

# **Wando High School Band Booster Bylaws**

## **Wando High School Band**

**1000 Warrior Way, Mt. Pleasant, SC 29466**

### **Article I:**

#### *Name of Organization:*

The name of this organization will be the Wando High School Band Boosters (“WHSBB”). The physical address is 1000 Warrior Way; Mt. Pleasant, SC 29466; the mailing address is PO Box 927; Mt. Pleasant, SC 29465.

### **Article II**

#### *Purpose:*

The purpose of the WHSBB is to support the Wando High School Band Directors in their vision for the students and the program, by raising money, coordinating parent/volunteer activities, fostering team spirit, and building strong relationships. The vision for the WHSBB is to encourage successful outcomes for all members of the organization. The WHSBB will operate strictly for charitable purposes within the meaning of Section 501(c)(3) of the US Internal Revenue Code.

### **Article III**

#### *Responsibilities*

The responsibilities of the WHSBB will be within the constraints of federal/state laws, district policies and school guidelines. The WHSBB will have the following responsibilities:

- Assist in the preparation, implementation and evaluation of a yearly budget for the Wando Band Program inclusive of student assessments and Band Booster Funds.
- Approve multi-year commitments; i.e., instrument purchases, uniform purchases, etc.
- Disseminate information to parents and band board supporters.
- Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about band activities and achievements.
- Provide Booster information for inclusion in the band handbook. Assist with the development, and distribution of the handbook at the Band Director's discretion.
- Coordinate fundraisers to provide opportunity for students to offset their band assessment.
- Conduct fundraisers and accept donations for the Wando High School Band Program.
- Provide input to the Band Director for formulating the strategic direction of the Wando Band Programs.

- Make recommendations regarding a parental involvement/networking plan to insure that all parents are informed about and have opportunity for meaningful input into Wando High School Band Booster decisions.
- Foster school spirit throughout the Wando community.

#### **Article IV**

##### *Representation and Membership:*

The Wando High School Band Boosters will be composed of all parents (or guardians, if applicable) of current band students. Each family in good standing will have one vote per band student.

The Band Director is an ex-officio member of the WHSBB and its Executive Board. The Band Director will have authority to return decisions made by the WHSBB or its Executive Board for further discussion and/or modification. In the event there remains a disagreement between the Band Director and other members of the Wando High Band Boosters, the Principal of Wando High School shall have the authority to veto the decision.

Membership in the WHSBB will terminate if a member no longer has a student enrolled in the band. A member's voting rights will terminate if the Band Director deems the member's band student not in good standing.

#### **Article V**

##### *Election and Appointment Procedures:*

Elections for WHSBB positions will be held no later than the band banquet in the spring of each year. WHSBB Officers will assume their responsibilities after the WHSBB meeting, typically held in early June following the band banquet elections. Candidates may self-nominate for the available positions.

The Nominating Committee shall consist of three members from the WHSBB and all nominees will be discussed with the Band Director. Information about the upcoming election of Band Booster Officers will be publicized approximately 14-30 days in advance of the election. Each family may cast one vote per band student per school year in any given election.

All elected WHSBB officers will serve a one-year term. No term limit will be set on the number of terms a member may serve.

However, if a current Board Member serves in a role for which there is no immediate successor, a special vote may be called to allow the Member to continue serving on the WHSBB, but not have voting rights. A quorum of five (5) Board Members will be required and one of the voting members will include the Band Director.

#### **Article VI**

##### *Officers and their duties:*

The officers of the Wando High School Band Boosters will consist of a

- President or Co-Presidents
- Vice-President of Special Events
- Vice-President of Operations
- Vice-President of Equipment
- Vice-President of Ways and Means
- Vice-President for Development
- Guard Representative
- Secretary
- Treasurer
- Past-President serves as ex-officio member

The officers will be elected annually by the full WHSBB membership.

