

# Beechwood Bands

Fort Mitchell, Kentucky

## Band Booster Bylaws

(Revised January 2024)

## BY-LAWS OF THE BEECHWOOD BAND BOOSTERS, INC.

### ARTICLE I

#### Name/Purpose

*Section 1.* The name of this organization shall be the Beechwood Band Boosters, Inc., hereinafter referred to as the "Organization".

*Section 2.* The Organization shall not seek to direct the administrative activities of the Beechwood Independent Schools ("The District"), or the bands of The District, or to control the policies of either.

*Section 3.* The Organization may cooperate with other organizations, provided no commitments are made which bind the Organization without the prior written approval of the Board (defined in Article IV below).

*Section 4.* The Organization shall act as a not for profit organization and shall seek to achieve the following purposes as well:

1. To complement and to supplement the band program and band-related activities in the District;
2. To encourage, aid and promote a continuing and growing appreciation and support of a high quality band program among the youth and adults of the Beechwood community.
3. To further the interest of the youth in music by providing financial aid for various activities as a supplement to school funds.

*Section 5.* Provided further, the Organization shall:

1. Cooperate with the administration of the District in carrying out the purposes of the Organization;
2. Offer suggestions to the music departments and to other school officials, but shall not attempt to direct the activities;
3. Give first priority in allocation of the funds of the Organization to the band program and band-related activities that are not funded by The District.
4. Seek the advice and counsel of the Director of Bands in developing the plans of the Organization;
5. Secure the approval of the required Officers of the Organization before any funds are expended, as provided in these Bylaws.

## ARTICLE II

### Governing Body

*Section 1.* The governing body of the Organization shall be the Board of Directors (referred to herein as the "Board"). The members of the Board shall be the *nine (9)* elected Officers (in good standing) of the Organization, as well as the Director of Bands and the Associate Director of Bands (both collectively, the "Directors") although the Directors shall not have voting rights hereunder. Prior Officers of the Organization may be consulted by the Board as needed.

*Section 2.* Duties of the Board shall be: (a) to approve the annual budget as provided by the Treasurer; (b) to transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the Organization; (c) to present a report at the regular membership meetings of the Organization; and (d) to approve all expenditures outside the approved budget. There shall be a permanent committee known as the Budget committee. The Budget Committee shall be made up of any five or more of the following positions: Director of Bands, President, Vice President, Treasurer, Vice President of Development and Vice President of Purchasing.

*Section 3.* Regular meetings of the Board shall be held at least once a month or as otherwise designated by the President.

*Section 4.* Special meetings of the Board may be called by the President, or by a majority of the Officers.

*Section 5.* A majority of the Officers must be present for any Board meeting and one Officer must act as Secretary if the Secretary is absent.

*Section 6.* All Board members shall be notified in advance of each Board meeting.

## **ARTICLE III**

### **Membership**

Any parent, step-parent or guardian of a member of the band who provides his/her contact information to the Directors or the Secretary, shall automatically become a regular member of the Organization. "The band" is intended to be as broadly defined as is reasonably possible, i.e. including but not limited to Marching Band, Symphonic Band, Bands grades 5 through 12, and Winterguard. The membership of an annual member shall begin July 1 and continue until June 30 of the following calendar year. If a student becomes a member of the band after July 1, the parent, step-parent or guardian will become immediately eligible for Organization membership. The Directors shall be permanent members of the Organization.

The Organization specifically recognizes the benefit of student alumnae, grand-parents, faculty and staff of the District and other members of the community. In addition to the foregoing class of members, the Organization shall recognize a class of non-voting members known as Booster Alumnae and Associates. This membership is designed for former band members, their parents and guardians, and staff of the District in good standing.

### **Financial Commitments**

Because of the high cost some programs, such as Marching Band and Winterguard, those members are asked to pay an activity fee. This fee is set by the Beechwood School Board, and varies with activity, budget and financial conditions. All recurring fees will be specified in the School Board's Annual Budget for the current fiscal year. Any non-recurring fees will be approved by the Board and school administration.

