

BY-LAWS

JT HOGGARD BAND BOOSTER CLUB, INC.

May 9, 2017

ARTICLE 1 – NAME

Section 1 The name of the Band Organization of Hoggard High School shall be officially known as JT Hoggard Band Booster Club, Inc., but will be referred to as “Band Boosters” throughout the remainder of this document.

ARTICLE 2 – OBJECTIVES

Section 1 To promote a well-rounded band program for the students of Hoggard High School.

Section 2 To assist in regular and special band events.

Section 3 To follow Principles and Practices for Non-Profits that are in agreement with local, county and state policies.

ARTICLE 3 – MEMBERSHIP

Section 1 All parents and guardians of band members are automatically members of the Hoggard Band Boosters. Any person or business organization shall be eligible for membership.

Section 2 Each member present shall be eligible to vote on all questions at general membership meetings. A simple majority shall be sufficient to carry any motion.

Section 3 Each member shall be eligible to hold office and serve on the Board of Directors.

Section 4 Student representatives shall be considered ex-officio members of the Hoggard Band Boosters.

Section 5 Control of this organization shall rest with the membership. Any action of the Board of Directors shall be subject to review by the membership on request of any member at a regular meeting or at a specific meeting called for that purpose.

ARTICLE 4 – MEETINGS

- Section 1 The regular membership meetings shall be held on the second Tuesday of each month, beginning in August and ending in May. The Executive Council shall have the power to change the meeting date if necessary. Meetings will be held at a public place and time to be determined by the Executive Council. Members will be notified in advance of all meetings.
- Section 2 Additional meetings may be called by the President as deemed necessary to conduct official business of the organization.

ARTICLE 5 – ACTIVITIES

- Section 1 Hoggard Band Boosters' activities shall be developed in coordination with the Band Director and relevant authorities.
- Section 2 The date of such events shall be determined by the membership at regular meetings.

ARTICLE 6 – EXECUTIVE COUNCIL

- Section 1 The President, Vice President, Secretary, and Treasurer shall constitute the Executive Council of the Hoggard Band Boosters.

Section 2 **DUTIES OF ELECTED OFFICERS**

The PRESIDENT shall conduct all meetings of the general membership, Executive Council, and Board of Directors. The President shall be the general spokesperson for the Hoggard Band Boosters.

The VICE PRESIDENT shall be an aide to the President and shall assume the role of President in the absence of the President.

The SECRETARY shall be responsible for keeping the minutes, both of what is done and what is said. The Secretary shall also be responsible for issuing records of all meetings in coordination with the President, the School Administration, and the Band Director. The Secretary shall write letters as required by the Executive Council and the Board of Directors, or as directed by them.

The TREASURER shall be responsible for all financial transactions of the Hoggard Band Boosters. This person shall collect all monies and keep an accurate record of the amount and the source. Money collected shall be deposited in the name of the organization in a local bank which is a member of the Federal Deposit Insurance Corporation. Money may only be spent with the authorization of the Executive Council. Payment may only be made by check or by debit card by a member of the Executive Council. Each check shall require the signature of two members of the Board of Directors, generally the President and the Treasurer. A record shall be kept of the amount of money spent. A Treasurer's report shall be given at each Board and General Membership meeting. Printed copies of all transactions shall be distributed at that time. All records shall be current and all due bills paid prior to transferring the records to the incoming Treasurer. All records are subject to audit at the discretion of the Board of Directors.

ARTICLE 7 – BOARD OF DIRECTORS

- Section 1 The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, and Standing Committee Chairmen, each of whom shall be elected for a one-year term. The Band Director and past President shall be ex-officio members.
- Section 2 The duties of the Board of Directors shall be to transact necessary business in the interval between Hoggard Band Booster meetings and such other business as may be referred to it by the general membership.
- Section 3 The Board of Directors shall develop the annual budget for presentation at the August meeting.
- Section 4 The Board of Directors shall meet as necessary at a time and place determined by the President.
- Section 5 The Board of Directors shall not receive compensation in the form of salary or otherwise.
- Section 6 Any inactive officer or committee chairman may be replaced.
- Section 7 Any vacancy on the Board of Directors shall be filled by approval of the membership upon recommendation of replacement by the Nominating Committee.

