

BRADEN RIVER BAND BOOSTER ASSOCIATION BYLAWS

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Constitution & By-Laws of the Braden River Band Booster Association (BRBBA)

Revisions were presented during the BRBBA General Meeting of March 29, 2022, adopted, and recorded in the official minutes.

ARTICLE I – NAME

Section 1.1

This organization shall be known as The Braden River Band Booster Association, Inc., and hereinafter will be referred to as the “ BRBBA ”.

The mailing address shall be: PO Box 21478 Bradenton, FL 34204

The billing address shall be: 6545 SR 70 East Bradenton, FL 34203

ARTICLE II – PURPOSE

Section 2.1

The organization shall operate under section 501(c)3 of the Federal Revenue Code as a non-profit educational supporting organization and exists solely for the purposes of:

- Promoting and stimulating musical education in the school and the community.
- Encouraging a spirit of partnership and fellowship among the membership that aligns with the Mission of BRBBA.
- Providing services and raising funds for all band and colorguard activities, above and beyond funds provided by the School District of Manatee County.

ARTICLE III – MEMBERSHIP

Section 3.1

Membership shall be open to any person who wishes to be an advocate for the purpose and function of the BRBBA regardless of race, color, sex, age, creed, national or ethnic origin, and sexual orientation.

Section 3.2

Any parents or legal guardian of band and colorguard students are considered regular members of the BRBBA. Honorary Alumni membership may be offered to Alumni of the BRBBA program at the discretion of the Executive Board. Honorary Alumni member(s) are not required to pay dues & may vote only if said Honorary Alumni member has been elected to the Executive Board position.

Section 3.3

No members of the BRBBA, Committee Chairpersons, or officers of the Executive Board will be financially compensated or receive additional discounted fees beyond those outlined in the registration form. This excludes financial reimbursement for expenses that have been pre-approved by the Executive Board. (e.g. props, gas and milage reimbursement)

ARTICLE IV – VOTING RIGHTS

Section 4.1

Except as otherwise provided, the right to vote is reserved and restricted to its general members, and unless otherwise stated, a simple majority of those members present and voting on any issue, will be sufficient to approve a motion.

ARTICLE V – ELECTION OF OFFICERS AND TERMS

Section 5.1

The right to hold office as an officer on the Executive Board is reserved for BRBBA members who are in good standing and who currently have a student enrolled in one of Braden River High School Band or Guard programs. Alumni of the BRBBA, Alumni parents or legal guardians of current students, any of which are in good standing may also be eligible to hold office on the Executive Board at the discretion of the existing Executive Board. To be considered in good standing, all persons mentioned above in this

section must meet the requirements defined in Article V Section 5.2 AND not meet the restrictions defined in Article V Section 5.3.

Section 5.2

All dues must be paid for on schedule (account cannot be in arrears) AND those who have attended at least three (3) band and/or colorguard program functions are needed to be considered in good standing.

Section 5.3

Restrictions: Previous BRBBA Executive Board officers who were unable to complete his/her assigned term either through voluntary resignation, involuntary termination, and/or Executive Board removal as defined in Article VI Section 6.8, are not eligible to hold a BRBBA Executive Board officer role either through elected, delegated, and/or appointed means.

Section 5.4

The BRBBA shall be governed by five (5) members. BRBBA members interested in an officer of the Executive Board position that meet the requirements referenced in Article V Section 5.1, Article V Section 5.2, AND do not meet the restrictions defined in Article V Section 5.3, shall express his/her interest in writing via the BRBBA no later than one (1) week prior to the publicly advertised BRBBA meeting announcing the BRBBA Officer Executive Board vote. A ballot will be presented to the general membership at the advertise meeting.

Section 5.5

The elected officers are President, Vice President, Secretary, Treasurer, and Colorguard Representative. With the exception of the Treasurer, the officers are elected annually for

a one (1) year term. The Treasurer is elected and shall serve a two (2) year term minimum.

The Executive Board shall consist of no more than three (3) officers from one constituency (band or colorguard). The Band and Colorguard Director(s) also serve on the Executive Board.

Section 5.6

Nominations for officers on the Executive Board shall be announced at the February and/or March general membership meeting. Nomination from the floor may also be added to the ballot, provided the nominee is present and meets the requirements referenced in Article V Section 5.1, Article V Section 5.2, AND is not restricted per Article V Section 5.3. Confirmation of nominations for Treasurer are at the discretion of the President and Band Director prior to nominations being closed and votes tallied.

