



By-Laws of Apex Band Boosters

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1. Introduction

1.1. Name

The name of this organization is Apex Band Boosters of Apex, North Carolina. The parents of Apex High School Band students do hereby form ourselves into a non-profit organization and to that end do hereby approve the constitution in manner and form as follows.

1.2. Location

The location of the Apex Band Boosters is 1501 Laura Duncan Road, Apex, NC. The mailing address of the organization is P.O. Box 618, Apex, North Carolina, 27502.

1.3. Purpose

To promote and support the Apex High School Band programs in conjunction with the Band Director.

2. Membership

2.1. Membership

Parents and/or legal guardians (hereinafter referred to as parents) of band students shall automatically be members. One or more parent of a band student shall constitute a family.

2.2. Voting

The voting membership consists of band-boosters. Each family in good standing (fees paid up for current year) shall be allowed one vote per student on all voting matters.

2.3. Meetings

Regular meetings of the organization shall be held the second Tuesday of each month in the Apex High School Band room, as provided. However, when such day may fall upon a legal holiday or on a day with a conflicting band activity, the President may reschedule the meeting.

Called meetings shall be called by a majority vote of the Board of Directors.

Notice of the time and place of all meetings shall be by e-mail distribution and posting on the Boosters' web site

A quorum for the transaction of business at any meeting shall consist of a majority of members present at each meeting.

3. Board of Directors

The voting members shall elect the following organization officers, who shall be known collectively as the Board of Directors, or Board.

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Sergeant at Arms
- Communications Officer

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3.1. Election of Officers

A Nominating Committee of not less than three (3) members shall be formed at the regular meeting in January of each year. This committee shall be formed from volunteers from the general membership. This committee shall render nominations for each elected office to the booster organization two weeks prior to the general meeting in April of each year.

At the general booster meeting in April of each year the members shall elect, by a majority vote of those members present, the new Board of Directors. Each family in good standing (fees paid up for current year) shall be entitled to cast one vote per band student.

Newly elected officers shall assume their duties at the next regularly scheduled general meeting following the election.

3.2. Duties Of Officers

President

- Preside at all Board and general membership meetings
- Prepare meeting agenda
- Be ex-officio member of standing committees except the Nominating Committee
- Appoint Chairpersons of Committees
- Signs or approves all contracts on behalf of the organization
- Shall keep all contracts on file for the current and the preceding three years
- Perform duties as indicated to the office

First Vice President

- Act as Chairperson of the Transportation Committee
- Preside at meetings of the Board and general membership in the absence of the President
- Perform other duties as indicated to the office of the President in absence of that officer, or disability of the president
- Handle special projects assigned by the Band Director or President

Second Vice President

- Act as Chairperson of the Ways and Means Committee
- Preside at meetings in the absence of the President and First Vice President
- Perform other duties as indicated to the office of the President and First Vice President in the absence or disability of either officer.

Secretary

- Record attendance, minutes, decisions and actions at all Board and general membership meetings
- Distribute minutes of all meetings as well as all necessary band related information. Conducts formal correspondence (thank you notes, sympathy cards, etc.)
- Inform booster members of the meeting schedule

Treasurer

- Collect dues, fund-raising monies and other receipts
- Pay bills and other obligations
- Keep accurate records of receipts and disbursements
- Provide financial report for general membership and Board meetings

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- Prepare projected annual budget for Board recommendation
- Report delinquent dues/fees to President and Sergeant at Arms
- Maintain accurate records of student accounts
- Prepare required tax forms
- Shall keep all financial records for this organization for the preceding seven years

Sergeant At Arms

- Maintains medical forms
- Works in conjunction with President and Treasurer on delinquent fees
- Maintains accurate and up-to-date student and booster roster
- Shall ensure that all band volunteers are registered and approved through Wake County Public School System

Communications Officer

- Act as Chairperson of the Communications Committee
- Maintains Band Web Site
- Ensure that relevant information is made available to the membership

3.3. Board Requirements

- The Board of Directors will serve a one-year term.
- The same family may hold no office for more than two (2) consecutive years.
- No family may hold more than one (1) office during a year.
- The Board will receive no remuneration for their services.
- Board positions may be shared by two voting members while retaining one vote for each elected position.
- A majority of the Board members present at the Board meeting shall constitute a quorum.
- Any Board member who cannot or does not attend three (3) consecutive Board meetings, or does not adequately fulfill their obligations as outlined herein, shall be subject to removal upon vote of the general membership.
- The Board shall have full authority to manage this organization within the confines of these by-laws and the will of the voting members.

4. Financial

4.1. Fiscal Year

The fiscal year is April 1st through March 31st.

4.2. Funding

Funding for the Apex High School Band Boosters is the responsibility of the student's families and shall include band student's fee. Designated payment schedules will be agreed upon by the board members based on the budget projections prepared by the Board. All families are expected to meet their obligations on time. To help offset these costs the students and/or families can participate in fund-raising projects. Fundraising shall go towards future expenses and cannot be applied to band fees and other expenses incurred or due before the fundraising events take place.

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Notwithstanding the criteria listed under Student Accounts, all funds and income of whatsoever kind received by the organization shall be used solely for the promotion, improvement, instruction, equipment, transportation, aid and support of the Apex High School Band programs.

All funds of the organization shall be deposited in such bank or trust company as the Board shall designate. Two persons, the treasurer and one other person designated by the Board, shall sign checks or vouchers.

The treasurer's accounts shall be examined annually by an auditor or auditing committee of not less than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The audit should be completed by September 1st for the preceding fiscal year. The treasurer shall be responsible for filing any required tax forms per IRS regulations.