ARTICLE 8 – ELECTIONS AND ANNUAL MEETING

- Section 1 The Annual Meeting shall take place at the meeting prior to the banquet, at which time Officers and Standing Committee Chairmen for the next year shall be elected. They will take office at the June meeting, at which time each shall receive all properties and records pertaining to that office.
- Section 2 The Nominating Committee shall present its recommendations at the Annual Meeting.
- Section 3 Additional nominations may be made at the Annual Meeting by members in attendance, provided all persons nominated have been contacted and given their consent.

ARTICLE 9 – STANDING COMMITTEES

- Section 1 The Standing Committees shall be the Uniform, Fundraising, Nominating, Publicity, Banquet, Concessions, Volunteer, Merchandise, Hospitality, Pit Crew, Maintenance, Recruiting, and Parent Involvement. The Executive Council shall appoint special committees as necessary. Each Committee Chairman shall appoint his or her committee members.
- Section 2 **DUTIES OF STANDING COMMITTEES:**
- The UNIFORM Committee shall be responsible for distributing, tracking, and maintaining band uniforms.
- The FUNDRAISING Committee shall be responsible for planning ways to raise funds for the Hoggard Band Boosters during the year.
- The NOMINATING Committee shall prepare a slate of candidates for office and secure the consent of the nominees to serve, if elected. It shall submit its nominations at the Annual Meeting.
- The PUBLICITY Committee shall deliver notices, press releases and media pitches to the appropriate media including local news and social media, to inform the public of meetings or special events planned by the Hoggard Band Boosters. In addition, the committee will design, produce and distribute marketing materials, including all concert programs, on an as needed basis. The committee will also maintain the JT Hoggard Band Booster website.

The BANQUET Committee shall plan the Annual Hoggard Band Boosters Banquet.

The CONCESSIONS Committee shall be responsible for coordinating the needs/activities of the Hoggard Band Boosters concession stand.

The VOLUNTEER Committee shall be responsible for coordinating the volunteer needs of the John T. Hoggard High School Bands.

The MERCHANDISE Committee shall order merchandise, keep an inventory of merchandise sold and on-hand, and sell apparel and promotional items at Hoggard High School Events.

The HOSPITALITY Committee shall be responsible for acquiring and serving refreshments to the Hoggard Band students as needed.

The PIT CREW Committee shall be responsible for coordinating the transport of equipment, instruments, and props to/from competitions, away games, and parades as needed. The Pit Crew will also move equipment, instruments, and props on and off the competition field, according to instruction by the Band Director.

The MAINTENANCE Committee shall be responsible for maintenance and repair of Hoggard Band equipment, etc. as needed.

The RECRUITMENT Committee shall be responsible for activities for the recruitment of rising 8th graders and other high school students interested in Hoggard Bands.

The PARENT INVOLVEMENT Committee shall be responsible for coordinating parent social activities and welcoming new band parents each year.

ARTICLE 10 – AMENDMENTS

- Section 1 Any proposed amendment shall be presented in writing to the general membership at least one week before being voted on.

- Section 2 Any amendment to the stated by-laws shall require a three-fourths vote of the membership present, at any regular or called meeting.

ARTICLE 11 – DISSOLUTION

In the event that the JT Hoggard Band Booster Club, Inc. is dissolved, all assets left in the organization shall go to the Hoggard High School Band Fund. Under no circumstances shall any property or assets of this organization be distributed to any officer or anyone connected with this organization, other than the educational system herein above named.

ARTICLE 12 – INCORPORATING OF ORGANIZATIONS

This organization shall be incorporated as a non-profit corporation under the applicable laws of the State of North Carolina.

This, the current By-Laws of the JT Hoggard Band Booster Club, Inc. approved and adopted by the membership on:

5/10/17
(Date)

(Signed) Lisa P. Scribner President

(Signed) Cindy Jaurasi Secretary

Voted and accepted on May 9, 2017 at the JT Hoggard Band Booster Club, Inc. Annual Meeting.