

# **Sequatchie County Band Boosters, Inc.**

CONSTITUTION

and

BYLAWS

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**SEQUATCHIE COUNTY BAND BOOSTERS, INC. - CONSTITUTION**

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**ARTICLE I - DEFINITIONS**

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**"Organization"** shall mean and refer to the "Sequatchie County Band Boosters"

**"Ex-officio"** shall mean serve in a position because the organization needs their expertise or influence in that position. This is a non-voting position

**"Band Program"** shall mean and refer to any group of students assembled by the Band Director either as a class or as a school-sponsored activity.

**"Board of Directors"** shall mean and refer to the elected Officers and the Band Director.

**"Executive Committee"** shall mean and refer to the President, Vice-President, Treasurer, Secretary and the chairpersons of standing committees.

**"AD HOC"** shall mean formed, arranged, or done for a particular purpose only and for a specified amount of time

**"Apprised"** shall mean to give notice to; inform; advise

**"Quorum"** shall mean the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

**"Foster"** shall mean encourage or promote the development of (something, typically something regarded as good).

**"Succumb"** shall mean fail to resist pressure, temptation, or some other negative force.

**"Etiquette"** shall mean the customary code of polite behavior in society or among members of a particular profession or group.

**"Event"** shall mean any planned public or social occasion.

## **ARTICLE II - ORGANIZATION**

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*The formal name of this organization shall be the Sequatchie County Band Boosters, Inc. (SCBB).*

## **ARTICLE III - PURPOSE**

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*This organization is self-governed and independent of the Sequatchie County Board of Education. The Band Boosters organization shall not seek to direct administrative activities except in an advisory capacity.*

*The Sequatchie County Band Boosters, Inc. shall be a non-commercial, non-sectarian, and non-partisan organization. The purpose is to exclusively operate for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or any corresponding section of any future federal tax code by providing sound financial assistance through fundraising activities and by the acceptance of donations for the Sequatchie County Band Program. Furthermore, the activities must be consistent with the guidelines and procedures established by the Sequatchie County Schools and Sequatchie County School Board.*

*The purpose for which this organization is formed is to provide support and promote the Sequatchie County Band programs in the High School, Middle School and auxiliary programs by organizing volunteers, raising funds, and planning social activities. The Band Boosters will provide the Band Director with assistance that will allow him/her to develop an educational, enjoyable, and rewarding academic and extracurricular band program. In support of this purpose the following objectives are established:*

- A. Volunteer Support – Assemble and organize adult volunteers in support of the band program and social activities.*
- B. Financial Support – Conduct fundraising events to enhance the band program.*
- C. Social Activities – Include but not limited to concert performances, parades, holiday performances, clinics and competitions.*

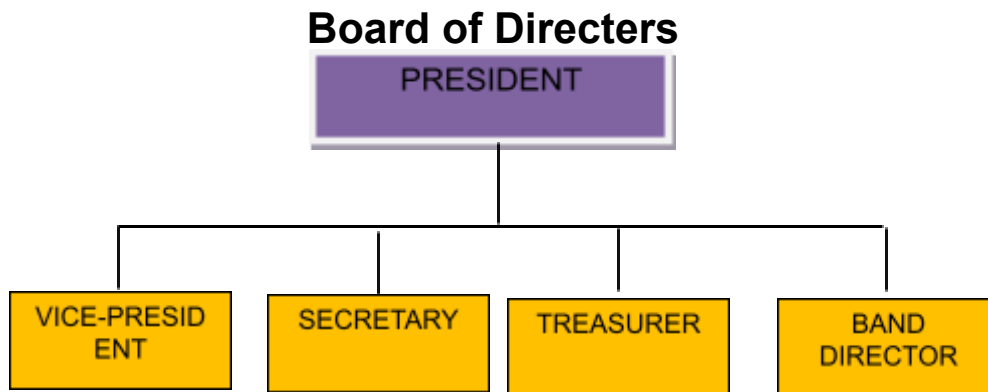
*The Band Boosters shall foster cooperation, increased knowledge of and interest in the band program by promoting activities and performances. The SCBB will maintain clear communications with parents, guardians, school administration and the community at large.*

