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# SPARKMAN HIGH SCHOOL BAND BOOSTER BYLAWS

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For School Year: 2020-2021

**APPROVALS**

Andrea Rhodes - President		Date
Kim Lankford 1 <sup>st</sup> Co-Vice President	Date	_____ Date
John Lancaster - 2 <sup>nd</sup> Vice President		Date
Robert Parker 3 <sup>rd</sup> Co-Vice President	Date	_____ Date
Sallye Elliott Co-Treasurer	Date	Amanda Hoot Co-Treasurer Date
Beth Trees - Secretary		Date
Celeste Staggs - Color Guard Representative		Date
Natalie Lambert Percussion Co-Representative	Date	Jada Hamm Percussion Co-Representative Date

**CONCURRENCE**

David Raney Director of Bands	Date
Jack Albert Asst. Director of Bands	Date
Robbie Stout Asst. Director of Bands	Date

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# 1 PURPOSE

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## MISSION STATEMENT

The Sparkman High School Band Boosters (hereinafter referred to as "SHS Band Boosters", "Band Boosters", and "Boosters") exists to lend all possible support, both moral and financial, to the Sparkman High School and 9<sup>th</sup> Grade Band Program and to the Directors. The Band Booster's purpose is to promote all activities of the Sparkman High School Band, and to include any organization that falls under the Sparkman High School Band program.

## PURPOSE

The Band Boosters serve in an advisory capacity to the school Band Director(s) only, and administration as it pertains to funds allocated, fundraisers and general support. Additionally, the Band Boosters have custodial responsibility over the care and maintenance of uniforms and other assets purchased by the Band Boosters. The Band Boosters will have NO authority or control over the management of the Sparkman High School Band program in areas as it relates to student discipline, academic requirements, grades, end of year awards, and the scheduling of band-specific activities, to include competition dates, concert dates, type and length of fall/spring trip, etc. Any questions regarding these items must be directed to the Band Directors for resolution.

# 2 MEMBERSHIP AND DUES

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Membership in the Band Boosters, through the Booster Fees, shall include all parents or legal guardians of band members, appointed student representatives, and current Band Booster officers. Voting privileges are extended only to those members who are in good standing relative to payment of Student Booster Fees. Additionally, members that are delinquent on their Booster Fees must bring their balance to zero prior to registering for Band Camp, or paying for any band trips.

Volunteers serve to support the Band Booster's goals by donating services and time to the band program. Eligibility is contingent upon meeting all mandatory school system volunteer requirements and the approval of the Band Director and the Band Booster Executive Board.

The Band Directors shall serve in an advisory role to the Executive Board relative to school policy, performance planning, and will provide input for budget and fundraiser planning. However, they are not voting members of the Band Booster organization.

# 3 OFFICERS AND DUTIES

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## 3.1 ELECTION OF OFFICERS

Robert's Rules of Order, when possible, will be followed in electing the designated Band Booster Officers (hereinafter referred to as the "Executive Board and/or the "Executive Committee"). The duly

elected Executive Board are to serve in their designated roles for the duration of the school year specified on the cover page the current and existing Bylaws. See **Annex A** for the specific duties and responsibilities of each of the Executive Board members.

In January at the General Band Booster meeting, nominations will be taken by the Secretary for anyone who is interested in joining the Executive Board for the upcoming school year.

Additional nominations may be made up to the last day in February, after which time, the nomination window is closed. The Color Guard Representative will be selected for nomination from the Color Guard parents/guardians. The Percussion Co-Representatives will be selected for nomination from the Percussion parents/guardians.

The Executive Board will then verify the eligibility (per requirements of Section 2.1) of individuals nominated, and will call on each person added to the roster to verify that the individual is willing to accept the nomination for the designated position, as well as serve for both semesters.

The elections will be held during the regular March Band Booster meeting and will be done using a secret ballot. The Secretary will collect all ballots and count them and the current Booster President will verify the results. The Secretary will record the results in the minutes when they are presented to the general membership.

Any existing Executive Board member may be nominated for and elect to run for a different position other than what they currently serve; however, that individual's name can only appear on the ballot for one position. The intent is to encourage more participation from the general membership.

If no one else is nominated or accepts a nomination to that vacated position, the incumbent may serve in that capacity again if not elected to another position through a simple voice vote of the general membership.

Between their election and assumption of responsibilities the officers-elect will serve as non-voting observers supporting the incumbent Executive Board in transitioning Band Booster activities. The early selection process and vote is necessary so that the incoming board members are involved in the budgetary process that occurs in the April/May timeframe.

Officers-elect for the upcoming school year will assume office at the Band Awards Celebration held in May.