**The Executive Board will consist of:**

President or Co-Presidents	Vice-President of Equipment
Vice-President of Special Events	Vice-President of Ways and Means
Vice-President of Development	Secretary
Vice-President of Operations	Treasurer
Guard Representative	

The President Board position for the following year will be selected from current or prior Board Members who will have a student in band the following year. Exceptions to the selection of the President Board position may occur. A 2/3 majority vote of the Executive Board must be obtained for the exception to be allowed.

The Band Director and the current Past President of the Board are ex-officio members of the Executive Board and do not have voting rights.

**Removal**

Officers may be removed from office for failure to perform his/her duties as outlined in these Bylaws by a 2/3 majority vote of the Executive Board. When an elected officer of the Band has missed three (3) consecutive scheduled meetings without notice to the president or has submitted a letter of resignation to the President, the President will appoint the person with the next highest number of votes in the most recent elections. If that person is no longer available, the Wando High School Band Booster Executive Board will make a decision regarding a replacement. The person appointed will finish the unexpired term.

*The President will:*

- Preside at all WHSBB and Executive Board meetings and have general supervision of the activities of the WHSBB;
- Works closely with the following groups:

- Bands of Wando Foundation
- Bands of Wando Alumni Association
- Mount Pleasant Middle School Bands
- Work closely with the Band Director in planning and directing the activities of the WHSBB;
- Prepare an agenda for Wando High School Band Boosters meetings in consultation with the band director;
- Serve as the contact person for all requests relating to the Boosters;
- Appoint ad hoc committees as needed;
- Serve as an ex-officio member of all committees;
- Designate a board member to preside and carry out functions of the president at a specific meeting in the absence of the President.

*The Executive Board Members will:*

- Attend all Executive Board meetings unless notifying the President prior to a given meeting;
- Report on the activities of the committees that they oversee;
- Serve as ex-officio members of those committees; and
- Assume chairmanship of any committee they oversee that is without a chair, until one can be appointed.

*The Vice-President of Special Events will:*

- Appoint Chairperson(s) for and oversee the following events/teams:
  - Annual Lowcountry Invitational (LCI)
  - Fall Community Performance
  - Marching Season Celebration
  - End of Year Celebration
  - Parent Ambassador Team
  - Senior Activities

*The Vice-President of Operations will:*

- Appoint Chairperson(s) for and oversee the following committees:
  - Food and water at Band camp
  - Food and water at Band Clinics
  - Food and water for Band travel (competitions, performances, graduation, etc.)
  - Food and water at Football Games (home & away)
  - Food and water for students during special rehearsals or events
  - After School Chaperones
  - Water for football games
  - Trip Chaperones

*The Vice-President of Equipment will:*

- Appoint Chairperson(s) for and oversee the following committees:
  - Uniforms
  - Equipment Transportation
  - Props

*The Vice-President of Ways and Means will:*

- Assist Vice-President of Development with Harmony/corporate fundraising, as needed
- Appointment Chairperson(s) for and oversee the following committees:
  - Various student fundraisers throughout the calendar year; the following fundraisers and several others may be considered during the year
    - Car Raffle
    - Harmony Discount Cards
    - Mattress Sale
    - Spiritwear
    - Spirit Nights
    - Other fundraisers as needed

*The Vice-President of Development will:*

- Appoint Chairperson(s) for and oversee the following committees:
  - Grants and Corporate Giving
  - Harmony Program
  - Parent Meet & Greets
  - Friday Night Bites

*The Secretary will:*

- Keep a full and accurate account of the proceedings and transactions for all Wando High School Band Boosters meetings;
- Provide copies of the approved minutes to Booster members and to the band director after every meeting & when requested;
- Prepare any official correspondence the president might request;
- Send out meeting announcements;
- Create meeting agendas;
- Maintain a Wando High School Band Boosters file in the band director's office & on Google Drive containing copies of all minutes. Booster correspondence, newsletters, current bylaws and standing rules, and other miscellaneous records;
- Provide a copy of the bylaws to the Wando High School Principal's office as required
- Maintain a record as historian of the Wando Band, including a record of performances; awards won; and achievements for each year.
- Provide for frequent email communications to parents;

