

BARTLETT BAND BOOSTERS BY LAWS
Revised 1985, 1996, 19969, 1997, 2005, 2007, 2008, 2009

ARTICLE I – NAME

The name of this association shall be the Bartlett Band Boosters, herein referred to as the “Association.”

ARTICLE II – OBJECTIVES AND GOALS

- Section 1

The objective of this Association shall be to financially support the band program of Bartlett High School.

- Section 2

The goals of this Association shall be:

1. To provide assistance toward purchasing uniforms, equipment, and transportation designed by the Band Director with financing to be approved by the Executive Board.
2. To provide awards to the band members designated by the Band Director and to support the awarding of scholarships.
3. To provide individual students assistance in fundraising their required fees as a portion of the Bartlett High School Band operating budget.

ARTICLE III – MEMBERSHIP AND DUES

- Section 1

Any adult interested in supporting the Bartlett High School band program is eligible for membership in the Association.

- Section 2

Annual dues shall be set by the Executive Board and approved by majority vote of members present at the April meeting. Dues will be considered paid upon the successful payment of the student’s band fees.

Band fees shall be determined by the Executive Board and approved by a majority of the Association.

No uniform will be issued to a student until all his/her fees are paid or until the parent or legal guardian has made other arrangements with the Treasurer.

All band fees are to be paid in full by the first day of band camp unless other arrangements have been made with the Treasurer.

ARTICLE IV – MEETINGS

- Section 1

The membership meeting of this Association shall be the second Tuesday of band camp, and the second Tuesday of September, November, February, and April. The Executive Board shall meet on the fourth Tuesday of the month preceding each meeting. One or more meetings may be omitted or called at the discretion of the President.

-Section 2

Special meetings may be called at the discretion of the President and/or any three members of the Executive Board with at least five days notice.

- Section 3

Any Executive Board member missing two successive meetings without valid cause may be terminated by a majority vote of the board.

- Section 4

The privileges of holding office, introducing motions, seconding motions, and voting questions before the Association shall be limited to members of the Association whose dues are currently paid and who are parents or guardians of current band members.

ARTICLE V – QUORUM

- Section 1

The members present at a regularly scheduled meeting of the band boosters shall constitute a quorum.

- Section 2

Four members of the Executive Board shall constitute a quorum.

ARTICLE VI – OFFICERS

- Section 1

The officers of the Association shall be a President, Vice President, Secretary, Treasurer, and six [6] Executive Board members. The term of office shall be one [1] year. The President and Treasurer shall be elected at the November meeting and serve as President-Elect and Treasurer-Elect, attending Executive Board meetings as nonvoting members. The Vice President, Secretary and six [6] Executive Board members shall be elected at the April meeting and officers will begin their term of office at the May meeting.

- Section 2

The President shall appoint an Assistant Treasurer and a Parliamentarian with approval of the Executive Board. The Assistant Treasurer and Parliamentarian will operate under the direction of the Executive Board, but are not voting members. The Assistant Treasurer shall assist the Treasurer and be responsible for collecting and posting all band fees and Association dues. The Parliamentarian shall rule upon all procedural questions when requested to do so by the President.

- Section 3

Nomination of officers shall be made by a Nominating Committee of three [3] members appointed by the President at the September and March meetings. The Nominating Committee will report their slate of nominees at the November and April meetings respectively. After the nominating committee has made its report, the President shall call for any nomination from the floor.

- Section 4

A vacancy of office shall be filled by appointment by the President with approval of the board.

- Section 5

There shall be no proxy or absentee voting.

ARTICLE VII – DUTIES OF OFFICERS AND EXECUTIVE BOARD

- Section 1

President: The President shall preside at all regular and special meetings of the Association, preserve order, enforce the bylaws and discharge all duties customary to his office. He shall be ex-officio member of all committees, with the exception of the nominating committee, and shall be informed of all committee meetings. The President shall not vote except in the event of a tie.

