



George Jenkins High School, Lakeland, Florida

Band Boosters By-Laws



Statement of Purpose

The purpose of the George Jenkins High School Band Boosters, Inc. (herein the “**Boosters**”) is to support the educational experience of the students involved in the **Band Program** at George Jenkins High School (herein the “**School**”). To this end, the **Boosters** advocate the importance of music and the **Band Program** within the context of a total educational environment, and will dedicate itself to the emotional, public and financial support of the **Band Program**.

Article I – Membership

Parents or legal guardians of current and incoming Band students will be considered **Members** upon receipt of the annual band fee payment. If said fees are not paid in full, the first portion of the band fee payment will be applied toward the membership fee. Payment of the band fee is due by the last day of September for the current school year.

Friends and Alumni of the **Band** may make individual written application for membership. A membership fee will be collected upon acceptance of application from Friends of the **Band**. This payment will qualify the applying individual(s) for active membership. Such qualified individuals are herein referred to as **Member(s)**.

The **Boosters** maintains the right to deny membership to individuals who are barred from volunteer service by the **School** or who have previously been subject to **Board** action due to behavioral issues.

Members who have paid one-hundred percent of due **Band** and **School** (uniform rental, uniform cleaning, Color Guard and instrument rental) fees that apply to them for the current and any prior school years, are herein referred to as **Member(s) in good standing**.



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Article II – Board Members

The Executive Board of Directors (herein the “**Board**”) shall be composed of (A) the **President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Color Guard Coordinator**, (collectively referred to herein as “**Officer(s)**”), (B) **At-Large Board Members** and (C) the **Band Director** (herein the “**Director**”). With the exception of the **Director**, the **Officers** and **At-Large Board Members** shall be **Member(s) in good standing** who are active parents or legal guardians of past or present band members (herein the “**Student(s)**”).

Article III – Meetings, Quorum, Voting Procedures

Section A. – The **Board** shall meet in open session at least (4) four times per year. Such meetings, herein referred to as **Board Meetings**, are open to all **Members**. Notice of time and place of **Board Meetings** will be announced to **Officers, At-Large Board Members** and **Members** within a reasonable period of time prior to the meeting.

The **Board** may meet in **Executive Session** for the purpose of long-range planning and discussion of sensitive issues. No notice or public record need be made for such meetings. It is strictly prohibited to do normal and customary **Boosters** business during **Executive Sessions**.

It is expected that all **Executive Board** Members attend at least 2/3 of all scheduled **Board Meetings** and **Executive Sessions**. These meetings will be scheduled prior to Band Camp. **Executive Board** members are required to notify the **President** if they are unable to attend any of the **Board** meetings and **Executive Sessions**.

Section B. – There shall be at least six (6) scheduled general membership meetings (herein referred to as **General Boosters Meetings**) during the fiscal year June 1st through May 31st. The calendar for the **General Boosters Meetings** shall be set by the **Board** in coordination with the school administration.

Section C. – **Special Meetings** may be called by the **President** and two **Members in good standing** or at the request of the **Director**. Notice of **Special Meetings** shall be given at least one (1) week in advance when possible.

Section D. – All meetings will be governed by parliamentary procedures and in accordance with **Robert’s Rule of Order**.



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Section E. – A majority of the **Board** shall constitute a quorum at any **Board** meeting.

Section F. – Each **Officer** and **At-Large Board Member** is vested with a single vote on motions being brought to a vote. The **President** and the **Director** may regularly choose to abstain from voting unless their votes are needed to achieve a desired result. **Officers** and **At-Large Board Members** not attending the meeting may vote via phone or proxy with advanced notice being given to the **President**.

Section G. – The **President** shall appoint a **Nomination Committee** of at least five (5) individuals, all of whom are **Members in good standing**, and at least one (1) of whom shall be an **Officer** of the **Board**.

