

Article I: Name

The name of the organization shall be KINGSTON TIGER BAND BOOSTER CLUB, INC. (hereinafter referred to as “Booster Club”).

Article II: Mission and Purpose

The objectives of KINGSTON TIGER BAND BOOSTER CLUB, INC. are:

- A. To support the Kingston High School Band programs, including but not limited to Marching, Concert, Jazz and Auxiliary groups and to undertake such activities to this end as may be determined by the membership.
- B. To develop and carry out programs to promote a greater understanding, visibility and appreciation of music through education.
- C. To promote, facilitate, assist and encourage a spirit of fellowship and cooperation among the membership of the Booster Club and the community.
- D. To work in cooperation with the members of the school district and public and private entities to support and encourage the development of progressive music education programs.
- E. To provide moral and financial support, accept and disburse funds, and otherwise assist the entire band members through cooperation with and guidance from the band director(s).
- F. To be organized exclusively for charitable and educational 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

Membership in KINGSTON TIGER BAND BOOSTER CLUB, INC. shall:

- A. Be open to all parents and persons interested in supporting the objectives of the organization and who agree to abide by the By-Laws of the organization.
- B. There shall be two classes of member: Regular and Associate.
 - I. Regular Members – Regular Members are parents and guardians of current band and auxiliary students. Regular members have the privilege of making motions, voting and holding office.
 - II. Associate Members – Associate Members are Kingston Highs School Band students, alumni, band parent alumni, their family members and Band Directors. Associate members may serve on committees but may not vote or hold office.

Article IV: Officers

- A. Officers:
 - I. Officers of KINGSTON TIGER BAND BOOSTER CLUB, INC. shall consist of President, Co-Vice Presidents, Ways and Means Chairperson, Recording and Corresponding Secretary, Treasurer, Assistant Treasurer, Parliamentarian.

- II. All Officers (except Parliamentarian) shall be elected by a majority vote of those members present at the regular April Meeting. They will assume their duties at the June meeting. The Parliamentarian position shall be filled by appointment of interested parties by the Executive Committee and/or Band Directors.
 - III. The outgoing officers will give assistance to newly elected officers during the transition and turn over pertinent information as outlined in Article V (Officer Duties).
- B. Vacancies:
- I. Vacancies occurring in any office shall be filled by a majority vote of those members present at the next regular meeting.

Article V: Officer Duties

- A. The President shall:
- I. Guide and direct KINGSTON TIGER BAND BOOSTER CLUB, INC. presiding at all meetings: regular, special, and Executive Committee.
 - II. Act as an “ex-officio”, non-voting member of all committees, except the Nominating Committee.
 - III. Be responsible for establishing a close working relationship between the Booster Club and Band Directors.
 - IV. Perform other duties as pertains to the office of President.
- B. The Co- Vice Presidents shall:
- I. Preside at meetings in the absence of the President and performs other duties as the President and the Executive Committee designate.
 - II. Be responsible for coordinating hospitality events for the Band and Booster Club, including but not limited to the Band Banquet, meals provided at competitions, senior recognition.
 - III. Coordinate Travel & Hotel Arrangements during competition season
 - IV. Coordinate Chaperone Arrangements during competition season
 - V. Perform other duties as pertains to the office.
- C. The Recording/Corresponding Secretary shall:
- I. Attend, record and present typed minutes at all regular, special and Executive Committee meetings. (The presiding officer shall appoint someone to record minutes in the absence of the secretary.)
 - II. Keep attendance records of all members present for all meetings and any other correspondence as directed by the President.
 - III. Maintain records of any committee meeting minutes provided by committee chairs.
 - IV. Furnish previous meeting minutes to the Executive Committee for distribution one (1) week prior to regularly scheduled meetings.
 - V. Furnish and maintain an additional copy of all approved minutes, financial reports and By-Laws in a notebook, in the Band Directors office, open to the public and available for review by the membership.
 - VI. Shall review all correspondence, report such to the Executive Committee and/or general membership and prepare appropriate responses for the Booster Club
 - VII. Perform other duties as pertains to the office.

