

CRIMSON BAND BOOSTER CLUB  
Constitution and By-Laws  
(REVISED 08/27/2013)  
CONSTITUTION

Article I – Title

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

Article II – Objectives

Section 1: The purpose of this organization shall be to further the Crimson Marching Band Program 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: CBBC shall be a non-profit organization.

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

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

Section 4: The school principal has final authority on the existence of and all activities of a booster club.

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 of President and Treasurer shall be for up to two (2) years. All other office terms shall be for one (1) year. A person may be re-elected, but shall not serve more than two (2) consecutive terms in the same office. A deviation from the 2 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 2 years.

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

Section 4: If a vacancy occurs in the Office of President, the 1st 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.

Section 5: To serve on the Board of Directors, an officer must have an active student in the Fontainebleau High School Crimson Band Program.

## 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 Crimson 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 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. Checks will require signature of either the President or Treasurer.

Section 2: The President may authorize expenditures of up to \$250.00, without prior notification of, or consultation with the Finance Committee. The spending limitation shall not apply to necessary expenditures for the purpose of conducting fundraisers, 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 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 April. The budget shall contain reasonable estimates of major revenue and expenditure categories necessary to meet the objectives of CBBC. 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 of June 30.

### Article III – Audit Committee

Section 1: At the end of the fiscal year, an audit of the booster club's financial records shall be conducted by an audit committee.

Section 2: The audit committee should be made up of individuals who are independent from day-to-day financial activities. Ideally, this audit should be performed by a group of three individuals; however, if the membership size does not allow, the audit may be performed by two individuals.

Section 3: The primary objectives of the audit are to:

- Verify the accuracy of the Treasurer's financial reports;
- Ensure that the club's cash balances are accurate;
- Determine that established procedures for handling booster funds have been followed;
- Ensure that expenditures occurred in a manner consistent with the organization's by-laws; and
- Ensure that all revenues have been appropriately received and recorded.

Section 4: All members of the audit committee shall sign a statement indicating their agreement with the findings detailed in the report.

Section 5: The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies notes shall be brought to the attention of the President of the organization and a resolution reached prior to the presentation.

Section 6: All officers of the organization shall make records available as requested by the committee.

#### Article III – Elections

Section 1: Board elections will change from following the academic school year to following the calendar year. The 2013-2014 elected board members will remain until December 31, 2014.

Section 2: The Secretary shall during the first regular meeting in October shall circulate to all members a notice calling for nominations for the offices of President, Vice-President(s), Secretary, and Treasurer.

Section 3: Such nominations must be delivered to the Secretary by a date set by the Secretary, but not later than the end of October.

Section 4: Where any elections are required, such elections shall be taken at the last scheduled meeting in November.

Section 5: 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 6: Each officer shall fill the office to which he/she is elected beginning January 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 1<sup>st</sup> Vice-President shall preside and shall execute all of the duties of the President.

#### Article V – Amendments

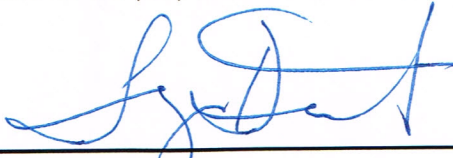
Section 1: All alterations, amendments, deletions, or additions to these By-laws or the repealing thereof in part or in whole shall be presented in writing at a regular meeting of the organization, and the same shall lay over until the next ensuing meeting for action, and shall require a two-thirds (2/3) 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

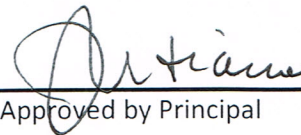
Section 1: The Crimson Band Booster Club is a non-profit organization, Tax Exempt Number – 01-0693999, created solely for the objectives stated above. No officer or member, (past or present), shall, (at any time), have any claim against the club nor interest in any funds, equipment, or property that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



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Attested by President



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Approved by Principal