will also serve as the respective chairs for the standing committees: Uniform, Logistics, Concessions, and Special Events.

**f) All Board Members:** Any of the offices enumerated above, excluding members at large, may be shared by two persons, who shall serve as co-presidents, co-vice presidents, co-secretaries, or co-treasurers. The Board will also act as the nominating committee for the slate of officers to serve for the following term. That slate will be presented to the general membership at the last business meeting of the school year along with any nominations from the floor for the possible election of officers. Should a vacancy occur on the Board, it shall be filled by the general membership at the first regular meeting after the vacancy occurs.

#### **Article IX - Committees, Coordinators and Liaisons**

Section 1 - There shall be the following standing committees as detailed below:

**a) Uniform Coordinator(s):** Shall be responsible for assigning and fitting uniforms to members of the bands and oversees that they are properly maintain throughout the year, and orders uniform shoes, gloves, t-shirt, bag, and all supplies related to the uniforms, as approved by the Board.

**b) Logistics Coordinator(s):** Shall arrange for transportation for the Band to school sponsored activities when needed. All such transportation must be approved by the Board and the Lake County School Board. The Logistics Coordinator(s) may provide transportation for activities not sponsored by the school, but such transportation must be approved by the Board and school principal.

**c) Concessions Coordinator(s):** Shall be responsible for conducting all business that relates to the purchase, preparation, and sale of concessions items for various sporting events, school-sponsored activities, and community events on and off campus with direct approval of the Board.

**c) Special Events Coordinator(s):** Shall be responsible for conducting all business that relates to the Screaming Eagle 5K, Band Parent Barbecue, Spirit Nights, Senior Gifts, Middle School Night, Spaghetti Dinner, Silent Auction, Pancake Breakfast, Golf Tournament, Percussion Clinic, All-District Band, Hosted Music Performance Assessments, and other like events on and off campus with direct approval of the Board.

**Section 2 - Special Committees:**

Special Committees shall be appointed by the President with the approval of the Board, which shall designate their duties and tenure.

**Section 3 - Committee Chairpersons:**

All Standing Committee Chairpersons shall be elected by the Band Boosters, and Special Committee Chairpersons shall be appointed by the President.

**Article X - Amendments**

The bylaws of the Band Boosters may be amended, repealed, added to, or new bylaws adopted by the Board, subject to any limitations set forth in the Florida Not For Profit Corporation Act, concerning corporate powers that must be authorized by members of this Band Boosters.

Date of adoption: **January 1, 2000**

Last amended: **May 15, 2018**