

**BY-LAWS OF THE
MOORESVILLE BLUE DEVIL BAND BOOSTERS, INC.**

WHEREAS, we the undersigned, desire to form an organization for the purpose of aiding the school administration in promoting the activities and well-being of the Mooresville Blue Devil Band and it's feeder programs, do hereby agree to and associate ourselves together for the aforesaid purpose; the said association shall be named the Mooresville Blue Devil Band Boosters, hereinafter referred to as "the organization".

**ARTICLE I
Officers**

- Section 1. The officers of the organization shall be a President, a Vice-President, a Corresponding Secretary, a Publicity Secretary and two (2) Treasurers. Only those members with students active in the Band are eligible to become officers.**
- Section 2. Officers shall be chosen by a majority vote at the annual meeting after having been duly nominated.**
- Section 3. Elected officers shall begin their term of office at the beginning of the fiscal year and shall serve the full term as defined in Article III, Section 5 or until their respective successors are elected.**
- Section 4. In case of a vacancy in any office, the Executive Board shall appoint a person to fill the office on an interim basis.**

**ARTICLE II
The Executive Board**

- Section 1. The officers of the organization, the Band Director(s), and the Mooresville Senior High School Principal shall constitute the Executive Board. The Band Director(s) will have only one (1) vote in case of a tiebreaker.**
- Section 2. The Executive Board shall generally supervise the affairs of the organization between regular meetings, make recommendations to the organization, and shall perform other such duties as specified in these bylaws.**

- Section 3.** The Executive Board shall appoint committee chairpersons for standing committees and create special committees as deemed necessary to fulfill the purpose of this organization.
- Section 4.** The Executive Board shall meet once each month prior to the monthly meeting of the organization. The meeting date of the Board shall be set by the current members of the Executive Board.
- Section 5.** The outgoing President of the organization shall serve as a non-voting member of the incoming Executive Board during the year following his/her presidency.

ARTICLE III

Members

- Section 1.** Membership in the organization shall include all interested persons who agree to accept and uphold the bylaws of the organization.
- Section 2.** Annual membership dues shall be five dollars (\$ 5.00) per member.
- Section 3.** Each member in good standing (paid annual dues) shall have one vote and the majority of those members present at the meeting shall carry the vote.
- Section 4.** The current membership roster of the organization shall constitute “the undersigned” as stated in the preamble to these bylaws.
- Section 5.** Membership of the organization shall be from July 1st through June 30th of the following school year. This will also constitute the official term of office for the Executive Board (although planning meetings may be held prior to the official date of term).

ARTICLE IV

Duties of Officers

- Section 1.** The President shall serve under bond and shall hold membership on all committees and shall generally insure the fulfillment of the duties of officers and committee chairpersons in addition to the duties of President as prescribed by these bylaws and by the parliamentary authority adopted by the organization.
- Section 2.** The Vice-President shall serve as Chairperson of the Financial Committee in addition to the duties of the Vice-President as prescribed by these bylaws and by the parliamentary authority

adopted by the organization and the said Vice-President shall be a candidate for the office of President of the organization in the year succeeding the year of service as Vice-President. The Vice-President is also in charge of all fund raising activities of the organization.

Section 3.1 The Corresponding Secretary shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization and shall be assisted in these duties by the Publicity Secretary as deemed necessary in regard to general correspondence with members of the organization. The Corresponding Secretary shall take all minutes of the organizations meetings; distribute the minutes prior to each monthly meeting to the membership; send out all correspondence from the Band Director(s), President and other officers of the organization on an as needed basis. The Corresponding Secretary may appoint an impromptu Telephone Committee to communicate urgent information to the members.

Section 3.2 The Publicity Secretary shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization and shall be assisted in these duties by the Corresponding Secretary as deemed necessary in regard to general correspondence with members of the organization. The Publicity Secretary shall be the Chairperson of the Publicity Committee. The Publicity Secretary shall maintain close contact with the Band Director(s); help maintain the Booster website; handle all press releases; and distribute a newsletter to the membership at least one week prior to each monthly meeting.

Section 4. The Treasurers shall serve under bond and shall prepare and report full financial statements for the regular meeting in September, December, March and July in addition to the duties of the Treasurers as prescribed by these bylaws and by the parliamentary authority adopted by the organization. The Treasurers shall hold membership on the Financial Committee. The records of the Treasurers shall be audited by an accountant at the end of the fiscal year and an audit report prepared for the next regular meeting. It shall be the responsibility of the outgoing Treasurers to close the financial books for the ending fiscal year as of June 30th of each year. The outgoing Treasurers shall have an audit of the year ending records by a CPA, and submit a Form 990 (Return of Organization Exempt from Income Tax) to the IRS and a copy to the incoming Treasurer no later than October 30 (three months following the fiscal year).

An audit requires the Form 990 from the previous fiscal year to be submitted with the current ending fiscal year's records in order for the audit to be completed.

