

Noblesville High School Band Boosters Bylaws

Revised 4.8.2021

ARTICLE I

Name

The name of the organization shall be the Noblesville Band Boosters, Incorporated. (NBB)

ARTICLE II

Purpose and Intent

SECTION 1. Purpose. The purpose of this organization shall be to assist and foster the Noblesville High School band program. This organization shall work in conjunction with, but separate and distinct from the Noblesville Schools system. The NBB organization maintains their own separate budget and finances, and is managed and directed by its voting members. *Said organization is organized 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(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.*

SECTION 2. Intent. The intent of the NBB is to lend support services to the Noblesville High School band program as follows:

1. Coordinates, runs and/or assists with fundraising efforts approved by the staff and administration of Noblesville High School.
2. Manage and oversee all incoming and outgoing funds related to Noblesville Bands.
3. Keep accurate financial records.
4. Communicate with parents and community.
5. Maintain uniforms.
6. Chaperone and supervise band students, as defined in school policies.
7. Organize and provide meals for band students.
8. Organize and over-see band-related events and activities.
9. Assist with projects that benefit the Noblesville High School band program.
10. Attend and show support at band events and activities.
11. Act as exemplary role models for band students and community members.
12. Encourage pride and spirit in the band program, school and community.
13. Support the directors and instructional staff.

SECTION 3. Prohibitions. The purpose and intent of the NBB will not include the following items:

1. Final approval of all fund-raising projects and activities.

2. Assignment of rules and regulations for the operation of the Noblesville High School band program.
3. Decisions regarding the performance or non-performance of the Noblesville High School band program in scheduled or non-scheduled events.
4. Schedules for functions which involve band program members.
5. Uniform selection and decisions relative to the requirements for wearing the uniforms.
6. Selection, usage and retention of consultant personnel.
7. Deliverance of discipline and consequences of band students.

8. Decisions regarding the instruction or curriculum of the performing ensembles.

ARTICLE III.

Membership and Meetings

SECTION 1. Regular Membership. All parents, step-parents, legal guardians and associates of Noblesville High School band students shall be members of this organization for the duration of their band student's participation in the Noblesville High School band program.

SECTION 2. Associate Membership. An associate member is defined as an interested individual or designated individual representing a group or business which contributes to the organization. Associate membership is subject to annual approval by the Board of Directors.

SECTION 3. Membership Meetings. General membership meetings shall be held a minimum of three times per year; inclusive of the annual meeting, unless otherwise designated and described in these bylaws. The purpose of these meetings is to conduct business, while upholding the intent of the organization, as stated in Article II.

SECTION 4. Annual Meeting. The annual meeting for members of the organization shall be held in ~~May~~ each year at a time and place designated in the notice or waiver thereof, or as the President of the organization may otherwise notify the members, not less than ten (10) days, nor more than thirty (30) days prior to the date of any such scheduled meeting.

SECTION 5. Special Meetings. Special membership meetings may be called by the President of the organization, by a majority of the Board of Directors, by the Director(s) of Bands or by at least forty percent (40%) of the members. Members must be notified no less than seven (7) days prior to any special meeting.

SECTION 6. Voting Rights. Each household of the organization in attendance shall have voting rights at general meetings:-

ARTICLE IV.

Board of Directors

SECTION 1. Board of Directors Consists of: (President, Vice President, Secretary, Treasurer, Asst. Treasurer, Director of Operations, Directors at Large and Director of Bands)

SECTION 2. Purpose of Board of Directors and Member(s)-at-Large. Officers shall execute the programs and interests of the membership of this organization, as set forth in Article II of these bylaws, in good faith of the membership.

SECTION 3. Bonding. All members of the NBB Board of Directors are required to be financially bonded.

SECTION 4. Officer Duties and Qualifications. The business and affairs of the organization shall be managed by the Board. As such, the Board shall act in the best interests of the organization.

The President Shall:

1. Coordinate the activities of the membership with the Noblesville High School Director(s) of Bands.
2. Preside over the meetings of the NBB and the regular and special membership meetings.
3. Assure that all acts of the membership are in compliance with school directives; and within the guidelines of these bylaws.
4. Appoint, direct and advise all committee chairpersons in the compliance of their duties.
5. Govern and direct all activities of the membership, as mandated by the Board.
6. Be listed on any booster bank accounts as an authorized signer.
7. Review monthly bank statements.
8. Inform membership of significant band program business during general membership meetings.
9. Be an ex-officio member of all committees, except the Nominating Committee.
10. Maintain accurate written records of all actions and responsibilities of the President; and to present these records to the subsequent President.