Five (5) members will be selected from the final ballot to the Executive Board. Votes will be tallied and announced at the conclusion of the same meeting.

Section 5.7

With the exception of the Treasurer, one (1) term is equal to one year from June 1st to May 31st of the following year. The Treasurer shall serve a two (2) year term minimum. There are no limitations to the number of terms any officer can serve.

Section 5.8

The newly elected officers will be mentored throughout April/May and assume their duties beginning June 1st.

Section 5.9

In the event an officer cannot fulfill a term of office, the remaining Executive Board members will assume the duties of this office until a replacement is appointed and confirmed by a vote of the Executive Board. In the event that the President cannot fulfill the term of office, the Vice President automatically becomes President and a new Vice President will be selected by the new President and confirmed by a vote of the Executive Board.

ARTICLE VI – POWERS AND DUTIES OF OFFICERS

Section 6.1

The President shall assist the Directors of the program as requested with the primary mission to fulfill all points outlined in Article II Section 2.1 of these Bylaws. Duties include, but are not limited to, scheduling, presiding over, creating an agenda for, and attending all general booster and board meetings, events, and functions that have need of BRBBA assistance; create Committee's and appoint appropriate Chairperson(s) of those Committee's as deemed necessary; and oversee and work with other Executive Board Members to ensure all roles and responsibilities are being fulfilled in accordance with these bylaws.

Section 6.2

The Vice President shall assist the President and Directors in fulfilling the mission of the BRBBA as outlined in Article II Section 2.1. Duties include, but shall not be limited to, overseeing all appointed Committee Chairs to ensure appointed tasks have the resources necessary to be completed in the allotted timeline; attend all general booster and board meetings, events, and functions that have need of BRBBA assistance; and will fulfil the duties of the President in the event of absence.

Section 6.3

The Secretary shall assist the President and the Directors in fulfilling the mission of the BRBBA as outlined in Article II Section 2.1. Duties include, but are not limited to, scribing and posting minutes of all Executive Board and General Membership meetings of the BRBBA; assist the Directors, President, and Treasurer with administrative duties as assigned, to include but not limited to coordinating transportation, event meal ordering, coordinating with program representatives for volunteer support for program events; and coordinating with Public Relations Committee Chair to provide necessary information for communications and announcements. The Secretary will attend all Executive Board and General Membership meetings, events, and functions that have need of BRBBA assistance.

Announcements and all communication by the Secretary will be provided in a timely manner in accordance with the Bylaws of the BRBBA.

Section 6.4

The Treasurer shall assist the President and the Directors in fulfilling the mission of the BRBBA as outlined in Article II Section 2.1. Duties include, but shall not be limited to, accounting for all money, pay all authorized bills, and be responsible for setting up the financial processes within the association. The Treasurer shall submit a financial report to be read at each general meeting; to include cash on hand and bank balance. The records of the Treasurer shall be open at all times for inspection by any member of the organization within a reasonable period of time. At the termination of the term of office, all financial records and access to accounts of the organization shall be turned over to the Treasurer's successor and the books shall be audited by the financial review committee.

Section 6.5

The Colorguard Representative shall assist the President and the Directors in fulfilling the mission of the BRBBA as outlined in Article II Section 2.1 and act as a liaison between

the BRBBA and the Colorguard Director(s) for matters pertaining to Colorguard activities. Duties include, but are not limited to, meal planning, uniform fittings, transportation coordination; and coordination with the Secretary for volunteer support for Colorguard events. Will also serve as chairperson of a Colorguard Committee if such Committee is established. Establishment of this Committee will be at the discretion of the Colorguard Representative.

Section 6.6

Any officer on the Executive Board may be removed from office by a **majority** vote of all remaining Executive Board members. Any Executive Board member may resign by submitting a written resignation.

ARTICLE VII – EXECUTIVE BOARD

ORGANIZATION

Section 7.1

The Executive Board shall consist of the five (5) elected officers, and the Band and Colorguard Directors.

STATED MEETINGS

Section 7.2

The Executive Board shall meet monthly or as required to conduct the necessary business of the organization. Voting by proxy is not permitted.

