

WEST CLERMONT BAND BOOSTERS

BYLAWS

ARTICLES OF THE BYLAWS OF THE WEST CLERMONT BAND BOOSTERS, INC.

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ARTICLE I. NAME

The name of this organization shall be the West Clermont Band Boosters, Inc., in association with the West Clermont Local Schools Instrumental Music program. "The Band" will be defined as the instrumental music program and all approved guard programs.

ARTICLE II. PURPOSE

The purpose or purposes for which West Clermont Band Boosters, Inc. ("Corporation") is formed are:

- A. To provide support for the music program and its students and directors both financially and through involvement in any and all activities to ensure the safety, quality and enjoyment of the program.
- B. To promote and encourage instrumental music education in the West Clermont School District through assisting with purchase of necessary items such as uniforms, music, instruments, other equipment, paying for supplemental instructors and other incidentals.
- C. To receive and maintain funds to apply for the benefit of activities of West Clermont High School and other schools operated by the West Clermont Local Schools, exclusively for band music purposes.
- D. To receive, hold, and disburse donations, bequests, and other funds for the purpose of said Corporation; and doing any and all things necessary.
- E. The Corporation is organized exclusively for charitable, religious, education, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

ARTICLE III. MEMBERSHIP

A band booster member is defined as any parent or legal guardian who has a student enrolled in The Band for the sole purpose of promoting The Band at West Clermont Local Schools.

ARTICLE IV. MEETINGS

Section 1 - Executive Committee Meetings: The Executive Committee shall meet monthly or at the call of the President, the Band Director, or a majority vote of the Executive Committee or as needed.

- A. Executive Session and Provision for Open Forum: All Executive Committee meetings are conducted in executive session. Provision will be made for any booster member who wants to meet with the Executive Committee.
- B. The Executive Committee is expected to attend all monthly meetings, unless excused prior to the meeting. If the head Band Director cannot be in attendance, he may assign another director to attend in his place.
- C. The Band Director may bring in additional personnel he deems necessary to facilitate the purposes of that meeting (i.e. school administration, band administrative assistant). Any additional personnel brought in have no voting rights.

Section 2 - General Membership Meetings: The general membership meetings will be held monthly, and decided annually which day of the month shall be the regular meeting time. Additional meetings may be called as needed.

ARTICLE V. EXECUTIVE COMMITTEE

- A. The Executive Committee is composed of the President, Vice President, Director of Development, Treasurer, Assistant Treasurer, Secretary, Public Relations Officer, Concessions Manager, Event Coordinator, Uniform Manager and Logistics & Prop Manager - with the Band Director serving as Advisor and a non-voting member.
- B. Foster the enrollment of membership in the West Clermont Band Boosters, Inc.
- C. The Executive Committee shall be limited to 11 voting members; plus, the Band Director (non-voting).
- D. The Executive Committee shall act as advisors, assign duties, be responsible for all committees of the West Clermont Band Boosters, Inc., and have such policy making authority as provided in the Bylaws.
- E. They shall act as the authoritative voice of the West Clermont Band Boosters, Inc., on positions affecting the Corporation during the interim period between regular meetings.

- F. They shall prepare recommendations for the consideration and action of the Corporation.
- G. They shall carry out policies established at general membership meetings.
- H. They shall report their transactions and those of the general membership to all members.
- I. They shall supervise receipt and disbursement of all funds of the West Clermont Band Boosters, Inc., to ensure compliance with the standing rules.
- J. They shall make available the Annual Budget to the membership.
- K. They shall review and sign off on the Bylaws, and Standing Rules within 30 days of the election of new officers.
- L. They shall be responsible for implementing and upholding the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc., and shall make sure all state and school policies and guidelines are followed.
- M. They shall ensure that the Corporation is bonded.
- N. They shall execute all duties of the Executive Committee as designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

ARTICLE VI. QUORUM

- A. Executive Committee: The quorum for the Executive Committee shall be six (6) members. The vote shall be taken at an Executive Committee meeting or through some other means of communication deemed necessary if the Executive Committee cannot meet in person.
- B. General Membership Meetings: The quorum for a general meeting shall be the membership present.

ARTICLE VII. VOTING BODY

The voting body shall consist of all booster members in attendance which comprises the quorum. A simple majority vote of those members in attendance is required to pass any motions. A roster of all members in attendance at each booster meeting shall be kept for reference. Reference Article III for band booster membership definition.