Members in good standing who wish to be considered for a **Board** position must make their interest known to the **Nomination Committee** by a date published by the **Nomination Committee**. The **Nomination Committee** must (1) advertise this deadline at the third to last **General Boosters** meeting, (2) meet to select the **Slate of Nominees**, and then (3) present the **Slate of Nominees** at the second to last **General Boosters** meeting of the year.

1. Nominations may be taken from the floor at the third to last **General Boosters** meeting as the process is opened up. Any floor **Nominees** not present to confirm their desire to serve on the **Board** may be disqualified. A **Nomination Committee** Member may call a **Nominee** to confirm his/her willingness to be nominated prior to finalizing the **Slate of Nominees**.
2. The **Nomination Committee** shall prepare a **Slate of Nominees** consisting of one **Nominee** for each of the **Officer positions** to be presented at the second to last **General Boosters Meeting** of the year. The **Nomination Committee** will thoroughly review each and every potential **Nominees'** qualifications, in accordance with the guidelines below, to determine which, if any, position the **Nominee** will be slated for.
 - A. The **Nominees** must meet minimum levels of active contribution to the workload of the **Boosters** such as **Board** or volunteer participation and/or fundraising efforts. Parents or guardians of incoming freshmen or transfer students must have a verifiable history of volunteer service.
 - B. The **Nominees** must, by their words and actions, demonstrate their adherence to volunteer guidelines published by the school board and support the mission of the **Boosters**.



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- C. The **Nominees** must demonstrate an effective leadership presence that motivates others to support and contribute to the execution of the **Boosters'** mission.

The **Nomination Committee** will *not* consider a **Nominee** to whom any of the following apply:

- A. The **Nominee** is not a **Member in good standing**.
- B. The **Nominee** has a documented history of disruptive or inappropriate behavior.
- C. The **Nominee** has been convicted of a crime of a nature precluding unsupervised association with **Students**.
- D. The **Nominee** has been barred from volunteer service by any school or school board.
- E. The **Treasurer** and **Assistant Treasurer** nominees shall share no close ties with one another. This restriction includes family, professional or close social relationships of any kind that might create even the slightest appearance of partiality.

The **Nomination Committee** will determine the number of **At-Large** positions to be added to the **Slate of Nominees**. There may be none (0), or up to three (3) positions at the discretion of the **Nomination Committee**. The number of positions may vary from year-to-year based on the needs of the **Band** for the upcoming year. There will be one name per **At-Large** position on the **Slate of Nominees**.

One **At-Large** position will be left open and not filled at the spring election. This **Board** position is held open to allow the **Board** to add an individual that distinguishes him/herself at the start of the new school year (i.e. a new **Member**).

The nomination process is closed upon adjournment of the second to last meeting, except for replacement of a **Nominee** who becomes unavailable subsequent to adjournment.



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The **Nomination Committee** will present a final paper **Ballot** with one **Nominee** for each **Officer** position and any **At-Large** position(s) at the last **General Boosters Meeting** of the school year. **Officers** and **At-Large** positions shall be elected (as a group from the **Ballot**) by a majority vote of the **Members in good standing** present.

Upon tallying of the vote of the **Members in good standing**, the newly elected **Board** shall be announced, the new **Board** will take office on June 1st and will serve for one (1) year unless they resign or are removed during the year. Marked **Ballots** will be kept securely by the **Director** for three (3) days for auditing purposes.

If the **Presidency** becomes vacant, that position will be filled by either the **1st Vice-President** or **2nd Vice President**, if at all possible. If neither is available or qualified to fill that role, then the position will be opened up to other **Board** Members. Other open **Officer** positions may first be filled at any time by a vote of the **Board** to name either another **Officer** or an **At-Large Member** to fill the position. If any vacancies cannot be filled from within the currently elected **Board**, then the position(s) may be filled from the general membership.

Open **Officer** or **At-Large** positions may be filled any time following the start of the school year up until the time the **Slate of Nominees** for the following school year is announced.

The nomination of a replacement **Officer** from the general membership will be presented for a vote at either the next scheduled **General Boosters Meeting** or at a **Special Meeting**.