Section 7.3

Executive Board members shall serve without compensation. This excludes discounted fees outlined in the registration form or financial reimbursement for expenses that have been pre-approved by the Executive Board. (e.g. props, gas and milage reimbursement)

DUTIES

Section 7.4

Conduct monthly Executive Board meetings throughout the calendar year, the time to be fixed by the Board at the first meeting after elections are held. Four (4) members of the Executive Board shall constitute a quorum. Special meetings may be called by the President or by a majority of the members of the Executive Board.

Section 7.5

Formulate an agenda for general meetings.

Section 7.6

Present a report at the regular meeting of the BRBBA.

Section 7.7

Fulfill the duties of the Executive Board between regular meetings and such other business that may be referred to the membership.

Section 7.8

During the first quarter of each year, establish a projected annual Spending Plan for the BRBBA. The Spending Plan shall be presented at the May general meeting for approval by the general membership.

Section 7.9

Approve the plans of work of the standing committees.

Section 7.10

During the first quarter of each year, appoint a Financial Review committee at least two (2) weeks before the April/May meeting to audit and/or review the Treasurer's account. The Financial Review Board shall consist of the Treasurer, one (1) Executive Board member, and two (2) general members, one from band and one from colorguard.

ARTICLE VIII – COMMITTEE CHAIRPERSONS

Section 8.1

All Committee Chairpersons shall assist the Executive Board and the Directors in fulfilling the mission of the BRBBA as outlined in Article II Section 2.1. All Committee Chairpersons shall attend all general booster meetings, events, and functions that have need of the applicable Chairperson assistance.

Section 8.2

The Band Representative Chairperson shall assist the President and act as a liaison between the BRBBA and the Band Director(s) for matters pertaining to band activities. Duties include, but are not limited to, coordination with the Secretary for volunteer support for band events, meal planning; and transportation coordination. Will also serve as chairperson of a Band Representative Committee if such Committee is established. Establishment of this Committee will be at the discretion of the Band Representative Chairperson.

Section 8.3

The Band Uniform Chairperson is responsible for maintaining operations of the Marching and Band Uniform Room. Duties include, but are not limited to, fittings for all members of Marching and Concert Bands with uniforms; minor uniform alterations; coordination of cleaning, organizing, and inventory of uniforms; order uniform accessories and supplies; provide event-day assistance to both Marching and Concert Band students; coordinate with Logistics Coordinator on all travel needs; and coordinate with the Secretary for

volunteer support for all events which require additional uniform needs. Will also serve as chairperson of a Band Uniform Committee if such Committee is established. Establishment of this Committee will be at the discretion of the Band Uniform Chairperson.

Section 8.4

The Concessions Chairperson is responsible for maintaining operations of multiple concession outlet locations throughout the Braden River High School property. Duties include, but are not limited to, oversee and train volunteers; stock, organize, and provide inventory reports for concession outlet locations; oversee cash management tasks; provide all receipts of purchases and prepare sales reports as required by the Treasurer per Article X, and coordinate with the Secretary for volunteer support for all events which require a concessions outlet to be in operation. Will also serve as chairperson of a Concessions Committee if such Committee is established. Establishment of this Committee will be at the discretion of the Concessions Chairperson.

Section 8.5

The Fundraising Chairperson will meet with the Executive Board and present a proposed fundraising calendar in June of each year. Upon approval by the Executive Board, the proposed fundraising calendar will be presented at the July general meeting. Any additional proposals will need Executive Board approval. Will also serve as chairperson of a Fundraising Committee if such Committee is established. Establishment of this Committee will be at the discretion of the Fundraising Chairperson.

Section 8.6

The Honorary Alumni Chairperson shall act as a liaison between the BRBBA and the Alumni of the Braden River band and guard program. Duties shall include, but not be limited to, communicating with alumni about band and guard events, performances, fundraisers, and volunteering opportunities. With input from the Executive Board, will

establish and maintain an alumni association fee to be collected and applied towards a scholarship fund. Will also serve as chairperson of an Alumni Committee if such Committee is established. Establishment of this Committee will be at the discretion of the Honorary Alumni Chairperson

Section 8.7

The Logistics Coordinator Chairperson is responsible for overseeing all aspects of props, equipment, trailers, transport, and movement of the band and guard. Duties include, but are not limited to, design and build of props, identification of equipment needs; distribute and collect equipment; coordination of loading, towing, and transport; oversee and train pit and prop crew members to ensure effective loading and movement of band equipment for ALL travel; and coordinate with the Secretary for volunteer support for all events which require a pit and prop crew members to be in operation. Will also serve as chairperson of a Logistics Committee if such Committee is established. Establishment of this Committee will be at the discretion of the Logistics Coordinator Chairperson.