D. The Treasurer shall:

- I. Due to the complexity of the requirements the Treasurer will typically first serve as the Assistant Treasurer first for one year and then move to the Treasurer position in their second year.
- II. Have custody of all funds of the organization as well as the computer and associated equipment and software.
- III. Keep a full and accurate account of receipts and expenditures.
- IV. Make disbursements as authorized by the organization, the Executive Committee, or a special committee.
- V. Make no unbudgeted disbursements without the approval of the membership. No disbursement will be made without an invoice or receipt subject to provisions of by-law #6 in Section D Article V.
- VI. Any disbursement by check must have two of the following signatures:
 - a. Treasurer
 - b. One (1) Co-Vice President
- VII. Ensure security of any pre-signed check by the President, Treasurer, or Co-Vice President shall be made out to a designated vendor or payee prior to being released to a Committee Member. Notification to the Treasurer shall be made in a 24-hour period of payment and invoice or receipts provided within three days.
- VIII. Present a financial report including a complete and current bank statement at regular and any other meetings as requested by the Executive Committee.
- IX. Provide copies of each said financial report to the Secretary to be included in the Secretary's and the Director's Notebook.
- X. Serve as Chairperson of the Budget/Finance Committee.
- XI. Make financial records available to the Audit Committee:
 - a. For an annual audit after final bills are paid on or before June 30th.
 - b. Request payment of credit balances from vendors prior to June 30th
 - c. And at such other times as reasonably requested by the Audit Committee
 - d. Perform other duties as pertains to the office.

E. The Ways & Means Chairperson shall:

- I. Be responsible for coordinating ALL fundraising events for the Band, including but not limited to:
 - a. Creating fundraising opportunities
 - b. Setting event dates
 - c. Obtaining volunteers to oversee each fundraising opportunity or event
- II. Work closely with the Executive Committee and Band Directors when seeking approval for new opportunities/events
- III. Work closely with the Chairperson of each opportunity/event and will attend same
- IV. Work closely with the Treasurer to see that all funds are properly recorded

F. The Parliamentarian shall

- I. Be responsible for reviewing and maintaining these By-Laws.
- II. Advise the President regarding Parliamentary procedure.
- III. Be a non-voting member of the Executive Committee
- IV. Perform other duties as pertains to the office

- G. All officers shall maintain an updated notebook with all pertinent records for each respective position and shall convey this notebook at the end of their term to the newly elected officer.
- H. Standards of Conduct**
- I.** All officers of the Booster Club shall conduct themselves in a manner consistent with the best interests of the Booster Club.
 - II.** An officer shall be subject to recall if one of the following standards have been violated.
 - a.** The officer misses two or more consecutive meetings without legitimate cause.
 - b.** The officer takes actions while having a conflict of interest.
 - c.** Failing to discharge the duties of their office in good faith.
- I. Removal from office can occur in the event of a violation of these by-laws.**
- I.** Should a member feel a violation has occurred, all notices of such violations must be submitted in writing.
 - II.** Violation notifications can be received by any officer.
 - III.** Upon receipt of the violation notice, the Executive Committee has 30 days to establish a quorum to review the violation notification.
 - IV.** By a 2/3 majority vote, Executive Committee has the sole discretion to suspend an officer named in a violation notification until a recommendation vote can be held by the membership at a regularly scheduled meeting.
 - V.** Suspension from officer duties includes but is not limited to removal from bank account access and forfeiture of any booster property (keys, banking property, etc.).
 - VI.** If deemed necessary (through procedure), the committee can defer a recommendation for no more than 45 days following a review.
 - VII.** Once a final quorum is established, a resolution recommendation shall be passed by a 2/3 majority vote and be brought before the membership at the next regularly scheduled meeting.
 - VIII.** A majority vote is required by the membership in attendance to pass a resolution recommendation.

