

**Mayfield Band Boosters**  
**By-Laws**  
**April 26, 2021**

**Article I. Name**

***Section 1***

This Organization shall be known as the Mayfield Band Boosters.

**Article II. Objectives**

***Section 1***

To promote and support interest in and to aid the activities of the Mayfield Band Program, and Flags and Catettes, which will henceforth be known as the Auxiliary Teams.

***Section 2***

The purpose of this Organization is to assist in raising funds for purchase and/or maintenance of advisor-authorized necessities including, but not limited to, uniforms, equipment, instruments, Jazz Festival support, band camp support, etc.

**Article III. Policies**

***Section 1***

All activities undertaken by this Organization are to be undertaken with the knowledge and expressed consent of the Honorary Vice President (s) and Mayfield Band Boosters of Mayfield High School.

**Article IV. Members**

***Section 1 – Members***

Parents and legal guardians of student members of the Mayfield School District band programs shall be members with voting rights.

***Section 2 – Associate Members***

Membership as associate members shall be extended to band directors and any other non-member individuals who subscribe to the purposes of this organization. Associate members shall be entitled to attend all meetings of the Mayfield Band Boosters but shall not have voting rights.

**Article V. Officers and Elections**

***Section 1***

The officers of this Organization shall be President, First Vice President/Concessions, Second Vice President/Volunteers, Honorary Vice Presidents (Director of Bands and Assistant Band Director), Recording Secretary, Corresponding Secretary and Treasurer, and are hereby known as the Executive Committee. All officers shall serve without pay.

- a) Officers shall be dues-paying members in good standing.

## **Section 2**

### **a) Election of Officers**

- 1) Officers shall be elected by ballot at the March meeting and assume all duties on June 1, with a period of overlap until June 30 with new executive committee taking over on July 1.
- 2) Nominations for the Executive Committee and Committee Chair positions elections will be accepted at the February meeting and voted on at the March meeting. Nomination forms will be provided by the Secretary at the January meeting and returned by the February meeting. Nominations will also be accepted from the floor at the March meeting, followed by the election.
- 3) Nominations and election of officers not having a student in the Mayfield Band Program or Auxiliary Teams are subject to the approval of the Executive Committee.

In the event, a vacancy for the Executive Board position of Treasurer cannot be filled within the Mayfield Band Booster organization, this position can be filled with a qualified, external candidate in good standing with the Mayfield Band Boosters, and who has a strong financial background to effectively fulfill this role. The Executive Board members can approve a stipend, not to exceed \$500, to compensate this individual. This should be reviewed on an annual basis once elections have taken place.

- a) A vacancy occurring in an office shall be filled by a person of the membership by majority vote of the remaining members of the Executive Committee.
  - b) An officer may be removed by a unanimous vote of the other Executive Committee members.
- 4) No officer or committee chair shall serve more than 2 consecutive terms in the same position; if no suitable replacement is found the officer or committee member may serve one more year. In the event, after the additional year of service is performed for any Band Booster Officer or Committee Member position, AND no suitable replacement steps forward to assume the position, then that Band Booster Officer or Committee Member must be nominated from the floor by another Band Booster member in order to have their name added to the slate prior to elections. A majority vote is required in order for that individual to serve an additional year. This process will be in effect for each subsequent year.

- 5) Due to the pandemic (COVID-19) encountered during 2020 and 2021, a Board Member or Committee Chairperson serving in a position for the 2021-2022 school year, may serve an additional year for the 2022-2023 school year if a suitable replacement has not been found. This includes any individuals who may not have a student in the Mayfield City Schools band program for the 2022-2023 school year. If the existing Board or Committee Chairperson will be serving for the 2022-2023 school year, they must be nominated from the floor by another Band Booster member in order to have their name added to the slate prior to elections. A majority vote is required in order for that individual to serve that additional year.

## **Article VI. Duties of Officers**

### ***Section 1***

The President shall preside at all meetings of the Organization, perform such other duties as may be assigned to him/her by the Organization and be a member ex officio of all committees.

