

# Fairfield Christian Academy Band Booster Bylaws

Last Update: August 28, 2017 DWN

## Article I

The name of this organization shall be the Fairfield Christian Academy Band Boosters.

## Article II

- A. It shall be the purpose of this organization to aid the Fairfield Christian Academy in providing financial resources, equipment, facilities, and other band needs for the encouragement and advancement of band at Fairfield Christian Academy.
- B. It is understood that the organization and administration of the school band program will be handled by the administrative body of the school and will not be interfered with by this organization. The booster club shall operate in full support of the school Superintendent and band director.
- C. Criticism of the school band program including its leadership is not and will not be a function of this organization.

## Article III

- A. Any member of the community 18 years of age or older or a High School Graduate interested in the purpose of this organization is eligible for membership. Members do not have to have students currently enrolled at FCA to join.
- B. A member in good standing of this organization is one who abides by these bylaws, who have paid their current membership fees, and has attended at least one meeting, per school year.
- C. Each membership shall pay an annual membership fee no less than **\$25.00** for a family membership, which includes voting privileges for two parents or guardians. Dues and fees will be established annually by the executive board.
- D. Membership shall be from September 1st to August 31st of the calendar year.
- E. The organization shall conduct an annual enrollment of members, but persons may be added at any time to membership. Membership fees will not be prorated.

The privilege of voting, debating, introducing motions, and holding a position on the Board of Officers shall be limited to members who have been members in good standing of the organization at least 30 days and have attended at least one meeting.

## **Article IV**

### Nominations and Elections

Only members who have been in good standing for at least 30 days shall be eligible for nomination as an officer.

- A. The offices of this organization shall be by majority vote.
- B. The vote will be by written ballot only when more than one member is nominated to an office.
- C. Officers shall assume their official duties at the end of the preceding school year in June and shall serve one year or until successors are elected.
- D. Any vacancy of the officer position shall be filled for the unexpired term by a member elected by the majority vote of the remaining members of the executive committee. Notice of such elections will be given to the general membership by the secretary.
- E. Officers shall deliver to their successors all official material by July 1st or 10 days following the election of their successors.

## **Meetings**

- A. The regular monthly meetings will be held on the third Monday of the month at 7:00pm. All meetings will be as informal as practical under parliamentary procedure. All general meetings of the Band Boosters shall be open to the general public.
- B. The President may change the date and time of the meeting with a notice given to the general membership at least one week in advance.
- C. The annual meeting for purpose of electing officers will be in April.
- D. Five members shall constitute a quorum for election and all other voting.
- E. All agenda items must be submitted in e-mail or writing to the President or secretary at least 48 hours prior to the general meeting.

# Article V

## Basic Policies

- A. The organization shall be noncommercial and non-partisan.
- B. Criticism of individual teachers, consultants, administrators, and students will not be tolerated in open meetings.
- C. The club will dissolve when and if Fairfield Christian Academy Band no longer exists or at any time the parents or teachers deem it to be in the best interest of the club or band.
- D. If the club dissolves, all money left in the Booster club account will be turned over to the music program at FCA. If a music program does not exist, all funds will revert to the FCA general fund to be used at the discretion of the school.
- E. No individual member of this organization shall have any power or authority to incur any debt in the name of this organization, nor shall any member by virtue of membership therein, assume any liability, or be obligated to the payment of any sum or sums of money except the annual dues for membership. No member or officer shall appropriate or assign any property of this organization for use, either public or private except with prior approval by the majority vote of the officers.
- F. Funds paid out, up to and including **\$500.00** must have the majority approval of the Board of Officers. Fees or funds paid out in excess of **\$500.00** shall be voted on at a general meeting of the organization. All properties, uniforms, and equipment purchased and donated by the Band Boosters shall become the property of the Fairfield Christian Academy.
- G. Any bills incurred during the course of a profit-making project, which had prior approval by a vote of the organization shall be paid by the treasurer as they become due.
- H. The affairs of the club shall be managed by a Board of Officers consisting of no less than five members and including president, vice president, secretary, treasurer, and band director.
- I. Funds of the organization will be managed and deposited from a restricted and distinct account established for the Fairfield Christian Academy Band Boosters under the heading Fairfield Christian Academy dba Fairfield Christian Academy Band Boosters.
- J. Gifts: The Board of Officers may accept on behalf of the organization any legally valid restricted or unrestricted contributions, gifts, in kind gifts, and bequests for the nonprofit purposes of this organization.

