

# LAKEVIEW FORT OGLETHORPE BAND BOOSTERS

## Constitution and By-Laws

These By-laws govern the affairs of the Lakeview Fort Oglethorpe High School Band Booster Club, a non-profit club referred to as the "Boosters".

### PREAMBLE

The Booster Club members wish to provide support for the Lakeview High School and Lakeview Middle School Bands, in their quality musical instruction, and to assist the band in the development of its students musically, academically and socially. The collective and individual growth of the band and its students are the club's primary focus. The boosters and its membership shall cooperate with the Band and its Directors and leaders to pursue these worthwhile goals. The boosters will strive to provide financial support to the Band programs consistent with the policies of the Lakeview Fort Oglethorpe High School and the Catoosa County School Board of Education.

### ARTICLE I MEMBERSHIP

**Section I.** Each parent or guardian of a band student is eligible for membership in the boosters upon the admission of that person's child into the Lakeview High School Band or Middle School Band and payment of any booster club fees. Membership shall be open without regard to race, creed, sex, color or national origin.

**Section II.** Associate membership is available to any individual interested in supporting the Lakeview High School Band or Middle School Band program. Associate members have no vote and may not hold office. No booster club fees are required for associate members.

**Section III.** The annual dues shall be set by the booster club's general membership at the May meeting for the next fiscal year.

**Section IV.** A member is considered in good standing after all fees or dues have been paid in full and he/she has regularly attended booster club meetings during the calendar year July thru June. Any member not in good standing according to the guidelines set forth and approved by the general membership shall not have a vote in booster activities. An attendance record of each meeting shall be recorded by the secretary.

## **ARTICLE II** **MEETINGS**

**Section I.** Meetings for the general membership shall be held on the second Tuesday of every month except for the month of June. There is no meeting in June.

**Section II.** Special meetings of the Boosters may be called by the President or by a majority of the Executive Committee, with at least three (3) days notice.

**Section III.** Meetings of the Executive Committee shall be held as deemed necessary.

**Section IV.** Ten (10) members shall constitute a quorum for the transaction of business in any meeting of the Boosters. A simple majority of those present shall govern, unless otherwise set forth in these bylaws.

## **ARTICLE III** **ELECTIONS**

**Section I.** All officers must have a student in the Band or Auxiliary unit. All persons recommended for elected office must be a member in good standing.

**Section II.** The offices open for election are as follows: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Secretary.

**Section III.** Terms of office shall be June 1<sup>st</sup> through May 31<sup>st</sup>.

**Section IV.** No elected officer shall hold the same office for more than two (2) consecutive terms. The Treasurer and Committee Chairman positions are appointed and may serve multiple terms.

**Section V.** There shall be a nominating committee consisting of five (5) members from volunteers at the March meeting. The committee shall elect a chairperson. In the event that a nominating committee cannot be formed, nominations shall be taken from the floor on the day of elections.

**Section VI.** The office of Treasure is an appointed position. The newly elected Executive Committee shall make the appointment by the June meeting. The appointment of this position is to ensure continuity and stability in this office. This position shall be bonded. The booster club shall pay the fee for this service.

**Section VII.** The nominating committee shall submit the names of all members who are eligible and willing to serve, at least one (1) person for each office to be filled. The committee shall make a report of the nominees at the April meeting, at which time additional nominations shall be accepted from the floor.

**Section VIII.** Officers shall be elected by ballot at the May meeting. However, if there is just one (1) nominee for any office, election for that position shall be made by voice vote.

**Section IX.** A person elected by a majority vote of the Executive Committee shall fill a vacancy occurring on the Executive Committee for the remainder of the term. In case a vacancy occurs in the position of President, the 1<sup>st</sup> Vice President shall fulfill the duties of the President until the term expires.

**Section X.** All business from the old Executive Committee shall be concluded on or before May 31<sup>st</sup>. This includes all financial records, checking accounts and committee reports. This is to ensure a smooth transition for the new officers.

**Section XI.** If two (2) people from the same household are elected to the Executive Committee, only one (1) vote shall be recorded.

## **ARTICLE IV** **OFFICERS**

### **President:**

Preside over all Band Booster Meetings.

Represent the Band Boosters at all meetings and events.

Preside over all Executive Committee meetings.

Appointment the chairperson of standing and select committees with the approval of the Executive Committee. Perform such duties as may be assigned to him/her by the Boosters or the Executive Committee.

### **1st Vice President:**

Is responsible for all fundraisers.

Preside over meetings in the absence of the president.

Serve as ex-officio member of standing committees.

Maintain a record of all fundraising activities and contacts.

Perform such duties as may be assigned to him/her by the Executive Committee.

### **2nd Vice President:**

Assist 1st Vice President in all fund raising activities as needed.

Perform such duties assigned to him/her by the executive Committee.

### **Treasurer:**

Maintain financial records and keep a full and accurate record of all receipts and expenditures.

Shall have custody of all funds of the Band Boosters.

Shall make disbursements as authorized by the President, Executive Committee or Band Boosters in accordance with the Budget approved and adopted by the membership.

Give statement of finances at all monthly meetings.

Perform such duties as may be assigned to him/her by the President or the Executive Committee.

### **Secretary:**

Maintain a record of minutes for all meetings of the Booster club and the Executive Committee meetings.

Read for approval the minutes of the previous Booster meetings.

Maintain a roster of membership with contact information.

Perform such duties assigned to him/her by the President or the Executive Committee.

### **Director of Bands:**

The Director of Bands shall serve on the Executive Committee in an advisory capacity and will have no vote on booster finances.

### **Ex-Officio President:**

The immediate past president may serve on the Executive Committee in an advisory capacity and will have no vote on booster finances.