ARTICLE IV – MEETINGS

Section 9.1

General meeting dates shall be set by the Executive Board and communicated to the membership with at least fourteen (14) days notice. Regular meetings may be rescheduled by the Executive Board with seven (7) days' notice. Special meetings may be called by the Executive Board with three (3) days' notice.

Section 9.2

A quorum at general membership meetings shall be at least four (4) members of the Executive Board, plus all general members present. Voting by proxy shall not be permitted.

Section 9.3

Any member who wishes to bring an item up for discussion at a meeting should submit the topic to the President at least three (3) days prior to the general membership meeting to be added to the written agenda.

Section 9.4

Committee Chairpersons, as necessary, shall present a report at general membership meetings. Reports may include, but not be limited to, expenses, accomplishments, needs, etc.

ARTICLE X – FINANCIAL ACTIVITIES

Section 10.1

Being a non-profit organization, all funds earned by this organization shall be used for operation purposes as outlined in Article II.

Section 10.2

All proposed disbursements of funds of this organization over \$2,000.00, other than BRBBA operating expenses and previously approved budget items identified on the approved Spending Plan, shall first be presented to the Executive Board or follow Article XII Emergency Procedures. The Executive Board shall determine whether the required expenditure is: (a) consistent with the purposes and bylaws of the organization and (b) whether the financial condition permits the expenditure without creating a negative balance in the treasury, considering all obligations of the organization.

Section 10.3

The Executive Board, with the Band and Colorguard Director(s), shall prepare a proposed balanced Spending Plan, to include income and expenditures for the Braden River High

School Band program, indicating funds required from the BRBBA to operate the program for the upcoming year. This proposal shall be presented to the membership at the May meeting for approval.

Section 10.4

The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds. All debit or credit card users shall adhere to the approved policy procedures established by the Executive Board. Said policy shall include a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 10.5

The BRBBA President and Treasurer, shall have check signing privileges.

Section 10.6

An Executive Board member, or other general member, without check signing authority, and designated by the Executive Board, shall review and reconcile all bank statements on a semiannual basis.

Section 10.7

The fiscal year of the organization shall be from July 1st through June 30th but may be changed by resolution of the Executive Board.

Section 10.8

All record of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990's	Store in corporate record book, binder, or cloud-based software	<u>At least seven (7) years</u>
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis. Store in binder or cloud-based software.	<u>At least seven (7) years</u> Store with financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile and file records on yearly basis. Store in binder or cloud-based software.	<u>Three (3) years</u> Store with financial records. Destroy after three years.
Parent, legal Guardian, and/or General Booster Member Credit Card (for purposes of automatic payments)	Store in locked safe	<u>Once a year</u> Destroyed via Microcut Shredder at the end of each fiscal year.

ARTICLE XI – AMENDMENTS TO THE BY-LAWS

Section 11.1

The Bylaws shall be reviewed every two (2) years or sooner when deemed necessary by the Executive Board.

Section 11.2

Procedures for amending the bylaws shall be as follows:

1. The President and the Band Director(s) shall appoint a committee to develop changes.
2. Changes shall be brought to the Executive Board and reviewed and agreed upon.
3. A copy of the proposed change(s) shall be posted on the BRBBA website and sent to all general members and Directors via email, at least seven (7) days prior to general membership meeting to allow for review.
4. At the next regular meeting, a majority vote of the members in attendance is required for adoption of the changes.

Section 11.3

The Bylaws committee shall consist of one Executive Board member, a Band Director or assigned representative, and at least one member of the general membership.

Section 11.4

A simple majority vote of the members present at a single regular meeting is necessary for approval.

ARTICLE XII – EMERGENCY PROCEDURES

Section 12.1

In the event of the need for decisions prior to a regular meeting regarding official action of the organization, the agreement of the Band Director and one of the officers named in Article V, Section 5.4, shall be sufficient. The action taken shall be entered into the minutes of the next meeting of the general membership.

ARTICLE XIII – DISSOLUTION

Section 13.1

This organization has been formed to assist the band and guard program. It can be dissolved only by a two-thirds vote of the entire membership, after all members have been informed of the intent to dissolve. All remaining funds and assets of the BRBBA will be turned over to Braden River High School's principal for placement into the school band account. No money shall revert to the members of this organization.