If an Executive Board member is unable to serve or resigns from his or her position, the Board member must present their resignation in writing to the President. The President will then notify the Executive Board of such vacancy and those whose names appeared on the ballot during the nomination and voting process previously held in March, will be contacted and afforded the opportunity to serve in that capacity based on the number of votes received. If there is no such individual listed on the March ballot, then the President will notify the Band Boosters in order to open the floor for nominations to fill such vacancy as soon as possible. The nominee(s) will then be affirmed by a simple voice vote at the next General Membership meeting.

## 3.2 BOOSTER OFFICERS

The Executive Officers of the SHS Band Boosters are as follows: President, 1<sup>st</sup> Co-Vice Presidents, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Co-Vice Presidents, Co-Treasurers, Secretary, Color Guard Representative and Percussion Co-Representatives, Board Member Emeritus along with Board Member At-Large.

Committee Chairs are non-elected members of the Executive Board. While they do not have voting privileges extended to them as Board Members, they are by the very nature of their position extensions to the Executive Board and may participate in monthly board meetings, discussions and development of policy and procedure. The duties and Responsibilities of each Committee Chair are outlined in Annex A to the Bylaws, a copy of which is attached hereto.

## 4 FINANCIAL ACTIVITIES

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All funds must be submitted to the school bookkeeper according to school policy.

### 4.1 FUNDRAISING

Band Booster fundraising activities and promotions will be coordinated with the Band Boosters Executive Committee, Band Directors, and school administration, any of whom have the authority to veto a proposed fundraiser.

Current school policy limits fundraising to four (4) events per school year (June 1 through May 31), with special consideration for a fifth fundraiser as approved by the principal and Central Office.

Each Band Directors has four (4) fundraising events that can be supported through their accounts. Any additional fundraisers must be submitted in writing using the Fundraiser Plan of Action Form to the 3<sup>rd</sup> Vice President for presentation to the Executive Board for approval. For the purposes of planning, fundraising activities/events shall fall into one of the following two categories:

- "Sale/Service Events". Sales events include, but are not limited to, taking orders for and delivering products such as sales of fruit, cookie dough, fireworks, candles, nuts, calendars, and end of year Memory Book advertisements. Examples of service events include car washes, or gift wrapping.
- "Activity Events". These fundraising activities include, but are not limited to, events that will host other schools, bands, or the general public, at Sparkman High School, or at any other public or privately owned property. Examples include golf tournaments, Battle of the Bands, car shows, or pancake breakfast.

### 4.2 CONCESSION STAND

The concession stand building located at the Sparkman High School stadium (hereinafter referred to as the "SHS Band Concession Stand" or "SHS Concession Stand" or "Concession Stand") is owned,

operated, and maintained by the Band Boosters. The SHS Band Concession Stand is utilized for Varsity, Junior Varsity, Freshmen, and Middle School football games, as well as other school-sponsored sports or events, and non-school events.

#### 4.3 BUDGET

The Band Booster Executive Committee shall prepare and submit a balanced line-item budget for the following fiscal year (October 1 through September 30 the following year) to the Sparkman High School Administration for approval. The budget will be prepared by the date assigned by the school system of each year and will include input from the Band Director(s). This will be an operational budget, meaning that only known sources of income will be used to determine the operating budget for the purposes of spending. Anticipated funds from fundraisers, with the exception of the Concession Stand, shall not be factored into the budget for the following year. Once the budget has been approved by the President and Co-Treasurers, Board, it will be presented to the general membership.

#### 4.4 ACCOUNTABILITY

To ensure proper accountability and use of Booster Funds, ALL purchases using Booster Funds must be submitted on an approved MCBOE Requisition and Purchase Order Form, which can be obtained through the school accounting office. All Requisitions will be submitted for approval and processed through the school accountant/bookkeeper not later than 5 working days prior to purchase.

Reimbursements for out of pocket expenses, not approved in advance will be treated as a donation to the organization and when appropriate, receipted as such. The Executive Board realizes that there will be times when an advanced approval cannot be obtained in time through the purchase order process. When this occurs, an Approved Expense Form must be completed and provided to the Accounts Payable Treasurer for approval before items can be purchased.

All purchase orders will require the signature of two Executive Board members. Requisitions of \$500.00 or less can be signed by two voting members of the Executive Board with the understanding that the signing members report the purchase order to a Treasurer. Requisitions greater than \$500.00 **MUST** have the signature of one of the two Treasurers to ensure fund availability.

Decisions for expenditures will be based upon the official financial records of the Band Booster organization as maintained in a current manner by the Band Booster Treasurer(s).

