

# Mulberry High School Band/Guard Boosters

1 Panther Place  
Mulberry, FL 33860



## BY-LAWS

### Article I – Name

The name of this organization shall be Mulberry High School Band Boosters.

### Article II – Mission and Purpose

The objectives of the Mulberry High School Band/Guard Boosters are:

- A. To promote enthusiastic interest and participation in the Mulberry High School Band (collectively and hereinafter referred to as “MHS Band”) activities in cooperation with the band director and school administration, while always keeping the best interest of students in mind.
- B. To provide financial support to meet the needs of the MHS Band/Guard by transacting the business of the organization, including but not limited to fund-raising.
- C. To provide volunteer assistance, in addition to logistical and organizational coordination, all in cooperation with the band director.
- D. To foster effective communication between the band director, students, parents, school administration, and the community as a whole.
- E. The charitable and educational purposes for which the Mulberry High School Band Boosters are organized are exclusively within the meaning of Section 501(c)3 of the Internal Revenue Code or any related Internal Revenue code or law.

### Article III – Membership

Membership in the Mulberry High School Band/Guard Boosters shall:

- A. Be open to all parents/guardians and persons interested in supporting the objectives of the organization and who agree to abide by the by-laws of the organization.
- B. Have voting privileges if they are a parent or guardian of a student enrolled in marching band, concert band, colorguard, or winterguard.

### Article IV – Elected Officers

- A. Elected officers of the Mulberry High School Band/Guard Boosters shall consist of the following:
  1. President
  2. Vice President
  3. Treasurer
  4. Secretary
- B. All elected officers shall be required to be a parent or guardian of a student enrolled in marching band, concert band, colorguard, or winterguard and an approved volunteer by July 1<sup>st</sup>.
- C. Elected officers shall serve a one year term. Officers may be re-elected, but may not serve more than two (2) consecutive terms in the same position.

### Article V – Elections of Officers

- A. A nominating committee shall be formed during the September meeting from members present. This committee is responsible for securing nominations for elected officer positions and presenting these nominations during the January meeting.

- B. Nominations from the nominating committee and nominations from the floor will be accepted during the January meeting.
- C. Officers shall be voted upon at the April meeting, being elected by a majority vote of those members present. Voting by proxy will not be allowed.
- D. Newly elected officers will assume the duties of their office in June.
- E. The outgoing officers shall give assistance to newly elected officers during the transition and turn over all pertinent information.
- F. In the event the office of president shall become vacant; the vice president shall be the successor. Any other office vacancy shall be filled at the next regular meeting with a majority vote of membership present.

#### **Article VI – Executive Committee**

- A. The elected officers of president, vice president, treasurer, and secretary will act as the executive committee, with specific duties as outlined in these by-laws.
- B. The immediate past president, band director and school principal will be considered ex-officio members of the executive committee.
- C. The Executive Committee shall be the board of directors of the organization.
- D. The executive committee shall appoint the fundraising coordinator, volunteer coordinator, uniform coordinator, and concession/banquet coordinator. These positions must be filled with approved volunteers. In the event a person is not an approved volunteer, application must be made by July 1<sup>st</sup> to indicate a pending volunteer status.
- E. The executive committee shall be responsible for conducting the business and affairs of the Mulberry High School Band Boosters.

#### **Article VII – Meetings**

- A. The executive meetings of the organization shall be held the second Tuesday of each month at 6:30 pm in the band room July through May of each year. Any variations of this day or time will be posted on the website.
- B. Attendance is mandatory for all at the band parent meeting prior to the start of band camp.
- C. General parent meetings will be held the third Tuesday of September, the fourth Tuesday of January and the third Tuesday of April at 6:30 pm in the auditorium. Parent attendance is required at two of the three meetings.
- D. The president or vice-president may call a special meeting with a minimum of forty-eight (48) hours' notice.
- E. A quorum for all meetings shall consist of at least a majority of the executive committee as well as at least 20% of the band membership is represented.

#### **Article VIII – Officer Duties**

- A. President
  - 1. Be the official spokesperson for the Mulberry High School Band/Guard Boosters.
  - 2. Preside at all meetings of the organization.
  - 3. Be an ex-officio member of all committees.
  - 4. Disburse funds in cooperation with the treasurer.
  - 5. Perform other duties of the executive committee as needed.
- B. Vice President
  - 1. Preside at meetings in the absence of the president.
  - 2. Succeed the president as interim president should that office become vacant before the end of the regular term.
  - 3. Perform other duties of the executive committee as needed.

C. Treasurer

1. Receive all monies belonging to the association and deposit funds in an approved depository under the name of Mulberry High School Band Boosters in a timely manner, or within five business (5) days at the latest.
2. Disburse funds as authorized by the organization or the executive committee.
3. Keep a full and accurate accounting of receipts and disbursements.
4. Present a financial report including a current bank statement at meetings as part of the treasurer's report. These reports are to be filed in the permanent records of the organization in the secretary's notebook and given to the schools' financial secretary every month.
5. Maintain Charms Account. (New item)
6. Coordinate and oversee the timely filing of appropriate tax forms.
7. Submit end-of-year financial reports to the Mulberry High School financial secretary and forwarded to the Polk County School Board.
8. Supply financial records to the approved individual(s) for annual review.
9. Perform other duties of the executive committee as needed.

