



**BYLAWS OF THE
PIEDMONT BAND BOOSTERS INCORPORATED**

**ARTICLE I
NAME**

Section 1 The name of this organization will be Piedmont Band Boosters, Inc., 3006 Sikes Mill Rd., Monroe, Union County, North Carolina. It is an independent organization which functions under the Bylaws prescribed herein.

**ARTICLE II
OBJECTIVE**

Section 1 The objective of this organization shall be to actively promote and encourage the growth of the Piedmont High School and Piedmont Middle School Band programs, which include all Concert, Jazz, and Marching Bands as well as all Auxiliary units (i.e. Color Guard, etc.)

Section 2 The organization shall function as a non-profit organization to raise funds for the Piedmont High School and Piedmont Middle School Band Programs. There will be no distribution of profits or funds to any member with the exception being set forth in the Policies and Procedures section of the Piedmont Band Boosters Inc. Bylaws. The Piedmont Band Boosters Inc. is organized exclusively for the charitable and educational purposes under the section 501(c)(3) of the Internal Revenue Code, or corresponding section of any federal tax code.

Section 3 The organization's assets are dedicated to an exempt purpose within IRC 501(c)(3).

**ARTICLE III
MISSION PURPOSE AND GOALS**

Section 1 The mission shall be to: Raise funds, provide services and support for the Piedmont High School and the Piedmont Middle School band programs.

Section 2 The purpose of these activities shall be limited to: Enhance the current Union County School system's music program; to offer a positive and well rounded musical experience for all band students and auxiliaries; and to encourage their development of musical academics, social, physical and creative skills while pursuing their respective goals.

Section 3 The goals of the Piedmont Band Boosters, Inc. shall be to: Provide additional tools, opportunities, experiences, support and inspiration to all students; include and involve all parents/custodians and members in accomplishing stated objectives, missions, purposes and goals; provide information, as well as support and fellowship, among all members; include the community support through donations of goods, services and monies and participation in fundraisers and attendance; and hold events for the purpose of recruitment and welcoming prospective upcoming students.

ARTICLE IV GOVERNING INSTRUMENTS

- Section 1 The government will be vested in the Piedmont Band Boosters, Inc., which will be governed by its bylaws, and seated Executive Board and Board of Directors.
- Section 2 The Piedmont Band Boosters, Inc. will not have the authority to manage or intervene in the duties of the Union County school district employees, or in matters pertaining to the fulfillment of those positions.
- Section 3 The schedule of contests, rules for participation, method of earning letters, and all other criteria dealing with the inter-school band programs are under the jurisdiction of the Union County School System Administration.
- Section 4 Members of the Executive Board shall not be related to each other by kinship or by marriage. Furthermore, members of the Executive Board cannot be full time employees of the Union County Public School System.

ARTICLE V MEMBERSHIP

- Section 1 Any adult or student interested in the goals and objectives of the Piedmont Band Boosters, Inc. and its Auxiliaries may become a member of the Piedmont Band Boosters, Inc. by complying with these bylaws.
- Section 2 The Principals of Piedmont High School and Piedmont Middle School shall be ex-officio members.

ARTICLE VI EXECUTIVE BOARD AND BOARD OF DIRECTORS

- Section 1 The **Executive Board** will be the Officers of the Piedmont Band Boosters, Inc. consisting of the President, Vice-President, Secretary and the Treasurer. The Band Director(s) shall be an advisor to the Executive Board. The governing body of Piedmont Band Boosters, Inc. will be the Executive Board. The Executive Board will have supervision, control and direction of the management, affairs and property of the Piedmont Band Boosters, Inc.; will determine its policies and changes therein, and will actively prosecute its purposes and objectives and supervise the disbursement of its funds. The Executive Board may adopt, by majority vote, the businesses of the Piedmont Band Boosters, Inc. as will be deemed advisable, and may, in the execution of the powers granted, delegate certain of

its authority and responsibility to the Board of Directors. The Executive Board will prepare and submit to the Piedmont Band Boosters, Inc. for adoption an expense budget and fund raising.

Section 2 The **Board of Directors** will be comprised of individuals serving as chairpersons of each of the standing committees elected by the Executive Board. The Board of Directors will be a number set forth and determined by the Executive Board based on the number of standing committees.

ARTICLE VII BOARD OFFICERS

Section 1 The Executive Board officers of the Piedmont Band Boosters, Inc. will consist of the President, Vice President, Secretary, and Treasurer. The Band Director shall be an advisor to the Executive Board.

Section 2 An individual shall not be eligible to serve on the Executive Board more than two consecutive terms in the same office, unless it is in the Piedmont Band Boosters, Inc. best interest as determined and voted upon by the majority of members present in a general membership meeting where previous notice has been given regarding the substance of the proposal.

Section 3 All elected officers shall have a son, daughter, custodial child actively involved in the Band program. The principals of Piedmont High School and Piedmont Middle School shall be ex-officio officers for advisory purposes.

Section 4 Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII ELECTION OF BOARD MEMBERS AND OFFICERS

Section 1 The Executive Board members will be elected annually at the March Booster meeting and shall be installed and assume their official duties by April 1.

Section 2 The Executive Board shall receive nominations for Executive Board positions for the following year beginning in February.

Section 3 The Executive Board shall present a slate of individuals for each office at the March general membership meeting.

Section 4 Election of new Executive Board officers will be held at the March booster meeting and shall be elected by a majority of those present.

Section 5 A person of the general membership who shall be elected by the Executive Board shall fill any vacancy occurring in any elected office for the remaining term.

ARTICLE IX DUTIES OF THE EXECUTIVE BOARD

Section 1 The **Director of Bands** will: Serve as a direct liaison between the schools and the Piedmont Band Boosters, Inc.; be responsible for making the organization aware of ways that they may be of assistance; provide information and schedules of events as soon as possible, provide a preliminary annual budget request to the Executive board one month prior to end of the previous school year; provide a final annual budget request to the Executive board by the beginning of school year; have absolute authority and responsibility for artistic matters, including but not limited to: music selection, soloists, rehearsals, concert presentation, trips and competitions.

Section 2 The **President** will: Preside over all General Membership, Board of Directors, and Executive Board meetings of the Piedmont Band Boosters, Inc. and perform all duties pertaining to this office. This includes informing all Board of Directors, and Executive Board members of rescheduled meetings at least three days in advance, inform all members of any changes in general meeting dates at least three days in advance, call special meetings as needed, assign the Vice President, Secretary and Treasurer to oversee various committees as needed. All contracts executed in the name of the organization shall be signed by the President and attested by the Secretary upon the approval of the Executive Board. The President shall co-sign checks being written from the Piedmont Band Boosters bank accounts in conjunction with the Treasurer for amounts greater than \$500.00.

Section 3 The **Vice President** will: Act in the absence of the President and have all the powers invested in the President. In addition, the Vice President will assist the President as directed; assume the responsibilities of the President should the President no longer be able to serve, and administer all communication and publicity affairs including a web presence and maintenance thereof.

Section 4 The **Secretary** will be responsible for: Recording accurately the minutes of all meetings of the Piedmont Band Boosters, Inc. Making minutes available to appropriate persons, being custodian of all permanent files/records, keep an accurate master roster of membership, keep attendance of all meetings, and review all outgoing correspondence under the Piedmont Band Boosters, Inc. title for correspondence. The Secretary shall maintain a current copy of the Piedmont Band Boosters, Inc. Bylaws.

Section 5 The **Treasurer** will be responsible for: Handling the financial matters of the Piedmont Band Boosters, Inc., keeping an accurate and permanent record of all financial transactions, present a financial statement at every meeting of the Piedmont Band Boosters, Inc. and at other times when requested by the Executive Board. Two persons, the Treasurer and the President shall sign checks greater than \$500.00. Unbudgeted expenditures over \$100.00 require majority Executive Board approval before purchases

are made. The Treasurer will deposit all monies into the bank; pay all expenses of the Piedmont Band Boosters, Inc. by check upon proper approval of the Executive Board. The Treasurer's accounts shall be reconciled monthly and presented at the monthly Booster meeting for review and approval. An internal audit committee shall review the Treasurer's accounts annually per Union County Public School policy. The Executive Board shall select the auditing body at least 30 days prior to the meeting at which new officers assume duties. (An audit of the treasurer's accounts is for the protection of the Treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in case of fraud.)

Section 6 These Bylaws shall be reviewed by the Executive Board bi-annually no later than December of every even year.

ARTICLE X STANDING COMMITTEES

Section 1 There shall be standing committees with each consisting of a chairperson, co-chairperson and committee members. The committees are as follows:

Section 2 **The Uniform Committee will:**

Be in charge of all uniform maintenance as per the Director of Bands. The committee will keep and provide a complete inventory of uniforms, parts and replacements. They will maintain a Uniform Book specifically detailing the procedures in handling all phases of the uniform process, from measuring students to replacement of uniforms and their respective point of contact(s), procedures on inventory, maintenance, etc.

Section 3 **The PIT Crew Committee will:**

Be in charge of transportation, maintenance and repair of equipment as per Director of Bands, have authority to transport trailer, supervise the loading and unloading of equipment for all trips, be responsible for transportation of all necessary equipment such a podium, props, large percussion instruments, etc., inform the Executive Board of any necessary maintenance and repair expense and gain the proper approvals before any expenditure.

Section 4 **The Fundraising Committee will:**

Be in charge of fundraising; provide volunteers from the committee to serve as chairperson of fundraising projects, recruit additional help to form sub-committees to handle various duties required for success. The Fundraising committee will generate ideas for fundraising activities; seek grants and corporate sponsorships. Any and all fundraising activities and/or ideas must be channeled through the committee chairperson.