### ***Section 2***

The First President/Concessions shall perform the duties commensurate with the managing of the concession stand during all home varsity football games, Saturday JV and Freshman football games, and at various functions throughout the school year as deemed necessary by the Organization. He/she shall preside in the absence of the President and shall assume the duties and responsibilities of the President. This position may be shared by two people in a co-Vice President role. In the event that two people share this role each person will have a full vote in executive committee voting.

### ***Section 3***

The Second Vice President/Volunteers shall work with the First Vice President to schedule volunteers to work in the concession stand as needed during all home varsity football games, Saturday JV and Freshman football games, and at various functions throughout the school year as deemed necessary by the Organization.

### ***Section 4***

The Honorary Vice Presidents shall act as advisors to the Organization and coordinate all activities between the school and the Organization. The Honorary Vice Presidents shall be required to attend all regularly scheduled meetings of the Organization, or send a report to be read by the President.

### ***Section 5***

The Recording Secretary shall keep an accurate record of by-laws, meetings, reports, and attendance. The Recording Secretary shall also preside in the absence of the President and Vice Presidents. The Recording Secretary will provide necessary support required for election of officers including, but not limited to providing and distributing nomination forms, collection and tabulating thereof.

## ***Section 6***

The Treasurer's duties are as follows:

- a) Shall keep an accurate record of receipts and expenditures, pay out funds only as authorized by the Organization, and make necessary itemized reports at each regularly scheduled meeting.
- b) Shall present a final accounting for the current school year in May.
- c) Shall present a preliminary budget for the upcoming school year at the August meeting.
- d) Shall bank all money as stated above and in Article VII.
- e) Shall be responsible for coordinating IRS submissions with the 3rd party auditor

The Treasurer's accounts shall be examined annually by an Independent Third Party Auditor. The Auditor shall be appointed by the President at the May Executive Committee meeting. The report of the Auditor shall be presented at the August meeting.

## ***Section 7***

The Corresponding Secretary shall send notices of meetings, read correspondence at meetings, write letters, emails or other correspondence when directed by the President, produce monthly newsletter to membership, provide publicity information not limited to articles, marketing materials, reminders, advertisement to the public for various events to promote band events, activities, and fundraising sanctioned by the Executive Board.

## **Article VII. Funds**

### ***Section 1***

All funds raised shall go toward the support of the Mayfield Band Program and Auxiliary Teams.

### ***Section 2***

The Treasurer shall bank all money into appropriate Band Booster accounts

### ***Section 3***

There shall be one bank account:

- a) General Fund Checking Account which will be used for the general operation of the Mayfield Band Boosters.
  - 1) To make payments on items from approved Budget.
  - 2) To receive deposits of income into account.

### ***Section 4***

Interest accumulated in the respective accounts becomes property of the Organization to be used at its discretion.

### ***Section 5***

Non-operating funds shall be disbursed at the discretion of the Executive Committee and/or the Band Booster membership.

### ***Section 6***

Any expenditure of surplus funds in excess of \$250 must be approved by the Executive Committee or at a general meeting of the Mayfield Band Boosters.

***Section 7***

The President, Treasurer, and First Vice President of Concessions have sole authorization to distribute funds. If either leaves the area, an appropriate replacement will be designated.

***Section 8***

The fiscal year for the purpose of conducting business of the Mayfield Band Boosters shall be July 1 through June 30th of the designated calendar year.

**Article VIII. Meetings**

***Section 1***

A regularly scheduled meeting shall be held on the fourth Monday of the months of August, September, October, November, January, February, March, and April of the designated calendar year.

***Section 2***

Two additional meetings shall be held at the discretion of the President – one in August, for pre-season preparation, and one in May, for preparation of a preliminary budget for the upcoming school year, at the discretion of the President.

***Section 3***

Meeting schedules may be altered at the discretion of the President.

***Section 4***

A quorum of 8 members in addition to the presiding officers is necessary to conduct regular business.

***Section 5***

An Executive session for all Executive Committee members may be called at the discretion of the President. Five officers of the Executive Committee will constitute a quorum when in Executive session.

**Article IX. Committees**

***Section 1***

The Organization shall set up such standing committees as needed.

