

CLOVER HIGH SCHOOL BAND BOOSTERS, INC.

BYLAWS AND CONSTITUTION

Article I – Name

The name of this organization shall be the Clover High School Band Boosters, Inc. The Organization may also be referred to as the” Booster Club” or “Boosters” within this document.

Article II – Purpose

- Section A.** The purpose of this organization is to aid and assist the Clover High School Band program offered by Clover High School, a public high school within York School District #2 and to operate within the parameters of Section 501 (c)(3) of the Internal Revenue Code.
- Section B.** It shall be our aim and purpose to stimulate and create interest in and support of the activities of Clover High School Band by all approved means, to include the raising of funds to finance needs of the program not supported by school funds.
- Section C.** It is our purpose to use our time and means, not to direct but to aid and assist the administration, faculty, and students of Clover High School in promoting the activities of the school.
- Section D.** It is recognized that the selection of personnel, as well as the direction of all activities of The School must come from members of the professional staff who are charged with that responsibility under the authority of the Board of Trustees of the Clover School District.

Article III – Principal Offices

The principal offices of the Clover High School Band Boosters, Inc. are located at:
1625 Highway 55 East, Clover, SC 29710.

Article IV – Membership

- Section A.** Membership is open to any interested adult regardless of sex, race, or religion. Membership to the Booster Club is \$10.00; however, there are various Sponsor levels available. Fees for the various Sponsor levels shall be set by the Executive Board.
- Section B.** Memberships and Sponsorships are active from July through June of the current School year.
- Section C.** All members will be required to complete a membership form each new school year. Any dues or Sponsor fees are due at the time a new membership form is completed.
- Section D.** Each member who has a membership form on file will be eligible to cast one (1) vote during business meetings; however, there is a ten (10) day waiting period until you are eligible to vote starting from the date of receipt of your membership form.
- Section E.** A current membership form accompanied with a membership form from the previous year will waive the ten (10) day waiting period for voting eligibility.

Section F. General Booster Club meetings will be called by the Executive Board, and are typically, but not limited to the second Tuesday of each month.

Article V – Executive Board

Section A. The Executive Board will consist of the officers identified in Article VII, Section A, the Band Director, or their designated representative. The Band Director, while not a member of the Booster Club Board, contributes to and influences Board decisions.

Section B. Duties:

1. Shall have all the power and authority granted by South Carolina law to the Board, including all Powers necessary or appropriate to the fulfillment of the business and affairs of the organization
2. Shall meet monthly or more frequently at the request of the President and/or Band Director.
3. Shall inform the general membership of actions and recommendations taken by the Board.
4. Shall perform an audit of financial records as desired but at least annually.
5. Shall determine the fidelity bond for the Executive Board annually.

Section C. A majority of the members of the Executive Board shall constitute a quorum.

Section D. A Board member shall be removed from office by a two-thirds majority vote of the entire membership. Thirty days' notice must be given of a meeting in which a vote to remove is to be approved. The notice is required to state that the purpose or one of the purposes of the meeting is to consider removal of a Board member.

Article VI – Conflict of Interest

Section A. The Booster Club shall not operate for the personal benefit of an individual who has direct or indirect control of the organization or who is able to substantially influence the affairs of the organization.

Section B. The Clover High School Band Boosters, Inc. shall not participate in any political campaign of candidates for local, state or federal office.

Article VII – Officers

Section A. The officers of this organization shall be President, Vice President, Secretary, Accounts Payable Treasurer, Accounts Receivable Treasurer, and two Members at-Large.

Section B. The term of office for the Executive Board shall be two years. The Treasurer terms shall overlap with a term ending in non-corresponding years.

Section C. No officer may hold any one position more than twice every four years.

Section D. All members are eligible for the above offices.

Section E. The Executive Board shall fill the vacancies occurring during a term of office. Such appointments are valid until the next election, but will not prevent the appointed officer from running for a normal elective term for the same office.

Section F. The elected Vice President will also serve as President Elect and will serve as President the following term.

Section G. Duties.

President

- a. Shall preside at all meetings of this organization.
- b. Shall preside at all Board meetings.
- c. Shall report to the general membership any action taken by the Board.
- d. Shall be an authorized check signer.
- e. Shall be bonded in an amount to be determined by the Board.
- f. Shall give all work papers to the new President no later than June 1st.

Vice-President.

- a. Shall serve one term as President-Elect and one as President.
- b. Shall ascend to the Presidency of the Booster Club the following term.
- c. Shall assume all duties of the president in his/her absence.
- d. Shall be an authorized check signer.
- e. Shall be bonded in an amount to be determined by the Board.
- f. Shall give all work papers to the new Vice-President no later than June 1st.

Secretary

- a. Shall keep accurate records and minutes of all meeting of this organization.
- b. Shall maintain a complete membership roll.
- c. Shall be responsible for general correspondence.
- d. Shall give all work papers to the new Secretary no later than June 1.
- e. Shall be bonded in an amount to be determined by the Board.

Accounts Payable Treasurer

- a. Shall disburse funds of the organization in a financial institution approved by the Executive Board.
- b. Shall be bonded in an amount to be determined by the Board.
- c. Shall be an authorized check signer.
- d. Shall present finance records as requested.
- e. Shall coordinate filing of all federal and state tax returns.
- f. Shall maintain the books and records of the Clover High School Band Boosters, Inc. in compliance with all federal and state laws, and these Bylaws.
- g. Shall provide change at fundraising events as required.
- h. Shall give all work papers and checkbook to new Accounts Payable Treasurer no later than June 1 of election year.