## 5 MEETINGS

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### 5.1 EXECUTIVE BOARD MEETINGS

The Executive Board shall meet on the second Tuesday of each month, or as otherwise posted in advance. The purpose of this meeting is to discuss overall business. The Band Directors are encouraged to attend and provide input to the Executive Board, as this is essential in order to fully understand the vision of the Band Directors and priorities for the band.

## 5.2 GENERAL BOOSTER MEETINGS

General Booster meetings are held following the Executive Board meeting. The Booster meetings will be posted to the Band Calendar on the Sparkman Band website and announced well in advance. There will not be a meeting held in December or May unless called for by the President. The Band Awards Celebration shall serve as the final general meeting of the year. Booster meetings will be the only opportunity to pay fees, such as Booster Fees. Your participation in these meetings is highly encouraged.

Non-standard meetings will be held at the discretion of the Executive Board and shall be called through written (e-mail or website) or verbal notification to each Band Booster member. Only business specific to that special meeting shall be conducted.

The order of business at all regular meetings of the Band Boosters shall be as follows:

- Call to order by the President or his/her designee
- Presentation and approval of the prior month's minutes
- Presentation and approval of the Treasurer's Report
- Business
- Reports of officers
- Reports of committees
- Band Director(s) remarks
- Adjournment

## 6 REVISIONS AND AMENDMENTS TO THE BYLAWS

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Any changes to the base Bylaws will be done only when major policy or procedures are deemed necessary. Annexes will be reviewed yearly and revised to reflect any changes.

The base Bylaws may be amended during the school year only by a two-thirds majority vote of the voting members present at a regular or special meeting of the Band Boosters, and that notice of such proposed change(s) have been provided in the call for such meeting.

Once an amendment to the Bylaws is approved by a majority, the Booster Secretary will take the following actions: 1) the Amendment will be dated; 2) the Amendment will be numbered; and 3) the Amendment will be filed in the Secretary's 3-ring binder, behind the Bylaws and other amendments, in chronological order.

Annexes to these Bylaws can be added, deleted or amended as needed. Annexes need a two-thirds vote of the members of the Executive Board for approval and inclusion to the Bylaws.

## 7 COMMITTEES

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At a minimum, the committees listed below will be established prior to the start of each school year and be under the authority of specified board position.



Duties and responsibilities are outlined in **Annex A** (attached hereto). Other committees will be established by the President and Executive Board on an as needed basis.

Committee chairpersons must be members in good standing of the Band Booster organization.

Under 1<sup>st</sup> Co-Vice Presidents

- Chaperone/In-stand Support/ Medication administration
- F3 Day
- Band Camp
- 8<sup>th</sup> Grade Day – MMS and SMS visit SHS and play at home football game
- Senior Night Honors (last home game of the football season)
- Band Banquet (End of Year)
- Band Uniforms

Under 2<sup>nd</sup> Vice President

- Practice Field Maintenance
- Transportation
- Pit Crew
- Prop Construction Chair

Under 3<sup>rd</sup> Co-Vice Presidents

- Concessions
- Fundraising (which includes Fruit Sales)
- Memory Book

## 8 BOOSTER FUNDS AND EXPENDITURES

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At the end of each school year, following the final payment of all current Band Booster financial obligations, a minimum of \$2,500.00 will be left in the primary Booster account(s) for the next school year. No more than \$2,000.00 should be left in the Concession Stand account.

The purpose of this carryover is to ensure adequate funds for recurring monthly expenses: field maintenance, water bill, electric bill for the Concession Stand, and pest control.

## 9 BOOSTER FEES

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**Annex B** (attached hereto) addresses Booster Fees, the Booster Fee Payment Schedule, and Procedures.

## 10 SENIORS HONORED

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During the half-time show of the last home football game, senior band members will be honored. The following is the suggested format (but not limited to):

- Name of the senior band member is announced
- (Son or daughter of) names of parents announced
- Number of years of participation and type of involvement (instrumental, color guard) in the Sparkman Band.

## 11 MEMORIALS

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In the event of the death of one of the band students, a plaque will be made using a photo of that student parents' choice. A negative will be made of the photo (the photo returned to the parents), and the photo will be engraved on the memorial plaque, which will also indicate the years of participation and instrument(s) played in the Sparkman Band. Each memorial plaque will be approximately 9" x 12" in size.

The school principal will be asked to call an assembly for the presentation of the plaque.

Family members of the deceased student will be notified at least a week in advance of the assembly so as to have time to plan to attend the presentation (at their discretion).

All band student memorial plaques will be displayed in a place of honor in the SHS Band room.