### **Fundraising**

The financial needs of the band program are supplemented by fundraising activities. It is expected that all students and Board members will participate in fundraising activities during the year with special attention given to the mulch sale in the spring and the fall band festival.

## ARTICLE IV

### Board Officers and their Election

*Section 1.* The following nine Officers shall comprise the Board: President, Vice-President, Vice President of Programs, Vice President of Development, Vice President of Purchasing, Vice President of Food and Beverage, Communications Officer, Treasurer, and Secretary (each, an “Officer” and collectively, “Officers”). The Officers shall be elected annually by a majority vote of those members of the Organization present and voting at the last regular meeting of the calendar year. Officers shall serve for a term of one (1) year, effective and beginning January 1. To be eligible to be an Officer, a person cannot be employed by the District in any capacity. No Officer shall be eligible to hold the same office for more than four (4) consecutive terms (the “Term Limit”). A person must be a regular member of the Organization to be eligible to be an Officer.

*Section 2.* Nominations for Officers shall be made by a “Nominating Committee” of at least three members of the Organization appointed by the Board, one of whom shall then act as chairperson. The Nominating Committee shall be organized at the September meeting of the Board. The Vice President shall contact and appoint the Nominating Committee in time for the October monthly meeting and members of such committee shall be announced at such meeting. No member of the then-current Board may serve on the Nominating Committee. The Nominating Committee will seek at least one candidate for each Officer position.

*Section 3.* Nominating and election procedures shall be as follows:

1. Open nomination period shall begin at the first Organization meeting in the month of October. Anyone interested in serving as an Officer may submit his/her name verbally or in writing to any member of the Nominating Committee.
2. The Nominating Committee will meet to form a slate of Officers. The Nominating Committee shall strive to present a complete slate of Officers with at least one candidate for each Officer position.
3. The Nominating Committee shall submit a final slate of Officers at least 14 days prior to the first meeting of the Organization in December. Notice of the slate of candidates will be distributed via e-mail to all Organization members.
4. Official election of Officers will take place at the first Organization meeting held in December by those members present at that meeting. Eligible members can vote by absentee ballot prior to the scheduled election by noting their choice in writing and delivering their ballots to the Nominating Committee prior to the election.
5. Offices slated with only one candidate will be voted on by a voice vote. The entire slate of Officers with only one candidate per office may be voted on as a group with a single voice vote.

6. Offices which have more than one candidate slated will be voted on by ballot vote of those members of the Organization in attendance at the meeting.

7. The Nominating Committee shall count the votes and announce the results at that meeting.

**Section 4.** A vacancy occurring by resignation or otherwise, in any office, shall be filled by majority vote of those Officers present and voting at the Board's next meeting following the vacancy.

## ARTICLE V

### Duties of Officers

*Section 1.* The President shall preside at all meetings of the Board, and at all meetings of the membership of the Organization. The President shall meet with the Vice President on a regular basis to communicate the Organization's ongoing activities in the case that the Vice President must temporarily perform the Presidents duties. The President shall coordinate with the Vice President of Development and Treasurer in all fundraising activities of the Organization. The President shall be a member ex-officio of all committees, except the Nominating Committee, and shall perform all other duties usually pertaining to the office.

*Section 2.* The Vice-President shall act as aid to the President, perform the duties of the President in his/her absence, and be a member of any committee as required. The Vice-President shall oversee and assist the duties of the Vice President of Programs and Vice President of Development and the festival committee. The Vice President shall meet with the Vice President of Programs on a regular basis to communicate and assist with ongoing activities as required. The Vice President shall appoint the Nominating Committee (with input from the Board, as necessary).

*Section 3.* The Vice President of Programs shall be responsible for assisting the band and the Directors in planning and implementing programs. The Vice President of Programs shall establish and oversee committees established for this purpose. Programs shall include, but not be limited to, band camp and planning the band banquet (but not food). The Vice President of Programs shall also establish and oversee a committee (or committees) for the maintenance of uniforms and scheduling of chaperones.

