

# LAFAYETTE LANCER BAND BOOSTERS

## CONSTITUTION AND BYLAWS

Amended and Adopted March 2021

### ARTICLES OF ORGAINZATION FOR THE LAFAYETTE LANCER BAND BOOSTERS

#### Article I – Name

The “Lafayette Lancer Band Boosters” is a Lafayette High School parent-oriented organization.

#### Article II – Address

Unless otherwise stipulated, all correspondence to the Band Boosters shall be addressed to: Lafayette Lancer Band Boosters, Lafayette High School, 17050 Clayton Road, Wildwood, Missouri 63011.

#### Article III – Objective

Objectives of the organization include:

1. Stimulate community and district interest in Lafayette Lancer Bands.
2. Encourage band member accomplishments by supporting band student activities.
3. Assist Band Director(s) in adhering to school policies.
4. Financially support band programs not included in Board of Education appropriations.

#### Article IV – Membership

1. General members include:
  - a. Parents of current Lancer Band Program Students.
  - b. Legal guardians of current Lancer Band Program Students.
2. General membership includes:
  - a. Voting privileges during the monthly general Band Booster meeting.
  - b. The right to run for and hold an office on the Executive Committee.
  - c. The right to chair one of the committees as listed in Article V under the Bylaws section of this document.
3. Non-voting members include:
  - a. Band Director(s).
  - b. Lafayette High School Administrators
  - c. Alumni Lafayette Band Program students.
  - d. Alumni Lafayette Band Booster parents.
4. Non-voting membership includes:
  - a. The right to attend the monthly general Band Booster meeting.
  - b. Participation in fund raising activities.
5. Alumni students and/ or parents, may be given the opportunity to chair one of the committees as listed in Article V of the Bylaws, with the approval of the Executive Committee.
  - a. Upon approval, they shall receive voting privileges during the monthly Band Booster meeting.
  - b. They will not be allowed to run for or hold an office on the Executive Committee.

#### Article V – Parliamentary Authority

“Roberts Rules of Order” shall be the parliamentary authority on all matters not governed by the Bylaws of this organization.

## **Article VI – Dissolution**

Upon dissolution of the Lafayette Lancer Band Boosters, all unapproved monies and equipment shall be given to Lafayette High School for use in band-related activities.

## **BYLAWS OF THE LAFAYETTE LANCER BAND BOOSTERS**

### **Article I – Officers**

1. The officers of this organization are:
  - a. Chair
  - b. Co-chair
  - c. Secretary
  - d. Treasurer
  - e. Assistant Treasurer
2. Elections shall be held each year during the April Band Boosters General meeting.
  - a. Procedures for elections are so listed under Article V of the Bylaws section of this document.
  - b. Newly elected officers replace the incumbents on June 1.
3. Terms:
  - a. Officers are limited to a one-year duration.
  - b. Individual tenure cannot exceed two consecutive years.
  - c. In case of extenuating circumstances, an Executive Board officer may be appointed to an additional term. They shall hold office until a successor is installed or until the one-year term expires. Must be voted on by the April Band Boosters General meeting and accepted by a quorum of voting members present at said meeting.

### **Article II – Executive Committee**

1. The Executive Committee responsibilities include:
  - a. Coordinating Band Booster activities and policies under guidance of the Band Director(s), committee chairpersons and general membership. Policies are subject to approval of the Lafayette Principal and Band Director(s).
  - b. Coordinating with Band Director(s) to establish Band Booster standards, operating budgets, and chart of accounts.
  - c. Assuring year-end tax statements are filed.
  - d. Providing a written statement documenting current expenditures to budget, highlighting variances at all Executive Committee meetings.
  - e. Delegate to an external accredited financial entity the audit of the Band Booster operating budgets against expenditures. This audit shall be conducted between May and June of each year.
  - f. Shall examine the Band Booster Articles of Organization and Bylaws to ensure they still reflect the objectives of the organization.
2. The Executive Committee consists of the following members:
  - a. Chair
  - b. Co-Chair
  - c. Secretary
  - d. Treasurer
  - e. Assistant Treasurer
3. Voting members of the Executive Committee shall consist of the positions so named in Article I, Section 1, and shall cast one vote each.