## 12 SCHOLARSHIPS

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The purpose of the Scholarship Committee is to award up to two (2) \$400.00 scholarships to senior members of the band. Applications will be accepted from April 15<sup>th</sup> until April 30<sup>th</sup> for consideration. Applications are to be submitted via the on-line website process. The recipient(s) will be awarded the scholarship(s) during the annual Spring Awards Banquet.

### 12.1 ELIGIBILITY

Applicants must be seniors and must have been accepted at a 2 or 4 year college or university or trade school. Applicants must have participated in the Sparkman High School Band a minimum of one year.

### 12.2 SELECTION COMMITTEE

The Selection Committee shall consist of an unbiased group of people not affiliated with the Sparkman High School Band Program and selected by the President. In the event of a tie, the Selection Committee shall review the overall packets of the two individuals and rate their packets again. There can only be two winners.

### 12.3 PAYMENT

Payment of the scholarships shall be made in the form of a check made payable to the recipient upon receipt or proof of enrollment to their school of attendance.

## 13 SPECIFIC BOOSTER ACTIVITIES

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The Boosters will sponsor several activities throughout the course of the year. These include, but are not limited to: Parent Preview Show and the Band Awards Celebration at the end of the school year.

These activities are designed to encourage participation by the General Boosters and to recognize and honor the band, students and their accomplishments. The Band Awards Celebration requires a nominal cost to the parents/guardian, however, the Boosters will cover the cost of the Banquet for each student. Cost of the Banquet is determined based on the menu. The Boosters pay for the rental of equipment, facilities and awards.

# ANNEX A - TO SHS BAND BOOSTERS BYLAWS:

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## DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS AND COMMITTEE CHAIRS

### President

Duties and responsibilities of the President shall include the following:

- The President will preside over all meetings and will have the authority to establish from the Boosters' general membership such committees, boards, etc. as necessary and appropriate. The President will be an ex-officio member of all committees.
- The President will ensure adherence to any contractual agreements between the Boosters and vendors, businesses, or contractors in accordance with the majority vote of the general membership present at the meeting in which the contract is proposed. All contracts must have concurrence by the Sparkman High School Principal.
- The President will support and assist the other officers and committee chairpersons on the fulfillment of their duties.
- The President shall ensure that the Forms, Fitting, and Fees (F3) day is coordinated with all Vice Presidents, since the F3 Day crosses lines of responsibilities.
- Work with the Band Director(s) to coordinate 8th grade recruiting, to include 8th Grade Football Night and provide a Freshman Information Packet to all perspective freshmen during freshmen recruitment.
- Manage controlled entry during home football games. This may include pass gate, parking passes, badges, etc.
- Ensure the contract for stadium clean-up is on file before the first football game of the season.

### 1<sup>st</sup> Co-Vice Presidents-Administrative

The 1<sup>st</sup> Co-Vice Presidents will officiate and assume the responsibilities of President in his/her absence. The 1<sup>st</sup> Co-Vice Presidents will represent the Executive Committee in coordinating activities for the following committees:

- Coordinate all activities in conjunction with F3 Day. Ensure all committees are represented, a notary public is available, all needed paperwork is available, and provide committee sign-up sheets.
- Coordinate all activities in conjunction with Summer Band Camp to include: 2 chaperones and/or support parents at all times during practices and meal breaks, tent, water, cups, and provide a first aid kit for the chaperones.
- Provide oversight and have authority of the Chaperones/In-Stand Support Chairperson(s). Chaperones will be used at home games, away games, competitions and trips. Chaperones are responsible for prepping bleachers, providing traffic management, and policing the stands when the band is not present. Ensure all chaperones are approved by the Band Director(s) and chaperone duties are assigned as requested by the Band Director(s). Chaperones may perform other duties as requested by the Executive Committee and/or the Band Directors.
- Ensure that each bus has a first aid kit.

- Provide oversight and have authority of the Uniform Chairperson. Uniform Chairperson is responsible for inventory and general maintenance of uniforms, as well as coordinating ordering new/replacement uniforms.
- In conjunction with the Co-Treasurers and Secretary, work with the Band Director(s) to help coordinate the Fall/Spring Trip.
- Provide oversight and have authority of the Annual Banquet Chairperson to include the following: event location, decorations, catering, awards (Booster Awards and Directors Awards), slide shows, and memory book.