ARTICLE VIII. ELECTION OF OFFICERS

- A. The officers of the West Clermont Band Boosters, Inc. shall be President, Vice President, Director of Development, Treasurer, Assistant Treasurer, Secretary, Public Relations Officer, Concessions Manager, Event Coordinator, Uniform Manager and Logistics & Prop Manager.
- B. All officers shall commit for a term of one year. Each member may run for an additional year with the approval of the other Executive Committee members. Special circumstances may allow for additional terms if approved by the Executive Committee. The President may not hold the same office for more than three years and the Treasurer may not hold the same office for more than three years.
- C. The President should have at least one year of Executive Committee experience, in a position other than President, before they can become President.
- D. Outgoing officers will meet individually with newly elected officers within two weeks following the election to enable a smooth transition.
- E. Candidates will be solicited by the current Executive Committee members or may be added by request of individuals. A complete effort shall be made to present a slate of at least one candidate per office. No member shall have his or her name placed on the ballot for an office without his or her knowledge or consent.
- F. The nominees shall be presented at a general meeting or by e-mail one month prior to the election of officers.
- G. All elections shall be determined by a simple majority vote of the legal ballots as defined under Article VII. Write-in nominations will be accepted for any positions providing those persons have prior knowledge and have given consent.
- H. The ballots will be counted via Google Forms and reported at the end of the April meeting.
- I. All ballots and other records pertaining to the election of officers of this Corporation shall be preserved for one (1) year from the date the election was held. The Secretary shall be responsible for maintaining these records.
- J. All officers shall deliver to their successors, all materials within fifteen (15) days following the end of their terms in office.

K. The President, Vice President and Treasurer may not be from the same household.

ARTICLE IX. DUTIES OF OFFICERS

Section 1 - President: The President shall:

- A. Be the chief officer and spokesperson of the West Clermont Band Boosters, Inc.
- B. Call and preside over all meetings of the Executive Committee and General Membership meetings.
- C. Be responsible for preparing the agenda for all meetings of the Executive Committee and General Membership meetings.
- D. Be an ex-officio member of all committees and be responsible for ensuring that committee tasks are being completed in a timely and effective manner.
- E. Amend the Organizational Chart (appendix A) as needed to allow for committees to report to specific Executive Committee members that is most appropriate.
- F. Chair Marching Band Competition Committee and delegate tasks as needed.
 - a. Be responsible for recruiting chairpersons for each of the Marching Band Competition sub committees, oversee the recruitment of volunteers, and oversee the entire Marching Band Competition to ensure timely accomplishment of all required tasks.
- G. Perform all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 2 - Vice President: The Vice President shall:

- A. Learn the functions and processes of the Executive Committee as well as the duties of the President.
- B. Act for the President when the President is unable to perform the duties of the office.
- C. Assume the office of the President if the office is vacated and serve for the remainder of the elected term.
- D. Co-chair Marching Band Competition Committee and delegate tasks as needed.
Be responsible for recruiting chairpersons for each of the Marching Band Competition sub-committees, help with the recruitment of volunteers, and oversee the entire Marching Band Competition to ensure timely accomplishment of all required tasks.
- E. Be an ex-officio member of all committees.
- F. Perform all duties assigned by the President and Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 3 - Director of Development: The Director of Development shall:

- A. Be Responsible for sponsorship and fundraising activities.
- B. Chair Sponsorship Committee and delegate tasks as needed.
 - a. Be responsible for procuring corporate sponsorships from within the community in order to secure donations/sponsorships for the Corporation within the guidelines of the West Clermont Local Schools.
 - b. The chair and co-chair will be responsible for coordinating business donations as needed by committees and events within the booster organization.
 - c. Work with the Vice President and Concessions Manager to make sure that all Feed the Band sponsors/donors are given the appropriate recognition for their level of sponsorship.
- C. Chair Fundraising Committee and delegate tasks as needed:
 - a. Be responsible for scheduling dine to donate events from August to April annually.
 - b. Be responsible for maintaining relationships with fundraiser contacts, schedule fundraisers, meet deadlines and announce fundraising dates.
- D. Perform all duties assigned by the President and Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 4 - Treasurer: The Treasurer shall:

- A. Receive and hold all funds of the general booster account and be responsible for their safe keeping and accounting.
- B. Payout only monies within the current budget that have been authorized by the Executive Committee

and are in accordance with the Standing Rules. Anything over budget is by written request to the Executive Committee.