*Section 4.* The Vice-President of Development shall be responsible for the coordination and oversight of all fundraising efforts of the Organization. The Vice-President of Development shall establish and oversee committees established for this purpose and also the fundraising for the purchase of new uniforms/accessories for the band program. The Vice-President of Development shall also be responsible for developing ancillary support for the Organization, including, but not limited to, alumni and corporate sponsorships.

*Section 5.* The Vice President of Purchasing shall be responsible for acquiring the materials necessary for the day-to-day operations of the band program. Examples of such items would be supplies for band camps, Marching Band supplies, new uniforms/accessories for the band program, equipment needs, and banquet items. A procurement committee should be created from the event chairs to assist in these duties. The Vice President of Purchasing will also oversee the reimbursement process of the Organization, in conjunction with the Treasurer. The Vice President of Purchasing shall serve along with the Treasurer as co-signer of Organization checks; oversee the usage of the Organization credit cards, and be one of the key holders, along with the President, of the Organization Lockbox located in the band room.

**Section 6.** The Vice President of Food and Beverage shall be responsible for planning, purchasing, and serving food and drink items necessary for band program operations. Examples of such programs include, but not limited to, band camp, Marching Band functions, band banquet, festival of bands hospitality, concert receptions, etc. This Vice President shall also establish and oversee a committee (or committees) for the planning, purchasing, and serving of food and drink items at band functions as they deem necessary.

**Section 7.** The Treasurer shall keep an accurate record of receipts and disbursements, and shall pay out funds only as authorized by the applicable Officers. The Treasurer shall serve along with the Vice President of Purchasing and the President as co-signer of Organization checks and oversee the usage of the Organization credit cards. The Treasurer shall present a statement of account at every Board meeting, and shall make a formal report at the regular meetings of the membership of the Organization. The Treasurer shall be responsible for all necessary and timely filings with all applicable governmental authorities and agencies, including, but not limited to the Internal Revenue Service and the Kentucky Revenue Cabinet. An audit committee appointed by the Board shall examine the Treasurer's account annually. The Treasurer shall present to the Board an annual budget, to be approved by the Board, on or before June 1st annually.

**Section 8.** The Secretary shall keep a correct record of all meetings of the Organization and meetings of the Board, and shall perform such other duties as may be delegated to that office. The Secretary will share meeting records in order to be posted on the secure booster portion of the band website. The Secretary is responsible for maintaining a list of current members of the Organization, in conjunction with the Director of Bands, which includes names, telephone numbers, and e-mails.

**Section 9.** The Communications Officer shall be responsible for all communications, information dissemination, and publicity within the Organization, the District and the community-at-large, and shall perform such other duties as may be delegated to that office. This Officer shall be responsible for maintaining and updating the Organization's website, either directly or by arranging for these duties to be performed, on a volunteer basis, by another individual, preferably a member of the Organization.

**Section 10.** Two people may co-chair an Officer's position. In such event, one person shall be named the Officer and the other shall be named the co-Officer. The co-officers shall share a single voting position on the Board. In the event the co-Officers do not concur on a voting matter, the person designated as the Officer shall have the prevailing vote. For purposes of the Term Limit, a co-Officer shall be deemed to be an Officer; therefore, no co-Officer may hold the corresponding Officer position if the Term Limit would prevent the Officer from doing so.

**Section 11.** Disbursement of Organization funds shall be governed by Article XI hereof.

## **ARTICLE VI**

### **Meetings**

The Organization shall meet as often as necessary to carry out the purposes of the Organization. Regular meetings of the Organization shall generally be held the second Tuesday of each month including the months of June, July and August (subject to rescheduling by the President as may be necessary or desirable). Meetings during the months of June, July and August may be canceled by a vote of the Organization at the immediately preceding meeting (i.e., the June meeting may be canceled by a vote at the May meeting). Meetings during June, July and August may be canceled by a majority vote of the Officers so long as adequate notice is provided to the Officers

The Organization shall meet on the call of the President, or on request of at least five (5) Officers submitted in writing to the Secretary.

