

South Doyle Band Boosters Association, Inc.

Bylaws

Article I – Name

The name of this non-profit organization shall be the South Doyle Band Boosters Association, Inc. (*hereafter referred to as the SDBB or the Association*).

Article II – Mission

The mission of the South Doyle Band Booster Association is to support and enhance the educational and musical experiences of all students in the South Doyle High School Band Program. We are committed to fostering a spirit of community, pride, and excellence. By providing volunteer, financial, and moral support to band students, director(s), and staff. Through fundraising efforts, event coordination, and active advocacy, we aim to ensure that every student has the opportunity to grow through music, leadership, and performance.

Article III – Membership

Membership in the Association is free and open to the band director(s), parents, guardians, and family members of students in the South Doyle High School and Middle School band programs. As well as alumni, school administrators and other interested adults desiring to participate in the functions or promotion of the band program.

There are two types of membership:

Active member: A qualified member of the Association that has registered and has attended at least one general meeting. An active member has all rights and privileges afforded by members, which include the right to hold office, right to vote, right to chair a committee, and right to be considered a chaperone, subject to KCS policies.

School member: Band Director(s), Administrators and Students enrolled in South Doyle area schools' instrumental music programs or color guard shall be nonvoting members.

Removal: Violation of the bylaws, South Doyle High School or KCS policies may result in removal from the Band Boosters if approved by a simple majority vote of the Executive Board.

Property: All members recognize and accept that the SDBB Association fundraising monies, materials, and inventories are the property of the SDBB.

Article IV – Officers, Executive Board and Duties

The Executive Board of Directors and their assigned duties are as follows:

President:

- Presides over all general and Executive Board meetings.
- Sets meeting agendas in coordination with the band director and Executive Board.
- Serves as the primary liaison between the Association, band director(s), school administration, and community.
- Oversee all Association activities, committees, and events to ensure alignment with the organization's purpose.
- Appoints committee chairs and oversees their work.
- Ensures that all required annual reports are properly prepared and filed on time.
- Ensures bylaws and policies are followed.
- Has signatory authority on financial accounts.

Vice President:

- Assists the President in all duties and assumes the role of President in their absence.
- Helps organize major events, fundraisers, and volunteer efforts.
- Monitors progress of ongoing projects and reports updates to the Executive Board.
- Performs other duties as assigned by the President.
- In case of inability to serve or resignation of the President, fill the President's unexpired term.

Secretary:

- Records accurate minutes of all meetings and makes them available to members in a timely manner.
- Maintains official records of the Association, including bylaws, meeting minutes, and correspondence.
- Keeps an updated roster of members and contact information.
- Provides notice of meetings, including date, time and location.
- Handles official correspondence on behalf of the Association as needed.

Bookkeeper:

- Manages all financial accounts and transactions of the Association.
- Maintains accurate and up-to-date financial records.
- Prepares and presents regular financial reports at meetings.
- Ensures all expenditures are authorized and properly documented.
- Coordinates all required audits or financial reviews.
- Prepare an annual budget in coordination with the Executive Board and monitor all income and expenditures to ensure the Association operates within the approved budget.
- Ensures compliance with school policies and applicable financial regulations.

Band Director(s):

- Serves as the primary educational leader of the band program and provides guidance to the Association.
- Advises the Executive Board on program needs, priorities, and appropriate use of funds.
- Provides input on budgets, major purchases, travel plans, and event planning.
- Coordinates with officers and committees regarding logistics, scheduling, and student needs.
- Ensures that all Association activities comply with school, district, and applicable regulations.
- Has final authority on all decisions directly affecting students, instruction, performances, and competitions.
- Acts as a non-voting advisor to maintain appropriate separation between school authority and booster operations.

Other board positions- these positions can be added by the board as needed. Nominations can be made and voted on.