4. Band Director(s) may veto organization actions deemed detrimental to the best interests of Lafayette students. Vetoes resulting in an impasse between the Executive Committee and the Band Director(s) may be appealed to the Lafayette Principal or appropriate administrator.

### Article III – Officer Duties

1. Chair
  - a. Shall preside at all Executive Committee meetings and General Membership meetings.
  - b. Act as ex-officio member of each Band Booster committee, except the Elections Committee.
  - c. Shall see the officers and committees perform assigned duties and render required reports.
  - d. Shall audit Band Booster operations to be sure they are consistent with existing bylaws.
  - e. Shall appoint committee chairpersons as required.
  - f. Shall perform other duties as may be prescribed in these bylaws, by the organization, Band Director(s), or by the Executive Committee.
2. Co-Chair
  - a. Shall co-preside at all Executive Committee meetings and General membership meetings.
  - b. Shall assist in auditing Band Booster operations to be sure they are consistent with existing bylaws.
  - c. Shall perform all duties of the Chair, should the office of Chair become vacant, and will continue to assume said role until such time as the next Chair is elected in accordance with the bylaws.
  - d. Shall act as ex-officio member of the Band Recognition, Hospitality, Uniform, Scholarship, and Historian committees.
    - i. Shall see the committees perform assigned duties and render required reports.
3. Secretary
  - a. Records minutes from Executive Committee and General Membership meetings.
  - b. Presents minutes at next Executive Committee and General Membership meetings.
  - c. Keeps minutes on file for the availability of all members.
4. Treasurer / Assistant Treasurer
  - a. Provide written financial reports and complete statements of financial activities at every Executive Committee and General Membership meeting.
  - b. Assures Band Booster financial integrity.
  - c. Prepare tax and reporting forms, which may be delegated to an external accredited financial entity upon preapproval of Band Boosters.
  - d. Transfer funds from special projects and fundraisers to the Band Booster checking account.
5. Restrictions on Officers:
  - a. No Executive Officers shall be members of the same household.

### Article IV – Committees

1. Standing Committees represent on-going Band Booster activities. Each committee is chaired by a Band Booster voting member appointed by the Executive Board Chair and approved by a majority of the voting Executive Committee present at a General or Executive Committee meeting.
2. Standing Committees include:
  - a. **Contest of Champions:** Plans organizes and oversees the annual marching band competition invitational fundraiser.
  - b. **Band Recognition:** Designs, prints and arranges for the distribution of locker decorations before marching band competitions, guard competitions, concert performances, etc.
  - c. **Fundraising:** Coordination of various fundraisers to assist in Band Booster fundraising efforts.
  - d. **Marketplace Craft Fair:** Plans, organizes and oversees the Band Booster boutique fundraising event held during the late fall holiday shopping season.

