BIG MAC BAND BOOSTERS

BYLAWS

Revised 5/20/2014
Amended 10/21/2014
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Revised 5/19/2016
Revised/Amended 4/17/2018

Big Mac Band Boosters
314 Elm St. Ext.
Canonsburg, PA 15317

BIG MAC BAND BOOSTERS

ARTICLE 1 - NAME

The name of this organization shall be the **BIG MAC BAND BOOSTERS.**

ARTICLE 2 - PURPOSE

The purpose of this organization shall be to give moral, social, and supplementary financial support to the band and auxiliary units of Canon-McMillan Senior High School, notwithstanding anything herein to the contrary, this organization shall only participate in and support activities that are in furtherance of the purposes of tax-exempt organizations set forth in Section 501(C)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended. A further purpose if this organization shall be to promote positive public relations.

ARTICLE 3 - FISCAL YEAR

The Big Mac Band Booster fiscal year shall begin on July 1st and end on June 30th.

ARTICLE 4 - MEMBERSHIP

SECTION – 1 Annual active membership (herein known as "member") is $5.00 (Five Dollars) per parent/guardian of participating band students/auxiliary units, with a maximum of two voting members per family.

SECTION – 2 Annual membership opens the day after the last day of the previous school year and remains open until November 1st of the current school year.

SECTION – 3 All officers, board members, and committee chairpersons must be a member in good standing of the BIG MAC BAND BOOSTERS organization.

SECTION – 4 NON-DISCRIMINATION POLICY

The Big Mac Band Boosters admits members of any race, color, national origin, gender, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to members of the organization.

The Big Mac Band Boosters does not discriminate of the basis of race, color, gender, national origin, ethnic origin, and disability in the administration of its general polices, membership policies, and any other administered programs.

SECTION – 5 CONFLICT OF INTEREST POLICY

The purpose of the conflict of interest policy is to protect this organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of the an officer of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable federal or state laws governing conflict of interest applicable to nonprofit or charitable organizations.

In connection with any actual, possible, or potential conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and/or members of any effected committees with governing board delegated powers considering the proposed transaction or agreement.

After disclosure of the financial interest and all material facts, and after any discussion with or any presentation by the interested person, the interested person shall leave the executive board or committee meeting while determination of a conflict of interest is discussed and voted upon, if necessary. If at the committee level, the committee shall inform the organization's executive board of any potential conflict of interest. The executive board shall make the final determination if any conflict of interest exists.

The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. Any executive board member that is an interested person shall recuse themselves from any investigation, determination, discussion, or vote on the potential conflict of interest.

After exercising due diligence, the executive board shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction from a person or entity that would not give rise to a conflict of interest. If this is not possible, the executive board shall determine by majority vote whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

If the executive board has reasonable cause to believe a member has failed to disclose any actual or possible conflict of interest, the executive board shall inform the member on the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the executive board determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary or corrective action.

The minutes of the meeting shall contain:

- The names of the persons who disclosed or otherwise were found to have financial interest in connection with an actual or potential conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the executive committee's decision as to whether a conflict of interest existed.

- The names of the persons present for discussion and votes related to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

A voting member of the executive board or any committee with powers delegated by the executive board who receives compensation, directly or indirectly from the organization for services is precluded from voting on matters involving these services. No voting member, either individually or collectively, is prohibited from providing any information to any committee regarding compensation involving these services.

Each officer, committee chair, and committee member shall annually sign a statement which affirms such person:

a. Has received a copy of the conflict of interest policy
b. Has read and understands the policy
c. Has agreed to comply with the policy
d. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

The organization's Finance and Audit Committee shall be charged with reviewing the organization's activities to determine if any may jeopardize its tax exempt status. The review shall include:

a. Whether compensation arrangements and benefits are reasonable, based on competent information, and the result of good faith bargaining.
b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in excess benefit transaction.

The organization may use outside advisors to conduct periodic reviews, but the outside advisors should not relieve the executive board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE 5 - OFFICERS / EXECUTIVE BOARD

SECTION – 1 OFFICERS

A. The officers of this organization shall be President, Vice-President, Secretary, and Treasurer. Together these officers and the Director of the Canon-McMillan Senior High Band shall constitute the Executive Board.

B. Officers are expected to participate in all meetings and attend all booster related events as deemed appropriate by their roles and responsibilities.