Article VI: Nominations

A nominating committee shall:

- A.** Be convened at the February meeting from the members present.
- B.** Consist of an odd number of members with a minimum of three and a maximum of five members.
- C.** Review any letters of interest submitted by Any Regular Member interested in running for an open position prior to the March meeting.
- D.** Nominate at least one candidate for each office and present these nominations at the March meeting, followed by election at the April meeting.
- E.** Accept additional nominations from the floor prior to the election.
- F.** Remain functional for the remainder of the school year to aid in filling any vacancies that may arise during the year.

Article VII: Elections

- A. Regular elections shall be by majority vote of members present at the time of the election (normally at the April meeting). Voting by proxy will not be allowed. In the event that no nomination is proposed by the Nominating Committee or from the floor, the President will nominate a candidate to be voted on by the membership present.
- B. The voting shall be by secret ballot unless there is only one candidate for the office, then a voice vote or show of hands may be used.

Article VIII: Terms of Office

The Executive Board will be introduced at the conclusion of voting and will serve a one-year term beginning with the June meeting. To promote and grow active membership, it is desirable to limit executive positions to two consecutive terms. However, if no volunteer is available, then an executive may continue to serve additional terms. The President and Vice President terms shall be one 2-year term. The President and one Vice President term shall be staggered against the other Vice President position to insure stability at the senior level. These positions shall be restricted to one term. Again, if no volunteer is available then a volunteer in these positions shall be able to continue additional terms.

Article IX: Committees

The Chairperson of any committee is required to be a voting member of KINGSTON TIGER BAND BOOSTER CLUB, INC. The Executive Committee, along with the Nominating Committee, will seek Chairpersons for the Standing Committees by way of nomination or by self-nomination. The following are standing committees: Alumni, Budget/Finance, Ways & Means, Chaperone, Communication/Publicity, Concession, Fall Fanfare, Middle School Liaison, Nominating, Uniform, Band Banquet, and Band Wear. Special Committees may be empaneled as deemed necessary by the Executive Committee. Standing and Special Committees may be comprised of any number of voting and/or ex-officio members.

- A. The Budget/Finance Committee shall:
 - I. With input from the Chairs of Standing and Special Committees, develop an annual budget to be presented to the membership at the April meeting for review and approved by membership vote at the May meeting to take effect July 1st.
 - II. Review financial statements being submitted.
 - III. Coordinate the annual audit.
- B. The Ways & Means Committee shall:
 - I. Be responsible for coordinating ALL fundraising events for the Band.
 - II. Report all fundraising events to the Treasurer monthly.
 - III. Work in connection with the Treasurer to ensure all funds are properly recorded.
- C. The Chaperone Committee shall:
 - I. In conjunction with the Band Directors, ensure chaperones for all events away from Kingston High School property.
 - II. Ensure that all chaperones are properly registered with the District.

- III. Provide training and resource material (i.e. attendance rosters, bus numbers, etc.) for all chaperones.
 - IV. Be an active member of any meetings discussing programs/trips that require chaperones.
- D. The Alumni Committee shall
- I. Consist of a Past Band Booster and a past Band Student
 - II. Be present to assure that alumni, parents and/or students who wish to participate and assist the band are represented
 - III. Provide continuity within the organization
 - IV. Perform other duties as pertains to the office
 - V. One of the members of the Alumni Committee shall serve as Alumni Representative. The Alumni Representative shall
 - a. Be present to assure that alumni, parents and/or students who wish to participate and assist the band are represented.
 - b. Serve as historian for the band
 - c. Provide continuity within the organization
 - d. Be at least 25 years of age.
 - e. Perform other duties as pertains to the office
- E. The Communications/Publicity Committee Shall:
- I. Be responsible for any PR related correspondence sent on behalf of the organization with necessary information provided by respective Committee Chairs.
 - II. Ensure notices of events are furnished to news media.
 - III. Notify members of scheduled events or meetings.
- F. The Concession Committee shall:
- I. Be responsible for any concession stands/areas for which the organization has primary charge.
 - II. Work with the Budget/Finance Committee to establish prices and adjust prices as changes in food costs require.
 - III. Work in conjunction with the Purchaser to oversee all matters pertaining to the operation of the concession stand including:
 - a. menu development and pricing, product and equipment inventory and purchasing
 - b. With the exception of concession stand volunteers
 - IV. With the approval of the Executive committee, create and coordinate sub-committees, sub-committee chairs, and volunteers needed to carry out necessary duties, including but not limited to:
 - a. Overseeing concession operations special events as they are established over time
 - b. Submit for approval of the membership those matters relating to concession, which may be deemed to have a significant impact on the operation, organization, or fundraising ability of any concession stand/areas for which the organization has primary responsibility.
 - c. Maintain a Concession committee notebook to include all of the above and provide it to the newly appointed chair at the June meeting.