- Section 2

Vice President: The Vice President shall preside in the absence of the President and assist him/her with the committees as designated by the President. The Vice President shall oversee all fundraisers.

- Section 3

Secretary: The Secretary shall keep a faithful record of all proceedings of the Association. This information is to be written in an official minute book, read and approved at the next regular meeting and signed by the Secretary and the President. The Secretary shall keep an up-to-date copy of bylaws and current list of the members of the Association.

- Section 4

Treasurer: The Treasurer shall:

- Keep all moneys in a bank account. All checking accounts shall be established to require a minimum of two signatures on all checks.
- Make deposits according to the Bartlett Band Boosters Money Handling Procedures.
- Make disbursements as authorized by the Executive Board according to the Bartlett Band Boosters Money Handling Procedures.
- Maintain records for Student Accounts.
- Verify all statements from Accountant for accuracy and present statement of account at each meeting.
- Pick up all items delivered to the Post Office Box at least weekly.
- All Bank Statements are to be mailed to the Post Office Box. Copies of the statements are to be given to the Bartlett High School Bookkeeper monthly and the Accountant to reconcile monthly.
- Collect all Band Registration Fees.
- Inventory Gift Cards periodically and any other asset items deemed appropriate by the Executive Board.

All documents will be maintained in an orderly fashion and after the IRS reporting is completed, will be compiled together in a container marked "Band Records 7/1/XX to 6/30/XX". These records will be returned to the School Bookkeeper for permanent storage.

The Executive Board may, at its discretion, solicit the use of an Accountant or an Accounting Firm to assist with bookkeeping functions and preparation of the required IRS forms. If the Executive Board chooses to use an Accountant or an Accountant Firm, the Treasurer shall be responsible to supply all records necessary to the Accountant or the Accounting Firm.

The Accountant shall:

- Review items received to ensure all procedures are being followed. Report any infractions to the Executive Board.

- Record all transactions in a manner necessary to produce financial statements and prepare any documents required by the IRS or other government authorities.
- Reconcile all bank statements monthly.
- Financial statements will consist of an income statement and a balance sheet. These statements will be produced on a monthly basis and given to the Treasurer to review for accuracy. Itemized reports will also be given to the Concessions Coordinator, Fundraiser Coordinator/Vice President, Gift Card Coordinator, Uniform Coordinator, Guard Coordinator, Drum Line Coordinator and Treasurer to reconcile with the records of their specific activity.
- IRS reporting will be completed before the deadline of November 15th.

- Section 5

Executive Board: The Executive Board shall be the governing body of the Association. As necessary, it shall have additional meetings when called by the President to the Executive Board to set policies and manage the business of the Association. It shall approve the plans of work of the standing committees. It shall appoint an audit committee at least two weeks before the last regular membership meeting to audit the Treasurer's accounts.

ARTICLE VIII – COMMITTEES

The President shall fill the following standing committee positions with approval of the Executive Board. The President shall also appoint any other committee as requested by the membership.

- Section 1

Band Camp/Honors Band – Position shall discharge duties making all arrangements including chaperoning, daily roll call, and assisting the Band Director in student matters pertaining to band camp. Position shall oversee arrangements for transportation, lodging, and other student matters pertaining to honor band tryouts and competitions.

- Section 2

Uniforms – Position shall make arrangements for uniform fittings, alternations, cleaning, storage, and travel for band uniforms.

- Section 3

Guard/Field Commanders – Position shall act as advisor in all matters concerning color guard and field commanders, including uniforms and equipment and cast of the same.

- Section 4

Chaperones – Position shall provide chaperones upon approval by and in cooperation with the Band Director of all football games and field trips as well as procurement of transportation, reservations, lodging, food or public accommodations for the band as requested by the Band Director.

- Section 5

Transportation – Position shall make arrangements for the transportation of all band equipment, instruments, and uniforms for all band events.

- Section 6

Concessions – Position shall make all arrangements for selling concessions at all home football games from the home and visitor concession stands.

