

CONSTITUTION OF THE UNICOI COUNTY BAND BOOSTER ASSOCIATION, INC.

Updated and Approved April 25, 2014

ARTICLE I TITLE AND PURPOSE

- Section 1. The name of this organization shall be the UNCOI COUNTY BAND BOOSTER ASSOCIATION, INC., hereinafter referred to as "ASSOCIATION".
- Section 2. The purpose of this Association shall be to promote music education in Unicoi County, Tennessee, with the need of the student being the foremost and consistent with current school board policy.
- Section 3. This Association shall have the power to make and enforce rules and regulations to govern itself, to solicit funds for the purpose of sustaining the Association in its role as an auxiliary organization to the band, said solicitations to be planned and approved, in advance, by the general membership of the Association, and to enter into contracts as deemed necessary by the general membership of the Association.

ARTICLE II MEMBERSHIP

- Section 1. The membership of the Uncioi County Band Booster Association, Inc. is open to all persons in the community who are interested in the band and the promotion of its progress.
- Section 2. Membership shall be based on an annual renewal with the first date of annual membership being recognized as the first meeting in August of any given year.
- Section 3. Membership dues shall be Five Dollars (\$5.00) per family per year which shall be due and payable to the secretary of the Association at the first meeting in August of any given year.
- Section 4. Membership dues for all members must be paid thirty (30) days prior to obtaining voting rights. The exception shall be the first meeting in August of any given year at which meeting persons paying their annual membership dues for the current school year and subsequent summer months may be allowed to vote.

Section 5. New members may be accepted into membership of the Association at any time during the year upon payment of the Association dues.

Section 6. All members are morally responsible and expected to do their fair share when called upon to carry out the various programs of the Association.

ARTICLE III OFFICERS

Section 1. The Officers of the Unicoi County Band Booster Association, Inc. shall consist of the President, First Vice President, Second Vice President, Secretary, First Treasurer, and Second Treasurer. These officers, along with the Band Director(s), and a Student Representative elected by the band, shall constitute the Executive Committee.

Section 2. Additional officers may be elected at a later date if deemed necessary by the general membership of the Association.

Section 3. The term of the officers of the Association shall be for one (1) year. The officers shall be elected annually during the regular meeting in April and shall assume duties at the June meeting. An officer may not be elected to a term office for more than one (1) year at a time.

Section 4. The Nominating Committee shall be elected by the Association at the regular March meeting. The Nominating Committee shall consist of three (3) members of the Association nominated and elected from the floor.

Section 5. Roberts Rules of Order shall govern when parliamentary law is questioned.

Section 6. Vacancies in office during the year shall be temporarily filled by appointment by the Executive Committee pending the next regular meeting. Nomination and election of the vacated or temporarily appointed office will then take place from the floor at this meeting. An office may be declared vacant by the Executive Committee following repeated absences without just cause.

ARTICLE IV AMENDMENTS

Section 1. The Constitution and By-Laws may be amended and approved by two-thirds vote of the members present at any Association meeting. One month's notice of the proposed change must be given.

ARTICLE V

MEETINGS

- Section 1. Meetings shall be held regularly once a month. Said meeting shall be held on such day and time each month as agreed upon by the members of the Association at the first regular meeting in August which shall be the second Monday in August. Three officers or two officers and the Band Director present at a meeting make up the quorum needed to conduct a meeting.
- Section 2. Special meetings may be called by the President at any time. The President must call a special meeting upon the request of ten (10) members. The purpose, time and place of such meeting shall be specified and three (3) days advance notice shall be given to all members of the Association.
- Section 3. The Association reserves the right to establish quorum standards at a later date as deemed necessary by the general membership.

ARTICLE VI

COMMITTEES

- Section 1. Standing committees of the Association shall be as follows:
- Audit/Budget Committee, Publicity Committee, Calling Committee, Ways and Means Committee, Hospitality Committee, Uniform Committee, and Equipment Committee. The standing committee shall be nominated and elected from the floor by the Association at the April meeting and shall assume duties in June.

**BY-LAWS OF THE
UNICOI COUNTY BAND BOOSTER
ASSOCIATION, INC.**

Updated and Approved April 25, 2014

ARTICLE I DUTIES OF OFFICERS

- Section 1. DUTIES OF PRESIDENT. It shall be the duty of the president to preside at all meetings of the Association and the Executive Committee. The president shall appoint special committees as are deemed necessary and shall be a member ex-officio of all committees except the Nominating Committee.
- Section 2. DUTIES OF FIRST VICE PRESIDENT. In the absence of the president, it shall be the duty of the First Vice President to perform all duties of that office. The First Vice President shall serve as liaison between the Band Students and the Association and shall coordinate chaperone requirements. The First Vice President shall be responsible for any programs that may be presented at the regular meetings of the Association.
- Section 3. DUTIES OF THE SECOND VICE PRESIDENT. In the absence of the President and First Vice President, it shall be the duty of the Second Vice President to perform all duties of that office. The Second Vice President shall be the Chairman of the Ways and Means Committee.
- Section 4. DUTIES OF THE SECRETARY. A complete roster of the membership shall be maintained by the secretary. It shall be the responsibility of the Secretary to collect all membership dues and turn them over to the treasurer. It shall be the responsibility of the Secretary to issue membership cards to paid members of the Association. Minutes of all proceedings of the Association and the Executive Committee shall be recorded by the Secretary and read at the next regular meeting. The Secretary shall have custody of all minute books and file a copy of the Treasurer's Reports to the minutes. The Secretary shall record all changes to the Constitution and By-Laws in the minutes and shall update the

Constitution and By-Laws to reflect any changes and distribute copies to the general membership of the Association upon request.