- d. Perform such other duties as may be prescribed in these By-laws or those assigned by the President.
- G. The Fall Fanfare Committee shall:
 - I. Develop ideas for specific Fall Fanfare fundraising.
 - II. Be responsible for fundraising duties such as coordination of vendors, development of cost data, communication with parents and students, securing volunteers, gaining area business sponsorships, and communication with Publicity.
 - III. Work with the Budget/Finance committee to develop a budget for each fundraiser.
 - IV. Keep accurate records of income and expenditures.
 - V. Request receipts and invoices in a timely manner.
 - VI. Report activities during regular meetings and/or Executive committee meetings.
- H. The Middle School Liaison shall:
 - I. Help promote the organization to the Middle Schools.
 - II. Help coordinate volunteers from the Middle Schools.
 - III. Perform any other such roles as deemed necessary.
- I. Nominating Committee (See Article VI)
- J. The Uniform Committee shall:
 - I. Organize & coordinate uniform criteria with the band director and staff.
 - II. Supervise the uniform committee for:
 - a. Selection & training of uniform helpers
 - b. Establish orderliness in the uniform room
 - c. Assign uniforms; assisting in maintaining uniform care contracts
 - d. Alteration of uniforms
 - e. Uniform check-in
 - f. Periodic reports to booster club members
- K. Band Banquet Committee shall:
 - I. Develop ideas for Band Banquet.
 - II. Coordinate facility usage with the Director of Kingston High School bands.
 - III. Coordinate with vendors, develop cost data, communicate with parents and students, volunteers and communicate with Publicity.
 - IV. Work with the Budget/Finance Committee to develop a budget.
 - V. Request receipts and invoices in a timely manner.
 - VI. Report activities during regular meetings and/or Executive Committee meetings.
- L. The Band Wear Committee shall:
 - I. Be responsible for displaying Band Wear at Band Camp, Fall Fanfare and as deemed necessary by the organization.
 - II. Provide information on purchasing Band Wear online.
 - III. Coordinate purchase deadlines and fulfillment with vendor.
 - IV. Communicate deadlines for purchasing with publicity.
 - V. Obtain approval through the Executive Committee for expansion of the Band Wear line.
 - VI. Report activities during regular and /or Executive Committee meetings.
- M. Special Committees, such as By-Laws, Scholarship, etc., shall be established as deemed necessary by the Executive Committee.
- N. All Committees shall:

- I. Maintain a committee notebook to include all pertinent information regarding their duties and will provide this notebook to the newly appointed chair on July 1.
- II. Perform other duties as may be prescribed in these By-laws or those assigned by the President.

Article X: Executive Committee

Members include President, Co-Vice Presidents (2), Secretary, Treasurer, Assistant Treasurer, Ways & Means Chairperson, Kingston High School Band Directors and Parliamentarian.