- e. **Website:** Coordinates, maintains and updates the Band Booster website.
  - f. **Hospitality:** Coordinates and enlists volunteers to serve meals to band students throughout the year, and to serve refreshments after select band concerts during the school year.
  - g. **Band Camp:** Plans, organizes and oversees marching band summer camp for marching band members, Band Director(s) and chaperones.
  - h. **Uniforms/Tuxedos:** Coordinates accessory orders, fits and distributes marching band uniforms prior to the season. Fits students in Concert and Symphonic Bands with tuxedos and coordinates distribution. Addresses occasional needs during season, and coordinates collection and cleaning of garments after season.
  - i. **Concessions:** Plans, organizes and oversees concessions, funnel cakes and ice/beverage activities for key Band Booster fund raising events.
  - j. **Equipment:** Plans, organizes and oversees transportation of equipment for band camp and competitions. May include the renting and driving of a box truck or trailer. Coordinates volunteers and/or students for loading, unloading and moving equipment.
  - k. **Elections:** Opens and closes nominations of officers. Maintains and distributes ballots. Counts ballots and presents results after elections.
  - l. **Scholarships:** Plans, organizes, and oversees the Band Booster scholarship program. Makes scholarship applications available to senior band and Color Guard members. Ensures scholarship awards are administered to the recipient's college/university.
  - m. **Senior Recognition:** Plans, organizes and oversees the recognition of senior band and Color Guard students during fall Senior Night, and at the final band concert of the season.
  - n. **Props/Scenery:** Coordinates with Band Director(s) on design of marching band props, recruits volunteers for construction and for moving props on/off competition fields.
  - o. **Spirit wear:** Makes available branded clothing items for band members and parents.
  - p. **Guard Representative:** Facilitates communication between Band Boosters and Color Guard Directors. Provides updates to Band Boosters on Color Guard and Winter Guard programs.
  - q. **Historian:** Maintains photographic records and event information throughout the school year. Coordinates the yearbook layout and the senior slide show.
  - r. **Volunteer Coordinator:** Organizes sign-ups for any event requiring volunteers and leads a volunteer kick-off campaign at the beginning of each school year.
3. Standing Committee Chairpersons will be appointed for the term of elected Band Booster officers and hold office until successors are installed.
  4. Special committees and/or Ad Hoc committees may be appointed as required by the Executive Board Chairperson. Recommendations of the Executive Committee will be considered in determining the need and scope of activities for Special Committees.
    - a. An Ad Hoc Bylaws Review Committee will be formed every five (5) years to review the existing Bylaws to ensure they are still meeting the needs of the Band Boosters. The Committee will be tasked with reviewing, updating and/or deleting line items of the Bylaws with input from the Band Director(s), Executive Board, and general members of the Band Boosters.
    - b. Special subcommittees may be appointed as deemed necessary by the supervising committee.
  5. Special Committee members will serve for the time of the appointment until expiration of the term as set forth by the Executive Committee.

## Article V – Elections / Nominations

1. The Election Committee Chairperson shall be responsible for sending out notice of open Executive Board positions by the first Monday in March.
2. Those persons interested in open positions shall notify the Election Committee Chairperson by the March General Band Boosters meeting.
3. The Election Committee chairperson will create and distribute a ballot of nominated persons to the General membership of the Band Boosters. Ballots must be returned before the April General Band Boosters meeting.

4. Election Committee chairperson will tabulate results of ballots, and present results of the election at the April General Band Boosters meeting.
5. Newly elected officers shall assume their official duties on June 1<sup>st</sup>, and serve for a term of one year, and/or until their successors are elected.

#### **Article VI – Meetings**

1. General Band Booster meetings shall be held monthly, August through May, unless otherwise specified by the Executive Board.
2. Executive Board meetings shall precede the monthly General Band Booster meetings unless otherwise specified by the Executive Board.
3. Special meetings may be called by the Executive Board, as necessary.
4. Voting at General Band Booster meetings is limited to those persons identified as Members under Article IV of the Articles of Organization.
5. Members present constitute a quorum at regular or special General Band Booster meetings.
6. An Executive Committee quorum constitutes three voting members from the Executive Board.

#### **Article VII – Expenditure of Funds**

1. “Expenditure of Funds” is the basis for spending Band Booster funds. It provides for budget control, monitoring and use.
2. Each major Band Booster activity (e.g. COC, Band Camp, Winter Guard, etc.) must have an operating budget approved by the Executive Committee for the new operating year.
3. All established budgets must adhere to the standard Band Booster Chart of Accounts. All budget revisions must be approved by the Executive Committee prior to the commitment of funds.
4. Occasionally, unforeseen expenses arise with no opportunity to approve funds through normal voting procedures. As an example, there may be no timely Band Boosters meeting scheduled prior to needing funds. In those emergency cases, funds up to \$500 may be approved by agreement between the Band Director(s), the Booster Chair or Co-Chair, and Boosters Treasurer. Payments approved in this manner will be reported at the next scheduled Band Boosters meeting.
5. The Treasurer shall disperse only those funds that are shown in an existing, Executive Committee approved operating budget, or those funds approved on an individual basis by the Executive Committee.
6. The Treasurer shall consolidate all operating budgets into a single Band Booster Operating Budget for use at Executive Committee meetings. This consolidated budget shall provide the basis for making any additional funding decisions for the year.