D. Secretary

1. Record minutes of all meetings.
2. Present minutes from the previous meeting to the executive committee for review no later than one week prior to the next meeting.
3. Keep an up-to-date set of by-laws, minutes, and financial reports in the secretary's notebook, open to the public and available for review by the membership.
4. Keep attendance of all meetings and any other correspondence needed by the organization.
5. Act as Social Media Coordinator – Maintain Band/Guard Facebook page, Gmail account including mail, calendar, contacts, etc.
6. Perform other duties of the executive committee as needed.

**Article IX – Coordinator Duties**

A. Fundraising Coordinator –

1. Create a schedule of all fundraising activities including but not limited to two formal fundraisers and 5 informal fundraisers including car washes, hat days, rehearse-a-thon, etc.
2. Submit fundraising activity approval form to the financial secretary three weeks prior to the start of the fundraiser to receive principal approval.
3. Oversee fundraising activities through completion.
4. Submit financial report for fundraising activity to financial secretary within 10 days of completing fundraiser.
5. Send corporate partnership letters to community businesses at the beginning of the school year.
6. Maintain copies of schedule of fundraisers, fundraiser activity approval form and financial report for fundraising activity in fundraising manual.

B. Volunteer Coordinator –

1. Obtain volunteers for all events including the concession stand.
2. Ensure all volunteers are approved by Polk County Schools or have an application pending.
3. Responsible for giving a list of volunteers for each event to the band director, the president, and the athletic booster club designee during football season.
4. Submit hour sheets to volunteer coordinator in the office for recording within five days of activity.
5. Maintain records in volunteer manual.

C. Uniform Coordinator –

1. Responsible for fitting all students in the appropriate uniforms for marching season and attire for concert season.
2. Tailor all uniforms as needed and order sewing supplies as necessary.
3. Prepare uniforms for dry cleaning as necessary.
4. Maintain current database of student's individual uniform tracking numbers.
5. Work with the shoe vendor to order shoes during band camp.
6. Order gloves with band director during the first week of band camp.
7. Maintain records in uniform coordinator manual.

D. Concession/Banquet Coordinator –

1. Oversee the operations of the concession stand, including but not limited to menu development, ordering and purchasing necessary product and supplies, cleaning of the stand prior to and after football season, and adhering to all applicable food safety rules and regulations.
2. Oversee the planning and facilitating of the end of marching season picnic and end of year banquet including but not limited to:
  - i. Securing a location.
  - ii. Selecting a caterer.
  - iii. Working with band director in ordering of end of year awards.
  - iv. Working with executive committee to determine necessary ticket price.
3. Maintain records in concession/banquet coordinator manual.

E. Coordinator positions shall be appointed by the executive committee prior to July meeting.

F. Coordinators must work in cooperation with the president as ex-officio member of all committees, along with the executive committee and the membership at large.

G. The outgoing coordinators shall give assistance to newly appointed coordinators during transition and turn over all coordinator manuals.

## **Article X – Funds**

- A. Checks require two signatures. The president or vice president, the treasurer, or other designated officer agreed upon by the executive committee shall be authorized to sign checks, excluding the band director. A log will be kept of all checks issued and a receipt will be presented to the treasurer upon completion of all purchases.
- B. Any pre-signed check 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 twenty-four (24) hour time frame of payment amount, with invoice or receipts provided within three (3) business days.
- C. Any funds collected by the executive committee or coordinator must be turned into the treasurer no later than five (5) business days of the completion of the event, with a full accounting of funds received. The necessary forms completed and turned into the school's financial secretary.
- D. A detailed budget shall be approved at the March meeting for the following fiscal year, which runs July 1<sup>st</sup> through June 30<sup>th</sup>.
- E. The Executive committee may authorize expenditures for budgeted items, not to exceed the amount approved by the membership in the annual budget. The executive committee shall have the authority to approve non-budgeted expenditures not to exceed \$300 per month. Any expenditure of non-budgeted funds expected to exceed \$300 must be approved by a quorum at a regular meeting of the organization.
- F. No reimbursements will be made without an official receipt in the amount of the purchase. An exception to this rule may be made for bags of ice for football games purchased from the automatic ice machines, which do not provide receipts.
- G. A review of the financial statements shall be made in June of each year. The executive committee shall select qualified individual(s) not involved in the day-to-day operations of the organization

to conduct a review and report to executive committee and membership during the first meeting of the new school year in July. This report will be included in the organization minutes.

**H. Trip Fund**

- a. A trip fund will be established to assist students with overall costs of an out of town band trip not to include MPA performances or any trip not including the entire organization.
- b. Students will earn funds through specific fundraising events with specific guidelines outlined prior to the event.
- c. A separate savings account will need to be maintained to save earned funds for future trips with a detailed accounting for each student.
- d. Any remaining funds unused for a trip may be applied to any outstanding band fees during their senior year.
- e. Remaining unused funds from graduating seniors will be transferred to the band transportation fund or another student in band as approved by the band director in June.
- f. Unless otherwise stated above, these funds will not be used for the general operating expenses of the band.

**Article XI – Rules of Order**

- A. 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 XII – By-Law Review and Amendments**

- A. The Mulberry High School Band/Guard Boosters by-laws will be posted on the organization website at all times, along with a copy in all officer's notebooks and coordinator manuals and filed in the principal’s office at Mulberry High School.
- B. These by-laws should be reviewed annually by the executive committee and amended as necessary. Amendments must be presented to membership at a prior meeting before being voted on. Two-thirds of attending members must vote to approve an amendment for it to take effect.

**Article XII – Dissolution**

- A. 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.

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President

\_\_\_\_\_  
Date

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Director of Bands

\_\_\_\_\_  
Date