SECTION – 2 DUTIES OF THE OFFICERS

A. PRESIDENT

1. To preside at the meetings of the BIG MAC BAND BOOSTERS and the Executive Board.
2. Member ex-officio (non- voting member) of all committees except nomination.
3. Develops the agendas for meetings.
4. Seeks volunteers for committees.
5. Appoints the chairperson of committees in consultation with other officers.
6. Prepares the June newsletter.
7. Ensures matters of the organization, including committee functioning, orientations, and meeting preparations are handled properly.
8. Monitors financial planning and reporting.
9. Signature authority.

B. VICE PRESIDENT

1. To assist the President and to perform the duties of the President's office in the latter's absence or inability to serve.
2. Is the Chairperson of the Bylaws Committee.
3. Assumes office of President should that office becomes vacant during the school year.
4. Signature authority.
5. Performs other duties as assigned.

C. SECRETARY

1. To record the minutes of the BIG MAC BAND BOOSTERS and Executive Board meetings.
2. Maintain booster meeting attendance records.
3. Ensure minutes are available in a timely manner after each meeting.
4. Provide copies of the prior meeting's minutes for the next regularly scheduled booster meeting.
5. Conduct such correspondence as may be requested by the President or the Executive Board.
6. Organize and maintain an up-to-date student roster. Distributes roster to committees as deemed necessary.
7. Signature authority.
8. Performs other duties as assigned.

D. TREASURER

1. Manages the finances of the organization as outlined in Article 7.
2. Ensures appropriate financial records are maintained in accordance with section 501(c)(3) tax exempt organization guidelines of state and federal tax codes.
3. Regularly reports to the executive board on key financial events, trends, concerns, and assessment of fiscal health.
4. Prepares and provides the treasury report for regularly scheduled booster meetings.
5. Prepares the school district's fundraising form for review and submission.
6. Shall work with Ways and Means regarding plans for financial activities for the organization.
7. Shall provide copies of receipts, deposits, and financial statements to the Finance and Auditing Committee at the end of each month.
8. Prepares and deposits monies.
9. Ensures no checks are pre-signed or signed with blank line items.
10. Performs other duties as assigned.

SECTION -3 BAND DIRECTOR

A. To act in an advisory capacity.
B. To make requests as necessary for the welfare of the Canon-McMillan Senior High School Band.
C. To be an Ad-Hoc member of the Finance and Auditing Committee.

SECTION – 4 STANDING COMMITTEES

A. Standing committees function throughout the majority of the fiscal year.
B. Volunteers will be solicited to chair standing committees, other than bylaws. The chairperson must be a member in good standing.
C. The standing committees, with the exception of Bylaws, shall be appointed by the President and should be appointed before the start of the school year.

1. Bylaws
2. Ways and Means
3. Finance & Auditing
4. Membership
5. Representative to CM School Board
6. Banquet
7. Uniforms
8. Webmaster
9. Communications
10. Corporate Sponsorship

The chairman of each committee shall submit a summary of the year's work of their committee with recommendations for the next year to the President prior to the May meeting.

SECTION – 5 DUTIES OF THE STANDING COMMITTEES

A. BYLAWS

1. This committee shall review the bylaws of the BIG MAC BAND BOOSTERS as often as necessary or whenever the membership shall question or ask for a change.
2. The committee shall then bring before the membership recommended changes to be acted upon as described in ARTICLE 9 -SECTION 1
3. Bylaws shall be reviewed every two (2) years.

B. WAYS AND MEANS

1. The Ways and Means Committee shall devise and execute plans for financing the activities of the organization. Any method of raising money must be approved by the Executive Board.
2. Prepare the annual fundraising plan for review to the Finance and Auditing Committee by the February meeting.
3. Present the fundraising plan to the membership at the March meeting.
4. Chairperson shall assist the Finance and Auditing Committee in the preparation of the organization's annual budget.
5. Chairperson shall submit a fundraiser summary to the Finance and Auditing committee at the close of each fundraising event.
6. For all fundraising events where cash is involved, there shall be dual control of the money related to collection, transport, and delivery until handed to the treasurer for deposit.

C. FINANCE AND AUDITING

1. Financial records will be reviewed and approved by the Finance and Auditing committee according to ARTICLE 7, Section 4.
2. Finance committee prepares and presents the annual budget at the March meeting.
3. Committee shall consist of at least three members, that shall not be a current Executive Officer or a current member of the Ways and Means Committee.

D. MEMBERSHIP

1. Committee shall maintain and make available an accurate and up-to-date list of members including addresses, contact numbers, email, and volunteer committee preferences.
2. The Membership Committee, consisting of three (3) booster members shall be final judges as to eligibility of voters and shall distribute ballots accordingly to only those members as described in ARTICLE -4, SECTION – 1.
3. This committee shall contact all persons interested in the BIG MAC BAND BOOSTERS and enroll them as members.

