

**Fayetteville Band Boosters, Inc.**  
**An Arkansas Not-for-Profit Corporation**  
**By-laws**

Article I

Name and Purpose

1. The name of this Booster Club shall be the "Fayetteville Band Boosters, Inc." and shall be referred to herein as the "Booster Club."
2. The purpose of the Booster Club shall be to (1) actively support and assist the band and Director in all band performances and activities, (2) organize and implement all fund raising activities in support of band activities, (3) supplement school district financial support of the band program, and (4) promote enthusiastic interest of students, parents and the public in band activities.
3. Notwithstanding any other provision of these articles, the purposes for which the Booster Club is organized are exclusively religious, charitable, scientific, literary or educational within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.
4. Notwithstanding any other provision of these articles, this Booster Club shall not carry on any other activities not permitted to be carried on by a Booster Club exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

Article II  
Membership

1. All parents or guardians of students in a band program in the Fayetteville Public Schools, alumni or parents of alumni of the Fayetteville Public Schools who participated in a band program shall automatically be members.
2. All references to the "Director" in this document shall refer to the incumbent Director of Bands of the Fayetteville Public Schools.
3. There shall be no dues.
4. Students are encouraged to attend and participate in meetings at the request of the Executive Board, but are not voting members.
5. All booster members shall conduct themselves in a positive manner and in the good name of Fayetteville Public Schools and the associated band programs. Any member not cooperating in a positive manner will be asked not to participate by the Booster President.
6. Nothing in this document shall give the Booster Club any power or authority over the Director concerning the Fayetteville Public School band programs.

Article III  
Officers

1. The officers shall consist of at least the following: President, Vice President, Secretary and Treasurer, which together comprise the Executive Board.
2. The Executive Board shall be empowered to act for the general membership on all matters concerning the Booster Club. A quarterly report, reviewing all such actions, shall be presented at each subsequent quarterly general membership meeting.
3. The term of office shall be for one year, July 1 through June 30, and any member of the Booster Club in good standing is eligible to serve as an officer, and may be reelected.

4. The officers shall serve without compensation.
5. Only one person of any family may hold an elected office at one time.
6. A member may hold only one office at a time.
7. The Director and the band directors at the middle schools and junior high schools shall be ex officio, non-voting members of the Booster Club, but serve an important role in an advisory capacity.
8. In the event of an unexpected vacancy on the Executive Board, the Executive Board, along with the Director, shall appoint an individual to fulfill the unexpired term of office.

#### Article IV

#### Duties of Officers and Committees

1. The President shall preside at and maintain order in all general meetings and Executive Board meetings of the Booster Club. He/she shall oversee activities of the following committees: Publicity, Corporate Fundraising, Audit, Uniform, By-laws, Nominating, and any other committees, unless otherwise specified. The President shall be a member of all committees and shall act as liaison to the Executive Board.
2. The Vice President shall assist in promoting the interests of the Booster Club and in the absence of the President, shall assume the duties of that office. The Vice President shall oversee the activities of the following committees – Equipment, Hospitality, and Activity Fundraising, and shall be a member of these committees.
3. The Secretary shall keep the minutes of all meetings of the Booster Club and those of the Executive Board. The Secretary shall report the recommendations of the Executive Board to the Booster Club and conduct and maintain the correspondence. He/she is to keep any permanent records of the Booster Club, including the by-laws, and send copies of the minutes to the Executive Board and the Director.

4. The Treasurer shall disburse all funds, keep an accurate record of all receipts and disbursements in a proper bookkeeping order, and make a monthly report to the Executive Board and Director. The Treasurer shall also prepare or supervise the preparation of any federal or state information returns.
5. The Uniform Committee shall coordinate initial fitting and distribution of uniforms, including the informal uniform of shorts and t-shirts. The Committee Chairperson will also assure personnel are available for uniform distribution at all events. Appropriate subcommittees shall be established as needed by the Uniform Committee Chairperson.
6. The Colorguard Uniform Committee shall coordinate the fitting and distribution of colorguard uniforms. The Committee Chairperson will also assure personnel are available for colorguard uniform distribution at all events. Appropriate subcommittees shall be established as needed by the Colorguard Uniform Committee Chairperson.
7. The Activity Fundraising Committee shall coordinate all fundraising activities involving direct parent and student participation of the Boosters. Appropriate subcommittees shall be established as needed by the Activity Fundraising Chairperson.
8. The Corporate Fundraising Committee shall coordinate all general band fundraising activities of the Boosters except as provided in Article IV subparagraph 7 above. Appropriate subcommittees shall be established as needed by the Corporate Fundraising Chairperson.
9. The Hospitality Committee shall coordinate the provision of drinks and food to performing bands as needed. This will include provision of water for rehearsals and other events, as well as food at contests and other events as requested by the Director. Appropriate subcommittees shall be established as needed by the Hospitality Committee Chairperson.
10. The Equipment Committee shall coordinate logistic support to the band at rehearsals and performances. This will include securing necessary trucks and drivers, assisting with loading instruments and equipment, identifying a pit crew

for games and contests, and coordinating the construction of props with the Director. Appropriate subcommittees shall be established as needed by the Equipment Committee Chairperson.