Section 5 **The Travel Committee will:**

Be responsible for providing buses, drivers and chaperones to and from all events

- Section 6 **The Color Guard Committee will:**
Be responsible for all equipment pertinent to the Color Guards. This committee shall also act as chaperone to the Color Guards and provide general guidance and adherence to the rules set forth by the Band Director.
- Section 7 **The Special Committee will:**
Be appointed by the Executive Board as needed.
- Section 8 **The Hospitality Committee will:**
Be responsible for working within the predetermined budget to plan, coordinate, organize and gather necessary supplies for all band events.

**ARTICLE XI
MEETINGS**

- Section 1 The Piedmont Band Boosters, Inc. regular meetings will be held the third Monday of each month at 7:00 P.M. There shall be annual meetings of the Piedmont Band Boosters held between April 1st and May 31st. Other meetings shall be at the call of the President with at least five (5) days advance notice. Robert's Rules of Order Revised shall govern the Organization in all cases in which they are not in conflict with these Bylaws.
- Section 2 The Piedmont Band Boosters, Inc. fiscal year shall be from April 1st through March 31st.

**ARTICLE XII
QUORUM**

- Section 1 A quorum in any meeting of the Executive Board shall consist of no less than three executive members. All reasonable efforts shall be made to include all four members in any substantive decision.
- Section 2 A quorum for the Board of Directors shall consist of no less than 60% of the body.

**ARTICLE XIII
VOTING**

- Section 1 Each member of the Piedmont Band Boosters, Inc. shall be entitled to one vote upon any and all occasions.

**ARTICLE XIV
COMPENSATION**

Section 1 No member shall receive nor be lawfully entitled to receive any direct or indirect profits from the operation or activities of the Piedmont Band Boosters, Inc., nor shall they receive any compensation for services as a member.

**ARTICLE XV
PROCEDURE FOR ALLOCATING FUNDS**

Section 1 Procedure for Allocating Funds Any request to expend monies shall be submitted to the Executive Board, in writing by close of fiscal year. The Executive Board will review the request in light of future expenditures and respectively approve or reject the request.

Section 2 Upon approval of a request, it will be the responsibility of the Executive Board to obtain several bids in order to assure the best possible price for goods and services.

Section 3 Any goods or services obtained without the written approval of the Piedmont Band Boosters Executive Board will become the responsibility of the individual contracting the goods or service. Goods or services approved by the Executive Board and paid out-of-pocket can be reimbursed by presenting a receipt bearing dollar amount the name of vendor and date of purchase and completion of appropriate reimbursement procedures.

Section 4 A list of transportation requirements not funded by the Union County Public School will be submitted to the Executive Board and Board of Directors for consideration. This list must be prioritized by the importance of the event and any financial incentive to participate in the event. Bids for the cost of transportation will be obtained or received by the Executive Board and Board of Directors. The final decision to attend any event will be based on the availability of funds.

**ARTICLE XVI
ADMENDMENT TO THESE BYLAWS**

Section 1 These bylaws may be amended at the annual meeting of the Piedmont Band Boosters, Inc. by a majority vote of the members present and voting, provided that notice of the proposed amendment has been given in advance.

Section 2 The Executive Board, shall submit a revised set of bylaws as a substitute for existing bylaws only by a majority vote at a meeting of the organization; or by a majority vote of the Board of Directors. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**ARTICLE XVII
DISSOLUTION**

Section 1 In the event of any dissolution or other termination of this organization, all assets after payment of outstanding debt and other legal fees shall be paid to Piedmont High School, Monroe, North Carolina, to be used for the Piedmont High and Middle School Band, if they exist, or for other school music purposes. If Piedmont High School does not exist, such assets shall be paid to Union County Schools, Monroe, North Carolina, to be used for other school's music purposes.

POLICIES AND PROCEDURES

MEETINGS

- Executive Board and Board of Directors meeting dates shall be the 3rd Monday of each month at 7:00 P.M.
- Election of new officers for the Executive Board will be held at the Spring Concert/General Membership meeting

BOARD OFFICERS

- The Executive Board will be the Officers of the organization consisting of the President, Vice-President, Secretary and the Treasurer.
- The Board of Directors will be comprised of individuals serving as chairpersons of each of the standing committees elected by the Executive Board.
- The Director of Bands shall be an advisor to the Executive Board.
- The Principal(s) shall be ex-officio officers for advisory purposes.

STANDING COMMITTEES

- Standing Committees shall consist of a chairperson, co-chair and committee members.

REIMBURSEMENT OF FUNDS

- Two persons, the Treasurer and the President shall sign checks greater than \$500.00.
- Unbudgeted expenditures greater than \$100.00 requires Executive Board approval before purchases are made.
- Any request to expend monies shall be submitted to the Executive Board in writing by close of fiscal year.
- Any goods or services obtained without the written approval of the Piedmont Band Boosters Executive Board will become the responsibility of the individual contracting the goods or services.
- Goods or services approved by the Executive Board and paid out-of-pocket can be reimbursed by presenting a receipt bearing the dollar amount, name of the vendor and date of purchase and following the appropriate reimbursement procedures.