Accounts Receivable Treasurer

- a. Shall maintain a record of each individual Student Ledger.
- b. Shall receive funds for the organization
- c. Shall be an authorized check signer.
- d. Shall be bonded in an amount to be determined by the Board.
- e. Shall give all work papers and checkbook to new Accounts Receivable Treasurer no later than June 1 of election year.
- f. Shall maintain the books and records of the Clover High School Band Boosters, Inc. in compliance with all federal and state laws, and these Bylaws.
- g. Shall present finance records as requested.
- h. Shall coordinate filing of all federal and state tax returns

Section H. Members At- Large

- a. Shall be elected by the Band Boosters.
- b. Shall be bonded in an amount to be determined by the Board.
- c. Shall implement and supervise approved projects

- d. Help make Board decisions concerning fees, scholarships, and changes in the Boosters' role in the band programs.
- e. Meets to help study the issues and create a plan or proposal for the Membership.

Article VIII – Committees

Committee information is listed in attachment #1 of these Bylaws and will be updated as required without requiring revision to the Bylaws. All members of the Booster Club will be given updated information as updates and revisions are made.

Section A. Appointment

Committee members are nominated by the Nominating Committee and appointed by a majority vote by the Executive Board.

Section B. Removal

The Executive Board shall have the authority to remove a committee chairperson from office by the majority affirmative vote of the Executive Board.

Article IX – Contracts

The Executive Board of Clover High School Band Boosters, Inc. is the sole authority over legally binding agreements or contracts between the organization and any individual, organization or government. All contracts shall be approved by majority vote of the Board and signed by two officers.

Article X – Policies & Procedures

Section A. *Robert's Rules of Order*, revised edition, shall govern parliamentary procedures of business meetings.

Section B. All policies and procedures of the Clover High School Band Boosters, Inc. shall be developed through the Executive Board, in conjunction with the professional staff. Policies involving students are subject to approval as deemed necessary by the Principal of Clover High School

Section C. No member of the Executive Board of the Clover High School Band Boosters, Inc. shall receive any compensation for his/her service as board member

Section D. Any physical assets purchased by this organization (e.g. trailer, equipment) become the property of Clover School District. Awards may be made with the approval of the Principal.

Section E. Any money to be transferred to the next fiscal year will be limited to 25 percent of the budget for the preceding fiscal year. With the approval of the Executive Board, an amount for an upcoming large expenditure so designated can be placed in a savings account until the time of the said expenditure.

Article XI – Limitation of Executive Board Members' Liability and Indemnification of Directors, Officers and Other Persons

Executive Board members of Clover High School Band Boosters, Inc. shall be indemnified to the extent allowable under South Carolina non-profit corporation law.

Article XII – Executive Board Member’s Liability

No Executive Board member of Clover High School Band Boosters, Inc. shall be personally liable for debts, liabilities, and other obligations of the organization.

Article XIII – Fiscal Year

The fiscal year of Clover High School Band Boosters, Inc. is **June 1 through May 31**.

Article XIV – Records

Section A. Records Maintained

The Clover High School Band Boosters, Inc. shall keep as permanent records minutes of all meetings of its Executive Board, a record of all actions taken by the directors without a meeting, and a record of all actions taken by committees of the Executive Board. The Clover High School Band Boosters, Inc. shall also maintain accounting records, and an accurate and current record of its board members.

Section B. Availability

All records of the Clover High School Band Boosters, Inc. including books, accounts, records, minutes, letters, memoranda, documents, checks, vouchers, telegrams, articles, Bylaws, and any and all other records that may be deemed necessary in the operation of the Clover High School Band Boosters shall be available for review or copying to the Attorney General of South Carolina or to a duly designated representative of the federal government upon written request from the investigating entity to the President or Treasurer.

Section C. Permanent Records

The articles of incorporation, restated articles of incorporation and all amendments to them currently in effect, resolutions adopted by the board relating to the characteristics, qualifications, right limitations, and obligations of board members, the minutes of all meetings of the board and a record of all actions approved by the board for the past three years, all written communication to the board within the past three years and the most recent report of each type required to be filed by the Clover High School Band Boosters, Inc. with the Secretary of State shall be maintained as permanent records of the Corporation at its principle office.

Section D. Public Inspection

Records of the Clover High School Band Boosters, Inc. shall be available to the public either under federal or state law during normal office hours shall be held at the Corporation’s principle office.

Article XV – Amendments

Section A. Power

Upon approval of the Executive Board, Bylaws may be amended by two-thirds majority vote of the members present at any regular or special meeting of the Boosters.

Section B. Notice

Thirty days' notice of the meeting in which an amendment is to be approved must be given and the notice is required to state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and contains or is accompanied by a copy or summary of the amendment or states the general nature of the amendment.

Article XVI - Dissolution

In the event of dissolution, assets of Clover High School Band Boosters, Inc. shall, after necessary expenses thereof, be distributed to another organization exempt under IRS Section 501(c) (3), or corresponding provisions of any subsequent Federal tax laws.