

# DUBLIN IRISH GUARD BAND BOOSTERS CLUB

## Bylaws



### Article I. The Executive Board

**Section 1.** The Executive Board of the Dublin Irish Guard Band Boosters Club, AKA Dublin High School Music Boosters, hereafter referred to as the “Boosters”, shall be composed of the elected officers of the organization, and the Directors of the Music Department of Dublin High School.

**Section 2.** The Executive Board shall have general supervision of the affairs of the organization. Any item brought before the board for a vote shall require the majority of the board's approval.

**Section 3.** The Executive Board shall meet prior to each regular monthly meeting of the organization to determine the agenda of that meeting.

**Section 4.** Officers shall be elected to a one (1) year term of office. Officers' terms shall run concurrently with the organization's fiscal year. If only a single person has been nominated for each office, a simple yes-or-no vote shall be taken to confirm the nominees. If more than one person has been nominated for any office, paper ballot voting shall be held.

**Section 5.** The immediate past Executive Board Member(s) may, at the request of the current board, attend Executive Board meetings and act as an advisor to the Executive Board as a non-voting member.

#### Section 6. Duties of the Officers

- A.** The President shall set the agenda and preside over all meetings of the organization. The President represents the organization, and appoints committee chairpersons.
- B.** The Vice President shall assume the duties and responsibilities in the absence of the President and perform all of the duties of the President, and when so acting, shall have the powers of, and be subject to the restrictions on the President. The Vice President shall assist the President when needed.
- C.** The Chairperson and/or Co-Chairperson of fundraising shall assume the duties and responsibilities of raising funds to benefit the Boosters. If two persons share the position, (Co-Chairs of Fundraising), the two shall have only one vote on the Executive Board.
- D.** The Publicity Chairperson shall chair the Publicity Committee, publicizing events and activities of the boosters or music department.
- E.** The Secretary shall keep accurate records of all meetings of the organization, maintain the list of active members, and handle correspondence.
- F.** The Treasurer shall receive all monies of the organization and shall keep an accurate and up to date record of all financial transactions. Money shall be banked locally. The Treasurer shall prepare and present a financial report at every regular meeting. The Treasurer shall also prepare, or oversee the preparation of the tax returns for the organization.
- G.** The Co-Treasurer shall assist the Treasurer and shall assume the duties and responsibilities in the absence of the Treasurer.

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- H. The Executive Board shall present a proposed budget, as developed pursuant to the policies and procedures, for approval of the membership at the last regular meeting of the current school year. An amended budget shall be presented to the members of the association no later than the November meeting of each fiscal year (if needed), reflecting actual participation in the music programs. Budget amendments can be brought forward for approval at any meeting.

### Section 7. Elections

- A. The President shall appoint a nominating committee from the general membership at the regular February meeting of the organization.
- B. Nominations may be made from the floor after the report of the nominating committee, at the March regular meeting or subsequent meeting, as needed, prior to year end. Only those who have consented to serve, and have been an active member of the organization prior to taking office shall be eligible for nomination or to serve on the Executive Board. The privilege of holding office shall be limited to a voting member, up to, but no longer than one year after the student's departure from the program.
- C. The election of officers shall be held at the regular April monthly meeting of the organization. Notification of the election, with a list of those nominated, shall be published at least ten (10) days prior to this meeting.
- D. A majority of the voting members in attendance at the April meeting shall constitute an election.
- E. All nominees for office shall be provided a copy of, and become familiar with, the Constitution, the Bylaws, and the Policies and Procedures of the organization.
- F. If an office remains unfilled after election, it shall be considered a vacant office.

### Section 8. Office Vacancy

- A. If the President's office becomes vacant, it shall be filled by the Vice President. In the absence of a Vice President, the Executive Board shall elect an interim President from the Board.
- B. A vacancy occurring in any other office shall be nominated and elected by the voting members in attendance at the next regular monthly meeting of the organization. Candidates shall be recommended by the current board.
- C. If a board member does not attend three consecutive regular meetings, the Executive Board may declare their position vacant.

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### Article II. Committees

**Section 1.** All committee chairpersons are appointed by the respective office. The committee chairpersons appoint committee members. Examples of the standing committees of the organization are Scholarship, Fundraising, and Uniform Committees.

- A. A vacancy occurring in any other committee shall be filled and approved by the voting members in attendance at the next regular monthly meeting of the organization. Candidates shall be recommended by the current board.

### Section 2. Fundraising

- A. Fundraising activities are overseen by the Fundraising Chairperson and/or Co-Chairperson.
- B. All monies relating to the Boosters shall be accounted for by the Treasurer and Co-Treasurer in a ledger.
- C. Only persons authorized by the board shall handle money.
- D. At fundraising events, all funds and merchandise shall be counted and verified by a designated and authorized person of the event and an Officer of the Boosters, then turned over to the Treasurer or Co-Treasurer at the conclusion of the event.
- E. Booster fundraising activities shall be approved by the Executive Board.
- F. Booster's fundraising activities shall be coordinated with the school to prevent conflicts.