4.3. Fees

The amount of fees that are to be paid for each student will be determined and presented at a designated annual meeting. Special assessments and adjustments will be voted on as needed. Fees shall be payable within ten (10) days of due date.

In the case of delinquent fees, all rights and privileges of being in the Apex Band will be suspended, until such time as fees are made current. Delinquent fees will carry over from year to year. Examples of these rights and privileges are (but not all inclusive):

- Participating in any competition
- Receiving any award or scholarship
- Participating in any trip with the band(s)
- Voting on any issue involving the band program.

A final decision on these privileges and rights rests with the Band Director.

4.4. Fee Waiver Program

Financial aid is available for student needs upon recommendation of the Band Director, and review of the Board. Request for Fee Waiver forms should be obtained from the Band Director. Students and parents or legal guardians must sign this request for fee waiver.

When financial aid is granted, it is expected that the student and parents participate as much as possible in fund raising activities. Any funds normally deposited in the student's account will instead be deposited in the general fund, up to the total amount granted as financial aid.

A student's fees must be paid in full, before participating in any student-funded trip. If fees are waived, they must be paid (or earned by participating in fund raising) before accepting payment for a trip. Fee waivers must be requested annually.

The fee waiver when granted shall apply only to the general band fee. Other expenses, such as Dinkles, picnics & banquets, are not covered under the Fee Waiver Program. Failure to participate in fund raising activities will weigh strongly in future waiver decisions.

4.5. Scholarships

Funds permitting, scholarship(s) will be awarded to graduating seniors upon a vote of the Board. The board vote is to determine the number and amounts for the scholarships. The Student Services office at Apex High School determines to whom each scholarship will be awarded.

4.6. Student Accounts

The Treasurer shall maintain funds, and records thereof, earned by students active in the Band. These funds will be maintained in a separate account from the funds of the organization.

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Funds in a student's account can only be used for band expenses or band sponsored activities for the student. The use of these funds shall be requested by the student or parent by submitting either an e-mail or written request to the Treasurer.

Funds remaining in the account of said student's at the end of said student's graduating year, or funds remaining when a band student leaves the band program, will be disbursed as follows:

- Will be applied to any delinquent band fee
- Transfer of funds of student leaving Apex Band program for another band program at another school if requested by the parent/student (request should be made within two months of leaving Apex Band). Payment will be made directly to the new band program
- Funds in the amount of \$50 or more may be disbursed as scholarships directly to the student's college if requested by the parent/student within two months of graduation
- May be transferred to a band student sibling in the Apex High band program within two years. Parents should notify the treasurer within two months of graduation
- Other than as indicated above, remaining funds revert to the general fund

In the case of any dispute concerning the disbursement of a student account, the final decision will be made by the Band Director.

5. Standing Committees

At the regular meeting in May of each year, the duly elected President shall appoint a Chairperson for each of the following standing committees.

- Color Guard
- Public Relations
- Chaperones
- Uniforms
- Communications
- Social
- Historian
- Sewing
- Props
- Prop Coordinator
- Pit Crew Coordinator
- Middle School Liaison
- PTSA Liaison

The 1st Vice President will chair the Transportation Committee, 2nd Vice President will chair the Ways and Means committee and the Communications Officer shall chair the Communications committee. The Chairpersons of each standing committee shall hold office for one year.

The duties and responsibilities of each chairperson and committee shall be as follows:

- | | |
|-----------------------------------|--|
| Color Guard Committee | Shall be responsible for all aspects of the Color Guard including uniforms. |
| Public Relations Committee | Inform members and the general public of the activities of the Apex High School Band and of this organization. Provide information to the Cougar Pause school newsletter and the Cougar notes. |

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Ways and Means Committee	Shall investigate and recommend to the Board the manner in which revenue may be obtained by the organization. Shall oversee all fund-raising activities.
Chaperone Committee	Shall provide adults to be with the band at all functions and to provide for any special needs that may arise.
Uniform Committee	Shall be responsible for all aspects of the band uniform to include the marching band and academic bands.
Transportation Committee	Shall arrange safe transportation for the Apex High School Band and its' equipment. Shall aid in loading and/or hauling instruments and shall use its best efforts to procure adequate insurance to protect members of the Apex High School Band and chaperones and to protect this organization from liability.
Communications Committee	Shall maintain the band web site including publicizing meetings and activities of this organization.
Social Committee	Shall arrange and provide for activities deemed as Apex Band Booster social events.
Historian	Along with his/her committee shall be responsible for photographing and video recording the band's activities throughout the band year.
Sewing Committee	The sewing committee will be responsible for sewing any props needed for the marching band show.
Props Committee	The Props committee shall work with the Band Director to design and build the props for the Marching Band show. This committee shall also be responsible for training the setup teams in the use of the props.
Props Coordinator	Shall be responsible for organizing the placement and setup of the props at each band event.
Pit Crew Coordinator	Shall be responsible for organizing the placement and setup of the pit instruments at each band event.
Middle School Liaison	The Middle School liaison shall be responsible for maintaining contact, identifying rising 8 th grade students who may attend Apex High School, coordinating the Middle School night in the fall, and coordinating, with the Band Director, visits to the feeding Middle Schools in the spring. The Liaison will be responsible for ensuring communication of all appropriate band events to the Middle School contacts.
PTSA Liaison	The PTSA Liaison will attend Apex High School PTSA regular meetings, communicating the activities of the Apex Bands and Booster Organization and shall report to the Booster organization, the outcome of all general Apex High School PTSA meetings.

6. Miscellaneous Provisions

6.1. Amendment Process

These by-laws can be amended in whole or in part at a duly organized meeting after a minimum two-week notice.

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6.2. Dissolution

In case of dissolution of this organization, any funds then on hand shall become the sole and absolute property of the Apex Band.