

# LAKE NORMAN HIGH SCHOOL BAND BOOSTER ASSOCIATION (LNHSBBA)

## Constitution and By-Laws

Revised: February 2024

### ***Constitution:***

#### **Article I: Name**

The Name of the organization shall be the Lake Norman High School Band Booster Association, hereinafter referred to as the LNHSBBA. This organization is located in Mooresville, NC, in Iredell County.

#### **Article II: Purpose**

The purpose of the LNHSBBA shall be the support and further development of the Lake Norman High School (LNHS) bands. The support shall be in the form of providing chaperones, volunteers, student recognition, and fundraising efforts, and the LNHSBBA will foster communication and cooperation between band parents/guardians, students, the Band Director, and School Administration. The LNHSBBA shall honor all policies of Lake Norman High School as needed. The Band Director will serve in the capacity of an advisor to the LNHSBBA. No part of the organization's assets shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its tax-exempt purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. This organization shall not engage in any activities or exercise any powers that are not in furtherance of its purposes.

#### **Article III: Membership**

All parents and/or guardians of band members and auxiliary unit members (Color Guard) are members of the LNHSBBA. The majority of those members present at a meeting shall carry a vote, except in the case of amendments to this document, which requires a two-thirds (2/3) vote.

#### **Article IV: Board of Directors**

**Section 1: General Powers.** The Board of Directors shall transact the business and direct the work of the Band Booster Committees and shall have the power to authorize expenditures.

**Section 2: Members.** The Board of Directors will consist of the six officers (*See* Constitution, Article V below). The Band Director and principal will serve as *ex officio* members of the board. The officers of the Board of Directors, as described in Article V, will comprise the Executive Board. A person shall serve no more than two (2) years consecutively in the same office, and only one member per household may serve on the Board each year. Term of office shall be for one year, July 1 – June 30.

**Section 3: Chairperson.** The President will serve as the Chairperson of the Board and preside over meetings and perform other duties as directed by the Board of Directors.

**Section 4: Duties.** The Board of Directors will support and implement the operations of the LNHSBBA and oversee/review Committee activities. The Board of Directors will prepare the annual budget for the upcoming school year and present it to the LNHSBBA membership in April, at the Regular Meeting. The proposed budget will be voted on at the Regular Meeting in May. The Board of Directors shall meet in accordance with the LNHSBBA By-Laws (*See By-Laws, Article I below*). The Board of Directors will serve as the Nominating Committee each spring (*See By-Laws, Article III below*) and may fill any vacancies in offices if the need arises.

**Article V: Officers**

**Section 1: Officers.** The officers of the Board of Directors will be President, Vice President, Communications Director, Recording Secretary, Treasurer, and Assistant Treasurer.

**Section 2: Duties.** The duties of the officers are as follows:

- A. **President.** The President is the chief executive officer and will lead the Board of Directors and the organization to support the LNHS Bands. The president will set agendas and preside over all meetings, supervise all business activities, sign and execute any papers on behalf of the LNHSBBA, and perform any other duties incident to the office of President. He/She will have the voting power to break a tie. The outgoing President may serve as a non-voting advisory member to the incoming Board of Directors during the year following his/her term.
- B. **Vice President.** The Vice President, in the absence of the President, will perform the duties of that office and will fill the unexpired term of the President should a vacancy arise. The Vice President will serve as liaison to all Committee Chairpersons. The Vice President will report to the Board of Directors the functions of all Committees as reported to him/her by the Committee Chairpersons.
- C. **Communications Director.** The Communications Director will maintain the band website and social media accounts. The Communications Director will manage publicity on behalf of the LNHSBBA to Lake Norman High School and the community.
- D. **Recording Secretary.** The Recording Secretary is responsible for keeping an accurate record of the proceedings of all Regular, Board, and Special meetings. In the absence of the President and Vice President, the Recording Secretary will preside at all meetings until a presiding officer pro tem is elected.
- E. **Treasurer.** The Treasurer shall oversee all funds including: depositing all monies in the name of LNHSBBA as directed by the Board of Directors, keeping an accurate accounting of all monies received and expended, and ensuring that all disbursements are made according to the approval of the Board of Directors.
- F. **Assistant Treasurer.** The Assistant Treasurer shall be responsible for assisting the Treasurer according to the Treasurer's duties (*See Constitution, Article V above*).

## **Article VI: Dissolution**

Upon the dissolution of the organization, assets will be distributed for one or more exempt purposes within the meaning of Internal Revenue Code section 501(c)(3), or corresponding section of any future federal tax code, or will be distributed to the federal government, or to a state or local government for a public purpose.

## **Article VII: Amendments to the Constitution and By-Laws**

This Constitution and its corresponding By-Laws may be amended at a Regular Meeting by two-thirds (2/3) of the LNHSBBA membership present and voting. Prior to voting, the proposed amendment shall be submitted in writing to the Board of Directors and LNHSBBA members shall be given at minimum a two (2) day notice of the pending amendment vote.

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### ***By-Laws:***

#### **Article 1: Meetings**

**Section 1: Regular Meetings.** The LNHSBBA will meet at Lake Norman High School at 7:00 p.m. during the first (1<sup>st</sup>) week of each month for a Regular Meeting, which is open to all LNHSBBA members. Unless otherwise designated by the President, a minimum of seven (7) Regular Meetings will be held annually. The spring schedule for the Regular Meetings will be:

March: Nominating Committee will present a slate of officers (Board of Directors) for the upcoming school year (voting will then take place at this meeting).