All meetings of the Organization shall be open to all members.

## **ARTICLE VII**

### **Permanent Committees**

There may be a permanent committee known as the Budget Committee. The Budget Committee shall be made up of any (5) five or more of the following positions: Director of Bands, President, Vice-President, Treasurer, Vice-President of Development, and Vice-President of Purchasing.

There may be an Audit Committee to be made up of two (2) Officers selected by the President. It is the Audit Committee's duty to review and report on the fair representation of the Treasurer's annual report, to sign a statement to that fact at the end of the report, and make any recommendations to the Board and the Treasurer as they deem appropriate.

## ARTICLE VIII

### Standing/Temporary Committees

*Section 1.* Standing committees shall be selected by the President as may be required to promote the objectives of the Organization.

1. There shall be a standing committee known as the Fundraising Committee. The Fundraising Committee shall be made up of the Vice-President of Development, who will function as Chairperson, and additional members-at-large of the Organization.

2. There shall be a standing committee known as the Band Festival Committee. This committee shall be responsible for oversight in regards to planning and coordinating the Organization's annual Beechwood Band Festival and shall be made up of a chairperson, appointed by the Board, the Director of Bands and additional members-at-large of the Organization.

*Section 2.* The chairperson of any committee shall be approved by the Board and serve in that capacity for a minimum of one year.

*Section 3.* The chairperson of each standing committee shall present a plan of work to the Board.

*Section 4.* The chairperson of each standing committee will be invited to attend certain Board meetings as directed by the President. Each chairperson shall have the responsibility of selecting other Organization members to serve on the committee.

*Section 5.* The President shall establish temporary committees for any special projects required for Organization business during the school year. The President shall select a member of the Organization to be the chairperson for each committee. The chairperson of each temporary committee will be invited to attend certain Board meetings, as directed by the President.

*Section 6.* The duties of the chairperson of any such temporary committee and his/her committee shall be to formulate plans for said special events, which plans shall be approved by the Board.

*Section 7.* Booster Alumnae and Associate members shall be eligible for committee membership.

## **ARTICLE IX**

### **Removal of Officers**

If probable cause allows, any Officer(s) of the Organization may be removed from that position by a two-thirds vote in writing of all Officers.

## **ARTICLE X**

### **Records and Fiscal Year**

*Section 1.* Officers and chairpersons of standing and/or temporary committees shall maintain accurate records in the discharge of their responsibilities and shall present such reports to the Board as may be required by the President. The Secretary shall have access to the Google document containing all current members of the Organization. No person, other than the Director and Associate Director of Bands, shall be considered a member of the Organization unless that person's name appears on the list for the current year. No member may vote in any election unless that member complies with the requirements set forth in these Bylaws.

*Section 2.* On January 1 of each year, or as soon thereafter as possible, said records are to be transferred to the newly elected Officers for proper storage.

*Section 3.* Between January 1st and January 31<sup>st</sup> of each year, it is mandatory that all Officers go through Redbook training at the District level. This will need to be scheduled through the high school principal.

*Section 4.* The fiscal year of the organization shall commence on July 1, and end on June 30 of each calendar year.

## ARTICLE XI

### Disbursements

District employees cannot disburse funds, purchase goods, or authorize the use of Organization funds in any way. District Employees include: Director of Bands, Associate Director of Bands, Head Percussion and Head Colorguard Instructors, substitute teachers, and any other W2 employee of Beechwood Independent Schools.

All disbursements shall be made by check, authorized debit to checking account, or credit card payment, with the only exception being an emergency purchase, which may be paid for in cash. Two Officers must approve any emergency cash purchases, and appropriate records of the transaction (receipt, invoice, etc.) must accompany any such expenditure approval. The Treasurer should be notified of such transaction as soon as possible. Record of the expenditure should be noted in the next Organization Meeting.