- Section 7

Banquet/Hospitality – Position shall be responsible for the annual awards banquet including obtaining a site, arranging a menu, securing the proper awards, developing a program and all other incidentals as necessary. The position will also coordinate the annual Senior Night presentation at the designated football game and any other special presentations as designated by the Executive Board.

- Section 8

Publicity – Position will actively promote the Bartlett High School band program and band members in all forms of public media.

- Section 9

Gift Card Coordinator – Position will make available gift cards to anyone wanting to participate. All checks and cash received are handled according to the Bartlett Band Boosters Money Handling Procedures.

ARTICLE IX – FINANCIAL RESPONSIBILITIES

Officers, Executive Board Members and all Committee members shall comply with the account and money handling procedures as specified by the Bartlett Band Boosters Money Handling Procedures adopted 10/07.

ARTICLE X – RULES OF ORDER

Conduct of Meetings – The most recent edition of Robert's Rules of Order shall govern the deliberations of this Association.

ARTICLE XI – CHANGES TO BY LAWS

Any voting member may recommend a change to the bylaws of the Association by submitting the change in writing to the membership at any meeting. The President will see that the members are notified of the change and it will be voted on at the next meeting. A majority vote rules.

ARTICLE XII – DISSOLUTION

In the event the Association becomes dormant and/or disbands, all moneys shall be put in the Bartlett High School general fund to be used as funds for the band.

BARTLETT BAND BOOSTERS MONEY HANDLING PROCEDURES

DEPOSIT PROCEDURES:

All funds collected in the name of the Bartlett Band Booster Club are to be given to the Club's Treasurer within two business days. All funds received by the Treasurer are to be deposited into the appropriate bank account no later than two business days after receipt. **NO CASH RECEIVED MAY BE USED TO OFFSET OTHER EXPENSES AT ANY TIME.**

Collection of funds in the name of the Bartlett Band Booster Club must be verified by at least two Booster Club Board Members immediately and placed in a completed and verified Bartlett Band Booster's cash envelope or accompanied with a completed and verified bank deposit slip. The Treasurer will make a copy of the deposit slip along with any checks being deposited and retain any verified envelopes. The check, cash receipts, and any envelopes will be stapled to the receipt from the bank and delivered to the accountant for review and proper recording.

If a deposit contains cash, a cash receipt will be given to the payee and a copy of the receipt will be attached to the deposit receipt except for concession deposits or exempt fundraisers [see Fundraiser Deposits below]. All deposit slips will be noted as to the source of the funds, i.e. concessions xx/xx/xx game, fundraiser – "name", Gift Cards, registration, or uniform. A separate deposit slip will be required for each type of deposit.

Banquet Deposits:

Any funds collected for the annual banquet will be turned over to the Treasurer within two business days for deposit. A log will be maintained containing the amount collected by each student. If a student pays with cash in advance of the banquet, a cash receipt is to be given to the payee and a copy is to be retained and given to the Treasurer. All funds are to be verified by two board members and signatures are required on the envelope. Cash must add to the amount of cash receipts given. Funds collected at the door will be also verified by two Board Members and placed in a signed envelope to be given to the Treasurer for deposit. The Banquet Coordinator will also maintain a log of all deposit amounts turned over to the Treasurer and will verify his/her log with the accountant's records when received.

The Treasurer will copy all checks and prepare the deposit slip. All cash is to be verified by two board members and signatures are required on the deposit slip. The Treasurer will make the deposit slip "Banquet" and attach copies of all checks and cash receipts along with a copy of the verified deposit slip to the bank receipt. The Treasurer will keep a record to the deposit with proper verifications and will turn over the documentation to the accountant for review and proper recording.