### 2<sup>nd</sup> Vice President-Field Maintenance/Transportation and Equipment

The 2<sup>nd</sup> Vice President will be next in line of authority to the 1<sup>st</sup> Co-Vice Presidents, and, in the absence of the President and the 1<sup>st</sup> Co-Vice Presidents, will preside over meetings. Description of duties include:

- Ensure adequate support is provided at F3 Day. Provide committee input needs to the 1<sup>st</sup> Co-Vice Presidents prior to F3 day.
- Provide oversight and have authority of Transportation. Ensure a driver is arranged for the equipment truck for all away games, band competitions, and performances away from the school building.
- Provide oversight and have authority of the Practice Field Maintenance. To ensure the practice field is properly maintained, to include communication with the Principal of Sparkman 9<sup>th</sup> Grade School, coordinate a contract with a landscape company for proper maintenance, and ensure that the field is prepped for rehearsals and any damages are fixed with regard to the sprinkler system, natural disasters, regular usage, etc. Recruit volunteers to help maintain field.
- Provide oversight and have authority of the Pit Crew.
- Provide oversight and have authority over the Prop Construction Chair.

### 3<sup>rd</sup> Vice President(s)-Fundraising/Sponsorship

The 3<sup>rd</sup> Co-Vice Presidents will be next in line of authority to the 2<sup>nd</sup> Vice President, and, in the absence of the President and the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, will preside over meetings. Description of duties include:

- Ensure adequate support is provided at F3 Day, to support as requested by the 1<sup>st</sup> Co-Vice Presidents. Provide committee input needs to the 1<sup>st</sup> Co-Vice Presidents prior to F3 Day.
- Coordinate fundraisers during the course of the Madison County School System's school year (June 1 through May 31), and make recommendations to the Executive Board for fundraisers for the next school year's budget.
- Recruit and provide oversight and authority over event chairs for the various approved fundraisers, to include recruiting parents and students (as applicable) for each of the fundraisers.
- Establish donation, grant, and advertising committees.
- Obtain sponsorships and/or donations from local businesses and/or families. Oversee the production and purchasing of signage to be used for advertising and promoting those sponsors as applicable. Provide sponsor information to applicable Board members who are responsible for updating sponsorships on printed programs, websites, memory books, etc.
- Provide oversight and have authority of the Concession Stand and the Concession Chairperson(s). Concession Chairperson is responsible for coordinating all volunteers to work

the Concession Stand during games, ordering all needed inventory, meeting all Health Department requirements, and management of the Concession Stand.

- Ensure water is purchased and available for both our band and the visiting band for football games, and provide water for all competitions.

### Co-Treasurers

The incumbent Treasurer will be next in line of authority to the 3<sup>rd</sup> Vice President, and, in the absence of the President, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice Presidents, will preside over meetings. If no incumbent Treasurer is on the Executive Board, then the President shall appoint one of the treasurers to assume these responsibilities:

- There will be two (2) Treasurers to divide the work load: 1) Accounts Payable; and 2) Accounts Receivable. The Treasurer's records and reports will be maintained in a folder/binder and categorized appropriately. These reports will be the financial record of the Band Boosters, and must be turned over to the incoming Treasurer by June 1<sup>st</sup> each year.
- Ensure adequate support is provided at F3 Day, to collect student band fees, instrument rental fees, uniform fees, camp fees, trip fees, or any other payments that need to be collected.
- The Treasurers will ensure that a signature card of authorized Executive Board member signatures is maintained current and on file with the Sparkman High School Bookkeeper.
- Whenever the Concession Stand is open, one (1) treasurer and one (1) other Executive Board member shall be present at the completion of the activity to collect and receipt monies as necessary.
- Any Executive Board member can accept funds collected on behalf of the Boosters, however, the Co-Treasurers are the only authorized personnel to accept and receipt funds collected on behalf of the Band Booster organization.
- Check the Booster Folder regularly for Purchase Orders that need to be signed, submitted or picked-up.
- A Treasurer's report will be uploaded to CHARMS each month.
- In conjunction with the 1<sup>st</sup> Co-Vice Presidents and Secretary, work with the Band Director(s) to help coordinate the Fall/Spring Trip.
- Maintain a current list of all band students.

### Duties of the Accounts Payable Treasurer ("AP Treasurer"):

- The AP Treasurer will properly document and maintain records of all Booster Accounts Payable activities, to include approved purchase orders and invoices paid, on a working master spreadsheet or applicable software in a timely manner.
- The AP Treasurer will maintain copies of all approved purchase orders received.
- The AP Treasurer will properly track all contract details for any contract the Booster Organization enters into on a working master spreadsheet or applicable software.
- The AP Treasurer will utilize the monthly account reports from the school office for reconciliation purposes only.