**ARTICLE V
Committees**

- Section 1.** The standing committees of the organization shall be a Financial Committee, a Chaperone and Transportation Committee, a Membership Committee, a Publicity Committee, a Uniform Committee, a Hospitality Committee, an Equipment and Physical Facility Committee, a Concessions Committee, and a Blue Devil Classic Committee.
- Section 2.** If a chairman for a committee has not be assigned, the Executive Board can appoint a committee from a pool of volunteers.

**ARTICLE VI
Duties of Committees**

- Section 1.** The Financial Committee, consisting of the Executive Board with the Vice President as chair, shall aid the Band Director(s) in the preparation of the annual budget. The Financial Committee can approve any expenditure up to \$300.00 for non-budgeted items. Any expenditure costing more than \$300.00 for non-budgeted items must be approved by the general membership.
- Section 1.1** Any items purchased by the Mooresville Blue Devil Band Boosters, Inc. becomes the property of the Mooresville Graded School District. Any item purchased for more than \$3000 must receive a fixed asset number and becomes the property of the Mooresville Graded School District.
- The Comptroller of the Mooresville Graded School District shall be notified and given a copy of the receipt of purchased item to be added to the fixed asset inventory within one week in which the item is received.
- Section 1.2** In order to keep accurate records, purchase orders shall be utilized for the purchase of any items by the organization, costing \$300 or more. Upon receipt of items purchased, either a receipt or a packing slip shall be attached to the purchase order, as well as a written description of the purpose of the purchase shall be included with the purchase order, and submitted to the Treasurers for payment. Purchase orders require the signature of the Band Director(s), and President. Payment will not be made until the Treasurers receive the purchase order with attached receipts or packing slip(s).

- Section 2** The Chaperone and Transportation Committee shall aid the Band Director(s) in securing chaperones for all off-campus band activities and in acquiring information concerning transportation, motel accommodations, and other such pertinent details relating to band trips.
- Section 3.** The Membership Committee shall aid the Band Directors) in conducting membership drives.
- Section 4.** The Publicity Committee shall aid the Band Director(s) in advertising all band project activities and functions in all media available and shall assist the Secretary with correspondence to members of the organization.
- Section 5.** The Uniform Committee shall aid the Band Director(s) in the issuance, maintenance and acquisition of all necessary uniforms.
- Section 5.1** A uniform fee shall be established each year at the market rate (offered by a local dry cleaning service) to cover four dry cleanings of each student's uniform, and the purchase of two pairs of gloves for each student. In lieu of gloves percussion students will receive additional drum sticks. The uniform cost will be at cost only and at no profit to the organization.
- Section 5.2** At the initial meeting of color guard tryouts, a contract shall be submitted to each student auditioning reflecting out of pocket expenses for uniforms, i.e. body suits or the like, wind suits, hosiery and shoes. These expenses will be the full responsibility of the individual student upon being accepted as a color guard member. Accessories, i.e., vests, capes, etc., which are used to enhance the show theme may be purchased by the Mooresville Blue Devil Band Boosters, Inc., and become property of the Mooresville Graded School District. A copy of contract reflecting expenses shall also be submitted to the Treasurers for awareness of expenses to be incurred.
- Section 6.** The Hospitality Committee shall aid the Band Director(s) in the planning and preparing the social activities of the band and band boosters.
- Section 7.** The Equipment and Physical Facility Committee shall aid the Band Director(s) in maintaining and improving the equipment and physical facilities of the band.
- Section 8.** The Concessions Committee shall plan, organize, and operate concession projects at events scheduled by the committee.

Section 9. The Blue Devil Classic Committee shall along with the Band Director(s) and the membership, plan, organize and host an annual marching band contest.

ARTICLE VII Meetings

Section 1. Regular meetings of the organization shall be held each month except June. The date and time will be set by the Executive Board.

Section 2. The regular meeting held in May shall be the annual meeting and shall be for the purpose of electing officers for the ensuing year in addition to any other business that should properly come before the meeting.

Section 3. The fiscal year of the organization shall end on the last day of June.

Section 4. Special meetings of the organization may be called by three (3) officers of the organization and the Band Director(s) and/or Principal.

ARTICLE VIII Elections of Officers

Section 1. An Elections Committee shall be formed at the organization's March meeting consisting of the President, the Band Director and three (3) members appointed by the President. At the organization's April meeting, the Elections Committee shall open the nominations, accept and place on the ballot candidates for the elected offices listed in Article I, Section 1. The candidate must be nominated, seconded and gives his/her consent before his/her name is placed in nomination. The current Vice-President shall be a candidate for office of President for the ensuing year. Members of the Elections Committee and incumbent Officers shall be eligible to become candidates for office unless otherwise prohibited by these Bylaws.

Section 2. Voting Eligibility- The Treasurers must supply a list of eligible members in good standing to the Elections Committee prior to the annual meeting. A member in good standing will have their dues paid and will have been a member of the organization 60 days prior to the annual meeting. Any member who pays their dues after the 60 days prior to the annual meeting in May will be automatically applied to the following year.

