

Bylaws of the South Lake Screaming Eagle Band Boosters, Inc.

Article 1 – Name

The name of this corporation shall be the South Lake Screaming Eagle Band Boosters, Inc.

Article II - Definitions

1. South Lake Screaming Eagle Band Boosters, Inc. will herein be referred to as the “Band Booster(s)”.
2. Board of Directors of the South Lake Screaming Eagle Band Boosters, Inc. will herein be referred to as the “Board”.
3. South Lake High School Screaming Eagle Band will herein be referred to as the “Band”.

Article III – Purpose

The purpose of this Band Boosters shall be to assist the band in developing and maintaining a quality music program at South Lake High School, to provide support, supplies, and funds for the activities, equipment, designated music, uniforms, transportation, instruments, and promotional expenses of the South Lake High School Band, and to create a better liaison between school officials, band officials, band members, parents and supporters of the band. The purposes for which the Band Boosters is organized are exclusively charitable and educational within the meaning of Section 50©(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Article IV – Meetings of Members

- Section 1 – Regular Meeting: Regular meetings of the Band Boosters shall be held at a time, date and place to be decided by the Board.
- Section 2 - Annual Meeting: The Annual Meeting of Elections of the Band Boosters shall be on or before April 30th of each year. Written or printed notice stating the time and place of the meeting shall be delivered neither less than ten (10) nor more than fifty (50) days before the date of any annual meeting, by mail, by direction of the executive board, to each member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his address as it appears on the record of membership of the Band Boosters, with postage thereon paid.
- Section 3 - Special Meetings: Special meetings may be held at any place or time and may be called by the President, the Director of the Band, or by written request of any three (3) members of the Board.
- Section 4 - Notice of Special Meetings: At least twenty four hours notice of any special meeting shall be given to each member of the Band Boosters, either in writing or by telephone, or such other method as the Board shall determine.
- Section 5 - Order of Business: The order of business at the regular meeting of this Band Boosters shall be as follows:

- a) Call to order
- b) Read minutes
- c) Treasurers Report
- d) Old Business
- e) Committee Reports
- f) New business
- g) Band Director's report
- h) President's report
- i) Adjournment

Section 6 - Quorum: 10% of the active membership shall constitute a quorum and may conduct business on behalf of the Band Boosters at any regular meeting, annual meeting, or duly noted special meeting.

Section 7 - Voting: Every active and associate member of the Band Board in good standing shall have the right and be entitled to one (1) vote in person at any non-board meeting of the Band Boosters.

Article V – Membership

Section 1 – Eligibility: Membership in this Band Boosters shall be made available without regard to race, color, religion, sex, handicap, national origin, or familial status. Membership shall be open to anyone interested in the progress and development of the Band in accordance with Section 2 of Article V.

Section 2 - Classification:

- a) Active members: Active Members shall be defined as parents, grandparents, or legal guardians of students who are currently active and in good standing with the Band. The Principal of South Lake High School or his designee and the Band Director shall be considered Active Members with voting privileges.
- b) Honorary / Associate Members shall be voted on by the Board for emeritus service or contributions to the Band. Membership dues and admission requirements shall be determined by the Board if any.

Article VI – Dues and Other Fees

The Band Boosters shall establish all dues and other fees and shall establish the time and manner in which such dues and fees may be paid.

Article VII – Board of Directors

Section 1 - Number: The authorized number of directors of this Band Boosters shall be no less than three (3) and no more than eleven (1).

Section 2 - Directors: Directors must be members of the Band Boosters in good standing.

- Section 3 - Term of Office: The Term of Office for each Board Member shall be one school year beginning with the end of the school year in June and ending after the graduation ceremony the following June.
- Section 4 - Duties of the Board: The Board shall transact all business of the Band Boosters, and shall determine the policies, fiscal matters, and general guidance of the affairs of the Band Boosters.
- Section 5 - Quorum: A quorum will constitute a majority representation of the Board for the transaction of Band Booster business.
- Section 6 - Meetings:
- a) Board meetings shall be held monthly at such times as shall be designated by resolution of the Board from time to time.
 - b) The President may call a special meeting of the Board. In this event, three days' written notice to each director shall be deemed sufficient.
- Section 7 – Action without Meeting: No meeting need be held by the Board to take any action required if permitted by law to be taken, provided all members of the Board individually or collectively consent in writing to the action, and the written consent or consents are filed with the minutes of the board.

ARTICLE VIII – Officers of the Board

- Section 1 – Personnel: The officers of this Board shall be made up of the President, Vice President, Treasurer, Secretary and two (2) Members-at-large.
- Section 2 – Duties:
- a) President: Shall preside at all meetings of the Board of Directors and all meetings of the general membership, make all committee reports (unless designated) be a member ex-officio of all committees, be the chief executive officer of the Band Boosters, execute all contracts and perform all other duties usually pertaining to the office of the President.
 - b) Vice President: Perform all duties of the President in the absence of the President, perform all such other duties usually pertaining to the office of the Vice President and perform all other related duties as designated by the President.
 - c) Secretary: Keep all minutes of all meetings and perform all such other duties as may be assigned by the President. Issue and receive all correspondence, record, file, index, keep records and perform all other duties as may be assigned by the President.

d) Treasurer:

1. All monies collected by the Band Boosters as local dues, raised in unit activities, received as contributions, or otherwise acquired belong to the Band Boosters to promote and implement a program of services, projects and their activities approved, adopted and directed by the membership of the Band Boosters.