- C. Be responsible for updating fidelity bond and liability insurance annually.
- D. Be responsible for working with the designated banks to obtain appropriate authorization for the President, Treasurer, Concessions Manager, and Logistics & Prop Manager to be able to sign checks or have a bank card/credit card to make required purchases.
- E. Keep an itemized account of receipts and expenditures of all Corporation monies.
- F. Prepare written monthly financial reports for the Executive Committee and file necessary reports to meet the legal requirements of the I.R.S. and the State of Ohio.
- G. Prepare a written report of his/her activities and submit a complete annual financial report to the Executive Committee as of the end of each fiscal year.
- H. Be an ex-officio member of all committees; especially when cash handling is involved.
- I. Chair Financial Hardship Committee and delegate tasks as needed.
 - a. a. Students who have applied for financial assistance will be eligible for booster financial assistance as long as funds are available, to help with additional band costs but not optional trips.
 - b. b. Accept applications and inquiries for member financial hardship.
 - c. c. Meet with the Band Director and President to determine recipients of financial hardship awards.
- J. Chair Finance Committee
 - a. a. Work with the President, Vice President, Assistant Treasurer and Band director to prepare the budget in June for the current school year. The Budget will be presented at the June Executive Committee meeting. Review the budget as necessary throughout the year.
- K. Perform all duties assigned by the President and Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 5 – Assistant Treasurer: The Assistant Treasurer shall:

- A. Not be from the same family as the Treasurer.
- B. Assist the Treasurer in the performance of his/her duties.
- C. Audit the work of the Treasurer and report their findings to the Executive Committee at the following general membership meeting.
- D. Oversee the database (or other adopted programs) which contains student's names, parents' names, addresses, phone numbers and email addresses as well as relevant contacts such as school administrators, department heads or other contacts used by the band.
- E. Chair Senior Scholarship Committee
 - a. If the chair has a senior student, then the Executive committee will appoint a new chair.
 - b. Award scholarships to graduating seniors based on the Kroger Community Rewards Program for monies received June-May, annually.
 - c. Accept and review scholarship applications.
 - d. Decide scholarship recipients and amounts.
 - e. Send IRS required award letters and checks.
 - f. Any excess money will be transferred back to the general fund each year
- F. Co-chair sponsorship committee and delegate tasks as needed.
 - a. Be responsible for procuring business/corporation sponsorships from within the community in order to secure donations/sponsorships for the West Clermont Band Boosters within the guidelines of the West Clermont Local Schools.
 - b. The chair and co-chair will be responsible for coordinating business donations as needed by committees and events within the booster organization.
 - c. Ensure sponsorship levels are being followed.
 - d. Provide needed letters/tax documentation to sponsors.
- G. Perform all duties assigned by the President and Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 6 - Secretary: The Secretary shall:

- A. Keep minutes of all Executive and General Membership meetings. He/she shall maintain a copy of said minutes in electronic form, shall publish the minutes on the band website each month, and/or distribute the minutes as directed by the Executive Committee. A copy of these minutes shall be available at booster meetings.
- B. Be responsible for preserving all ballots and records from the election for one (1) year from the date on which the election was held.
- C. Chair Volunteer Committee and delegate tasks as needed.
 - a. Create and maintain a list of all potential volunteers and coordinate with other committees.
 - b. Be responsible for securing volunteers and chaperones as needed for band activities.
 - c. Be responsible for securing at least two chaperones per bus.
 - d. Be certain that all Executive Committee members, chaperones and uniform committee members comply with any school, local, or state requirements or policies, including West Clermont School District background checks.
 - e. Maintain accurate band member lists for the chaperones.
 - f. Provide chaperones with a student bus list, first aid kit, and other supplies and information deemed necessary to ensure safety and communication.
- D. Chair Band Camp and delegate tasks as needed.
 - a. Work with Band Directors to coordinate schedules and volunteer needs.
 - b. Check the First Aid Kits to make sure it is up to date and has everything needed for camp.
 - i. The Concession Manager will give the Secretary a key to the Concession stand that will be kept with the First Aid Kit through the entirety of Band Camp. The key will be returned to the Concession Manager at the conclusion of Band Camp.
 - c. Make sure that all volunteers know where to find supplies needed for the First Aid tent.
- E. Perform all duties assigned by the President and Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 7 – Public Relations Officer: The Public Relations Officer shall:

