

CHEROKEE BAND BOOSTERS ASSOCIATION INC.

CONSTITUTION AND BY-LAWS

The name of this organization will be the Cherokee Band Boosters Association, Inc.

These by-laws may be amended at any regular meeting by a two-thirds majority vote of the attending members. Notice of proposed changes is to be distributed one meeting in advance of the anticipated vote.

ARTICLE I - PURPOSE

The purpose of this organization shall be to help stimulate a continuing interest in the Cherokee High School bands, including but not limited to, Marching Band, Color Guard, Jazz Band, Concert Band and Wind Ensemble.

Musical development of its members and current and future students at Cherokee High School will be our goal through aid and support, both physical and financial, in all activities.

Additionally, we shall financially support the funding of Graduation Awards, as voted on annually by the Booster membership.

ARTICLE II - MEMBERSHIP

Section 1: Monthly Booster meetings shall be open to all parents/guardians of students participating in the Band(s), with no other restrictions or requirements.

Section 2: The right to vote is limited to those parents/guardians who are members of the Cherokee Band Boosters.

Section 3: The right to chair a committee and hold office is limited to those parents/guardians who are members of the Band Boosters in "good standing" (see Section 5 & 6 below). Exceptions may be made at the discretion of the Executive Board.

Section 4: The amount of the annual dues shall be determined annually by the Executive Board.

Section 5: A "member" shall be defined as a parent/guardian who:

- a. has a student participating in the Band(s).
- b. has paid annual dues, no later than October 15.

Section 6: "A member in good standing" shall be defined as a parent/guardian who has a student participating in the Band(s):

- a. has paid annual dues, no later than October 15 of each participating year.
- b. has attended two (2) Booster meetings, prior to April 30 of each participating year.
- c. has volunteered at one (1) Booster event, prior to April 30 of each participating year.
- d. has participated in one (1) fundraiser to benefit the Boosters General Fund, prior to April 30 of each participating year.

ARTICLE III--OFFICERS

Section 1: The Officers shall be comprised of President, President-Elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Treasurer-Elect, Color Guard Liaison (being a color guard parent) and Band Director(s).

Section 2: The President Elect and Treasurer-Elect shall hold these positions for the school year preceding their expected election to the office of the President and Treasurer.

ARTICLE IV--DUTIES OF OFFICERS

Section 1: The President shall preside at all general meetings of the organization, appoint all committee chairs and shall have the authority to relieve any officers or committee chairs who are not performing their duties. The President shall also be the authorized signatory for all legal agreements unless otherwise delegated by the President or directed by vote of the Executive Board.

Section 2: The President-Elect will act as the President's assistant for the year prior to assuming the office of President.

Section 3: The First Vice President shall have the power to perform the duties of the President in the absence of the President. He/she will be a member ex-officio of all committees empowered under Article X of these by-laws.

Section 4: The Second Vice President will assist the President and First Vice President as needed in overseeing all committees and committee chairs.

Section 5: The Recording Secretary shall keep the record and minutes of all meetings. They should record the action of the organization but not the discussions or debates. The Secretary's minutes are the official record of the organization. The Recording Secretary provides the attendance records of all meetings and assures all members to sign the attendance records.

Section 6: The Corresponding Secretary will handle all correspondence and communications relating to the Cherokee Band Boosters Association. The Corresponding Secretary also has the responsibility for issuing notices of meetings and other special events.

Section 7: The Treasurer shall receive all funds due the Cherokee Band Boosters Association, Inc., deposit them into the Association's accounts and remit funds to satisfy all financial obligations of the Association. All charge slips for the remittance of monies shall be signed by the Treasurer and the recipient.

Section 8: The Treasurer-Elect will act as the Treasurer's assistant for the year prior to assuming the office of Treasurer.

Section 9: The Color Guard Liaison will represent the Color Guard at all Executive Board and general meetings as well as communicate between the Boosters, directors and the color guard parents.

Section 10: The Band Director(s) is/are the only non-elected officer(s) on the Executive Board. The Band Director(s) shall perform all duties and promulgate rules related to grades, band (varsity) letters, discipline and extra-curricular activities.

Section 11: The tenure of each officer is one (1) year. All officers, with the exception of Treasurer-Elect, may serve up to, but not exceed, three (3) consecutive terms in the same office. The Treasurer-Elect, may serve up to, but not exceed two (2) consecutive terms.

Section 12: At the expiration of term of office, all officers shall deliver to his/her successor all such books, records and papers in possession thereof.

Section 13: As needed, and to the extent authorized by the membership through its approval of the Annual Budget and any budget amendments, the Executive Board may employ an accountant and other professionals (as independent contractors) to assist the Band Boosters in maintaining sound financial records and meeting all federal and state reporting requirements.

ARTICLE V - EXECUTIVE BOARD

Section 1: The Executive Board shall be composed of the officers of the organization and the Band Director.

Section 2: The Executive Board shall have general supervision of the affairs of the Association.

Section 3: The Executive Board shall meet monthly the week before the general meeting.

ARTICLE VI - MEETINGS

Section 1: The regular meeting of the Cherokee Band Boosters Association, Inc. shall be held monthly, with exceptions where needed.

Section 2: Special meetings may be called by the President.

ARTICLE VII - ANNUAL FINANCIAL REQUIREMENTS

Section 1: An annual financial report will be prepared by the Treasurer and presented to the general membership in June of each year.

Section 2: An annual budget for the following fiscal year will be prepared by the Treasurer with input from the Executive Board and presented for a vote of the general membership at the April or May meeting.