Each of the President and the Vice President of Purchasing shall have custody of the Organization credit cards. Such Officers may allow other Organization members to use the credit card(s) for approved Organization expenses only.

No member of the Organization may incur an obligation of more than \$25 without the appropriate level of Board approval. The Organization will not be responsible for any obligations in excess of \$25 without Board Approval.

Reimbursements for purchases made on behalf of the Organization cannot be made to any District employee for any reason. For all other reimbursements, receipt/invoice of purchase must accompany any request for reimbursement. Such requests and purchases will be coordinated with the Vice President of Purchasing and shall be governed by the terms of this Article XI.

All disbursements of Organization funds shall be subject to the following approval process:

1. Disbursements between \$0-\$200: must have the written approval of two (2) Officers.
2. Disbursements between \$201-\$500: must have the written approval of three (3) Officers.
3. Disbursements of \$501 and above: must have the written approval of five (5) Officers.

Notwithstanding the foregoing, expenditures specifically authorized in the annual budget of the Organization may be paid without Board approval.

## **ARTICLE XII**

### **Amendments**

Any member of the Organization may propose amendments to these Bylaws. The President will appoint a committee to review the proposed amendments and report its recommendations to the Board at any special or regular meeting. The Officers may amend these Bylaws at any regular or special meeting of the Organization by a majority vote of the Officers present and voting, provided notice of the proposed amendment has been given at the previous regular meeting.

## **ARTICLE XIII**

### **Rules of Order**

The rules contained in "Roberts Rules of Order", revised, shall govern this Organization and apply to the extent not inconsistent with these Bylaws and/or the Accounting Procedures for Kentucky School Activity Funds (otherwise known as the "Redbook").

## **ARTICLE XIV**

### **Non-Discrimination**

This Organization will not discriminate against any person on the basis of race, color, creed, national origin, sex, age, sexual orientation, or disability.

## **ARTICLE XV**

### **Three or more children**

The third or more child in one family will be responsible for all financial commitments except the marching activity fee while that family has 3 children in the marching band in one year.

## **ARTICLE XVI**

### **"Redbook" Compliance**

The Organization must abide by all rules and regulations in the Redbook. All newly elected Officers must undergo Redbook training within the first 60 days of being elected. This will need to be scheduled through the High School Principal and the Chief Financial Officer of the District. If, at any time, there is any conflict and/or discrepancy between these Bylaws and the Redbook, the requirements of the Redbook will supersede the Bylaws. The Redbook can be found at the following link:

<https://education.ky.gov/districts/FinRept/Documents/Redbook%202013%20Edition.pdf>

## Addendum A

### Protocol for processing the Organization Lock Box

The following protocol is instituted to provide the Organization with a level of accountability when handling money. This protocol also protects those who process money from accusations of malfeasance because two boosters handle the funds being counted.

Only two (2) keys to the Organization lockbox (the "Lockbox") shall exist. One key shall be held by the President, the other by the Vice President of Purchasing. The Lockbox must always be opened by at least two (2) Officers (preferably including the President and/or Vice President of Purchasing when available). After counting and recording all checks and cash in the Lockbox, the Officers present shall prepare a brief report explaining what each dollar is associated with (i.e. \$253 for Mulch, \$35 for Spiritwear, \$486 Kroger Rewards). This helps the Treasurer classify and track the dollars in the Lockbox for budgetary purposes.

When this is done and all the check and cash receipts are recorded, one of the Officers present shall prepare the deposit slip and a second Officer shall re-count the funds and verify the total. Upon agreement, two (2) Officers shall sign the deposit slip, as witnesses to the amount to be deposited, then take a picture of the deposit slip. The picture of this deposit slip should then be sent to the Treasurer.

The deposit shall then be made at the bank THAT DAY, or on the first day thereafter that the bank is open for business. Since two (2) Officers will have initialized the deposit slip, the bank will have a record of the deposit (and who counted the money). The deposit slip presented to the bank must match the picture sent to the Treasurer. **No monies are to go home with any person at any time.** If it is after business hours, or a day when the bank is not open for business, the deposit slip and all monies should be placed inside the lockbox until the next business day when the money can be deposited at the bank.