## Duties of Officers

Officers shall comply and accept the Fairfield Christian Academy Statement of Faith. (Insert from FCA Parent-Student Handbook) We believe the following:

1. We believe the Bible to be the inspired, infallible Word of God. (2Timothy 3:16)
2. We believe there is one almighty and eternal God, existent in three persons; Father, Son and Holy Spirit. (Matt. 28:19, John 15:26)
3. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death and resurrection, His ascension to His Father in heaven, and His eventual return in power and glory. (Heb.1:3, Luke 21:27)
4. We believe that Jesus is the only way to eternal life in heaven, and that apart from Jesus people are condemned to eternal damnation. (John 3:3, John 3:5, John 3:16, John 3:18, John 14:6)
5. We believe in the present ministry of the Holy Spirit who enables us to live a Christian life (Acts 1:8); and cultivates within us the nature of Christ (Gal 5:22-23).

### President

The President shall serve as the booster liaison to the band department and band director. He/she shall preside at all meetings of the association and the Board of Officers; shall perform such duties as may be prescribed in these bylaws or assigned to him/her by the association or Board of Officers; and shall coordinate the work of the officers and committees of the association. He/she shall have general supervision over affairs of the Boosters. He/she shall call meetings as required.

### Vice President

The Vice President shall act as aide to the president and shall perform the duties of the president, in the absence or in the inability of that officer to serve; shall oversee at least two standing committees, reporting on them in the absence of a chairman at both Board of Officer meetings and general committee meetings; shall perform any other duties assigned to him/her by the association or the Board of Officers.

### Secretary

The Secretary shall record the minutes of all the meetings of the association and of the Board of Officers; shall have a copy of the approved bylaws, and a membership list available at every meeting; shall be the custodian of all official records pertaining to the current school year, and shall conduct all business correspondence.

### Treasurer

The Treasurer shall have custody of funds of the organization; shall keep an accurate record of receipts and expenditures; in conjunction with the Band Director shall work with the FCA administration to propose an annual budget to the general membership by the March/April meeting; shall pay out local funds in accordance with the approved budget as authorized by the organization; shall present a financial statement of accounts at every meeting of the association and other times when requested by the executive committee, shall deposit all money received in the account in the name of the club. Funds placed into and/or removed from the account will be receipted and confirmed by the Band Booster Treasurer and FCA Treasurer. The auditor chosen by FCA shall audit the Band Booster accounts annually.

**Committees:** Samples of committees shall include (but not limited to) Spirit Wear Merchandise, Membership, Publicity, Newsletters-Media-Website; Band Programs, and Fundraising.

## **Article VII**

### Membership Meeting/Annual Meetings/Special Meeting

1. The annual meeting of the Boosters for the election of the Board of Officers and the transaction of other business shall be held in Lancaster, Ohio on the 3rd Monday of April of each year. Written notice of the meeting shall be given to each member appearing on the membership role of the Boosters by the secretary at least one week in advance of the meeting.
2. The order of business at the meetings shall be as follows:
  1. Roll Call/ Prayer 2)
  2. Reading of the minutes of the preceding meeting
  3. Report of the President
  4. Report of the Secretary
  5. Report of the Treasurer
  6. Report of Fund Raising
  7. Election of the Board of Directors/Officers
  8. Transactions of other business
  9. Adjournment

Provided, that in the absence of any objection, the presiding officer may vary the order of business at his/her discretion.

3. Special Meetings of the Boosters may be called at any time by the Board of Officers or by seven members who file a written request for such a meeting with the Secretary. Such requests shall state the purpose of the meeting. Notice of any special meeting shall be given in writing to each member appearing on the membership role of the Boosters, by the secretary, at least five days in advance of the meeting stating said purpose. No business other than that specified in the notice shall be transacted at any special meeting.

## **Article VIII**

### Section 1

Fund requisitions shall be made to the secretary of the Band Boosters for placement on the agenda at least 14 days prior to the monthly executive meeting. A verbal presentation shall be made at the meeting by a parent/guardian, band booster member, or FCA Band Director, during which the purpose, amount and other details related to the requisition shall be explained to the membership. The membership shall have time to ask questions of the representative. No action will be taken on the requisition at the meeting at which it is first presented. At the next meeting, the requisition shall be voted on and further acted upon by the membership, which may vote to approve, deny, or approve with modifications.

