

**Amended Bylaws  
Of the  
Mustang High School Band Booster Club  
May 11, 2021**

**Introduction**

**The Mustang High School Band Booster Club will, in accordance with Oklahoma State Law, be sanctioned by the Mustang Public Schools District. It will be the responsibility of the executive board to complete all components of the application for sanctioning each school year.**

**Article 1  
Duties of Officers**

All officer positions are limited to two (2) consecutive year terms. You may only hold one (1) officer position per term.

**Section 1 President**

The duties shall be, but are not limited to:

1. Responsible for the satisfactory operation of the organization in accordance with the constitution and bylaws adopted by the Band Booster Club.
2. Preside at all regular and special meetings of the organization.
3. Act as an Ex-officio member of all standing and special committees.
4. Be a signer on the checking account (unless employed by Mustang Public Schools).
5. Act as a liaison between Band Booster Club and Administration.

**Section II Past President**

The duties shall be, but are not limited to:

1. Act as advisor to current President and Vice President to ensure smooth transition of leadership.
2. In the absence of President or Vice President, perform the duties of the President.

**Section III Vice President**

The duties shall be, but are not limited to:

1. In the absence of the President, perform the duties of the President.
2. Plan, organize, and conduct a constant program for enlisting new members and promote interest in and understanding of the organization, projects and activities.

3. Solicit three (3) to five (5) members to form the Scholarship Committee at the March regular meeting.
4. Collect application forms and distribute copies to the Scholarship Selection Committee.
5. Be a signer on the checking account. (Unless employed by Mustang Public Schools).

#### **Section IV Secretary**

The duties shall be, but are not limited to:

1. With the President, sign all written contracts of the organization as authorized by the officers.
2. Maintain membership records.
3. Keep minutes of the meetings and present minutes of the previous meeting at regularly scheduled meetings of the organization.
4. Maintain a current copy of the constitution and bylaws.

#### **Section V - Treasurer**

This position shall be held by a minimum of two (2) people. The duties shall be, but are not limited to:

1. Responsible for depositing the funds of the organization in such depositories as may be approved by the officers within 1 business day of the event.
2. Pay all bills that fall within the approved budget.
3. Pay all other bills which are dully approved by the membership, providing the invoices have prior approval by the officers responsible for the activity.
4. Keep books in order to account for receipts and expenditures which shall be open at all times for the inspection by all booster members.
5. Responsible for obtaining money for and depositing money from all Band Booster Club activities.
6. Provide current financial statement at each monthly meeting.
7. Be a signer on checking account.
8. Ensure deposits are prepared securely the day of the event. All deposits must be counted and verified by two people (treasurer, band officer, coordinator or booster member).
9. Prepare a proposed annual budget to be submitted to the Executive Board at the April meeting. Budget will then be presented to the membership at the May regular meeting and must be approved by a majority of voting members in attendance.
10. Ensure 990 tax form is prepared and submitted by IRS deadline. The return must be filed by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the organization's accounting period ends (October 15<sup>th</sup> for May 31<sup>st</sup> fiscal year end).

11. File all sales tax reports from Fireworks sales timely. January through June sales are to be reported no later than July 20, and July through December sales are to be reported no later than January 20.
12. Complete and submit a year-end financial accountability report to the Mustang Public School Board in May of each year.
13. Turn over all requested documentation for audit to Mustang Public Schools in October of each year. (Cost to be included in budget to not exceed \$500.00 each school year).
14. Treasurers cannot be employees of Mustang Public Schools.

## **Article II Standing Committees**

Standing Committees and/or Coordinators of the Band Booster Club are appointed by the Executive Board each year and may consist of, but are not limited to:

Concession Coordinator, Event Coordinator, Band Banquet Coordinator, Uniforms Coordinator, Fireworks Coordinator, Support Coordinator.

Roles and requirements for each Coordinator position and/or Standing Committee will be determined by the Executive Board. Roles and requirements documents will be maintained by the Booster Secretary.