### Duties of the Accounts Receivable Treasurer ("AR Treasurer"):

- The AR Treasurer will properly receipt and maintain records of all Booster receivable financial activities using the schools receipt book, CHARMS, and a working master spreadsheet or applicable software.
- The AR Treasurer with the aid of the AP Treasurer, will present a monthly report (including delinquent fee status) at each regular Executive Committee meeting and a monthly report (less delinquent fee status) before each regular monthly meeting.
- The AR Treasurer will report any delinquent student payments of moneys due, as outlined in Section 9, to the Band Director(s) after 30 days for his disposition.
- The AR Treasurer will utilize the monthly account reports from the school office for reconciliation purposes only.

### Secretary

The Secretary will be next in line of authority after the Treasurer, and in the absence of all other officers, will preside over meetings.

- Robert's Rules of Order is to be maintained by the Secretary.
- The Secretary will be responsible for maintaining all non-financial records and performing all other inherent duties appointed by the President.
- The Secretary will distribute both the Executive Board and the General meeting minutes digitally or manually before the next month's meeting. Those minutes will then be voted upon at the next month's meeting by those present.
- The minutes from the current month's General meeting will be posted to Charms in a timely manner. These minutes will be posted as a draft until they are voted on at the next monthly General meeting.
- The Secretary will maintain typed copies of the minutes which will be kept in a 3-ring binder as a permanent record of the Band Booster organization. This binder will also contain a separate section for the Sparkman High School Band Boosters Bylaws and Amendments.
- In conjunction with the 1<sup>st</sup> Co-Vice Presidents and the Co-Treasurers, work with the Band Director(s) to help coordinate the Fall/Spring Trip.
- The Secretary will turn over all records to the incoming Secretary by June 1<sup>st</sup> of each year.
- The Secretary will provide support at F3 Day, as requested by other Executive Board Members.

### Color Guard Representative

- The Color Guard Representative will be the liaison between the Band Boosters and the Color Guard and will be a voting member of the Executive Board.
- The Color Guard Representative will provide representation and support to all Band Booster activities.
- The Color Guard Representative will provide oversight and have authority of the Chaperones for all Winter Guard practices and competitions.
- The Color Guard Representative will provide support at F3 Day, as requested by the Executive Board.

### Percussion Co-Representatives

- The Percussion Co-Representatives will be the liaison between the Band Boosters and the Percussion Section and will be a voting member of the Executive Board.
- The Percussion Co-Representatives will provide representation and support to all Band Booster activities.
- The Percussion Co-Representatives will provide oversight and have authority of the Chaperones for all Sparkman Indoor Percussion practices and competitions.
- The Percussion Co-Representatives will provide support at F3 Day, as requested by the Executive Board.

### Wind Liaison Representative

- The Wind Liaison Representative will be the liaison between the Band Boosters and the Wind Section and will be a **non-voting** member of the Executive Board.
- The Wind Liaison Representative must have a child in the Wind Section.
- The role of the Wind Liaison Representative is to be a voice for the students of the Wind Section, and to act as conduit for the students to have an adult represent them at the Band Boosters meetings.
- The Wind Liaison Representative will provide representation and support to all Band Booster activities as requested by the Executive Board.

### Board Member Emeritus and Board Member-At Large

Any current Executive Board Member has the option of remaining on as a Board Member Emeritus status on the Executive Board for the next school year, should that individual chose not to run for their respective position on the Executive Board for the next school year. The purpose of this position is to assist and advise his/her successor to ensure a smooth transition. This individual will not be a voting member of the Executive Board, will not have authority to sign purchase orders or commit funds. The Board Member Emeritus position can only be filled by a member who is in good standing and has a student who is currently enrolled in the band program. The current Executive Board must approve this position.

The Board Member-At Large position is being established to ensure continuity of the Executive Board. If any member of the Executive Board is in his/her last year as a Booster Member, an announcement as to which positions will be vacated at the end of year will be made at the first General Booster meeting. Nominations will be accepted at that time and up to 24-hours prior to the second General Booster meeting with a Special Election held at the second General Booster Meeting. The purpose is to elect an individual who will assume the duties and responsibilities of that office in June of the following year. This person will sit on the Executive Board as a Member-At-Large for the express purpose of learning the roles and responsibilities of the position. They will not have any voting privileges and will not be permitted to sign purchase orders. The preferred, but not required, Booster member for this is a freshmen or sophomore parent who will have longevity in that position.



### **Committee Chairs: Duties and Responsibilities.**

In addition to the above-referenced Executive Board positions, there are several non-voting committee positions. Those committees and their duties are outlined as follows:

**Band Camp Committee.** Reports to 1<sup>st</sup> Vice President. Duties include, but are not limited to the following: assisting with the checking in of students; helping with water stations; helping with setting up and distributing lunch to the students on the days that lunch is provided; and assist with any other duties as they arise.