- A. Oversee all forms of media, including written and visual content, that relate to any public information for the band program. This includes, but is not limited to: email, social media sites such as Facebook, Twitter, Instagram, YouTube and website content.
- B. Maintain relationships with the WCHS administration and public media entities to ensure all information being shared with the public is pertinent and accurate.
- C. Work directly with the Band Directors in monitoring content that is released on public sites.
- D. Chair Nomination Committee and delegate tasks as needed.
 - a. a. If the Chair will run for a position in the upcoming election, then the Executive Committee will appoint a new chair.
 - b. b. Refer to Article VIII, F – H.
- E. Chair New Member Development Committee and delegate tasks as needed.
 - a. a. Organize an informational New Member meeting to welcome new member parents in May, or as soon as possible near the end of the school year, as scheduled by the Band Director. An A to Z meeting about the marching band program.
 - b. b. Guide new member parents through the 1st year in marching band contacting them frequently with helpful hints and tips.
- F. Perform all duties assigned by the President and Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 8 - Concessions Manager: The Concessions Manager shall:

- A. Will be responsible for the two Concession Stand Keys for the year.
 - a. The Secretary will have one key for the duration of Band Camp. After Band Camp, the Concession Manager can give the second key to the Feed the Band Co-Chair.
- B. Work directly with vendors to start up / maintain the concession stand during the football season.
- C. Maintain all concession stand equipment.
- D. Be responsible for maintaining the concession area, keeping the area up to code, appearance, etc.

- a. Will organize a day to clean out, organize, and close up the concession stand for the off season, which should take place within 30 days after the final event of the season.
- E. Coordinate with other concession areas throughout the year.
- F. Work with the Secretary to create a schedule of concession volunteers.
- G. Chair Feed the Band Committee and delegate tasks as needed.
 - a. Work with Band Directors to coordinate schedules and needs for Band Camp dinners.
 - b. Plan and provide meals as needed throughout the year.
 - c. Will solicit donors for band meals, and will work with the Sponsorship Committee to keep them updated on Feed the Band sponsors.
 - d. Will be responsible for finding someone to Co-Chair Feed the Band Committee.
- H. Perform all duties assigned by the President and Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc. the

Section 9 - Event Coordinator: The Event Coordinator shall:

- A. Reserve facilities as needed for booster-organized activities.
- B. Chair Special Events Committee and delegate tasks as needed.
 - a. Meet with the Band Directors to determine the dates of award ceremonies and the types and numbers of awards needed.
 - b. Be responsible for keeping an inventory of awards on hand and ordering awards when necessary.
 - c. Plan and coordinate all band awards and ceremonies.
 - d. Plan and coordinate band camp activities.
 - e. Plan and coordinate Senior activities.
- C. Chair Alumni Committee and delegate tasks as needed.
 - a. a. Plan and coordinate Alumni activities.
 - b. b. Be responsible for soliciting alumni for financial and moral support.
- D. Co-chair New Member Development Committee and delegate tasks as needed.
 - a. Organize an informational New Member meeting to welcome new member parents in May. An A to Z meeting about the marching band program.
 - b. Guide new member parents through the 1st year in marching band contacting them frequently with helpful hints and tips.
- E. Perform all duties assigned by the President and Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 10 - Uniform Manager: The Uniform Manager shall:

- A. Chair Uniform Committee and delegate tasks as needed.
 - a. Be responsible for maintenance and upkeep of the uniforms.
 - b. This includes, but is not limited to: Marching Band, Pep Band, Jazz Band, Concert Band, Winter Guard, Winter Percussion, etc.
- B. Maintain control of the fitting, issuing, cleaning, and the return of all uniforms, accessories and uniform equipment (flags, rifles, swords & supplies).
 - a. This includes, but is not limited to: Marching Band, Pep Band, Jazz Band, Concert Band, Winter Guard, Winter Percussion, etc.
- C. Provide maintenance and upkeep for the areas designated as storage for the uniforms, accessories and uniform equipment (flags, rifles, swords, & supplies).
- D. Chair Spirit Wear Committee:
 - a. Assist in design (with approval of Band Director) and ordering of all spirit wear.
 - b. Responsible for ordering and distributing Show Shirts for all band members, staff members, and anyone else that requires one.
- F. Perform all duties as assigned by the President or the Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