Concession Deposits:

All funds received from concessions will be counted the evening of the game by two Booster Club Board Members. Each verifying member will verify the amount and sign a deposit slip or Concession Reconciliation Form indicating the amount of funds collected. Verifying members shall make a copy of the signed deposit slip and reconciliation form for the Treasurer's records. The verifying board members will place funds in a deposit lock bags, take the locked bags to the Bank of Bartlett and deposit in the night depository. After deposit all records will be given to the Treasurer. The Concessions Coordinator will also keep a log of the deposits and verify his/her log with the accountants records when received. The Concession Coordinator will receive funds for the purpose of the change drawer, not to exceed \$500.00 total. These funds will be recorded on a separate deposit slip and deposited at the same time the proceeds from the game are deposited. The next business day after the game, the Treasurer will obtain the bank deposit receipt from the Bank of Bartlett.

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The Treasurer will indicate on the receipt "Concessions – game xx/xx/xx" and verify the funds deposited with the verifying board members records. The Treasurer will keep the copy of the signed bank deposit slip or note. The Treasurer will attach the copy of the deposit slip, along with the verifying notes if any, to the receipt. The Treasurer will keep a record of the deposit with proper verifications and will turn over the documentation to the accountant for review and proper recording.

Fundraiser Deposits:

Any funds collected for fundraisers will be turned over to the Treasurer within two business days for deposit. A log will be maintained containing the amount paid by each student. If a student pays with cash, a cash receipt is to be given to the payee and a copy is to be retained and given to the Treasurer. All funds are to be verified by two board members and signatures are required on the envelope. Cash must add to the amount of each receipt given. The Fundraiser Coordinator/Vice President will maintain a log of all deposits amounts turned over to the Treasurer and will verify his/her log with the accountant's records when received.

Certain fundraisers may be exempt from preparing a Cash Receipt. An example is a car wash or selling soft drinks. The Fundraiser Coordinator/Vice President must check with the Treasurer in advance to determine if a Cash Receipt is required.

The Treasurer will copy all checks and prepare the deposit slips. The Treasurer will mark the deposit slip "Fundraiser – XX" or "Fundraiser-Drum Line" or "Fundraiser-Guard" and attach copies of all checks, verified envelope, and cash receipts along with a copy of the deposit slip to the bank receipt. The Treasurer will keep a record of the deposit with proper verifications and will turn over the documentation to the accountant for review and proper recording.

Gift Card Deposits:

Any funds collected for sale of Gift cards will be turned over to the Treasurer within two business days for deposit. An inventory log will be maintained containing the cards available for sale and the number sold. If a card is sold for cash, a inventory log will be maintained containing the cards available for sale and the numbers sold. If a card is sold for cash, a cash receipt is to be given to the payee and a copy is to be retained and given to the Treasurer. All funds are to be verified by two board members and signatures are required on the envelope. Cash must add to the amount of cash receipts given. The Gift Card Coordinator will maintain a log of all deposit amounts turned over to the Treasurer and will verify his/her log with the Accountant's records when received.

All checks received from Gift Card Vendors are to be turned over to the Treasurer within two business days for deposit.

The Treasurer will copy all checks and prepare the deposit slips. The Treasurer will mark the deposit slip as appropriate and attach copies of all checks, verified envelopes, and cash receipts along with a copy of the deposit slip to the bank receipt. The Treasurer will keep a record of the deposit with proper verifications and will turn over the documentation to the accountant for review and proper recording.

Registration Fee Deposits:

General Band Fees – Registration Fees are due at the beginning of Band Camp. The Assistant Treasurer and/or Treasurer will be given a current roster before or on the first day of band camp to collect fees from students. A log will be maintained containing the amount paid by each student. If a student pays with cash, a cash receipt is to be given to the payee and a copy is to be retained and given to the Treasurer. The Assistant Treasurer or Treasurer or a designated board member will maintain a log of individual student payments by day and shall equal to the total of the daily deposit.

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All funds collected each day are to be given to a Shelby County School representative for deposit. All cash is to be verified by two board members and must add to the amount of cash receipts given. The Treasurer will prepare a Shelby County Schools Record of Daily Cash Receipts by Activity or Fund form, and maintain a copy. The Treasurer will attach copies of all checks, cash receipts, Shelby County Cash Receipt Form, and detail log by student to the receipt provided by the Shelby County School Representative. The Treasurer will keep a record of the deposit and will turn over the documentation to the accountant for review and proper recording.