The process for filling such open position(s) is as follows:

1. The vacancy will be advertised at either the next **General Boosters Meeting**, at a **Special Meeting**, or through other means of communication to reach the greatest number of people.
2. The **Board** must approve the **Nominee** by a vote of at least all **Board** members minus one (1).
3. The name of the approved **Nominee** will be presented to the **Members** at least two (2) weeks prior to the next **Special** or **General Boosters Meeting** in which a motion will be made to add the approved **Nominee** to the **Board**.



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4. Following the prescribed notice, a motion will be made at a **General** or **Special Boosters Meeting** to add the approved **Nominee** to the **Board**. The **Nominees** will be elected to the **Board** if they receive a vote of at least two thirds (2/3) of the **Members in good standing** present.

Article IV – Duties of Board Members

Section A. - The **President** shall preside at all **Board, General** or **Special Boosters Meetings**, appoint all committee **Chairpersons**, and shall be ex-officio of all committees or appoint a **Vice-President** in his / her place.

It is the duty of the **President** to direct the **Board, Committees** and **Members** in such a way that all **Boosters'** projects are implemented in a timely manner, have adequate volunteers to accomplish the task and that the overall project reflects the goals and vision of the **Program**. The **President** does not have to work on all projects, but should be willing to step in and assist if needed.

The **President** should serve as the primary representative and spokesperson for the **Boosters**. Either the **President** or **1st Vice-President** should take an active role and attend meetings, especially when there are any controversial issues or topics involved. If neither is available, they should appoint a representative.

Section B. - The **1st Vice-President** shall assume all duties of the **President** in his / her absence and serve as ex-officio if appointed by the **President**, having the same authority as the **President**

The **1st Vice-President** shall oversee fundraising activities, research fundraising options and present ideas to the **Board** for approval.

The **1st Vice-President** shall preside over any **Board, General** or **Special Boosters Meetings** in place of the **President**, should he or she be unable to attend.

The **President** and **1st Vice-President** shall be signatories on the **Boosters'** financial accounts along with other **Officers** as decided by the **Board**.

Both the **President** and **1st Vice-President** shall attend any and all official **General Boosters Meetings** and events (unless an extenuating circumstance is present that prevents attendance).



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Section C. – The **2nd Vice-President** shall encourage, promote and oversee the business and community partnerships of the **Boosters**. He / she will build community and financial support for the Band. If for any reason the **President** and the **1st Vice-President** are unable to perform his / her duties, the **2nd Vice-President** will occupy this position and perform the **President's** duties, having the same authority as the **President**.

Section D. – The **Recording Secretary** shall record the Minutes of all **Board, General and Special Boosters Meetings** and shall notify the **Board and Members** in advance of **Board, General and Special Boosters Meetings**. He / she shall present a copy of the Minutes from the previous **Boosters** meeting for approval by the **Members** at every meeting. He / she shall keep record of attendance at all **Board, General and Special Boosters Meetings**.

Section E. – The **Corresponding Secretary** will be responsible for publishing a newsletter as directed by the **President**. He / she will keep an updated list of all **Board** members and committee **Chairpersons**, their home, cell and work telephone numbers and e-mail addresses, as well as the home and work numbers of all **Band students** and their **parents**. He / she shall also perform such duties as directed by the **President**.

Section F. – The **Treasurer** shall prepare a proposed budget (in consultation with the **Board**) to be presented at the first annual **Boosters** Meeting for approval of the **Members**. The **Treasurer** shall be responsible for the maintenance of the **Boosters'** general fund and individual **Student** accounts. The **Treasurer** shall be responsible for collecting all money, writing checks, issuing receipts, and depositing funds in the **Boosters'** account. The **Treasurer** shall present a financial statement at every **Board and General Boosters Meeting**. This financial report shall include a beginning balance and reconciled monthly bank statements. The **Treasurer** may authorize a **Member in good standing** to collect money at **Boosters** activities. This **Member in good standing** should have completed a minimum one year of **Boosters** membership and be trustworthy in the opinion of the **Treasurer**.