Subsection 2.1 Expenditures contained within the annual budget do not require an additional vote and are distributed by the Executive Board.

Subsection 2.2 Expenditures/expenses required within a fundraiser where net income is anticipated do not require an additional vote and are distributed by the Executive Board.

Subsection 2.3 Expenditures under \$500 outside of the annual budget may be voted on by the Executive Board, simple majority rules. Expenditures over \$500 outside of the annual budget must be voted on by the general Membership, simple majority rules.

Subsection 2.4 Expenditures for required liability insurance can be authorized by the Executive Board without a general membership vote.

Section 3: A minimum amount of money must remain in the treasury at the close of the fiscal year in order to begin the next fiscal year. That amount must be a minimum of the amount of the approved budget for the next fiscal year plus one additional year's operational funds.

Section 4: The Cherokee Band Boosters Association must maintain directors and officer's liability insurance and general liability insurance in accordance with those requirements

set forth by the Lenape Regional School District.

Section 5: An Annual Audit of the financial records is to be conducted within eight months of the conclusion of the fiscal year (June 30).

ARTICLE VIII- QUORUM

Four (4) members of the Executive Board shall constitute a quorum for Executive Board-only meetings, and eleven (11) members shall constitute a quorum for general membership meetings. If not enough members are present, online voting will be utilized.

ARTICLE IX - ELECTIONS

Section 1: A Nominating Committee consisting of a Chairperson plus four (4) members shall be appointed by the President at the March meeting.

Section 2: One member of the Nominating Committee shall be a current officer.

Section 3: The President is not permitted to serve on the Nominating Committee.

Section 4: A slate of potential candidates for office will be assembled and presented to the membership at the April meeting. Nominations may be made from the floor after the report of the Nominating Committee.

Section 5: Elections will be held at the April meeting, following the report of the Nominating Committee.

Section 6: Installation of officers will be held at the close of the May meeting, and will be conducted by the Chair of the Nominating Committee.

Section 7: All nominees for office must be a member in good standing for at least one year prior to nomination. Exceptions may be made at the discretion of the Executive Board.

Section 8: All officers shall assume their duties at the beginning of the fiscal year (July 1).

Section 9: If a vacancy occurs in the office of President, the President-Elect shall assume the presidency for the remainder of the term. If the position of President-Elect is vacant, the First Vice President shall assume the presidency for the remainder of the term.

Section 10: If a vacancy occurs in the offices of First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary or Color Guard Liaison, the Executive Board shall appoint a replacement to fill the position. The newly appointed officer will assume his/her duties for the remainder of the term.

Section 11: If a vacancy occurs in the office of Treasurer, the Treasurer-Elect shall immediately assume the full duties of the Treasurer, and the Executive Board will appoint a new Treasurer-Elect. If the Treasurer-Elect position is vacant, then the office of the Treasurer will be opened for vote.

ARTICLE X: COMMITTEE CHAIRS

Committee chairs shall preside over their committee and report periodically to the President. Committees shall be formed as needed and chairs appointed by the President.

ARTICLE XI: CONDUCT OF MEETINGS

In its deliberations, the Cherokee Band Boosters Association shall be governed by Roberts' Rules of Order, unless certain rules shall be in conflict with any of the provisions of these by-laws, in which event the provisions of these by-laws shall govern. Let it be known that with the acceptance of this Constitution and By-Laws by a simple majority of the membership on the seventh day of November in the year nineteen hundred and seventy-seven (1977), all members of this association shall abide by these By-Laws and this Constitution.

ARTICLE XII: DISSOLUTION

In accordance with the rules and regulations governing a 501(c)3 Not for Profit Organization, if this association ever dissolves, all funds remaining after debts have been discharged will be donated to the Cherokee High School Band Program.

ARTICLE XIII: GRADUATION AWARDS AND GIFTS

Section 1: Band Booster Graduation Awards

Subsection 1.1: The Band Boosters will financially support the funding of the following "Band Booster Graduation awards":

- a. Ron Nettleship Service Award \$150 - (one recipient)
- b. Michael Alexander Service Award \$150 - (one recipient)
- c. Color Guard Award(s) \$150 total - (number of recipients to be determined by Directors)
- d. Senior Marching Band Awards: All seniors (see Subsections 1.3 & 1.4 below for eligibility and distribution).

Subsection 1.2: The Boosters shall vote annually on the total amount to be donated for the above awards.

Subsection 1.3: Senior Marching Band Awards, AMOUNT AND DISTRIBUTION. The Boosters shall vote annually on the total amount to be donated for the Senior Marching Band Member Awards. The total value shall be distributed among all senior Marching Band members on a sliding scale based on year(s) of participation in Marching Band, where each year of participation is valued equally. (For example, 4-year participants=\$100, 3-year participants=\$75, 2-year participants=\$50, 1-year participants=\$25.)

Subsection 1.4 ELIGIBILITY: The senior must be a participant in Marching Band in his/her senior year. Student must complete and submit the Local awards application provided and managed by Cherokee high school on time to be included in the Graduation program.

Section 2: Senior Marching Band Member Gifts

Subsection 2.1: The Band Boosters will also financially support the funding of "Senior Marching Band Gifts"

Subsection 2.2: AMOUNT, GIFT & DISTRIBUTION: Gifts are a token of appreciation for participating in the Marching Band program. The amount spent on each senior will be voted on in the annual budget each year. Gifts will be distributed at the end of the marching band season at the awards ceremony.

Subsection 2.3: ELIGIBILITY: The senior must be a participant in Marching Band in his/her senior year.

Amended/Approved—March 16, 2022