Section 11 - Logistics & Prop Manager: The Logistics & Prop Manager shall:

- A. Chair Pit Crew & Props Committee and delegate tasks as needed.
 - a. Will work with the Band Director to design and build props for the show so that they are ready in a timely manner.
 - b. Be responsible for recruiting adequate numbers of volunteers to carry out the committee's responsibilities; and will work with the Band Directors to determine what needs to be done during performances.
 - c. Be responsible for maintenance and repairs of field equipment, props, storage bins, and other items used for transporting the band equipment and uniforms prior to the first performance and during the season.
- B. Chair Trailer Crew Committee and delegate tasks as needed.
 - a. Be responsible for maintenance and upkeep of the band trailers
 - b. Be responsible for recruiting volunteers to help drive trailers to all competitions, parades, etc. held throughout the year
 - c. Be responsible for loading and unloading of band equipment from the trailers
 - d. Be responsible for renewing the trailer tags.
- C. Perform all duties as assigned by the President or the Executive Committee and all duties designated by the Bylaws, and Standing Rules of the West Clermont Band Boosters, Inc.

ARTICLE X. REMOVAL OF EXECUTIVE COMMITTEE MEMBERS

Section 1 - Resignation:

- A. Any officer may submit a resignation in writing to the remaining Executive Committee members.
- B. If possible, the officer will continue his/her duties until a replacement has been appointed.

Section 2 - Impeachment

- A. Officers of the West Clermont Band Boosters, Inc. may be impeached for misfeasance, for malfeasance, and for nonfeasance in office.
- B. Impeachment proceedings against an officer may be initiated by a written petition submitted to the Executive Committee by at least twenty-five (25) percent of the Voting Body.
- C. If, after a due process hearing, a two-thirds (2/3) vote of the Executive Committee shall sustain the charge, the officer shall be expelled and the office shall become vacant.

Section 3 - Replacement

- A. Should a vacancy occur on the Executive Committee due to resignation or termination, the remaining Executive Committee members may appoint a replacement. (See also Article VIII, B.)
- B. If an appointed officer serves for a period longer than 2 months (such as in a transition period), approval must be obtained by a vote of the Voting Body.
- C. In the event of a resignation of the Treasurer, the President shall immediately appoint an Auditor who shall audit and certify the records of the resigned officer are correct.

ARTICLE XI. COMMITTEES

All Committees will be chaired by Executive Committee members.

Section 1 - Standing Committees

The West Clermont Band Boosters, Inc. shall have such standing committees as are necessary to carry out the responsibilities and programs of the Corporation.

Section 2 - Ad Hoc Committee

Ad hoc committees may be formed as necessary to achieve the goals of the Corporation.

Section 3 - Authority in Action

All committees are granted authority to do that which is deemed necessary in order to function by the Executive Committee's approval of each committee's appointed members.

Section 4 - Duration

The duration of each committee approved by the Executive Committee shall be from the date of approval until May 31 of the current school year:

- A. All duties of the committee have been completed and/or
- B. A specified date set by the Executive Committee has been reached

ARTICLE XIII. EARNINGS OF THE CORPORATION

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth hereof. No substantial part of the activities of the Corporation shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on:

- A. A. By a Corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or
- B. B. By a Corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XIV. AMENDMENTS

Section 1 - Proposals

Proposals for amendments of the Bylaws shall be initiated by the Executive Committee or upon presentation to the Executive Committee of a petition signed by at least twenty (20) percent of the Voting Body at least ten (10) days prior to action.

Section 2 - Ratification

Ratification of proposed amendments to these Bylaws may be made by a two-thirds (2/3) majority of those active members voting at any regular meeting provided that the amendments have been introduced at the preceding regular meeting and that copies of the proposed amendments have been distributed to all members for discussion.

ARTICLE XV. AUTHORITY - PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall be the authority governing all matters of procedure not otherwise provided in this Bylaws, or Standing Rules of the West Clermont Band Boosters, Inc.

ARTICLE XVI. DISSOLUTION

Upon the dissolution of the Corporation, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the Corporation assets exclusively for the purposes of the Corporation.