Winter Drum Line and Winter Guard Fees:

The same procedure described above for the General Band Fee collections is to be used to collect these fees at the time designated by the leader over these sections.

Uniform Deposits:

Any funds collected for casual uniforms will be turned over to the Treasurer within two business days for deposit. A log will be maintained containing the amount paid by each student. If a student pays with cash, a cash receipt is to be given to the payee and a copy is to be retained and given to the Treasurer. All funds are to be verified by two board members and signatures are required on the envelope. Cash must add to the amount of cash receipts given. The Uniform Coordinator will maintain a log of all deposit amounts turned over to the Treasurer and will verify his/her log with the Accountant's records when received.

The Treasurer will copy all checks and prepare the deposit slips. The Treasurer will mark the deposit slip "Uniforms" and attach copies of all checks, verified envelopes, and cash receipts along with a copy of the deposit to the bank receipt. The Treasurer will keep a record of the deposit and will turn over the documentation to the accountant for review and proper recording.

DISBURSEMENT PROCEDURES:

All disbursements request will be submitted to the Treasurer by use of a Check Request/Disbursement Form and must be approved by the Treasurer before funds are to be disbursed. All information requested on the Form must be completed before the Treasurer can approve the disbursement and have attached appropriated documentation [such as a receipt or an invoice]. Once completed, the Treasurer will verify that the disbursement request is in accordance with the budget approved by the Executive Board for that year. **NO CASH RECEIVED MAY BE USED TO OFFSET OTHER EXPENSES AT ANY TIME.**

If the disbursement is approved by the Treasurer, the Treasurer will sign the Check Request/Disbursement form and issue check. **NO CHECKS ARE TO BE DISBURSED PRESIGNED OR INCOMPLETE.**

If the Treasurer is not available [such as out-of-town or ill] the Assistant Treasurer or designated signer will assume the responsibilities of approving disbursements, writing checks and maintaining all the records until the Treasurer is able to resume responsibilities. At the time, the Disbursement Forms, documentation, check register and checks will be returned to the Treasurer for proper recording.

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BARTLETT BAND BOOSTERS STUDENT ACCOUNT PROCEDURES

The Treasurer will maintain an individual account log for each student in the band. This log will consist of the deposits to the student's account from Gift Cards and Fundraising, and withdrawals for various functions throughout the school year. The Treasurer will receive a listing from the Gift Card Coordinator containing the names and amounts to be credited to each student account record for deposits. Student Account funds may be used to pay any band related expense, only after all band fees and uniform fees have been paid. Funds may not be used to pay for fundraisers or banquet tickets. To make a withdrawal from a student account, a Student Usage Form [see Attached] MUST be completed and SIGNED by a parent/guardian. No board members may authorize withdrawals from a student's account. Also, a student can NOT take his/her account into a negative balance. These records will be kept up-to-date by the Treasurer monthly and posted. They will be reported to the Accountant for financial reporting purposes. After the June deposit, all physical records, including the deposit and withdrawal records, will be given to the accountant to be compiled with all other band records for that year. The Treasurer's final record for the year will consist of all student account balances as of 6/30/XX. This is necessary for IRS reporting.

Donations may be made from student accounts to the general band fund, percussion fund, Holifield scholarship fund, sibling account or other band student's account. To make this donation from a student account, a Student Usage form MUST be completed and SIGNED by a parent/guardian and given directly to the Treasurer by the PARENT/GUARDIAN. Donations may ONLY be made from student accounts in good standing with no dues owed. These donations may be made during the last week of July, November, January, and April. Arrangements must be made with Treasurer.

When a student leaves the band program with funds remaining in their student account, and they have made no donation arrangements by June 30th of that year, the balance of the account will automatically revert to the general band fund.