### Article III. Meetings

**Section 1.** Regular meetings of the general Boosters membership shall be held monthly from August through May. The Executive Board shall meet year round as required.

**Section 2.** The introduction of motions, nominations for office, debating, and voting shall be limited to voting members, as defined in the Policies and Procedures.

**Section 3.** The President or Director(s) may call special meetings.

### Section 4. Authority

- A. A majority approval of the voting members in attendance at a regular or special meeting shall constitute an approval for any voting matter.

**Section 5.** These Bylaws shall govern the organization. Robert's Rules of Order, Revised, shall be used for any procedures, rules, or definitions not explicitly stated in these Bylaws, the Constitution, or the Policies and Procedures of the organization.

**Section 6.** The May meeting of the Executive Board shall be attended by both the outgoing and incoming Board members and shall serve as a transition meeting between the two Boards.



# DUBLIN IRISH GUARD BAND BOOSTERS CLUB

## Bylaws



### Article IV. Student Representatives

**Section 1.** All students involved in a Dublin High School Music program including color guard are invited and encouraged to attend regular meetings of the organization.

### Article V. Finances

**Section 1.** The fiscal year of this organization shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Section 2.** Checks shall be issued only upon receipt of a voucher which must be signed by any two (2) of the following officers: the President, the Vice President, Fundraising Chairperson or Co-Chairperson, the Publicity Chairperson, the Treasurer, the Co-Treasurer, or the Secretary.

Credit card purchases shall require pre-approval from the Treasurer. The Treasurer shall compile receipts and reconcile all credit card purchases with the monthly statement. A board member shall review and approve the reconciliation.

#### Section 3. Budget

- A. The proposed budget must be presented to, and approved by, the general membership at the May general meeting. Any changes to the approved budget in excess of 10% of that budget line item must be approved by the membership at a regular monthly meeting.
- B. Requests for expenses to be paid against approved budget line items, signed by any two (2) Executive Board members, shall require no other approval. Any requests in excess of approved budget line item amounts shall require the Executive Boards approval.

#### Section 4. Annual Financial Audit

- A. An annual financial audit shall be performed at the end of the fiscal year and prior to the start of the upcoming school year.
- B. The audit shall be performed by at least two (2) individuals, one of which is knowledgeable in accounting practices, and neither of which is a member of the Executive Board. The Treasurer shall be present during the audit.
- C. Financial information, including vouchers, check stubs, budgets, and etcetera shall be kept for three years, or as required by governmental bodies regulating the Boosters, whichever is greater.

### Article VI. Amendments

**Section 1.** The Constitution, Bylaws, or Policies and Procedures may be amended by a two-thirds (2/3) vote of the voting members present at a regular meeting.

**Section 2.** Amendments must be presented at the preceding regular monthly meeting of the organization and published at least ten (10) days preceding the regular monthly meeting where they shall be voted upon by the voting members.

# DUBLIN IRISH GUARD BAND BOOSTERS CLUB

## Bylaws



### Article VII. Other

- A. The Boosters are organized for non-profit purposes and individual members shall not derive profit there from.
- B. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever insure to benefit of and Director, Officer, or Member thereof or to benefit of any private persons.
- C. Upon the dissolution of the organization, all assets remaining after payment or provisions for payment, of all debts and liabilities of this organization shall be distributed to the administration of the Dublin School District for purposes of Dublin High School Music program.

# **DUBLIN IRISH GUARD BOOSTERS CLUB**

## **Constitution**



### **Article I. The Executive Board**

**Section 1.** The name of this organization shall be the Dublin Irish Guard Band Boosters Club, AKA Dublin High School Music Boosters, hereafter referred to as the “Boosters”. The Irish Guard shall be composed of the performing ensembles associated with the Dublin High School Music Department. Each music component is defined as choral, instrumental, and guard.

### **Article II. Objectives**

- A.** To maintain an enthusiastic interest in the various activities of the Music Department.
- B.** To lend all possible support, both moral and financial, to the Music Department.
- C.** To support the vision of the Directors of the Music Department, and to collaborate with the instructors, the administration, and the school board to the end that the music students be maintained at the highest possible degree of proficiency.
- D.** To maintain an organization that promotes the general activities of the Music Department.
- E.** It shall be a non-profit organization and shall remain independent of political and other partisan alliances that could affect its operation or the operation of the Music Department

### **Article III. Membership**

**Section 1.** The membership of the organization shall not be limited.

**Section 2.** Any adult interested in the progress and development of the Music department is eligible for membership. There shall be two (2) levels of membership: voting and associate.

- A.** Voting membership: the parents or guardians of students in performing ensembles associated with the Dublin High School Music Department.
- B.** Associate membership: a person who is on the mailing list and who may contribute to the moral and/or financial support of the Irish Guard, but has no voting privileges and may not hold an elected or appointed office.