**Chaperone Committee.** Reports to 1<sup>st</sup> Vice President. Duties include coordinating volunteers to assist in the stands at home and coordinates chaperones for each bus for away games. Also helps coordinate volunteers to chaperone additional band trips as needed. To maintain the medical bag that travels with the band. To coordinate snacks and drinks for each bus for away games.

**Concessions Committee.** Reports to 3<sup>rd</sup> Vice President. This position includes the following duties: provide assistance with the maintenance of the concession stand; assist with the inventory of the concession stand (food items, condiments, paper products, etc.); work with vendors who supply product; shop for concession items at Sam's Club; assist with coordinating volunteers; work with the Treasurer on Purchase Orders; know how to use and maintain all equipment inside the concession stand; help operate the concession stand during all football games and supervise volunteers.

**Fundraising Committee.** Reports to 3<sup>rd</sup> Vice President. Duties include coming up with ideas for potential fundraising projects for the band. This position also assists with the annual "fruit sales" in which the band students sell boxes of fruit.

**Memory Book Committee.** Reports to 1<sup>st</sup> Vice President. Duties include designing and creating the memory book, gathering sponsorship ads for same, contacting seniors regarding placing a senior ad, and coordinating with the printing of the memory book. Will also assist with the distribution of the memory book at the band banquet.

**Pit Crew Committee.** Reports to 2<sup>nd</sup> Vice President. Duties include coordinating with a volunteer crew to load and unload all band equipment and props at all away games, competitions, etc., as well as handle the coordinating of band equipment on and off the field at all home games. Pit Crew is also responsible for delivering water jugs to the chaperones at home and away games, as well as transporting the cooler(s) of bottled water to the visiting band at home games.

**Prop Construction Committee.** Reports to 2<sup>nd</sup> Vice President. Duties include assisting with the design and construction of props; transportation of props; overseeing the assembling and dismantling of props at all shows and games.

**Transportation Committee.** Reports to 2<sup>nd</sup> Vice President. Duties include the coordinating of all band equipment to and from all away games, competitions, etc.

**Uniforms Committee.** Reports to 1<sup>st</sup> Vice President. Duties include coordinating and supervising the ordering, sewing, measuring, cleaning, maintenance, inventory and storage of all band uniforms.

**Volunteer Committee.** This Committee will not be included this year. It will be included in the 2021-2022 school year. Reports to 1<sup>st</sup> Vice President. The duties include the logging of all volunteer hours and preparation of reports regarding same.

# ANNEX B TO SHS BAND BOOSTERS BYLAWS:

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## BOOSTER FEES

Booster Fees are assessed at the beginning of each school year. Monies collected for Booster Fees go towards offsetting ALL costs associated with running the Band on a day to day basis. Booster Fees cover costs not limited to the following: Transportation (busses, Truck Rentals etc.), Utilities and maintenance for Concession Stand/Practice Field, Non-MCBOE Instructors and employees of the band (Color Guard and Percussion Instructors, etc.), Uniform maintenance, Instrument purchases, and office supplies.

ALL Booster Fees are due on F3 Day. Accounts not current by the second week of school will be referred to the Band Directors. Booster Fees for the current school year will not be accepted if there is an outstanding balance owed from the previous year.

Nonpayment of Booster Fees will result in the student being unable to participate in Booster funded/sponsored events/items not limited to riding buses to football games, competitions, and concerts, assignment of marching uniforms, etc.

Eligibility to audition for Sparkman Indoor Percussion (SIP) and/or Winter Guard requires that all Booster Fees be paid in full.

Any hardship problems, (such as loss of job, severe illness, etc.) should be addressed to the Band Director(s) or Booster President as soon as they are known. All information will be kept confidential. However, the expectation is that any fee reduced due to hardship, is replaced in kind through volunteering and participating in fundraisers. The money raised during our annual Fruit Sale can be used to offset fees owed the Boosters.

Band Booster Fees/Refunds. Competition Band students who: 1) have previously executed their Competition Band Contract for the upcoming school year; 2) have paid their fees at F3 Day; and 3) no longer desire to be a member of the SHS Band at the beginning of Marching/Competition Band Camps, are **not** entitled to a refund of their fees paid on F3 Day. Distribution of any refund (including a proration), will be done solely at the discretion of the Band Boosters on a case-by-case basis.