## **ARTICLE V** **COMMITTEES**

### **EXECUTIVE COMMITTEE:**

Shall consist of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Secretary, Director of Bands and Immediate Past President.

This committee shall plan and recommend the various activities of the booster club.

Shall approve the plans and work of all committees and members.

Shall be empowered to transact any necessary business in the intervals between booster meetings and other such business as may be referred to it by the organization.

May create standing and select committees as it may deem necessary to promote the objectives and carry on the work of the organization.

### **SELECT COMMITTEES:**

#### **Audit Committee:**

An Audit Committee shall be formed at the April meeting. This committee will consist of three volunteers from the general membership. This committee will elect a chairperson. The duty of this committee is to conduct an audit of the funds and financial records of the Band Boosters and present their findings to the general membership at the May meeting.

#### **Uniform Committee:**

This committee is in charge of uniforms and their condition. This committee is in charge of assigning and fitting students with the proper uniform and maintain an accurate record of their distribution and return.

#### **Gift Committee:**

This committee is responsible for Christmas gifts for the Director of Bands and Middle School Band Director. The Executive Committee shall appoint a three-member committee.

#### **Telephone Committee Chairman:**

Duties shall include the consolidation and directing of a telephone committee to notify members of meetings and other business as deemed necessary.

#### **Rampage Chairman:**

This position is responsible for organizing and overseeing this event.

#### **Program Chairman:**

This position is responsible for the football program and ad sales.

#### **Social Chairman:**

This position is responsible for organizing the spring and fall picnic, and any other event as deemed necessary.

#### **Committee Reports:**

All committee chairpersons shall keep an accurate record in writing of expenses, parties contacted, methods of operation and any other important information in a year end or end of event report. This report shall be presented to the Vice President and will be used to aid the incoming chairpersons the following year.

**ARTICLE VI**  
**BUDGET**

**SECTION I.**

The fiscal year shall run from June 1<sup>st</sup> thru May 31<sup>st</sup>.

**SECTION II.**

A budget shall be submitted by the Director of Bands to the newly elected Executive Committee on or before June 30th.

**SECTION III.**

The annual budget will be read at the July meeting and approved by the general membership present. Any budget revisions must be approved by a majority vote of the general membership present.

**SECTION IV.**

All requests for amounts exceeding \$100.00 dollars above the budget allotment must be brought before the general membership for approval.

**SECTION V.**

The President, Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer will be responsible for signing checks and shall be bonded. The boosters shall pay this fee. All checks shall require two (2) signatures. The Director of Bands and Ex-Officio President will not be allowed to sign checks. If two officers' are from the same household only one can sign checks.

**SECTION VI.**

All cash money collected at any Booster event shall be counted by 3 members and presented to the Treasure for deposit.

**ARTICLE VII**  
**ARTICLES OF ORGANIZATION**

**SECTION I.**

The Band Booster's organization is permanently dedicated to aid the Lakeview Fort Oglethorpe High School and Lakeview Middle School Band and its related affiliates but is not intended to serve as a substitute for the legal financial obligations of the State of Georgia, the County of Catoosa or the Catoosa County School Board.

**SECTION II.**

Amending the Bylaws shall be done by a special committee elected by the Executive Committee. All proposals must be in writing and submitted for discussion at a regularly scheduled booster meeting. A vote is then taken at the next regularly scheduled booster meeting with approval of a majority of those present required to become binding.

## **ARTICE VIII** **STUDENT ACCOUNTS**

### **SECTION I.**

Student account balances shall be maintained by the treasurer. Student accounts shall be used to cover expenses occurred by band membership. Student accounts shall not be used for purchase of personal items. No monies shall ever be paid directly to the student or a family member (IRS Law). If a student has a balance remaining at the time he/she leaves the band program for any reason (graduation, moving, deciding on other classes), that balance shall be transferred to the Lakeview Bands general fund.

### **SECTION II.** Student accounts may be used for the following expenses:

- Band Fees (including Color Guard)
- Uniform Expenses
  - Bibbers, shoes, red band shirts, gloves, black band shorts, Color Guard uniform
- Color Guard Equipment (including silks/flags, rifles)
- Band trips (student expenses only, NOT family members)
- Audition Fees (fees only, no travel expenses)
  - District, All-State, Solo & Ensemble, Mid and Jan Fest
- Instrument Rental and Repair
- Rampage Tickets or Table
- Band Banquet Tickets

### **SECTION III.** Student accounts may NOT be used for the following expenses:

- Family member expenses for band trips
- Travel Expenses for auditions or events
- Fundraisers – including, but not limited to:
  - Cookie Dough or other sales
  - Preview Dinner and other events (except Rampage and Band Banquet)
  - Football Programs or Football Program Ads
  - Parking at events
- Pictures

### **SECTION III.** McKenzie Arena

- Events shall be distributed evenly and fairly by the chairman.
- There shall be no more than 2 people per student working per event. In the event that extra people are needed to cover the event the team captain shall first reach out to the alternate list. If no one is available, the team captain shall reach out to other teams. If all of those resources have been exhausted, the team captain may add additional people per student to the event.
- Each worker must be at least 16 years of age at the time of the event.

Approved and adopted by the Lakeview Ft. Oglethorpe Band Boosters on the 23<sup>rd</sup> day of May 2013.

Daniela LaCelle, President

Karen Westbrook, 1<sup>st</sup> Vice President

Melitta Pettyjohn, 2<sup>nd</sup> Vice President

Karen Brown, Secretary

Wanda Lewis, Treasurer

Jackie Flowers, Treasurer

Rich Stichler, Director of Bands, LFO

Jacqueline Miller, Director of Bands, LMS