April: Board of Directors for the upcoming school year will be announced and the current, standing Board of Directors will present the budget for the upcoming school year.

May: New Board of Directors will be installed and a vote will be taken to approve the proposed budget for the upcoming school year.

At some point in either May or June (date to be determined by newly elected President), a transition meeting will occur between the outgoing and incoming Board of Directors to share/transfer information, recommendations, and lessons learned.

**Section 2: Board Meetings.** The Board of Directors may meet prior to the Regular Meeting each month and/or at other times as designated by the President.

**Section 3: Special Meetings.** Special Meetings for the discharge of urgent business may be called by the President or upon written request of three (3) active members. Such request shall state the business to be discussed. LNHSBBA members will be given a two (2) day notice of the time and place of the meeting and of the business to be considered.

## **Article II: Dues**

Payment of dues is not a prerequisite for membership as defined in Article III of the Constitution.

## **Article III: Committees**

**Section 1: Committee Chairpersons.** The Chairperson for each committee shall be appointed by the President and confirmed by the Board of Directors. The President shall be an *ex officio* member of all committees.

**Section 2: Standing Committees.** Standing Committees may be comprised of, but not limited to, the following: Chaperones, Uniforms/Apparel, Pit Crew/Equipment/Transportation, Concessions, Fundraising/Capital Campaigns/Corporate Sponsorship, Hospitality, Special Events/Trips & Travel, Volunteers, Recognitions, Winter Drum Line, and Color/Winter Guard. The Board of Directors may restructure committees annually before the start of the new school year as deemed necessary to support the LNHS bands in the best possible way.

**Section 3: Nominating Committee.** The Board of Directors will act as the Nominating Committee. On February 1<sup>st</sup>, the Board of Directors will start accepting nominations for Board positions for the upcoming school year. Nominations can be made (1) by the Board of Directors, (2) an email from a member, (3) from the floor at the February Regular Meeting. The closing date for the nominations will be February 28<sup>th</sup>, by midnight. The Nominating Committee shall present a proposed slate of officers at the March Regular Meeting. Voting will commence during the March Regular Meeting. The Recording Secretary will record votes. The candidates receiving the majority of votes by the LNHSBBA membership present will be elected. New officers will attend the April Regular Meeting where the budget will be presented. New officers will be installed at the May Regular Meeting. In the event there is no nominee for an office on the Board of Directors, the existing officer(s) may opt to remain in office for an additional term, not to exceed two consecutive years in the same position.

## **Article IV: Parliamentary Procedure**

In the absence of any By-Law or standing rule to the contrary, the practices described in the latest edition of Robert's Rules of Order shall apply at all meetings of this organization and its committees.

**Article V: Receipt and Disbursement of Funds.** The fiscal year shall be July 1 – June 30.

**Section 1: Receipt of Funds.** All revenues received by the Treasurer and/or Assistant Treasurer are to be deposited intact into the appropriate bank accounts of the LNHSBBA (Main Operating, Trip, Concessions, Money Market, or Winter Guard).

**Section 2: Disbursement of Funds.** The Treasurer and/or Assistant Treasurer shall ensure that all expenditures are documented with purchase receipts.

- A. **Main Operating Account.** The Main Operating Account will require three (3) signatures on file: 1) The President, 2) Treasurer, and 3) either Vice President or Assistant Treasurer. They shall be authorized to sign checks drawn against the LNHSBBA Main Operating Account upon proper authorization of the expenditures. Debit cards for the Main Operating Account may be issued to each of the three (3) designated members with signatures on file.

- B. **Trip Account.** The Trip Account will require three (3) signatures on file: 1) The President, 2) Treasurer, and 3) either Vice President or Assistant Treasurer. They shall be authorized to sign checks drawn against the LNHSBBA Trip Account upon proper authorization of the expenditures.
- C. **Concessions Account.** The Concessions Account will require three (3) signatures on file: 1) The President, 2) Treasurer, and 3) either Vice President or Assistant Treasurer. They shall be authorized to sign checks drawn against the LNHSBBA Concessions Account upon proper authorization of the expenditures. At the Board of Directors' discretion, they may designate signature authority on the Concessions Account to the Concessions Chairperson. Debit cards for the Concessions Account may be issued to each of the three (3) designated members with signatures on file.
- D. **Money Market Account.** The Money Market Account will require three (3) signatures on file: 1) The President, 2) Treasurer, and 3) either Vice President or Assistant Treasurer.
- E. **Winter Guard Account.** The Winter Guard Account will require three (3) signatures on file: 1) The President, 2) Treasurer, and 3) either Vice President or Assistant Treasurer. They shall be authorized to sign checks drawn against the LNHSBBA Winter Guard Account upon proper authorization of the expenditures. Debit cards for the Winter Guard Account may be issued to each of the three (3) designated members with signatures on file.
- F. **Independent Contractors.** A W-9 must be provided for any Independent Contractor that meets the IRS guidelines for reporting.

**Section 3: Authorization.** All major expenditures shall be approved by the Board of Directors.

**Section 4: Oversight/Internal Controls.** The Board of Directors shall review the monthly bank statements at monthly Regular Meetings, with the review (acceptance/any anomalies) being documented in the meeting minutes.

#### **Article VI: Assets**

The assets of the LNHSBBA shall consist of funds in the five bank accounts, equipment, uniforms, vehicles, and any other physical property owned and/or acquired by LNHSBBA for the benefit of the LNHS bands.

**Section 1: Disposition of Assets.** Upon the LNHSBBA becoming inactive or dissolving, all real property will be donated to LNHS or sold. If the assets are sold, the proceeds will be given to LNHS.