Article XI: Meetings

A. Regular Meetings:

- I. Will be held on the 2nd Wednesday of the month at 7:00 PM of the following months: September, October, November, December, January, February, March, April, May and June. Any changes to these scheduled meeting dates may be made by a vote of the Executive committee, will be announced to the membership at least 7 days in advance.
- II. Will be held at Kingston High School.
- III. Will record attendance to include name of student, printed name of member, and signature of member.
- IV. Will require a quorum of a minimum of ten members to include at least four Executive Committee members.
- V. Agenda items must be given to the President one week in advance. Any items not placed on the agenda will be tabled to the next regular meeting.
- VI. Will include an order of business as follows:
 - a. Establish that a Quorum is present as evidenced thru attendance records
 - b. Obtain approval of previous regular meeting minutes
 - c. Hear Treasurer's report
 - d. Hear Committee Chair Reports
 - e. Hear Directors Report
 - f. Discuss Old Business
 - g. Discuss New Business
 - h. Adjournment
 - i. No organization business requiring a vote from the general membership will be allowed by phone or email.

B. Executive Committee Meetings

- I. Shall meet monthly prior to the Regular meeting and any other times as deemed necessary throughout the year.
- II. Will record attendance and provide it to the Secretary to be maintained in the Secretary's Notebook.
- III. Will require a quorum of two thirds of the existing members.
- IV. Will require a two-thirds vote of the members present to pass.
- V. No Executive Committee business requiring a vote will be allowed by phone. Email voting must meet quorum requirements and a 2/3 vote requirement. Printed records of the vote must be made available at the next

General Meeting. Emails by Executive Committee members must “Reply To All” and must be maintained by the Secretary.

C. Special Meetings

- I. Will be held to consider matters of a significant nature.
- II. Will be advertised to the membership in advance.
- III. Will record attendance and provide it to the Secretary to be maintained in the Secretary’s Notebook.
- IV. Will require a quorum of a minimum of ten members to include at least four Executive Committee members.
- V. Will require any votes taken to be passed by two thirds of the members present.

D. Committee Meetings

- I. Will be called by the Committee Chair at times deemed necessary according to their duties.
- II. Will record attendance and provide it to the Secretary to be maintained in the Secretary’s Notebook.
- III. Will record minutes and provide them to the Secretary to be maintained in the Secretary’s Notebook.

Article XII: Audit

The Budget/Finance Committee will coordinate the annual and any internal audits. The Committee will:

- A. Propose a slate of candidates to perform the audit. These candidates will be voted on by the voting members. Candidates and/or their immediate family members shall not have been in charge of any financial activities during the time period of the audit. Candidates for the audit should be active members who have attended a minimum of two regular meetings in the past 12 months. Candidates cannot be members of the Budget/Finance Committee.
- B. Include in their audit (at a minimum) verification that expenditures have been appropriated properly, identification of any expenditure over budgeted amounts, and verification of both disbursements and deposits for accuracy and appropriateness.
- C. Determine if the financial control and procedures are being followed appropriately.
- D. A report of the audit will be presented to the organization at the August Meeting and recorded into the minutes.

Article XIII: Standing Rules

- A. Standing rules may be drawn up to regulate any matter deemed to require further regulation.
- B. Standing Rules are adopted at the time a need arises, but must not conflict with the bylaws.
- C. A Standing Rule is adopted by a majority vote at any business meeting without previous notice and continues in force until it is rescinded or amended.
- D. Standing Rules can be amended by a two-thirds vote without previous notice or by a majority vote when prior notice has been given.
- E. A Standing Rule can be suspended (through procedure) for the duration of any session.

Article XIV: Roberts Rules of Order

This organization shall be governed by the current edition of Robert’s Rules of Order in all cases in which they are applicable and in which they are not inconsistent with these By–laws and any special rules or order the organization may adopt.

Article XV: Amendments

- A. These by–laws will be reviewed by the Bylaw Review Committee and reaffirmed every four years by a majority vote at a regularly scheduled meeting of the organization.
- B. These by–laws may be amended by a two-thirds vote of the attending members at a regular meeting provided these amendments are presented to the membership at the preceding regular meeting.
- C. Voting on bylaw amendments may be held by secret ballot (through procedure).
- D. Attending members (through procedure) may move to vote on amendments individually or collectively.

Article XVII : Dissolution

In the event of dissolution of the organization, any residual assets will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 (C)(3) of the Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.

ADOPTED ON _____, 2017.

EFFECTIVE ON JANUARY 1, 2018.