11. The Publicity Committee shall coordinate publicity for the band in conjunction with the President through the Director. Appropriate subcommittees shall be established as needed by the Publicity Committee Chairperson.
12. The Audit Committee shall review the expenditures and revenue of the Booster Club on an annual basis and shall issue a written report to the Executive Board prior to the August general meeting and then to the general membership at the August meeting. The members of the Audit Committee shall be the Treasurer and two members from the Booster Club who are not members of the Executive Board.
13. The By-laws Committee shall annually review the Band Booster By-laws. A By-laws Committee member or designee must post proposed changes on the band website 14 days prior to the May general membership meeting. All proposed changes to the by-laws must go through the By-laws Committee. The By-laws Committee members will consist of the members of the Executive Board, a Director's representative and one additional member not serving on the Executive Board.
14. The Nominating Committee shall prepare a slate of nominees for positions of the President, Vice President, Secretary and Treasurer. The slate shall be presented at least two weeks prior to the May general meeting (via email or website posting). At the May general meeting, officers shall be elected from the nominees provided by the Nominating Committee and any others nominated from the floor at such meeting. When more than one person is nominated for an office, elections shall be by paper ballot by a vote of the members present at the meeting and will constitute a valid election. The new Executive Board will take office on July 1. The Nominating Committee shall be appointed by the President and will consist of at least three individuals, at least one of whom shall come from

the Executive Board and who will serve as chair of the committee. The committee shall also include the Director.

15. The Executive Board, along with the Director shall appoint all committee chairpersons. The Executive Board may create additional committee as needed or as requested by the Director.

## ARTICLE V

### Executive Board Meetings

The Executive Board shall meet quarterly or when deemed necessary by the President to call a meeting. A majority of the Executive Board must be present in person to constitute a quorum for the transaction of business. The meetings shall be held in the band room located at Fayetteville High School unless otherwise designated. A majority of the quorum shall be necessary to pass any action on the part of the Executive Board. The date and time for the meetings shall be set by the President.

## ARTICLE VI

### Funds

1. The funds of this Booster Club secured from whatever source shall be used to further the purpose expressed in Article I of this document. They shall be disbursed only as set forth herein by properly drawn checks upon the deposits of the Booster Club.
2. The upcoming year's budget shall be prepared by the Executive Board and the Director and presented to the general membership for discussion and approval at the August general meeting.
3. Non-budgeted expenditures shall require majority approval of the Executive Board. Executive Board actions will be presented at the next general membership meeting following the action.
4. No part of the net earnings of the Booster Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except

that the Booster Club shall be authorized and empowered to pay any reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Booster Club shall be the carrying on of propaganda and the Booster Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

5. The fiscal year of the Booster Club shall be July 1 through June 30.
6. The Treasurer of the Booster Club shall have the authority to write checks on any checking/savings account established for the Booster Club for any check/withdraw in the amount of one thousand dollars (\$1,000) or less. Any check/withdraw greater than one thousand dollars (\$1,000) must contain the signature of the Treasurer and another member of the Executive Board.

## ARTICLE VII

### General Meetings

The general meetings of the Fayetteville Band Boosters will be held quarterly at a time and date set by the Executive Board, generally the third Tuesday of the months of August, November, February and May. At the May meeting, officers for the next year will be elected and by-laws may be amended. Special meetings may be called as designated by the President. The time and date for each quarterly or special meeting will be posted on the band's website, [www.fayettevilleband.com](http://www.fayettevilleband.com), and sent to all persons registered with the Fayetteville High School Band ListServe, at least 14 days prior to the scheduled date. Any member who does not have access to electronic mail consents to accept notice from an announcement posted on the band website.

## ARTICLE VIII

### Authority

The rules contained in Roberts Rules of Order, revised, shall govern the Booster Club.

## ARTICLE IX

### Amendments

These by-laws may be amended at the May general meeting of the Booster Club by the affirmative vote of two-thirds of the attending members voting, provided that any proposed change has been presented in writing (in paper or electronic form) at least 14 days prior to the May meeting. Any changes to the by-laws will be posted on the band website following the May meeting.

## ARTICLE X

### Effective Date

These by-laws shall become effective when they have been approved by the initial Board of Directors.

## ARTICLE XI

### Dissolution

The Booster Club may be dissolved at any regular or special meeting called for the purpose, by a vote of two-thirds (2/3) of the members thereon, provided however, that notice of dissolution has been sent to all members of the Booster Club at least thirty (30) days prior to the meeting at which dissolution is to be acted upon. In the event of liquidation or dissolution, none of the assets shall be distributed directly or indirectly to any member, but the Board shall donate all of the assets remaining after the payment of all obligations and debts of the Boosters or making provisions therefore, to Fayetteville Public Education Foundation, Inc., a Section 501 (c) (3) of the Internal Revenue Code organization.




Adopted this 24<sup>th</sup> day of May, 2005.

Revised May 22, 2007

  
President (Barbara Verdery)

  
Treasurer (David Rader)

  
Secretary (Linda Scogin)