- Send notifications to Band Boosters from Board Members and Directors throughout the school year.
- Appoint Chairperson(s) and oversee the following committees:
  - Webpage and other social media (Facebook, Instagram, Twitter, etc.)
  - Publicity (media)
  - Photography
  - Charms Database and Communications

*The Treasurer will:*

- Keep a full and accurate record of all Wando Band program financial transactions;
- Develop and review financial procedures;
- Disburse funds as approved in the budget following financial procedures;
- Weekly review with the Band Director regarding cash flow and expenditures;
- Review/set-up bank accounts and appropriate authorizations;
- Keep accurate student account information;
- Distribute student account information no less than six times during the school year;
- Make reports at Board meetings as needed;
- Assist in the preparation of the budget;
- Manage PayPal accounts, Square account, Wufoo forms, and transactions;
- Prepare or assist in the preparation of all forms and requirements to satisfy regulations for a 501(c)(3) and the South Carolina Secretary of State, Division of Public Charities;
- Maintain the financial records for the WHSBB for both current and past years;
- Be aware of and knowledgeable of rules and regulations associated with a non-profit organization and assist in the enforcing of those rules and regulations within the work of the WHSBB;
- Make financial information available to WHSBB as requested or needed

*The Immediate Past President will:*

- Serve as an ex-officio member of the board;
- Act as a consultant to the board;
- Serve as a liaison to the Wando Band alumni association.
- Serve as a liaison to the Bands of Wando Foundation

*The Guard Representative will:*

- Serve as a liaison to the Wando High School Guard
- Work closely with the Wando High School Guard Director
- Serve as the contact person for all requests relating to the Guard

**Article VII**

*Bands of Wando Foundation*

The Bands of Wando Foundation is an organization separate from the WHSBB proper but supports in much the same way. Board members from the Foundation may attend WHSBB meetings but not vote.

## **Article VIII**

### *Meetings*

The Wando High School Band Boosters Executive Board will have regularly scheduled meetings at the school. The meeting dates will be decided upon by the Executive Board and the Band Director prior to the beginning of the school year. The President of the Executive Board may call special meetings with 48 hours' notice.

Five (5) members will constitute a quorum for Executive Board action.

General membership business meetings will be held at least three (3) times a year. All members of the WHSBB with band students in good standing are voting members. A presence of 25 percent of the voting membership will constitute a quorum.

The meetings will be set as:

- 1) Beginning of school meeting to review marching season
- 2) January meeting to review concert season
- 3) End of Year Celebration

The Wando High School Booster fiscal year will run from June 1 through May 31.

## **Article IX Amendments**

These bylaws may be amended at any regular meeting of the WHSBB by approval of 51 percent of the membership body, provided that the specific amendments meet the following requirements:

- They have been introduced at a prior Executive Board or general membership meeting;
- They are included in the minutes of the prior Executive Board or general membership meeting; and
- They are listed on the agenda for the current meeting. Proxy voting will be allowed for amendments to the bylaws.

The Bylaws shall carry over from one Booster year to the next for operational purposes and thereafter may be revised and adopted *in toto* at the first regular meeting of the Booster year provided they have been mailed to all members at least 24 hours prior to said meeting and they are listed on the agenda for the meeting at which they are proposed to be adopted *in toto*. Adoption of the bylaws will be by a simple majority vote of those present or via electronic vote.

The bylaws will be provided to the Wando High School principal as required.

## **Article X General**

In the event there is a conflict between the bylaws and any existing CCSD policy or federal/state/municipal law, the policies and laws are controlling and the bylaws cannot supersede existing laws.

All materials purchased by the WHSBB shall be considered property of the WHSBB until sold by the WHSBB proper.

Last adopted by WHSBB on May 15, 2020.