The Vice President Shall:

1. Preside over all meetings of the NBB and membership in the absence of the President.
2. Assist the President and Director(s) of Bands with coordinating activities of the membership.
3. Oversee and coordinate all fund-raising efforts of the NBB.
4. Oversee the fund-raising committee.

The Secretary Shall:

1. Take minutes at the meetings of the Board and membership.
2. Keep attendance at all such meetings.
3. Assure that a member or members of the Board publish a newsletter to be mailed to all members at such time(s) as directed by the Board.
4. Provide access to agenda and minutes to all Board members prior to the meetings.
5. Assist with correspondence, as deemed necessary by the President.

6. Notify members of the Board to remind them of meetings.

The Treasurer Shall:

1. Keep accurate and complete records of the financial condition of the organization.
2. Deposit all funds of the organization into accounts designated by the Board.
3. Report at monthly Board meetings on all account balances, currently available funds and outstanding expenditures.
4. Furnish a written statement of available funds and current expenditures at all meetings of the Board; and upon request, to any member of the organization.
5. Be responsible for all funds, notes, securities, and other valuables which are received as property of the organization.
6. Advance funds to any person authorized by the President or the Director(s) of Bands for expenditures up to and including the sum of two-hundred and fifty dollars (\$250) without prior Board approval.
7. Advance funds as necessary for NBB activities previously approved by the Board. A receipt of all expenditures and excess funds shall be turned into the Treasurer at the next Board meeting.
8. Withdraw petty cash to use in opening events. Collect all cash at the closing of events.
9. Pay all outstanding obligations or debts within thirty (30) calendar days of receipt or notice, or when the debt is due, or as soon as the funds are available.
10. Authorized signer on all bank accounts.
11. Provide monthly bank statements to the President for review.

The Assistant Treasurer Shall:

1. Perform duties as assigned by the Treasurer.
2. Audit the checking account bi-monthly and give the Treasurer's report in the absence of the Treasurer at Board meetings.
3. Receive, account for and provide the Treasurer with fund-raising revenues.
4. Have and perform such other powers and duties that the President, Vice-President and Treasurer may assign.
5. Withdraw petty cash to use in opening events in the absence of the Treasurer during an event.
6. Collect all cash at the close of events in the absence of the Treasurer during an event.
7. Authorized signer on all bank accounts.
8. Maintain student fundraising credit log.

The Director of Operations Shall:

1. Assist Director(s) of all extra curricular activities with projects specific to their programs. Including marching band, NIPE and winter guard.

2. Oversee and coordinate all property used by the organization including, but not limited to, vehicles, trailers, tools, workspaces, materials, carts, etc.
3. Oversee and coordinate construction and maintenance of performance props. Oversee and coordinate transportation of performance props. Oversee and coordinate the volunteers (aka The Prop Builder's Union) that assist with prop design, building and movement of props for performances and competitions.
4. Assist director to coordinate all drivers and maintenance of vehicles used for transportation of band equipment.
5. Coordinate all movement of performance equipment for all extra curricular groups.
6. Oversee all loading and unloading of equipment.
7. Oversee operations committee. Coordinate with all extra curricular directors.
8. Track and provide to treasurers any and all receipts for expenses of purchased items for props

The Directors-at-Large Shall:

1. Attend all meetings of the Board and assist with the business and activities of the organization.
2. Serve as a committee chair(s) as appointed by the President.

SECTION 5. Board Member Numbers and Terms of Office. There shall be fifteen (15) members of the Board of Directors of the organization. Six (6) members of the Board shall serve as the President, Vice-President, Secretary, Treasurer, Assistant Treasurer and Director of Operation. The remaining nine (9) members shall serve as Directors-At-Large. Two (2) of the Directors-At-Large shall be the Director of Bands and an Assistant Director of Bands. All members of the Board, except the Director(s) of Bands and Treasurer shall be approved at the annual meeting of the organization.

The term of office for approved officers shall be the fiscal year as defined in article VIII, section 1 and shall be for one year. Officers of the organization shall be eligible to hold the same office for multiple terms.

The position of Treasurer shall be appointed thirty (30) days prior to the annual meeting by the Board. The treasurer's term shall be the fiscal year as defined in article VIII, section 1. This position requires proof of financial expertise. The term of office for the Treasurer shall be one fiscal year; and the Treasurer is eligible to retain the office for multiple terms with approval of the Board.

SECTION 6. Vacancies. In the event that a candidate for officer is not identified for each Board position, the position shall remain vacant until such time as it will be filled by appointment by the Board in keeping with these bylaws.

SECTION 7. Resignation or Removal. An officer may be removed for cause by $\frac{2}{3}$ majority vote of the members of the Board. Cause may include, but not be limited to, malfeasance, neglect of duty, dishonesty, failure to maintain the qualifications necessary for office set forth in these bylaws, or any other action deemed harmful to the organization or the Noblesville High School band program. In the

event an officer resigns or is removed from office, the other members of the Board may, by majority vote, appoint another officer, including a current officer, to serve in place of the departing officer, so long as the appointee meets the qualifications necessary for office in these bylaws.

SECTION 8. Board of Directors' Meetings. All meetings of the Board are for members of the Board of Directors only and will be held monthly unless otherwise designated. Other members of the organization are permitted to attend Board meetings only at the invitation of the President or Director(s) of Bands.

SECTION 9. Special Meetings. Special meetings of the Board may be held pursuant to a resolution by a majority of the Board, or by the President or Director(s) of Bands. The announcement of this meeting must be made with twenty-four (24) hours notice, specifying location, time, and general purpose of the meeting. Each member of the Board must be given such notice.

SECTION 10. Quorum. A majority of the approved Board in attendance at a meeting, with at least one-half (1/2) plus one (1) of the Board members present or reachable by technology, shall constitute a quorum for the transaction of any business. (15 board members would require 9 to equal a quorum) Decisions of the quorum constitute a decision of the NBB. A Board member shall be deemed present at the meeting if the Board member participates by use of technology in the transaction of the business noted in the minutes of such meeting.

SECTION 11. Digital Voting. In unique circumstances when business needs to be conducted prior to the next regularly scheduled Board meeting, information may be passed among Board members via technology, with best efforts made to include every Board member in the process. Votes may be taken in a similar manner, so long as every Board member is provided the opportunity to participate in the vote.

Article V.

Executive Board of Directors

SECTION 1. The Executive Board of Directors shall consist of President, Vice President, Secretary, Treasurer and Director of Bands or their designee

SECTION 2. Meetings of the Executive Board Meetings of the Executive Board may be held pursuant to a resolution by a majority of the Executive Board, or by the President or Director(s) of Bands. The announcement of this meeting must be made with twenty-four (24) hours notice, specifying location, time, and general purpose of the meeting. Each member of the Executive Board must be given such notice.

SECTION 3. Purpose. Oversee activities, strategic planning and decision making for the NBB. To facilitate decision making between board of director meetings or in urgent circumstances.

SECTION 4. Financial expenditures determined by the executive board must be brought to the Board of Directors for approval.

ARTICLE VI.

Voting

SECTION 1. Voting Lists. The Director(s) of Bands shall keep a complete list of all members entitled to vote, arranged in alphabetical order, including the address of each member; and said list shall be kept on file.

SECTION 2. Annual approval of the Board of Directors of the organization, consisting of: President, Vice President, Secretary, Asst. Treasurer, Director of Operations and Directors at Large. The Nominating Committee will present a slate of nominees consisting of at least one member for each Board position or office at a regular or special membership meeting at least thirty (30) days prior to the annual meeting. Voting members may present potential nominees to the committee thirty (30) days prior to the annual meeting. The sequence of officer elections shall be as follows: President, Vice President, Secretary, Asst. Treasurer, Director of Operations and Directors at Large. Officers shall be elected at the NBB annual meeting. A majority vote of the present voting members who cast a ballot shall be sufficient to approve the presented slate of officers. The slate of officers and Director(s)-at-Large shall be approved by a majority of members present at the annual meeting. The ballots shall be counted by a committee of two (2) members appointed by the President of the organization. In the event that the slate of nominees is not approved, the Nomination Committee shall present a new slate of nominees at a special meeting.

SECTION 3. Election of President. To be considered a nominee for President of the organization, the nominee must have served previously one year on the Board of Directors, or as a committee chairperson or co-chairperson.

SECTION 4. Appointment of Treasurer. The Treasurer shall be appointed by the Board of Directors (Article IV Section 5) and is not included on the slate of nominees.

SECTION 5. Quorum. At any meeting set forth by these bylaws, eligible members in attendance shall constitute a quorum. A majority vote of such quorum shall be necessary for the transaction of any business at any such meeting.

Article VII

Committees

SECTION 1. Standing Committees. The standing committees of the organization shall include, but not be limited to:

1. Black and Gold Invitational (Marching Contest) Committee
2. Fundraising and Sponsorship Committee
3. District Solo and Ensemble Committee
4. Nomination Committee
5. Food and Beverage Committee
6. Chaperone Committee
7. Uniform/Attire Committee

8. 50/50 Raffle

The duties and responsibilities of all standing committees shall be defined by the Board of Directors and the appointed committee chairperson. Chairpersons of the standing committees shall be appointed by the President with the approval of a majority vote of the Board.

SECTION 2. Special Committees. Special committees and duties of special committees shall be defined by the Board. Chairpersons of these committees will be responsible for selecting committee members. Chairpersons of special committees shall be appointed by the President, the Board, or a majority vote of the committee, with the approval of a majority vote of the quorum of the membership. Special committee meetings may be held as needed for the transaction of normal projects or membership business with the consent and approval of the President or the Director(s) of Bands.

SECTION 3. Nominating Committee for the Annual Approval of Officers. The Nominating Committee shall consist of all the members of the Board of Directors of the organization, excluding the President.

Article VIII

Finance

SECTION 1. Corporate Status. The Noblesville Band Boosters, Inc. (NBB) is a Not-for-Profit Corporation. All business conducted by the Corporation must be pursuant to the provisions of the Indiana Not-for-Profit Corporation Act of 1971 and all subsequent amendments.

SECTION 2. Annual Audit. An independent accountant who is not a member of the Corporation shall review all finances of the Corporation annually within sixty (60) days of the end of the fiscal year. The accountant's final report shall be made available for review by the membership upon written request.

SECTION 3. All monies raised through corporation fundraising shall be the property of the corporation.

SECTION 4. Budget. An annual NBB budget shall be presented by the NBB Board of Directors on or before May 1 for approval by the Board.

SECTION 5. Bonding. All members of the NBB Board of Directors shall be financially bonded.

ARTICLE IX

Miscellaneous

SECTION 1. Fiscal Year. The fiscal year of the Corporation shall begin on the first (1st) day of June each year and end on the thirty-first (31st) day of May the succeeding year.

SECTION 2. Rules of Order. The rules contained in the latest edition of Robert's Rules of Order shall govern meetings in which they are applicable and in which they are not inconsistent with these bylaws, the laws of the State of Indiana, the laws of the United States of America, or the Articles of Incorporation.

ARTICLE X

Scholarship Fund

SECTION 1. Purpose. The Scholarship Fund is to be used for these purposes:

1. Funding for college scholarship(s).
2. Assisting meeting financial obligations for summer music camps and honor bands.
3. Assisting students with demonstrated financial need to apply funds toward program fees.

SECTION 2. Maintenance.

1. The fund will consist of donations from individuals and or businesses, as designated for scholarship purposes.
2. Special fundraisers designated for the purpose of maintaining the funds may be added from the corporate general fund when such funds are available.

SECTION 3. The Noblesville Band Boosters Scholarship. The Noblesville Band Boosters Scholarship of one-thousand dollars (\$1,000) may be awarded to a senior band student with plans to continue in performing arts during their post-secondary education. Recipients will have an outstanding student escrow account balance deducted from the amount of the scholarship. Applications will be made through the Noblesville High School Guidance Office; and their staff will choose the scholarship recipient.

SECTION 4. Qualifications for Financial Aid. To qualify for a band scholarship, a band student must show good citizenship and put forth personal effort in participating.

SECTION 5. NHS Director(s) of Bands' Responsibilities. The NHS Director(s) of Bands will:

1. Make financial aid applications available to band students.
2. Evaluate band student qualifications.
3. Bring band student(s) financial needs to a meeting of the officers of the NBB.

SECTION 6. Application. Applications for band scholarships must be submitted to the Director(s) of Bands.

SECTION 7. Funding Availability. All band scholarships are dependent upon the availability of funds.

ARTICLE XI

Amendments

SECTION 1. Amendments of These Bylaws. Subject to the law or the Articles of Incorporation, the power to make, alter, or repeal any or all parts of these bylaws is vested by the Board of Directors, in the members of the Corporation. The affirmative vote of the majority of voting members present at a meeting called for the purpose of amendment (other than typographic errors) or repeal shall be necessary to effect any changes in these bylaws. Proposed amendments must be provided in writing to

all eligible members with notice of the meeting. All members must be notified of the proposed amendments and when and where the voting will take place.

SECTION 2. Distribution. Copies of the amended bylaws will be made available to all members of the Corporation.

SECTION 3. Regular Revisions. The bylaws shall be reviewed for revisions every three (3) years by a special committee created for that purpose.

ARTICLE XII

Dissolution

Upon the dissolution of this organization, assets shall be distributed to the Noblesville High School Band Extra-Curricular Account for exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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.

Article XIII

Signatures

The undersigned have reviewed these bylaws and have deemed them ready to be presented to the membership of the Corporation for adoption.

Bylaws Committee:

President, Leslie Crandall

Secretary, Amanda Sheets

Director-at-Large, Danna Cripe

Director-at-Large, Sonya Bolon

Director of Bands, Eric Thornbury

Assistant Director of Bands, Jacob Crossley