- a. Uniforms
- b. Membership
- c. Hospitality
- d. Spirit Wear
- e. Accessories
- f. Buttons
- g. Auxiliary Teams Liaison
- h. Fundraising
- i. Concession Assistants

## Committee Members Duties

- a. **Uniforms** - Coordinate issuing of uniforms, recording of uniforms to students, coordinating uniform replacement, cleaning and collection of uniforms at the end of the year.
- b. **Membership** - Coordination of membership drive, collecting membership dues and maintaining membership list.
- c. **Hospitality** - The Hospitality Chair is present at each Home game, and if scheduled, The Mayfield Band Bash (band festival). The Chair greets the visiting band(s) and Directors. The Chair will show the band(s) to their seats, and important areas of the stadium.
- d. **Spirit Wear** - Coordinate the Spirit Wear orders, promote, advertise, collect monies, and delivery of Spirit wear as needed. Determine and coordinate spirit wear items yearly and present to the Executive Board for approval. Promote spirit wear by creating flyers, emails, and website information to send to the Director.
- e. **Accessories**- Responsible for coordinating order of all accessory band items, including collecting, and recording order forms and checks, ordering and distribution of items.
- f. **Buttons**- This Chair is responsible for coordinating the making of the buttons of the band members and handing out of these buttons to the students /parents.
- g. **Auxiliary Teams Liaison**- This Chair is responsible for maintaining a positive relationship with the Auxiliary Team Director and team members. Coordinate communication of Band Booster events and needs.
- h. **Fundraising**- The Chair is responsible for identifying and suggesting fundraising ideas to the Executive Board and the membership. They assist in the coordination of fundraising events to support the Pride of Mayfield Bands with the 2nd Vice President of Volunteers.
- i. **Concession Assistants** – The Concession Assistants, under direction of the 1<sup>st</sup> VP of Concessions, will support the 1<sup>st</sup> VP of Concessions with the following tasks:

### Shopping/Ordering:

Shopping and ordering for all Home football games, including Varsity, JV, and Freshman. This includes beverage orders for all football games, as well as Wildcat Youth Football and Mayfield Athletic Boosters outdoor events.

- 1 – 2 Volunteers
- Shopping destinations include Costco, Sam’s Club, and GFS

- Ordering includes Pizza, Arby's, Chick-fil-A, Krispy Kreme Donuts and all Pepsi products
- Ordering of popcorn and hot chocolate for the season, to include pick up

Concession Assistant – Freshman Football Games

- Concession Assistant will run the Concessions for all Home Freshman football games
- 1 Volunteer
- Needs to open and close the stand on Thursday afternoons from approximately 4:00 p.m. – 7:00 p.m.
- Direct the volunteers on the tasks during event

Concession Assistant – JV Football Games

- Concession Assistant will run the Concessions for all Home JV Football games
- 1 Volunteer
- Needs to open and close the stand on Saturday mornings from approximately 9:00 a.m. until 12:00 p.m.
- Direct the volunteers on the tasks during event

Concession Assistant – Extra Events

- Concession Assistant will run extra events throughout the school year
- 1 -2 Volunteers
- Extra Events include: Band Lock-in, Band Camp lunch, Band Camp pool party, Columbus Day parade, Girls on the Run, OMEA, Mayfield Heights summer parade, 4<sup>th</sup> of July Gates Milles Parade
- Communicate with the Shopper assistant to ensure they have all necessary food and drinks
- Attend and direct the volunteers at above mentioned events

- j. **Social Media Chair**- Social media chair will be responsible for posting pictures, updates, and support for Mayfield events, with approval from the President.

## **Article X. Governing Rules**

### ***Section 1***

The rules contained in “Robert’s Rules of Order, Revised” shall govern this Organization in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the Organization.

### ***Section 2***

The “Standing Rules” shall govern specific aspects of the Organization as stated herein. The Standing Rules are considered an addendum to these By-Laws and may be revised as needed at any regular meeting of the Organization by a quorum vote of the members present.

## **Article XI. Amendments to the By-Laws**

### ***Section 1***

These Articles of the Mayfield Band Boosters By-Laws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present, provided notice was given at the previously scheduled meeting.

Revised 4/26/21