

Constitution of the Lewis Cass Jr./Sr. High School
Band Booster Organization

1. The name of this organization is the “Lewis Cass Jr. /Sr. High School Band Boosters” and it exists to:
 - A. Support all band programs sponsored by the Junior and Senior High School.
 - B. Raise funds for the sole purpose of providing financial support for the band programs.
 - C. Said organization is formed exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
 - D. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in, (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. 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 tax under Section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
 - E. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 © (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 the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such an organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.
2. Membership in this organization is open to any supporter of the Junior/Senior high bands and their auxiliary groups.

3. The organization exists at the discretion of the Lewis Cass Jr. /Sr. High School Band Department and its Directors. The officers elected by the organization shall serve at the discretion of the Directors. The organization is voluntary and may not be required to perform any service or action without consent of the organization. However, any action or service the organization considers shall be subject to the review of the Band Department.
4. Officers of the organization shall be elected annually by a two-thirds (2/3) majority vote.
 - A. President
 - I. The President shall preside over all business meetings.
 - II. The President shall appoint standing committees and be an ex-officio member of all committees.
 - III. The President shall prepare an agenda and report for each monthly meeting.
 - B. Vice President
 - I. The Vice President shall preside in the President's absence.
 - II. The Vice President shall serve as the coordinator for all committees and chairs.
 - C. Secretary
 - I. The Secretary shall keep an accurate record of the minutes of all meetings
 - II. The Secretary shall conduct correspondence for the organization.
 - D. Treasurer
 - I. The Treasurer shall conduct the financial business of the organization and shall keep an accurate record of income and expenditures.
 - II. The Treasurer must be bonded.
 - III. The Treasurer shall report to the executive committee and the membership monthly on the financial activity and condition of the organization.
5. The Executive Committee shall consist of the officers of the organization as well as the Directors.
6. The Band Boosters shall meet on the second Monday of each month.
 - A. The President shall be empowered to call a special meeting at any time.
 - B. The Executive Committee shall meet regularly, prior to each booster meeting.
7. The constitution may be amended by the membership under the following conditions:
 - A. Notice of a vote must be given two consecutive meetings in advance.
 - B. A quorum of fifteen (15) members must be present at time of vote.
 - C. A two-thirds majority of those present is required to amend the constitution.
8. The bylaws shall be reviewed and amended biennially.
9. The Review and Amendment Committee shall consist of the Executive Committee and any appointed members designated by the President.

10. The proposed changes will be submitted to the general membership for review the month following said revision. Voting will take place on the month following the submitted revision.

Bylaws of the Lewis Cass Jr. /Sr. High School
Band Booster Organization

1. Election of officers and term of office
 - A. The schedule for annual election of officers is:
 - I. Nominations will be accepted at the April meeting.
 - II. Voting will take place at the May meeting.
 - III. An officer transition period will be in effect from June 1st to July 31st with the new officers being introduced at the annual Community and Parent Preview at the close of band camp.
 - B. Term of office shall be August 1st-July 31st.
2. Fundraising Proceeds
 - A. The net income from fundraising will be divided as follows:
 - I. Twenty-five percent (25%), up to an annual total of five thousand dollars (\$5,000), shall be deposited into the uniform fund for future purchases.
 - II. The remaining seventy-five percent (75%) shall be deposited into the general fund for necessary expenses.
 - III. An operating budget shall be prepared annually by the Executive Committee.
 - IV. The general booster membership shall approve the annual budget which will be announced in March, presented in April and voted on in May each year.
3. Approval of Expenditures
 - A. Items listed specifically in the approved budget are considered authorized expenditures.
 - B. Other projects shall be authorized by a vote of the membership at a scheduled meeting.
4. Financial Accountability
 - A. Receipts are to be issued for all donated monies greater than fifty dollars (\$50.00) or upon request.
 - B. The treasurer shall provide a monthly finance report to the general membership.

C. All reimbursement requests and invoices must be accompanied by an expense report as well as a corresponding receipt.

I. A summary report shall be presented at each regularly scheduled meeting for membership review.

II. Detailed records of income and expenditures shall be presented to the Executive Committee monthly.

D. The Executive Committee will perform an annual review of the financial accounts.

5. Money Management

A. The Treasurer is to maintain a minimum balance of ten thousand dollars (\$10,000) in the general fund at all times.

I. No expenditure may be made that reduces the general fund below this point without the permission of the Executive Committee.

II. The Executive Committee may not authorize any expenditure that may reasonably be expected to reduce the general fund to less than ten thousand dollars (\$10,000) for more than thirty (30) days without the authorization of the membership.

B. The organization's funds should be kept in accounts providing the best return for our deposits.

C. All monies should be kept in federally insured accounts.

6. Fundraising Procedures

A. Each fundraising activity will be headed by a chairperson or persons appointed by the President.

B. The chairperson shall keep detailed records for all orders taken, monies received, and goods delivered.

C. The Treasurer shall receive, count and deposit the monies raised, verifying the amount against records of the Chairperson and against invoices due for goods or services.

D. The Treasurer shall make a summary report of each fundraiser. This report should reflect expenses and income, calculate the net income and show the deposit accounts. This report should be presented to the membership at the first meeting after its completion for review.

7. The bylaws may be amended by the membership under the following conditions:

A. Notice of a vote must be given two (2) meetings in advance.

B. A quorum of fifteen (15) members must be present.

C. A two-thirds majority vote of those present is required to amend the bylaws.

Presented by the Review & Amendment committee April 13, 2020.

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