E. SCHOOL BOARD REPRESENTATIVE

The representative to Canon-McMillan School Board is to act as liaison or contact between Canon-McMillan School Board and the BIG MAC BAND BOOSTERS.

F. BANQUET COMMITTEE

1. The Banquet Committee shall make all arrangements for the annual Band Banquet subject to approval at a BIG MAC BAND BOOSTER meeting.
2. Prepare and present a summary of the accounts to the Finance and Auditing Committee.

G. UNIFORM COMMITTEE

1. The Uniform Committee, assisted by the student uniform managers, shall arrange for fitting, repairing, and correlation of uniform number assignments of existing band uniforms.
2. The uniform committee chairperson is responsible for the distribution and collection of payments for required uniform items that are not school district property.
3. Prepare and present a summary of the accounts to the Finance and Auditing Committee.

H. WEBMASTER

1. Oversees the organization’s website, updates pertinent information as requested by the director, president, or executive board.
2. Works with the Booster officers, Band Director, and Standing Committees to provide current band and auxiliary information on the band booster website.
3. Maintains and updates the necessary technology requirements for the website.

I. COMMUNICATIONS

1. The Internal Communications Committee shall notify the membership of all meetings and events of the BIG MAC BAND BOOSTERS via multimedia technologies.
2. Works with the webmaster regarding internal communication matters.
3. Works with the webmaster relative to publicity-public relations matters.
4. Maintain a record of the BIG MAC BAND.

J. CORPORATE SPONSORSHIP

1. To obtain grants, donations and sponsorships for general expenses of the big mac band organization
2. Works with the booster officers and band director to solicit and approve sponsors
3. Work with sponsor and band director for graphics details
4. Sends letter of donation acceptance to sponsor
5. **Ensures that appropriate marketing and informational materials about BMBB are current and available to potential sponsors as well as the membership**

ARTICLE 6 - OFFICERS AND THEIR ELECTION

SECTION – 1 OFFICERS

A. The officers shall be elected by ballot each year at the May meeting.
B. The term of office shall begin the day after the last day of the previous senior high school year and end on the last day of the current senior high school year.
C. No officer shall serve more than two (2) consecutive terms in the same office.

SECTION – 2 NOMINATING COMMITTEE

A. The Nominating Committee shall consist of five members
    1. The President shall select a chairperson for the committee.
    2. Four members shall be selected from the membership at large prior to the March meeting.
B. Any member of the Nominating Committee shall not run for office.
C. Any member of the Nominating Committee consenting to be a candidate for office shall automatically withdraw from the Committee. The Chairperson shall then appoint a new member to serve on the committee.

SECTION – 3 OFFICER REQUIREMENTS

A. Any member of the organization who agrees to run for an elected office, must have attended 40% of the booster meetings during the current membership year inclusive of the April meeting.
B. Only one family member may serve as an officer at any given time.
C. The consent of each candidate for office must be obtained before his or her name is placed in nomination.

SECTION – 4 VOTING

A. The Nominating Committee shall present the slate of nominees at the April meeting.
B. Nominations may also be made from the floor until the slate is closed, immediately prior to voting.
C. Only paid-up members of the BIG MAC BAND BOOSTERS are eligible to vote for officers, or any other matters pertaining to the BIG MAC BAND BOOSTERS organization and its operations.
    1. Eligibility will be determined by the Membership Committee as shown in ARTICLE -4, SECTION -1.
A. Each member is entitled to cast one vote.
B. In the event that there is but one candidate for an office, the Secretary may be instructed to cast the elective ballot for the nominee by acclamation.
C. In the event of a tie for one or more of the elected offices, a second election will be held immediately.
D. In the event of a second tie(s), the Executive Board shall adjourn to an Executive Session to break the tie(s), and report immediately to the General Meeting.
    1. Any Executive Board member that is running for an office that results in a tie shall be disqualified from the Executive Session to break the tie(s).

SECTION - 5 EXECUTIVE BOARD

A. The Executive Board shall select a member of the organization to fill the office of Vice President, Secretary, or Treasurer if said position becomes vacant during the year. Following Executive Board approval by vote, the appointee shall serve the remainder of the unexpired term.
B. The Vice President shall automatically assume the office of President in the event the Presidency becomes vacant during the school year.
C. The Executive Board shall attend to the affairs of the organization during the interim between meetings of the organization, HOWEVER, the acts of the Board shall not conflict with action taken by the organization.

ARTICLE 7 - FINANCES

SECTION – 1 ACCOUNTING PERIOD AND REPORTING

The Big Mac Band Booster fiscal year shall begin on July 1st and end on June 30th.