#### **Article VIII – Hiring of Additional Instructors**

1. Occasionally the Band Director(s) may need additional assistance in order to achieve his/her program goals. If financial support for such instruction is not available from the administration of the Rockwood School District and/or Lafayette High School, it may be necessary for the Band Booster organization to provide such support.
2. All monies for additional instructors must be approved by a quorum of the Executive Board members present at the meeting at which the director presents the proposed hiring.
3. Any contracts will be signed in accordance with Rockwood School District guidelines.
4. Payment to any auxiliary instructor(s) will include an additional amount, over the standard pay agreed upon, to include Medicare and retirement fees based on Rockwood School District guidelines.
5. The Band Director(s) will oversee compliance by the auxiliary instructor within the terms of the contract.

#### **Article IX – Scholarships**

1. The Lafayette Band Booster College Scholarship Fund was established for the purpose of providing financial assistance to deserving graduates of the Lafayette Band Program.
2. The Band Boosters provides the following scholarships with their given amounts:
  - a. John Phillip Sousa Award \$500

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|----|----------------------------------|---------|
| b. | Louis Armstrong Award            | \$500   |
| c. | Lancer Regiment Award            | \$500   |
| d. | Home Court Advantage Award       | \$500   |
| e. | Outstanding Color Guard Member   | \$500   |
| f. | Overall Band Booster Scholarship | \$2,000 |
3. Scholarship funds may be used by the recipient for: tuition, books, on campus housing, books and fees directly related to course requirements.
  4. The scholarship applicant must be a graduating senior of Lafayette High School, an active participant in the Lafayette Band Program, show proof of acceptance into an accredited college or university, proof of academic achievement (GPA), ACT/SAT score and submit two-character reference letters.
  5. The Scholarship Committee Chairperson is appointed by the Executive Committee to serve a one-year term. The Chairperson is responsible for the selection of at least four members for the Selection Committee. The Selection Committee shall be comprised of persons not associated with the Lafayette High School Music Department or Lafayette High School. The Scholarship Committee Chairperson and members of the Selection Committee may not have an eligible student as an applicant.
  6. The Scholarship Committee makes application forms and requirements available to students, recruits Selection Committee members, recommends funds dispersal, notifies Band Director(s) of recipient, and notifies Booster Chairman of recipient for presentation of award at the end of year band banquet.

### Article X – Trip Policy

1. This article covers the level of funding support the Band Boosters organization provides for Band Director(s) and chaperones during band sponsored trips.
2. Band Boosters will pay **major band trip** identified expenses, as determined by the Executive Committee, for Band Director(s) and their spouses. Expenses associated with Band Director children and/or invited guests are the responsibility of the Band Director(s).
3. Band Boosters will pay **non-major band trip** identified expenses, as determined by the Executive Committee, for Band Director(s) only. Expenses associated with Band Director spouse(s), child(ren) and/or invited guests who accompany the Band Director(s) are the responsibility of the Band Director(s).
4. The Band Boosters shall pay identified trip expenses, as determined by the Executive Committee, **based upon available Band Booster funds**, for Band Booster general members who are designated as trip chaperones for any band trip.
5. Band Director trip accounts are permitted for use by Band Director(s) to raise funds for use on **major band trips**.

### Article XI – Adoption of Amendments

1. Amendments to the constitution and bylaws will be effective and govern the organization and activities of the Lafayette Lancer Band Boosters upon completion of the following:
  - a. Approval of a majority of the Executive Committee
  - b. Approval of Lafayette High School Administration
  - c. Development of a slate of officers
  - d. Approval of a majority of persons present at a general meeting of parents/guardians of the Lafayette High School Lancer Band members.
2. Record of Amendments: