

**SODDYDAISY BAND
BOOSTERS BY-LAWS**

**Adopted July 8, 1980
Revised March 4, 1996
Revised June 7, 1999
Revised February 2, 2004
Revised February 7, 2005
Revised April 4, 2016
Revised April 10, 2023**

Article I Name

The name of this organization shall be Soddy-Daisy Band Boosters, hereafter referred to as “The Boosters.”

Article II Purpose

The purpose of this organization shall be to promote the interest of the band and to assist in supplying the needs of the band. It will strive to involve parents, friends, and students from a wide segment of the community. The primary concern shall be to promote the common good of the band and all of its participants. Working in harmony with the total school program and other school and community support groups, it will seek to provide fine bands for our schools and communities.

The band director is the sponsor of this organization. The director’s support is paramount for the organization to exist.

The ultimate goal of the organization is to support the band director who has the final authority in any undertaking or decision made by the organization.

Article III Meetings

Regular meetings shall be scheduled bi-monthly and official dates shall be communicated on the official band calendar.

Special meetings may be called by the President upon approval by the band director.

All organizational meetings shall be held in the band room at Soddy Daisy High School (referred to hereafter as SDHS) unless otherwise specified.

Executive Board Meetings shall be held 1 hour before the start of the regular board meetings or at a called date and time when deemed necessary. Executive Board Meetings are limited to the Executive Officers unless an invitation is submitted to attend by the President or band director.

Article IV Membership

Parents/guardians of all band members shall automatically become regular booster members.

The duties of regular members may include but not be limited to voting, holding offices, chairing committees, and other supportive roles.

Only parents or guardians of current band members may hold an office of the Executive Board. Any active band booster in good standing will be allowed to vote and/or chair a committee.

Article V Officers

NOTE: No Hamilton County Department of Education employee may serve in a capacity that would require writing or signing checks for the organization.

The officers of this organization shall be as follows.

President

The President shall work in harmony with the band director and booster members to promote the interest of this organization and to strive to promote a positive image in the school and community. It shall be the duty of the president to perform all duties usually prescribed to this office to include but not be limited to the following.

- a. Coordinate the work of the officers and committees of the organization in order that the goals of the organization be promoted.
- b. Act as ex-officio member of all committees except nominating committee.
- c. Preside at all meetings of the organization using Roberts' Rules of Order to promote efficiency and open discussion.
- d. Present a written agenda to announce the business before the assembly.
- e. Chair the Chaperone Committee, which is responsible for coordinating chaperones and supervising their duties during all home and away football games, competitions, and any other trips taken by the band.
- f. **Fulfill the following duties related to the Trojan Marching Invitational, hereafter referred to as TMI:** oversee the volunteer schedule, and information sharing prior to the event, coordinate and oversee volunteer assignments on day of event; coordinate preparation of directional sign creation and placement prior to and on the day of the event; serve as a liaison among executive board members; collaborate with the band director in host duties and troubleshooting efforts.

1st Vice President - Fundraising

It shall be the duty of 1st Vice-President to:

- a. Perform the duties of the president during their absence.
- b. Act as an aide to the president.
- c. Assume administrative details delegated to them by the President.

- d. Chair the Fundraising Committee, which is responsible for planning, developing and coordinating, and communicating about fundraising and fundraising-related finances.
- e. Communicate information about all fundraisers to boosters and parents via emails, sign-up genius, and social media.
- f. Account for accumulating and counting all fundraising monies, submitting them to the treasurer, and reporting funds to the boosters, per the SDHS financial management policy (hereafter referred to as FMP).
- g. **Fulfill the following duties related to TMI:** coordinate the hospitality areas for TMI, including determining caterer, ordering and receiving food, recruiting volunteers, coordinating on the day of TMI, and cleaning up.

2nd Vice President - Equipment

the 2nd Vice-President shall:

- a. Perform the duties of the president in the case of the absence of the President and the 1st Vice President.
- b. Assume administrative details delegated to them by the President.
- c. Fundraising Chair the equipment committee and be responsible for reporting all necessary information to the Executive Board.
- d. Chair the field maintenance committee and be responsible for reporting all necessary information to the Executive Board.
- e. Coordinate and oversee the following.
 - Transportation of band equipment to and from events.
 - Helping the band director with band equipment repairs.
 - Building marching show props and equipment for instruments.
 - The use of the equipment trailer for band events, including maintenance and inspection of the vehicle.
 - Field mowing and maintenance.
 - Storage building organization.
 - Maintenance and placement of seat covers for bleachers at all appropriate venues.
- f. **Fulfill the following duties related to TMI:** Coordinate extra pit crew volunteers, and securing and using golf carts, trailers, and utility vehicles.

3rd Vice President - Concessions

It shall be the duty of 3rd Vice-President to:

- a. Perform the duties of the president in the case of the absence of the President and the 1st and 2nd Vice Presidents.

- b. Chair the concession committee, coordinate the execution of duties described under *Concessions Committee* below, including collaborating with the Treasurer and Vice Treasurer to manage and report concessions-related expenses and income, per the FMP.
- c. **Fulfill the following duties related to TMI:** Coordinate concessions for the TMI event, as described under *Concessions Committee* below, plan and oversee concessions volunteers on the day of event, and collaborate with the Treasurer and Vice Treasurer to manage and report TMI concessions-related expenses and income per the FMP.

Secretary

It shall be the duty of Secretary to:

- a. Record the minutes of all official meetings of the organization and the Executive Board.
- b. **Disseminate minutes to Boosters and parents via the band webpage and email;** and present the minutes at the next meeting.
- c. Keep an accurate roster of the names of members and the names and addresses of officers and committee chairpersons.
- d. Attend to the general correspondence of the organization, including serving notices of meetings and important actions needing attention, updating the band's website, band calendar, and social media..
- e. Conduct media relations for the band.
- f. **Fulfill the following duties related to TMI:** coordinate souvenir sales, including **assuring souvenirs are ordered, delivered, and sorted; recruiting and training volunteers; assisting with set up/clean up; and providing inventory update at conclusion of the event.**

Treasurer

It shall be the duty of Treasurer to:

- a. Receive and process funds from the Vice-Treasurer and other officers from **all fundraisers, concessions, events, and marching contests, per the FMP.**
- b. Disburse all funds of the organization and its events, **including all fundraisers, concessions, and marching contests, providing cash and assisting the Vice-Treasurer with credit card software as needed, per the FMP.**
- c. Adhere to the FMP at all times while receiving, disbursing, recording, and reporting funds, including securing funds in the accounts receivable box, and making and recording deposits in a timely manner. **Work with a Certified Public Accountant to maintain state and federal non-profit designation for the Boosters organization and to file federal taxes annually as needed.**
- d. **Fulfill the following duties related to TMI:** **provide cash and assist with credit card software to TMI ticket and gate entry spots, as well as concessions and other vendor booths; periodically deliver additional small bills and accumulate large bills as needed, receive all cash after conclusion of TMI event from the Vice Treasurer and other officers for deposit.**

Vice-Treasurer

It shall be the duty of the Vice-Treasurer to:

- a. Accumulate deposits and provide totals at all fundraisers, concessions events, and marching contests and deliver to Treasurer, per the FMP.
- b. Provide working credit card software at fundraisers such as concession and fundraising events, providing training and support as needed.
- c. Assume the duties of the Treasurer in the absence of the Treasurer.
- d. **Fulfill the following duties related to TMI:** provide working credit card software to TMI ticket and gate entry spots, as well as concessions and other vendor booths, providing training and support as needed during the day of the event. Assemble all cash after conclusion of TMI event for delivery to Treasurer, per the FMP.

Parliamentarian

The duty of Parliamentarian is to:

- a. Assure that Robert's Rule of Order pertaining to parliamentary practices is followed if they are not inconsistent with the by-laws or the special rules of order of this organization.
- b. Assure and/or corrects other officers in the proper procedure in carrying out the duties of their office.
- c. Maintain an atmosphere conducive to properly conducting the business of the organization at all times.
- d. Maintain proper guidelines by which the nominating committee is to conduct their business.
- e. See that Robert's Rule of Order pertaining to parliamentary practices is followed if they are not inconsistent with the by-laws or the special rules of order of this organization.
- f.
- g. **Fulfill the following duties related to TMI:** coordinate the plan for visitor parking and bus and equipment vehicle parking; coordinate and oversee parking volunteers for the day of the event.

Visual Representative

The duty of the Visual Representative is to:

- a. Be responsible for activities pertaining to the guard. Strive to maintain good communication between the guard and all other phases of the band.
- b. Assist and be supportive of guard director. **Fulfill the following duties related to TMI:** coordinate and oversee guest band registration and band liaisons on the day of the event; coordinate the procurement of corporate sponsors for the event

Article VI Executive Board

The executive board shall consist of all elected officers and the band director(s).

The executive board shall have the authority to act on behalf of the membership on all items which might arise, when in the opinion of the executive committee, it is not expedient to call a special meeting of the membership, nor to hold the action until the next regular meeting of the membership.

The executive board shall meet prior to the April meeting of each year for the purpose of reporting a budget to be submitted at the May meeting.

Any business needing to be brought before the organization should be reported to the president prior to the scheduled meeting.

Any executive board member who does not fulfill the duties of their position may be asked to resign.

There shall be no conflict among executive board members portrayed to the general membership. All executive board meetings could pertain to confidential discussions and committee members should be able to speak freely without worrying who will challenge them on their opinion.

Article VII Committees

The president shall appoint special committees from time to time as shall be deemed necessary or advisable, or when requested to do so by the membership.

Standing committees may be added or deleted as need arises.

Standing committees and their duties are:

Concessions: Chairperson (The 3rd Vice President) is to be in charge of all phases of the concession stand, for both home and away stands, including planning the menu, obtaining food and supplies, clean-up of both the concession stands and bathrooms, emptying trashcans, obtaining volunteers for events. They shall collaborate with the Vice-Treasurer to manage and report TMI concessions-related expenses and income per the FMP.

Uniforms: shall be responsible for maintaining, sizing, cleaning, and disbursement of uniforms and accessories. The chairperson of this committee shall coordinate and oversee volunteers in the organization and care of uniforms during the cleaning process.

Equipment: Chairperson (2nd Vice President) shall be responsible for the equipment being where it is supposed to be at all times.

Field Maintenance: Chairperson (2nd Vice President) shall be responsible for the maintenance of the practice field: seed, mow, paint, etc. He shall also be responsible for purchasing and maintaining of supplies.

Nominating: This committee shall be formed no later than the February Meeting and consist of one member from the junior, sophomore, and freshman class. The committee is responsible for polling the members of the booster organization to see who is interested in

serving as an officer. At least one nomination for each office should be agreed upon by the committee and presented for consideration at the April meeting. Current board members are not allowed to serve on the nominating committee. If there are no volunteers or members present from a particular class, a senior parent may be asked to serve on the committee in their place.

All committees will work with and under the direction of the executive board and according to the wishes of the band director.

Article VIII Election

Annual election of officers shall be held at the regular meeting in the month of March. Election shall be made by a majority vote of those members present and voting. In the event more than two candidates are nominated for the same office and no candidate receives a majority vote on the first ballot, the first ballot shall serve to eliminate all but the two candidates receiving the higher number of votes and another ballot shall be called immediately to select one of the two remaining candidates. Officers shall be installed in May and take office in June with April and May being a time for training and transition. All candidates for office should be active in the booster organization and in good standing. They should be willing to work in a positive manner for the betterment of the organization.

The membership in good standing shall elect a nominating committee consisting of not less than three members eligible to vote, one month prior to the election. The committee shall select one or more members for each office to be filled and present those names to the membership on or before the election date. Additional nominations may be made from the floor.

Article IX Voting

Voting shall be by show of hand or by written secret ballot whichever is deemed necessary for the circumstance.

Article X Annual Report

The booster organization shall submit an annual report to the school of activities and involvement with the school.

Article XI Notice

Verbal note to band members with instructions to give such notice to their parents, and written notice sent via email, shall constitute notice to all members. Notice may be posted on the band website, when deemed necessary by the band director, Executive Committee or Secretary.

Article XII Amendments

These by-laws may be amended at any regular or called meeting provided that notice shall be given at the most prior meeting that such amendment shall be proposed at the meeting. The notice shall include the nature of the proposed amendment.

Article XIII Rules of Order

Robert's Rules of Order (Revised) shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

Article XIV Uniforms

The uniforms are the property of the band and must be kept in the band department unless approval to remove them has been granted by band director. The maintenance and cleaning of uniforms will be overseen by the uniform committee unless otherwise granted. However, parents and students are responsible to see that no harm comes to the uniform while in the possession of the student, in which case, the student will be asked to pay for damage to uniform.

Article XV Chaperones

We will adhere to all rules set forth by the Hamilton County Department of Education and the Job Description for the Soddy Daisy High School Band Chaperone. At this time, there is to be one chaperone for each 10 students. Chaperones are to be agreed upon by the band director and the chaperone committee.

Article XVI Special Considerations

This organization is prohibited from paying employees of the Hamilton County Department of Education directly. This is per Hamilton County Department of Education guidelines. Their payment will be coordinated through the school office.