### Section 2

Factors to be considered by the Band Boosters in regard to requisition of funds include, but not limited to:

- a) The FCABb yearly budget and current financial condition
- b) The compatibility of the requested item(s) with the mission, bylaws and policies of the FCABb

### **Section 3**

Funds shall not be disbursed until such time as a purchase order or written quote for the approved item(s) has been provided to the Treasurer. Requisitions shall be limited to items proposed to be acquired following approval by the Organization, and the Organization shall not assume the liability, nor approve the reimbursement of any person, for any items previously purchased or contracted for by the person prior to obtaining the Organization's approval. The requesting person shall provide a status report to the Organization at each membership meeting following the approval of the requisition with respect to the completion of the purchase, delivery and installation of any approved item(s), until the Organization is satisfied that the items of the requisition have been fulfilled. The Organization may vote to rescind its approval if the requesting person has not completed the purchase of the approved item(s) in a timely manner or otherwise complied with the spirit, intent or terms of the approval.

### **Section 4**

It shall be the general policy of the Organization that any funds approved for distribution shall be for the primary purpose of acquiring equipment and supplies to benefit the band and band members.

### **Section 5**

In addition to considering specific requisitions for the purchase of equipment and supplies, the Organization may establish and adopt policies for the routine purchase of awards or memorabilia, such as patches, pins, apparel, etc., recognizing outstanding accomplishments on the part of a particular musician. The Board of Officers shall work with the Band Director and teachers in developing the standards to be applied for earning such awards. All awards and standards for giving those awards will be given through the Band Department. The procedures to be utilized for their timely purchase and delivery, and such standards and procedures shall be adopted at a general membership meeting and placed in the Organization's minutes. The Board of Officers shall review and approve all orders before they are placed with the vendor.

## **Article IX**

### **Conduct**

All participants in the FCABb are expected to conduct themselves at all times in an exemplary manner befitting representatives of Fairfield Christian Academy in the community. Any officer or member in FCABb may be disciplined, suspended, expelled, or removed by a majority vote of the membership in attendance for conduct unbecoming. That individual's membership paid dues will not be reimbursed.

## Article X

### Amendments to the Bylaws

This constitution or any part thereof may be amended or replaced by a two-thirds (2/3) affirmative vote of the general membership in attendance, provided notice of the proposed amendment or repeal has been given to all members, via a meeting announcement, e-mail, or web page posting at least two weeks in advance of the meeting.

The bylaws or any part thereof may be amended or repealed by a two-thirds (2/3) affirmative vote of the general membership in attendance at a regular scheduled meeting, provided notice of the proposed amendment has been given to all member at the prior meeting.

### Article X Rules

Rules The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and special rules of order the organization may adopt.

## Appendix A:

### Introduction to Robert's Rules of Order

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business.

Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of the minutes of last meeting.
4. Officers report.
5. Committee reports.
6. Special orders—Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four basic types of motions:

1. **Main motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Ask to be recognized by the Meeting Chairman (usually the President) for the purpose of making a motion.
  - c. Wait until the meeting chairman recognizes you.
2. Make your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not..."
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the meeting chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Meeting Chairman states your motion
  - a. The Chairman will say, "It has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once the chairman presents your motion to the membership it becomes "assembly property", and cannot be changed by you without the consent of the members.



## 7. Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. All comments and debate must be directed to the meeting chairman.
- d. Keep to the time limit for speaking that has been established.
- e. The mover may speak again only after other speakers are finished, unless called upon by the Meeting Chairman.

## 8. Putting the Question to the Membership

- a. The Meeting Chairman asks, “Are you ready to vote on the question?”
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

### Voting on the Motion:

1. By Voice- the Chairman asks those in favor to say, “aye”, those opposed to say “no”. Any member may move for an exact count.
2. By Roll Call- Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By General Consent- When a motion is not likely to be opposed, the Chairman says, “if there is no objection...”The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
4. By Division- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table- This motion often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
2. Motion to Postpone Indefinitely- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most important, BE COURTEOUS.