- A. A vote shall be made by the Voting Body to spend remaining funds on an item that benefits the students; or
- B. Any remaining funds will be donated at the next West Clermont Local School Board meeting with the intent that the money will be spent under the discretion of the head band director or a member of the West Clermont Local Schools Instrumental Music Program.

ARTICLE XVII. CONFLICT OF INTEREST

- A. Any member of the Executive Committee having a conflict of interest that could cause that person to act contrary to the best interest of the organization, or who may financially benefit from a proposal shall disclose such conflict to the rest of the Executive Committee. In such a case, the member shall not vote

or use their personal influence on the matter and must leave the meeting room immediately after a motion on the proposal is made, and be absent from the room during the discussion of and voting on the issue.

- B. No officer shall use their position to influence any Director(s) choice of the student's music placement/position within the Program. Doing so will result in immediate termination of the position.
- C. If any member of the Executive Committee is deemed to be acting in a manner not consistent with the purpose established by these Bylaws, the Executive Committee may, with a two-thirds (2/3) vote, remove that person as a member.

STANDING RULES OF THE WEST CLERMONT BAND BOOSTERS, INC.

Rule 1: The Corporation shall pay expenses for band directors' travel authorized by West Clermont Local Schools in carrying out the duties of the band directors of the West Clermont School District bands, provided funds are available in the booster account, and with approval by the Executive Committee.

Rule 2: Approval by the Executive Committee is required for any expenditures exceeding \$500, unless that expenditure is specifically described in the budget.

Rule 3: In order to provide for expenses, the Corporation requires proof of said expenses by returning the proper receipts to the Treasurer.

Rule 4: The Corporation shall be covered by a bond paid for by the Corporation.

Rule 5: The Corporation shall administer the following guideline regarding check signing and bankcard/credit card charges:

- A. The President, Treasurer, Concession Manager, or Logistics & Prop Manager shall be able to sign checks.
- B. When possible, charges should be paid for by the Booster bankcard/credit card by the President, Treasurer, Concession Manager, or Logistics & Prop Manager. Each transaction must be communicated to one other Executive Committee member in writing (e.g. email or text). Receipts of each transaction will be held by the treasurer.

Rule 6: The fiscal year shall be June 1 - May 31

Rule 7: Any Standing Rule may be amended by a two-thirds (2/3) vote of the members of the Executive Committee attending its meeting, providing that all members of the Executive Committee have been:

- A. Provided with a copy of such amendments at least ten (10) days in advance of the meeting at which the action is to be taken.
- B. Notified seven (7) calendar days in advance of the date, time, and place of the meeting at which the changes will be voted on.

Rule 8: Background checks will be required for all Executive Committee members, Uniform Committee, cash handlers, and all chaperones.

Rule 9: All members of the Executive Committee are required to be on the Competition Committee, and are required to be present for the entire duration of both the Invitational and Championship that are hosted by the West Clermont Band Boosters, unless prior arrangements are made.

These Bylaws and Standing Rules were created by the members of the Executive Committee West Clermont Band Boosters Inc.

President: _____

Vice President: _____

Vice President of Development: _____

Treasurer: _____

Assistant Treasurer: _____

Secretary: _____

Public Relations Officer: _____

Concessions Manager: _____

Event Coordinator: _____

Uniform Officer: _____

Logistics & Props Manager: _____

Date: _____

*****SEE NEXT PAGE FOR ORGANIZATIONAL CHART*****

West Clermont Band Boosters, Inc

Organizational Chart

Appendix A

			President			Band Director			
			Ex-officio member of all committees						
			Chair Competition Committee						
Vice President	Director of Development	Treasurer	Assistant Treasurer	Secretary	Public Relations Officer	Concessions Manager	Event Coordinator	Uniform Manager	Logistics & Prop Manager
Ex-Officio member of all committees	Chair Sponsorship Committee	Ex-officio member of all committees	Chair Senior Scholarship Committee	Chair Volunteer Committee	Chair New Member Development	Chair Feed the Band Committee	Chair Special Events Committee	Chair Uniform Committee	Chair Pit Crew & Props Committee
Co-chair Competition Committee	Chair Fundraising Committee	Chair Finance Committee	Co-chair Sponsorship Committee	Chair Band Camp Committee	Chair Nomination Committee		Chair Alumni Committee	Chair Spiritwear Committee	Chair Trailer Crew Committee
		Chair of Financial Hardship							
VOLUNTEERS FOR ALL AREAS									