- Assistant Bookkeeper
- Fundraising Coordinator
- Uniform Coordinator
- Volunteer Coordinator
- Meal Coordinator
- Equipment and Logistics Coordinator
- Pit Crew Coordinator
- Communications/ Social Media Coordinator
- Medical Coordinator
- Web master
- Color Guard Liaison
- Middle School Liaison
- Financial Audit Committee Chair
- Bylaws Committee Chair
- Special Events Committee Chair

All officers are voluntary and shall serve without compensation. Officers are expected to devote time in the day-to-day operations, attend all board and regular meetings as well as participate in fundraising and sponsored events.

Article V – Nominations and Elections

Nominations for elected offices shall take place at the February general meeting. A Nominating Committee may be appointed by the President or Executive Board to identify and recommend qualified candidates and/or nominations may be made from the floor.

Elections shall be held at the March general meeting. Officers shall be elected by a majority vote of members present, provided a quorum is established. Voting may be conducted by voice vote, show of hands, or ballot, as determined by the presiding officer. Any position that is not filled, can be appointed by the President with the approval of the Executive Board.

Terms of office shall begin June 1st and end May 31st. Officers shall serve a term of one (1) year or until a new successor is elected. In the event of a vacancy in any office, Executive Board shall appoint a qualified member to serve for the remainder of the term. If the vacancy occurs in the office of President, the Vice President shall assume the role for the remainder of the term.

Any elected officer may be removed from office upon the recommendation of the Executive Board and approval by a majority vote of members present at a general meeting.

Additionally, any officer who misses three (3) consecutive general meetings without a deemed valid excuse shall be considered as resigned and can be replaced by the Executive Board.

Article VI – Meetings

General Meetings: Shall be held monthly during the school year at a time and place determined by the Executive Board. Each year the Executive Board will decide and document when and where general meeting will take place and will communicate that with all members.

Special Meetings: May be called by the President, Band Director, or a majority of the Executive Board.

A **quorum** for general meetings shall consist of at least 3 Executive Board officers. Without a quorum you can talk and share ideas, but you **cannot** vote or make official decisions.

Article VII – Finances

The financial operations of the Association shall be conducted in a responsible, transparent, and accountable manner consistent with its nonprofit purpose. The fiscal year shall run from June 1st to May 31st.

An **Annual Budget** and **Annual Operational Summary** shall be prepared by the Executive Board in collaboration with the Band Director and presented to the membership for approval at the May general meeting.

The **Annual Budget** shall outline the projected operating expenses for the upcoming fiscal year, including both routine expenditures and any anticipated special projects requiring funding. It shall also provide a comprehensive list of planned fundraising activities, along with estimated revenue for each event.

The **Annual Operational Summary** shall identify the incoming Executive Board members and define financial roles and responsibilities, including authorized account signers, individuals with checks or bank cards, and established spending limits. This summary shall also include the expected cash reserve and any additional operational or financial information deemed necessary by the Executive Board.

All funds of the Association shall be held in the name of the Association at a financial institution approved by the Executive Board. At least two authorized signers shall be maintained on all accounts, and no checks or payments shall be issued without proper authorization. All expenditures must align with the approved budget and the stated purpose of the Association; any non-budgeted expense shall require prior approval from the Executive Board. Reimbursements to members shall require submission of receipts, completed reimbursement form and should be requested within 45 days of the expense.

To ensure financial integrity, the Association shall conduct an annual financial review or audit performed by an individual or committee independent of those authorized to handle funds. All fundraising activities must be approved in advance and comply with school and district policies, and all proceeds shall be used to support the band program rather than individual benefit. No officer or member shall derive personal financial gain from Association funds, and any potential conflicts of interest must be disclosed, with affected individuals abstaining from related decisions. Upon dissolution of the Association, all remaining funds shall be distributed in accordance with Article X and applicable laws.

Article VIII – Amendments

These bylaws may be amended at any general meeting by a two-thirds (2/3) vote of members present, provided notice of the proposed amendment has been given at least thirty (30) days in advance to all members.

Article IX – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases not inconsistent with these bylaws.

Article X - Dissolution

In the event of dissolution, all assets shall be distributed to South Doyle High School or 501(c)(3) organization that is replacing SDBB Association in compliance with IRS regulations for nonprofit organizations.

Adopted on: May 14th, 2026