A. The treasurer shall assist the Finance and Auditing Committee in preparing the proposed budget.
B. The treasurer will compile the financial records and prepare annual financial statements at the end of the school year.
    These records will contain at minimum:
    1. Reconciled bank statements for all bank accounts.
    2. Documentation supporting all expenditures and deposits.
    3. Copies of Booster meeting minutes.
    4. An annual income statement.
    5. Copies of all federal, state or local financial forms filed for the organization.

C. The Big Mac Band Boosters fiscal year shall begin on July 1st and end on June 30th.

D. An Annual Review by an independent Public Accountant Firm is required and it is the duty of the Treasurer, or Board designee, to provide the financial records to the Accounting Firm. The Treasurer, or Board designee, is responsible for the filing of the annual Form 990 Return of Organization Exempt Form Income Tax.

SECTION – 2 EXPENDITURES

A. All Big Mac Band Booster expenditures will be authorized as line items in the BMBB budget, or by vote of the membership before the expense is incurred.
B. All expenditures must be supported by bills or receipts submitted for payment.
C. All expenditures are to be made by check.
D. Unless authorized by a majority of the officers, no officer, agent or member shall have any power or authority to bind the organization by any contract, to pledge its credit, or to render it liable monetarily for any purpose or amount.
    1. All contracts and other legal instruments, which bind the organization, must be approved by the membership and signed by the President and either the Vice President or Secretary.
E. Occasionally, there is an expenditure that requires immediate funding and cannot be held until the next meeting. The officers, by a majority vote, should have the ability to approve and fund such emergency expenditures.

SECTION – 3 BANKING

A. The primary funds of the Big Mac Band Boosters shall be managed by the Treasurer in a checking account referred to as the "General Fund".
B. The General Fund checking account shall be established with signatures from the President, Vice President, and Secretary.
C. Two authorized signatures shall sign all checks. Checks reimbursing an officer may not be signed by that officer.
D. Checks are never signed with a blank payee or amount.
E. All monies to be deposited should be collected and documented according to acceptable accounting methods by the treasurer.

SECTION – 4 FINANCIAL REVIEW

A. Financial records shall be reviewed monthly by the Finance and Auditing Committee, appointed by the President.
    1. Results of the monthly audit shall be submitted as a signed statement, presented to the membership at the subsequent month's booster meeting.
B. At the end of the fiscal year, the Treasurer will submit the annual financial records to the Finance and Auditing Committee.
C. At the August general meeting of the new fiscal year, the Finance and Auditing Committee will present the reviewed financial records and letter of approval to the membership.
D. The Treasurer will maintain approved financial records and letters of acceptance for a minimum of 10 years.
E. The Executive Board, in its sole discretion, may request an external financial review in lieu of a monthly audit for any reason.

ARTICLE 8 - MEETINGS

SECTION - 1 Meetings shall be held on the third Tuesday of each month during the year except December, at **7:00** pm in the Canon-McMillan High School Building.

SECTION - 2 Special meetings may be called by the President. At these meetings no business shall be transacted other than that for which the meeting shall have been called. The members shall be notified prior to all special meetings within three (3) business days prior to the meeting.

SECTION - 3 A quorum for the transaction of business at regular and special meetings of the organization shall be fifteen (15) members including at least two officers. A quorum for the transaction of business at Executive Board meetings shall be at least three (3) officers.

ARTICLE 9 - AMENDMENTS

SECTION - 1 These Bylaws may be amended at any regular business meeting by two-thirds vote of the members present, provided that the proposed amendments shall have been submitted in writing and read during the previous three (3) regularly scheduled meetings of the organization.

ARTICLE 10 - DISSOLUTION OF ORGANIZATION

SECTION - 1 Should the BIG MAC BAND BOOSTERS organization no longer be a viable organization, all tangible personal properties owned by the BIG MAC BAND BOOSTERS shall be given to the Canon-McMillan School District and become the exclusive property of the School District. All monies shall be given to the Canon-McMillan Senior High Band, deposited in the Canon-McMillan Senior High Band Fund, and become a part thereof.

SECTION - 2 All monies shall be subject to the federal guidelines of a Section 501c3 organization, and these guidelines shall receive first recognition.

ARTICLE 11 - PARLIAMENTARY AUTHORITY

SECTION - 1 The rules contained in Roberts Rules of Order shall govern the organization in all cases.

SECTION - 2 The Agenda for conducting meetings:

A. Call to order
B. Reading of minutes
C. Treasurer's report
D. Report of committees
E. Band Director's Report
F. Unfinished Business
G. New Business
H. Adjournment