2. The treasurer shall have custody of the funds of the Band Boosters, shall keep a full and accurate account of receipts and expenditures; and in accordance with the provisions in the annual budget adopted by the Board, and shall make disbursements as authorized by the Board. Checks or vouchers shall be signed by two persons if the value exceeds \$250.00; the Treasurer and one other officer designated by the Board. The Treasurer shall present a financial statement at every Board meeting and at other times when requested by the Board along with an annual fiscal report. The Treasurer shall be responsible for the maintenance of such books account and records that conform to the requirement of the Band Boosters.

3. The Treasurer's account shall be audited bi-annually or upon the Board's request.

4. The Treasurer shall be responsible for filing any required tax forms as required by Florida State and Federal Law(s). If necessary, a third party individual may be hired to file required tax forms.

5. Deposit all monies of the Band Boosters in such bank or banks as selected and designated by the Board, for authorized purposes, upon joint signatures of the Treasurer and one other office of this Band Boosters authorized by the Board.

e) Members at Large: Two members at large will serve as members on the Board and be voted into office by the Band Boosters.

f) Any of the offices enumerated above, excluding members at large, may be shared by two persons, who shall serve as co-presidents, co-vice presidents, co-secretaries, or co-treasurers.

Article IX – Committees, Coordinators and Liaisons

Section 1 - There shall be the following standing committees as detailed below:

- a) Fundraising Committee: The Fundraising Committee shall consist of not less than three (3) members who shall submit their plans for raising funds to the Board for approval. The Fundraising Committee shall be responsible for long and short range

planning. The committee shall coordinate its efforts with the Board to insure fund recommendations are compatible with other fundraising events of the Band Boosters.

- b) Uniform Coordinator and Committee: Shall be responsible for assigning and fitting uniforms to members of the bands and oversees that they are properly maintain throughout the year, and orders uniform shoes, gloves, t-shirt, bag, and all supplies related to the uniforms, as approved by the Board.
- c) Nominating Committee: A nominating committee of not less than three (3) members nor more than five (5) shall be appointed by the President at the first regular business meeting in March of each year. The nominating committee shall nominate one person for each director's seat from the active membership. The nominating committee shall present its selections to the Band Booster President at least one week prior to present to the general membership. A member of the nominating committee may be nominated for a director's seat. The nominees for directors shall be presented by the nominating committee chairperson to the general membership in April of each year. At that time, nominations from the floor will also be placed in consideration by the general membership. Should a vacancy on the Board occur, it shall be filled by the general membership at the first regular general membership meeting after the vacancy occurs.
- d) Logistics Coordinator and Committee: Shall arrange for transportation for the Band to school sponsored activities when needed. All such transportation must be approved by the Board and the Lake County School Board. The Logistics Committee may provide transportation for activities not sponsored by the school, but such transportation must be approved by the Board and school principal.
- e) Volunteer Coordinator and Committee: Communicates with the Board and Director to arrange volunteer needs for concessions, uniforms, chaperones, and fundraising. Works with Director, President, and Committee Coordinators to determine the number of volunteers needed, job descriptions and hours required per event. Communicates with volunteers to recruit the number required and follows through with volunteer confirmations. Collects required county volunteer forms and submits them to the SLHS office for processing. Maintains a list of all approved volunteers.
- f) Communications Coordinator and Committee: Shall originate, arrange for, and follow through to a satisfactory conclusion any and all publicity for any and all band events in which the band participates. The Communications Committee shall also assist other committees in matters of publicity and shall coordinate all committee efforts with the President.
- g) Concessions Coordinator and Committee: Shall be responsible for conducting all business that relates to the purchase, preparation, and sale of concessions items for various sporting events, school-sponsored activities, and community events on and off campus with direct approval of the Board.
- h) Banquet Coordinator and Committee: Shall be responsible to coordinate the end of the year Band Banquet, secure location, coordinate sponsors, decorations, ticket

sales and internal publicity to students, parents/guardians, and sponsors/honored guests.

- i) Guard Liaison: Represent the Guard to the Board, prepare a report of activities and needs when necessary. Request funds for budgeted items and solicit sponsors to offset budget needs. Travels with or arranges for chaperones with the Volunteer Coordinator to accompany the Guard to events.
- j) Percussion Liaison: Will represent the Percussion Ensemble and communicate special needs and upcoming events to the Board and to members of the Ensemble and their families. Request funds for budgeted items, and travel with or arrange for chaperones with the Volunteer Coordinator for percussion events.

Section 2 – Special Committees:

Special Committees shall be appointed by the President with the approval of the Board, which shall designate their duties and tenure.

Section 3 – Committee Chairpersons:

All Committee Chairpersons, standing and special, shall be appointed by the President.

Article X – Amendments

The bylaws of the Band Boosters may be amended, repealed, added to, or new bylaws adopted by the Board, subject to any limitations set forth in the Florida Not For Profit Corporation Act, concerning corporate powers that must be authorized by members of this Band Boosters.

Date of adoption: _____