## **Article III Executive Board**

### **Section I - Executive Board**

The Executive Board shall be composed of the officers of the Band Booster Club and the Band Director(s).

### **Section II - Responsibilities**

1. The Executive Board shall have general supervision of the affairs of the Band Booster Club and may appoint special committees.
2. The Executive Board shall meet the Thursday or near prior to each regularly monthly meeting to determine the business to be transacted at the meeting. An agenda will be created to be posted online 24 hours prior to the meeting.
3. The board may appoint persons to fill any vacancies in standing committees.

## **Article IV Vacancies**

### **Section I - Vacancies of Office**

Vacancies in offices shall be filled by election, by the Band Booster Club members at the next regular meeting, following notification to the Executive Board of the existing vacancy.

## **Article V Nominating and Election Procedures**

### **Section I - Nominating Committee**

A nominating committee comprised of three (3) to five (5) members shall be appointed by the Executive Board at the March meeting. The nominating committee shall receive nominations for vacant positions from Band Booster Club members through the April meeting. The nominating committee will then contact each nominated person to determine interest in filling vacancy. Nominees must be a member in good standing and agree to serve if elected.

Nominees shall convey to the nominating committee their acceptance of nomination. The list of candidates shall be submitted to the Band Booster Club members at the May meeting. Additional nominations may be submitted from the floor and written in the ballot. The Band Director will tally the votes and present the election results at the close of the meeting. Candidates must win by a majority vote. In case of tie, candidate will be chosen by drawing by Band Director.

## **Article VI Meetings**

### **Section I - Membership Meetings**

The regular meetings of this organization should be held on or near the first Tuesday of each calendar month. Regular meetings may be skipped when there is no new business at the discretion of the Executive Board, however there should be a minimum of 9 regular meetings each calendar year.

### **Section II - Annual Meeting**

The annual meeting shall be the regular meeting in May.

### **Section III - Special Meeting**

Special meetings may be called by the Executive Board with seven (7) days advance notification to the membership, including the date, time, and place of the meeting, the purpose of the meeting, and the agenda of the meeting.

### **Section IV - Quorum**

A majority, consisting of 2/3 of the officers, shall be necessary to constitute a quorum for the transaction of business.

### **Section I - Dues**

There shall be a \$20 per member annual dues paid by each member in the Band Booster Club.

## **Article VIII Miscellaneous**

### **Section I - Operating Funds**

All funds received by the Band Booster Club, in addition to the approved annual operating budget, may be expended in the year received.

### **Section II - Financial Requests**

All budgeted financial requests must be submitted to the treasurer a minimum of 48 hours in advance. No financial reimbursements will be made on the day of an event.

All non-budgeted financial requests will be submitted to the Executive Board of the Band Booster Club a minimum of ten (10) days prior to the next regularly scheduled meeting for placement on the agenda. The request must be approved by a majority of the voting members in attendance. Emergency financial requests may be approved by the Executive Board.

### **Section III - Transition of Officers**

All officers shall deliver to their successors all official materials by May 31.

### **Section IV - Accountable Property**

All accountable property belonging to the Band Booster Club (i.e., keys to concession stand, post office key, safety deposit key, keys to trailer, etc.) shall be distributed via a hand receipt signed by the Band Director. At the end of the officers'/coordinators' terms, the property shall be returned and properly documented by the Band Director. The hand receipts will be filed and maintained by the Secretary.

## **Section V - Rules of Order**

The rules contained in Roberts Rules of Order shall govern the Band Booster Club in all cases in which they do not conflict with the constitution and bylaws of this organization.

## **Article IX Amendments**

### **Section I**

The bylaws, other than annual dues, may be amended by a two-thirds (2/3) vote of the majority of the members.

### **Section II**

Member dues may be amended by a three-fourths (3/4) vote of the majority of the members.

### **Section III**

Ten days written notice must be provided to the President, of a meeting at which proposed amendments to the bylaws may be submitted to the membership for the purpose of placing on the agenda.