**Section 3.** There shall be no dues.

### **Article IV. Officers**

**Section 1.** The elected officers of the Boosters shall be: President, Vice President, Fundraising Chairperson and/or Co-Chair, Publicity Chairperson, Secretary, Treasurer and Co-treasurer.

**Section 2.** The Music Directors shall be officers and voting members of the Executive Board. Should a Director's position be vacated at the end of the school year, the Director's position and vote on the Executive Board shall become, and remain, vacant until the Director's position is permanently filled by the school district.



# DUBLIN IRISH GUARD BAND BOOSTERS CLUB

## Policies and Procedures



### I. Membership

- A. Membership requirements for the Boosters are delineated in Article III of the Constitution of the Dublin Irish Guard Band Boosters Club.

- B. Voting

For each member in attendance, one vote, in a regular election or other membership voting matter, may be cast. Votes shall only be cast by a parent or legal guardian. No other person may vote in Booster matters.

A list of voting members, as defined in the Constitution, and in accordance with these Policies and Procedures, shall be kept and updated as needed by the Secretary.

### II. Budget

- A. The current and newly elected President, Treasurer and Co-Treasurer, (as available), working with the Directors, and prior to the completion of the school term for that year, shall appoint representatives from each component of the music department, as defined in the Constitution, who shall be responsible for proposing a budget for that component to the Executive Board. The Executive Board shall then prepare a final budget for the organization which shall be presented to and voted upon by the general membership at the May general meeting. Budgets for each component of the music department should be roughly proportioned in accordance with the percentages of students participating in each program. These percentages shall serve as a guideline only, and may be altered as the Executive Board deems appropriate.
- B. The Executive Board may, from time to time, make and approve changes to the budget in any amount less than 10% of the total approved budget. Any change greater than 10% per line item must be presented to and approved by the general membership.

### III. Expenditures

- A. Fund disbursements shall be issued only upon receipt of a voucher which must be signed by any two (2) of the following officers: the President, the Vice President, Fundraising Chairperson and Co-Chair, the Publicity Chairperson, the Treasurer, the Co-Treasurer, or the Secretary. Checks for expenditures over \$100.00 must be signed by two of the above officers.
- B. Expenditures for items that are not budgeted must be approved in advance by the Board.
- C. The Boosters may provide full or partial funding for instructional personnel through the school district, but the Directors have sole responsibility for the content of the instruction and the hiring, supervising and termination of such personnel in accordance with district policies.
- D. Funds for instructional personnel must be part of the budget and shall be approved accordingly.
- E. Vendor personnel paid for by the Boosters shall be considered independent contractors by the Boosters. Appropriate tax forms shall be issued and filed by the Treasurer.

# **DUBLIN IRISH GUARD BAND BOOSTERS CLUB**

## **Policies and Procedures**



### **IV. Fundraisers**

- A.** The Boosters conduct a variety of fundraisers throughout the year to raise funds to help offset costs for the yearly budgeted items and any additional expenses not already accounted for.
- B.** There are no individual student accounts.
- C.** All monies from donations or fundraisers (i.e.: Fall Field Show, Winter Percussion Show, restaurants, etc.) shall go directly to the Boosters general fund. The executive board shall determine the use of the funds.
- D.** Exceptions to C. may include certain funds allocated to a specific need and/or account as required to fulfill any legal agreements approved by the board.

### **V. Scholarships**

- A.** The Executive Board shall determine the total funds available for each the Scholarship Committee and Directors Awards, provided funds are available. The total funds distributed for Scholarships and Awards shall not be greater than 5% of the amount of money fundraised for that fiscal year.
- B.** The Scholarship committee awards the determined amount to applicants selected based upon criteria set forth in the scholarship application. The scholarship committee shall determine amounts awarded to individual applicants and the number of recipients.
- C.** Each Director may award one Director's Award to one student each in the amount approved by the Executive Board.
- D.** The Director's Awards are open to any scholarship applicant from the Dublin High School Music Program.
- E.** Scholarship applicant must be in his/her senior year at Dublin High School.
- F.** The Scholarship Committee is exclusive of Boosters members of grade twelve (12) students.

### **VI. Transportation of Students**

Any adult transporting students of the Dublin High School Music Program to and from Music Department events must meet the school district requirements.



# DUBLIN IRISH GUARD BAND BOOSTERS CLUB



These Bylaws, Constitution, and Policies and Procedures were approved by the Dublin High School Music Boosters, and hereby signed into effect by the officers of the Dublin High School Music Boosters, June 2017.

Paul Everts  
Instrumental Music Director

Allie Lopiano  
Choir Director

Tri Ly  
President

Paul Dow  
Vice President

Davyne Bradley  
Publicity Chair

Lynne Shinohara  
Fundraising Chair

Patti Luba  
Treasurer

Rhonda Scharton  
Co-Treasurer

Holly Erickson  
Secretary