Whenever monies are collected from fundraising activities, the **Treasurer** or authorized **Member in good standing** will complete a form for recording any beginning balances and the monies collected. The counts on this form are to be verified by a witness to the counting.



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It is the **Treasurer's** responsibility to assure that the books are audited no later than 90 days (at the end of August) after the end of the fiscal year. The fiscal year will begin June 1st and end May 31st. An **Audit Committee** of at least three persons, (two of whom do not serve as members of the Board), shall be appointed by the **President**. The **Audit Committee** shall present the audit report of the fiscal year's activities to the **Members** at the **General Boosters Meeting** following the 90-day period.

The **Treasurer** must maintain all appropriate accounting records, and shall keep current all fees pertaining to corporation status and tax filing, and submit records for an annual tax revue by a CPA.

The **Treasurer** will maintain a ledger reflecting an account balance for each **Student** (and others as appropriate) as a way to record money allotted to the individual **Student** from payments and fundraising activities. A record of such balances will be maintained at the **Director's** office.

Students with excess funds from fundraising activities in their **Student** accounts may transfer money to another **Student's** account with approval of his / her parent / guardian in writing.

Students with excess funds from overpayments in their **Student** accounts may receive refunds. The amount of any potential refund will be reduced to satisfy any debts from current or prior year fees.

The parent / guardian of **Students** graduating or not returning may designate his / her **Student's** Band account to be transferred to another **Student** who is either a current **Student** or a rising freshman by making the request in writing. Rising freshman **Students** must be named. If no such designation is made, funds will revert to the general fund. The **Treasurer** will maintain the account for three (3) months past the **Student's** last day of school. If no contact is made, the funds will revert to the general fund.



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Both the **Treasurer** and the **Assistant Treasurer** shall be signatories on the **Boosters'** financial accounts. Two (2) signatures will be required on all checks. (The **Treasurer** and **Assistant Treasurer** shall share no close ties with one another. While they work together, they must also independently verify that **Band** resources are used only as provided for in the **By-laws** and as approved by the **Board**. This restriction includes family, professional or close social relationships of any kind that might create even the slightest appearance of partiality. It is never appropriate for two **Board** members who may have close ties to both sign any check - i.e. **Treasurer** and **President**.)

Section G. – The **Assistant Treasurer** shall share all responsibilities of the **Treasurer**. The **Treasurer** and the **Assistant Treasurer** shall work with the **President** and / or the **Board** to determine the appropriate assignment of **Treasurer** responsibilities. The **Treasurer** and / or **Assistant Treasurer** shall provide a financial report of the **Boosters** account funds at all **Board** and **General Boosters Meetings** or as required by the **President** or the **Board**.

Section H. – The **Color Guard Coordinator** represents the needs and point of view of the Color Guard at all **Board**, **General** or **Special Boosters Meetings**. The **Color Guard Coordinator** will oversee the Color Guard program and should be present at a majority of Color Guard activities. He / she will keep an updated list of all Color Guard **Students**, including complete contact information for the **Student** and his / her **Parent / Guardian**. This list will be provided to the **Board** at the beginning of the school year. It is expected that the **Color Guard Coordinator** will work as a full participant of the **Board**, sharing in the budgeting, decision-making, parent volunteer recruitment, and work required in accomplishing the **Boosters'** mission. This staff position will be appointed by the **Band Director**.

Section I. – The **Director** is expected to make his / her best effort to work with the **Board** in a cooperative manner. Ideally, the **Board** will serve the **Director** as a source of support, encouragement and constructive advice. In all cases, the **Director** (with the support of his / her superiors) has the clear authority to make all decisions regarding the **Band Program**. Should the **Director** deem actions taken by the **Board** to be inconsistent with his / her **Band Program**, then he / she may exercise veto power to countermand any motion approved by the **Board**. Any such veto must be exercised within two (2) weeks of the publication of the Meeting Minutes reflecting the **Board** decision he / she wishes to veto.



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Section J. – **At-Large Board** members shall perform reasonable duties as assigned by a majority vote of the **Board**.