Incoming Freshmen: Band Booster Fees are non-refundable after the **first day** of Marching Band Camp for all incoming Freshmen. Should a student desire to quit SHS Marching Band on their first day, they will receive a proration of their dues paid on F3 Day. The proration will be determined by the Band Boosters on a case-by-case basis.

All refunds are processed through the School Accounting Office and once the Purchase Order for the Refund is approved by the Boosters, all inquiries regarding the refund must be addressed through the Main High School Office.

## BOOSTER FEE STRUCTURE AND SCHEDULE

### MARCHING AND COMPETITION BAND

- **Marching Band: \$400.00**  
Fee for returning students in Marching Band only.
- **Competition Fee: \$450.00**  
Fee for students in Competition Band. These students also participate in Marching Band.
- **Freshman/New Marching Band Fee: \$460.00**  
Fee for students who are in their first season of Marching Band. This fee also includes bibbers (\$60.00). Band shoes and gloves are to be ordered (and paid for) separately through Gadsden Music at F3 Day.
- **Instrument Rental Fee: \$75.00 per semester**  
The rental fee is for any student that needs to use a school owned instrument and will be assessed during F3 Day for the fall semester. The Instrument Fee will be collected in the spring semester if applicable. The Instrument Rental Fee is used to clean and repair these instruments at the end of the school year. Students and parents are required to sign the Rental Agreement and will be held responsible for any all damages not noted in the initial inspection and that is not deemed fair wear and tear.
- **Multi-Child Discount Rate:**  
The Boosters offer a Multi-Child Rate.
  - 2<sup>nd</sup> Student: \$50.00 discount
  - 3<sup>rd</sup> Student \$75.00 discount

### PERCUSSION:

- **Percussion Fee: \$600.00**  
This is the fee for returning percussionists (\$450.00). This also reflects the percussion equipment fee (\$150.00). These students also participate in both Competition Band and Marching Band. This fee also covers specialized percussion expenses. The percussion equipment fee is used to repair instruments at the end of the school year, as well as to purchase supplies such as mallets, and sticks for percussion. If new bibbers are needed, the price to order bibbers is \$60.00. If new shoes are needed, they need to be ordered and paid for (separately) with Gadsden Music at F3 Day.
- **Freshman/New Percussion Fee: \$660.00**  
Fee for percussionists in their first season of Marching Band (\$450.00). These students also participate in both Competition Band and Marching Band. This also reflects the percussion equipment fee (\$150.00). This fee also covers specialized percussion expenses. Lastly, this fee also includes the cost of purchasing bibbers (\$60.00). Shoes will be ordered and paid for (separately) with Gadsden Music at F3 Day. The percussion equipment fee is used to repair instruments at the end of the school year, as well as to purchase supplies such as mallets, and sticks for percussion.

## COLOR GUARD:

- **Competition Guard Fee: \$600.00**

This fee is for returning students selected as part of the Competition Guard. These students participate with the Competition Band and the Marching Band. This fee also includes the specialized guard fee (\$150.00). The specialized guard fee covers instruction and equipment.

## ADDITIONAL COSTS/GENERAL INFORMATION:

Uniforms: Various other items are mandatory and will need to be purchased on an as needed basis. These items may include one or more of the following and the cost is determined by the current market values: 1) Black bibbers (\$60.00); 2) Marching shoes; and 3) Gloves. Marching shoes and gloves are to be purchased separately through Gadsden Music at F3 Day.

Concert Uniform: Additionally, students will be required to purchase a concert uniform consisting of a long-black dress for the ladies and a Tuxedo for the men (cost is determined by the current market values). The Concert Band's male tuxedo uniform will consist of black slacks and jacket, white tuxedo shirt, black bow tie, black cummerbund, black shoes and black socks. The female concert uniform consists of a long black dress (i.e. the "Denise"), a single strand of pearls, and black shoes. The uniform requirements may be altered at the Band Director's discretion.

Color Guard, Winter Guard and Sparkman Indoor Percussion students will be assessed additional fees as required.

Competition Trip Fee: Cost is TBD. There will be a fee for Competition Band students depending on the trip, and that cost will be determined by the Executive Board. This fee helps to cover bus and hotel expenses on extended competition trips. Expenses will be assessed at actual costs as determined by the Band Director(s), Boosters, and the Tour Company for each applicable trip. These expenses will be announced as far in advance as possible so as to ensure appropriate payments can be made in accordance with required trip payment plan. Trip payments will be paid directly to the Boosters or Tour Company depending on the details of said trip. Student accounts must be current before any funds will be accepted for a such trip

**Note: The Madison County Board of Education assesses a \$50.00 Course Fee per semester. This is in addition to the Booster Fees and is paid directly to the school.**