Section 5. DUTIES OF THE TREASURER. The treasurer shall receive all Association funds and have custody of same. The Treasurer shall be responsible for all monies, including and not limited to the Concession Stand Project. The Treasurer shall keep an accurate account of all receipts and disbursements and shall render a written monthly account to the Association at each regular meeting, furnishing a copy to the Band Director and Secretary. A file of all paid invoices shall be kept by the Treasurer. An annual account properly audited by the Audit Committee shall be presented to the Association at the April meeting. The Treasurer shall disburse the funds of the Association in payment of authorized expenses of the Association with the signatures of the Treasurer and President or Secretary affixed to each voucher. All disbursements must be authorized by the Association prior to payment. A written report with regard to the condition of the fiscal soundness of the Association and recommended improvements shall be given to the Association at the August meeting, with a copy furnished to the President, Band Director, and Secretary.

Section 6. DUTIES OF THE EXECUTIVE COMMITTEE. The Executive Committee shall serve in a supervisory capacity over the business affairs of the Association. It shall have the power to transact any business that needs immediate attention when the Association is not in session. Five (5) members shall constitute a quorum at any regular or special meeting of the Executive Committee. The Executive Committee shall report to the Association the transactions of all business.

ARTICLE II

STANDING COMMITTEES AND DUTIES OF SUCH COMMITTEES

Section 1. DUTIES OF THE AUDIT/BUDGET COMMITTEE. The Audit/Budget Committee shall consist of the Band Director, Treasurer and one (1) other member at large. The purpose of the committee shall be to establish a working budget for the fiscal year (August-July) of each year, based on revenues from last year's books and expected revenues for the coming year. The budget should include line items for major expense categories and should also include a miscellaneous category for the purpose of tracking monies that are paid in to the Association and paid directly out to a vendor. The committee may be asked to audit the books from time

to time, especially when there is a discrepancy in the treasurer's report. There shall not be a required audit with each fiscal year, however, it is recommended that the books be audited as a retiring treasurer hands the books to a newly elected treasurer.

- Section 2. DUTIES OF THE PUBLICITY COMMITTEE. The Publicity Committee shall consist of two (2) members nominated and elected from the floor by the association at the April meeting who shall be responsible for any and all press releases to the news media. Press releases shall be submitted to the press, when time permits. The Chairman of the Publicity Committee shall maintain a file of all press releases and news articles related to the activities of the Band and Association.
- Section 3. DUTIES OF THE CALLING COMMITTEE. The Calling Committee shall consist of one (1) member each representing the 8th, 9th, 10th, 11th and 12th graded nominated and elected from the floor by the association at the April meeting. The 12th grade representative shall be the chairman of this committee. The duties of the calling committee shall be to contact the membership of the Association regarding meetings, special meetings and/or projects.
- Section 4. DUTIES OF THE WAYS AND MEANS COMMITTEE. The Ways and Means Committee shall consist of the Second Vice President as Chairman with six (6) members nominated and elected from the floor by the Association at the April meeting and three (3) Student Representatives elected by the Band. It shall be the duty of the Ways and Means Committee to be responsible for all fund-raising projects undertaken by the Association. Members of the Association shall vote and approve any fund-raising projects to be conducted.
- Section 5. DUTIES OF THE HOSPITALITY COMMITTEE. The Hospitality Committee shall consist of three (3) members nominated and elected from the floor by the Association at the April meeting whose duty shall be to conduct all social functions.
- Section 6. DUTIES OF THE UNIFORM COMMITTEE. The Uniform Committee shall consist of six (6) members nominated and elected from the floor by the Association at the April meeting. The duties of the Uniform Committee shall be to check uniforms in and out and to inspect all uniforms, bags, and hats for repairs, cleaning and maintenance needed. These repairs

shall be given to the chairman of the Uniform Committee by item number and brief description of the repairs needed.

Section 7. DUTIES OF THE EQUIPMENT COMMITTEE. The Equipment Committee shall consist of six (6) members nominated and elected from the floor by the Association at the April meeting. The duties of the Equipment Committee shall be to load, unload and place on the field all band equipment at home games, away games, special performances and competitions.

ARTICLE III MEETINGS

Section 1. Meetings of the Association shall be held on the second Monday of each month, July through October and every other month (December, February, April, June) unless otherwise altered by school or Band functions. At which time, the meeting will be rescheduled at the discretion of the Band Booster Executive Committee.

Section 2. During the winter months, if school is closed or dismissed due to adverse weather conditions, the meeting will be postponed and rescheduled for the following Monday. If this meeting has to be missed, due to the weather conditions, the meeting will be cancelled until the following month's regular meeting.

ARTICLE IV FUND RAISING PROJECTS

Section 1. Any and all monies received from fund-raising projects of the Association shall be used toward the general operating expenses of the Association. All student accounts previously established under the By-Laws of this constitution have been dissolved.

ARTICLE V DISBURSEMENT OF THE ASSOCIATION

Section 1. All expenses or disbursements that are considered to be obligations of this Association shall require the approval of the general membership prior to being incurred. Any emergency expenses shall require the approval of three (3) officers of the Association or two (2) officers of the Association and the Band Director.

- Section 2.
- a. The Unicoi County Band Booster Association, Inc. is organized exclusively for the charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
 - b. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by and organization, contributions to which are deductible under section 170 c(2) of the Internal Revenue Code, or corresponding section of any future tax code.
 - c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.