

**FONTAINEBLEAU HIGH CRIMSON BAND BOOSTER CLUB  
Constitution and By-Laws**

**(Revised August 2, 2005)**

**CONSTITUTION**

**Article I - Title**

This organization shall be known at the Fontainebleau High Crimson Band Booster Club, hereafter also known as FHSBBC. FHSBBC may be used throughout this document and official correspondence.

**Article II – Objectives**

**Section 1:** The purpose of this organization shall be to further the Fontainebleau High School Crimson Marching Band through pride, spirit, assistance and financial support.

**Section 2:** This organization is in no way connected to the St. Tammany Parish School System.

**Article III - Membership**

**Section 1:** Any person over the age of eighteen years, out of high school and of good character may become an active member of this organization.

**Section 2:** Members in good standing shall be entitled to vote at meetings or be eligible for office.

**Section 3:** Joint membership is encouraged in the Fontainebleau High School Parent Teacher Association.

**Article IV – Policies**

**Section 1:** FHSBBC shall be a non-profit organization.

**Section 2:** FHSBBC shall not seek to control or direct the administrative activities or policies of the Band Director or Fontainebleau High School.

**Section 3:** School administration shall be advised of all meetings of FHSBBC and invitations extended for their attendance.

## **Article V - Officers**

**Section 1:** The officers of this organization shall consist of one President, one or more Vice – Presidents, one Treasurer, and one Secretary. These officers, plus the Band Director, shall comprise the Board of Directors for this organization.

**Section 2:** The term of the office shall be for one (1) year. A person may be re-elected, but shall not serve more than (3) consecutive terms in the same office. A deviation from the 3 term period can be approved by a 2/3 vote of the members present. A deviation must be approved each year the officer has served more than 3 years.

**Section 3:** The officers of this organization shall be elected annually at the April meeting. The officers shall officially take office June 1<sup>st</sup>.

**Section 4:** If a vacancy occurs in the office of president, the first vice-president shall assume the presidency for the remainder of the term. In the event of a vacancy in the office of vice-president, secretary, or treasurer; the president will have the authority to appoint a current member to the vacant office until the next elections.

## **BY-LAWS**

The officers of this organization shall have the authority to draw and compose a set of by-laws to govern this Booster Organization and same shall be submitted to the membership of this organization in writing and upon the approval of a majority of membership of this organization, these By-laws shall be changed from the time only by a 2/3 vote of the members present.

## **Article I – Duties of Officers**

**Section 1:** The President shall preside over all meetings of the organization. The President shall create or disband all committees and shall appoint all committee chairmen as he/she shall find necessary to properly conduct the affairs of this

organization. The President shall be ex-officio chairman of all committees. The president shall promote the growth of the Band Booster Club and impartially enforce the by-laws.

**Section 2:** The 1<sup>st</sup> Vice-President shall assume all of the duties of the President in his/her absence and shall serve as chairman of the committees as appointed by the President. The Vice-Presidents shall ensure that all committees are organized with an adequate number of members and that each booster club member has the opportunity to be assigned to a committee.

**Section 3:** The Secretary shall keep the records and minutes of all meetings, notify all officers of their election, and each committee of its appointments. The secretary shall also report to the general membership the preceding minutes of the prior general meeting, and be responsible for all correspondence.

**Section 4:** The Treasurer shall keep a record of (to include but not limited to) all funds, receipts, and disbursements, showing each activity separately. The Treasurer will provide a full account of the same at the quarterly Finance Committee meetings, and a year end accounting to the full Board of Directors. The Treasurer shall verify that any tax returns required to be filed by the Booster Club are filed by the appropriate due dates.

## **Article II – Financial Matters**

**Section 1:** All monies obtained from any source by or through any persons acting for or in the name of the organization or under its direction or authority shall be considered receipts. Receipts of the club shall be deposited by the treasurer in a depository approved by the Finance Committee. Funds will be disbursed as directed and approved by the Finance Committee. Checks will require signatures of both the President and Treasurer.

**Section 2:** The President may authorize expenditures of up to \$300.00, without prior notification of, or consultation with, the finance committee. The spending limitation shall not apply to necessary expenditures for the purpose of conducting fund raisers, including, but not limited to, the concession stand.

**Section 3:** The club is authorized to hold a credit card in the name of the club. The President or the Treasurer is authorized to charge band related expenses to the credit card when necessary. A \$3,000.00 credit limit will be placed on the card.

**Section 4:** A fiscal year budget shall be established by the Finance Committee each July. The budget shall contain reasonable estimates of major revenue and expenditure categories necessary to meet the objectives of FHSBBC. The budget will be monitored and revised when warranted.

**Section 5:** Emergency expenses not included in the budget shall be approved by the President. Such emergency expenditures shall be limited to a maximum of \$250.00, with larger amounts requiring Finance Committee approval.

**Section 6:** The fiscal year shall commence on July 1 and end on June 30.

### **Article III – Elections**

**Section 1:** The Secretary shall during the first regular meeting in January shall circulate to all members a notice calling for nominations for the offices of President, Vice-President, Secretary, and Treasurer.

**Section 2:** Such nominations must be delivered to the Secretary by a date set by the Secretary, but no later than the end of March.

**Section 3:** Where any elections are required, such elections shall be taken at the last scheduled meeting of the academic school year.

**Section 4:** The election of officers shall be by show of hands. A majority of all votes of the members present and/or cast shall be necessary to elect a board member.

**Section 5:** Each officer shall fill the office to which he/she is elected beginning June 1<sup>st</sup>.

### **Article IV- Meetings**

**Section 1:** Regular meetings of the organization shall be held as necessary at Fontainebleau High School.

**Section 2:** Notice of all regularly scheduled meetings shall be given by the officers through various means including the media, fliers, posters, etc.

**Section 3:** No general membership meeting may be held in the absence of the Band Director or designated school official.

**Section 4:** Meetings of this organization shall last no longer than ninety (90) minutes from the Call to Order to Adjournment without a suspension of the rules by a majority vote of the members present.

**Section 5:** Order of business: 1- Call to order; 2- Reading of the minutes of the previous meeting; 3- Treasurer's Report; 4- Committee reports; 5- Unfinished business; 6- New business; 7- Guest speaker; 8- Floor discussion; 9- Adjournment.

**Section 6:** The Board of Directors shall hold not less than two meetings per year. The time and place of these meetings is to be determined by the President.

**Section 7:** In the absence or inability of the President, the Treasurer shall preside and shall execute all of the duties of the President.

### **Article V – Amendments**

**Section 1:** All alterations, amendments, deletions, or additions to these By-laws or the repealing thereof in part or in whole shall be presented in writing at a regular meeting of the organization, and the same shall lay over until the next ensuing meeting for action, and shall require a two-thirds (2/3) vote of the members present and voting to adopt same. Membership must be advised in advance of any and all pending changes.

**Section 2:** Robert's Rules of Order, as revised, shall be the parliamentary authority in all matters not covered by the laws and rules of the organization and these By-laws.

### **Article VI – Ownership**

**Section 1:** The Fontainebleau High School Band Booster Club is a non-profit organization, Tax Exempt Number – 01-0693999, created solely for the objectives stated above. No officer or member, (past or present), shall, (at any time), have any claim against the club nor interest in any funds, equipment, or property that has been or may be acquired by the club.

**Section 2:** Any funds, equipment, or property acquired by the club for the band department shall become the property of the Fontainebleau High School Band. In the event that the club should be dissolved or cease to function at any time, all accumulated funds, equipment, and property shall be turned over to the Fontainebleau High School Band subject to the express condition that they be used for the purpose for which they were acquired.