## **Addendum B**

### **Scholarship Offerings:**

#### **Vince Michels "Go Getter" Scholarship**

This award honors one of the finest prop Dads to ever support this highly successful band program. Vince Michels was a man who worked with his hands. He was a do-er. Getting dirty and working hard was a part of his life. A man of little words, but big on action, he enjoyed being around the kids and helping them. He also watched them develop into young adults, and he was proud of those that were self starters.

The "Vince Michels Go Getter Scholarship" is an award based primarily on initiative. Given to a band member who is defined by action. This person is a self starter. Always taking personal responsibility for the band's work, both his/hers and others. If something needs to be done, they just do it. They jump in and "get things done" with energy, action, and purpose without having to be asked. It is not to be given based on grades or musical ability, but hustle: because that was Vince.

The Michels family wishes to honor Vince with a \$1,000 scholarship. It may be given to one student, or split into two \$500 gifts. However, they want this money to be given only if these type of students exist in the senior class. This can change from year to year. To that end, the lead prop crew parents and the directors will make that call by May 1st each year. Should these "go getter" type students exist, a vote will be taken by the students, directors, and the prop crew boosters. Given at the discretion of the Michels family, this award may not be awarded each year.

#### **Beechwood Band Booster Scholarship**

The Beechwood Band Boosters will honor any graduating band senior by awarding a \$500 gift. This scholarship is open to any student participating in any Beechwood Band sponsored group (i.e- Concert Band, Marching Band, Jazz Band, Colorguard, Winterguard, etc.).

The process for selection is based on an application and a one to two page typed prompt response. Scholarship materials will be available by April 1st of each year from the Beechwood Band Boosters and Beechwood Director of Bands. This application and essay are due to the Director or Bands no later than May 1st.

The process to select the recipient will be that all Beechwood Booster Board members review redacted versions, to protect students anonymity, of each application and vote

by anonymous ballot. The application with the highest majority of votes will be awarded the scholarship at the annual band banquet.

### Sarah E. Menez Scholarship

The Sarah Ellen Menez Memorial Scholarship was established in memory of Sarah Menez (1954-2013) with the goal of recognizing students who exemplify strength of character, musicianship, and academic achievement.

The Sarah E. Menez scholarship will be granted each year to one college-bound Beechwood High School Band senior who demonstrates the innate personal qualities of Sarah Menez, interest in playing a music instrument, musicianship, and academic achievement.

The scholarship application process is as follows:

- The scholarship application will be available on this page March 1st of each year: [www.beechwoodbands.org](http://www.beechwoodbands.org)
- Applications will also be available in hard copy via the Beechwood Director of Bands by April 1st of each year.
- The application must be postmarked by April 22nd of the application year to be considered.
- You must submit all materials per the below Scholarship Criteria section
- Scholarship recipients will be notified by mid-May.

The application is as follows:

- demonstrated commitment to use one's talents to the fullest
- demonstrated moral force of character to lead and to take an interest in one's fellow beings
- demonstrated personal qualities of thoughtfulness, kindness, unselfishness, and fellowship
- demonstrated commitment to the study, practice, and playing of a musical instrument(s) and musicianship itself
- demonstrated academic achievement
- submitted personal essay

(Note: The personal essay will be weighed heavily by the Scholarship Committee\_

Each Scholarship awarded will be a gift of \$500.00. The scholarship will be forwarded directly to the College/University the recipient will attend and deposited toward tuition expenses.

The recipient of the Sarah E. Menez Scholarship award will be selected by the Scholarship committee after reviewing each submitted application. The Scholarship committee is comprised of one of the two Band Directors, the Band Booster President, and a member of the Menez family. In the case of the Band Booster President having a child under scholarship consideration, that person must recuse themselves to be replaced by the first Vice President or Treasurer.