- Section 3.** If the nominated candidate is not at the April meeting to give consent, he/she shall have two weeks following the April Booster meeting to give written consent to the Elections Committee Chairperson.
- Section 4.** The Elections Committee shall present the official ballot and the Chairperson of the Elections Committee shall preside over the elections at the annual meeting in May.
- Section 5.** All nominees must be a paid member sixty (60) days prior to Annual Meeting in May. An eligible member can be nominated for multiple offices. No member can hold more than one office per year.
- Section 6.** Election of unanimous or general consent shall be permitted if there is only one nominee for an office. If there are two or more nominees for an office, the election for that office must be by ballot.
- Section 7.** Ballot voting shall be in the order of the offices listed in Article II Section 1. Balloting shall continue until all offices are filled.

ARTICLE IX

Fundraising

- Section 1.** The Money raised from the Blue Devil Classic will go into the general fund. The BDC Committee will decide if any sales of advertisements and trophies will be allocated to the student accounts and how much, on a year-to-year basis.
- Section 2.** From the Fall concession sales only, the amount of profit will be evenly distributed between the student account and the general fund.
- a.** The total profit divided by the number of hours necessary to work Fall concessions at the MHS stadium or other revenue generating event(s) and excluding the Blue Devil Classic. This final calculation will determine the hourly rate for hours worked during the Fall concession season.
- b.** Hours worked during Fall concessions or other revenue generating event(s) are tracked by signing in and out in with the concessions team leader(s) or Treasurer(s).
- Section 3.** Fruit sales 50/50 are determined from profits *AFTER* expenses have been subtracted. (not 50/50 of the TOTAL sales).
- Section 4.** All other fund raisers of the organization shall be run by committee as appointed by the Vice-President with the Chairperson of the committee being approved by the Executive Board. All money

allocations to student accounts and how much will be recommended by the committee to the Executive Board and approved by the General Membership. However, any money allocated must be *AFTER* all expenses have been subtracted.

ARTICLE X Student Trip Accounts

- Section 1.** Student trip accounts will be set up when a band trip is being planned. The trip accounts are intended to allow students an opportunity to use part of the proceeds from various Booster conducted fund raisers to help offset the student costs associated with the band trip.
- Section 2.** Each student participating in the fund raiser will have an “account” or “record” maintained of the profits allocated to their trip cost.
- Section 3.** Student funds for any student who does not participate in the trip will be transferred to the general Booster account.
- Section 4.** At the time of the trip, student funds will be used to cover the “per student cost” for the trip.
- Section 5.** In cases where the student’s trip account does not contain sufficient funds to cover the “per student cost,” the student will be required to make up any shortage in the cost prior to participating in the trip.
- Section 6.** In cases where the student’s trip account contains funds in excess of the “per student cost,” the excess funds will be used to defer the cost of the student’s parents and/or siblings acting as chaperones on the trip.
- Section 7.** Should a rising Senior not be scheduled for a band trip during the senior year, the student account funds may be utilized to pay for an off-campus approved band camp tuition between the student’s Junior and Senior year.
- Section 8.** Any funds left in the student accounts after the scheduled band trip will revert to the Band Boosters Operating Fund.
- Section 9.** Student accounts will be established for all eighth grade band students participating in 50/50 fundraising with the Mooresville Middle School Band to be applied to the trip fund upon entering Mooresville Senior High School. Any eighth grade student not enrolling in the Mooresville Senior High School band program will have their student account funds revert back to the Mooresville Middle School Band account. Student accounts for rising eighth grade students will be applied to their Mooresville Senior High School trip

fund if the band will be taking a trip in the year that the student is promoted to the Senior High School band. Otherwise, those funds will revert to the Mooresville Middle School Band account.

ARTICLE XI
Amendment of Bylaws

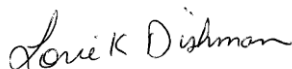
- Section 1.** These bylaws may be amended at any regular meeting of the organization by a majority vote of the members in good standing present.
- Section 2.** Proposed amendments must be submitted in writing to the President.
- Section 3.** Proposed amendments shall be presented in writing at least one meeting in advance of the meeting at which they are to be acted upon.
- Section 4.** A Bylaws Review Committee shall be appointed by the President at least once every two years. The Committee shall review the Bylaws and recommend amendments, if necessary.

ARTICLE XII
Parliamentary Authority

- Section 1.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be consulted by the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.
- Section 2.** A Parliamentarian shall be appointed by the President to serve on a yearly basis and shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.
- Section 3.** Standing Rules of the organization shall govern all activities of the organization not covered by these bylaws.

ARTICLE XIII
Enactment

- Section 1.** These bylaws were modified by majority vote of the Mooresville Blue Devil Band Boosters, Inc. on February 23, 2010.



Lorie Dishman
President



Beth Vannais
Recording Secretary