Article V – Political Endorsement

The **Boosters** at no time will endorse or recommend any candidate for political office.

Article VI – Solicitation of Funds

No funds will be solicited from **Members** during any **Board, General** or **Special Boosters Meetings** by any individual or outside group. Any suggestions or propositions made at any **Board, General** or **Special Boosters Meetings** will be referred to the **2nd Vice-President of Fundraising**.

Article VII - Committees

Section A. – The **Director** will be an **ex-officio member** of all committees.

Section B. – All committees will consist of a **Chairperson** and as many members as is considered necessary by the **President**.

Section C. – Each committee, through its **Chairperson**, will report either verbally or in writing each month to the **Board**.

Article VIII – Accountability

It is fully understood that the **Principal** of the **School** is directly responsible for all activities as outlined by the Florida High School Activities Association; therefore, any action taken by the **Boosters** may be subject to approval by the **Principal** or his / her designee. This Corporation shall function in compliance with the published policies of the Polk County School Board.

Article IX – Responsibility

It is fully understood that the **Band Program** supported by this Corporation is both a curricular and extra-curricular activity. The curricular elements within school time are the sole responsibility of the **Director** and his / her superiors. Any extra-curricular activity dealing with finances, programs or activities requiring participation or support by the **Boosters**, shall be with the advice and consent of the **Board**.



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Article X – Expenditures

The **Board** shall approve an annual budget of expenditures. The **Director** or designated **Officer** (other than the **Treasurer** or **Assistant Treasurer**) is authorized to make such approved budgeted expenditures without expressed **Board** approval as long as (A) the **Treasurer** or **Assistant Treasurer** is consulted in advance and (B) the expenditure is less than \$5000.00.

The **Board** shall approve any individual unbudgeted expenditure by the **Director** in excess of \$250.00. The **Director** shall not make accumulated unbudgeted purchases in excess of \$1000.00 per year without consent of the **Board**.

The **Board** shall have authority to approve all unbudgeted expenditures of the **Boosters** of more than \$250.00 but less than \$5000.00. Expenditures in this cost range must be presented to the **Board** for approval prior to the expense being incurred.

Authorization for individual expenditures equal to or more than \$5000.00, whether budgeted or un-budgeted, must be recommended by the **Board** in the form of a motion for approval by the **Members** at a **General Boosters Meeting** before the expense is incurred.

Article XI – Records and Property

Section A - A copy of the By-Laws, the annual financial report, and Minutes of each **Board** and **Boosters Meeting** shall be kept on file in the office of the **Director** and / or posted on the Band's website.

Section B - Instruments, uniforms, and all equipment or assets purchased, or by other means acquired, by the **Boosters** shall be classified as property of the Polk County School Board and shall be placed on their inventory.



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Article XII - Removal of Officers / Directors / Members

Section A- The **Board** shall have the authority by two-thirds (2/3) secret ballot of the **Board** to remove from its membership any **Officer, At-Large Board Member, or Member** (A) whose conduct, attendance, or achievement records are not in keeping with the policies or best interest of the **Boosters** or (B) who fails to perform his / her duties in a manner consistent with the Mission of the **Boosters**, or (C) who consistently or grossly fails to conduct himself / herself in a respectful, orderly and non-disruptive fashion towards fellow **Members** or **Students** or at any **Boosters** activity. The individual in question shall be notified of the time and intent of such action.

Article XIII Dissolution

In the event that the **Boosters** should be dissolved for any reason, all inventory and money belonging to the organization shall go to the **School** for its use in the **Band Program**.

Article XIV – Amendments

These by-laws may be amended once annually by a two-thirds (2/3) vote of the **Members in good standing** present at a **General Boosters Meeting**.

Additional modifications may be made only in the event of urgent need. Such need must be determined by a unanimous vote of all **Board** members and the **Director**. These amendments require a three-fourths (3/4) vote of the **Members in good standing** present at a **General Boosters Meeting**.

Proposed amendments shall be available to all **Members** two (2) weeks prior to the vote.