## ARTICLE IV – STRUCTURE

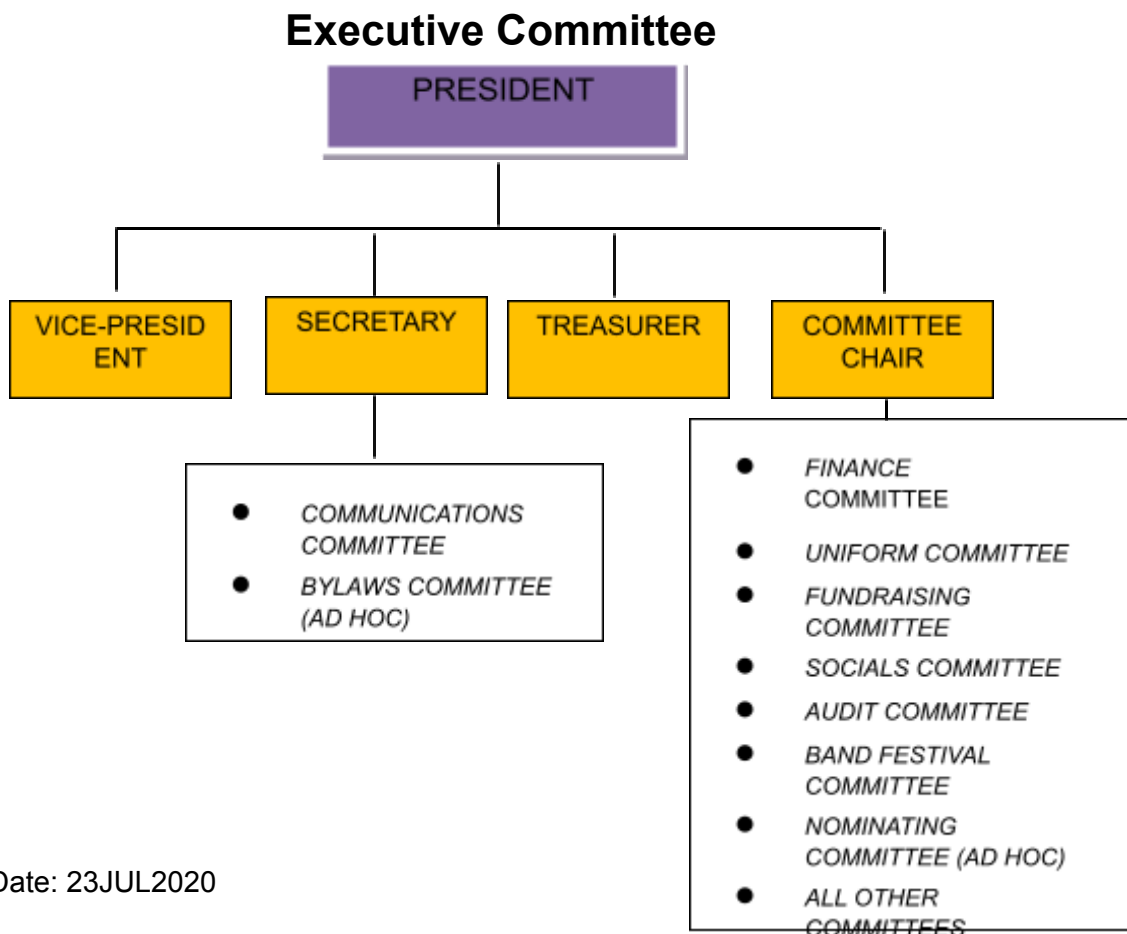
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*Under the provisions specified in the bylaws, the Sequatchie County Band Boosters, Inc. shall be governed by the Executive Committee and the membership along with the Band Director. The following is an organizational chart illustrating the structure of the SCBB.*

### ORGANIZATIONAL CHART



*The following is an organizational chart illustrating the structure of the Executive Committee.*



# SEQUATCHIE COUNTY BAND BOOSTERS, INC. BYLAWS

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## ARTICLE I - MEMBERSHIP

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*Membership is free and open to all parents, guardians, and family members of students in the band program as well as any alumni or other interested adult desiring to participate in the functions or promotion of the band program. There are two types of memberships:*

- A. **Regular Membership** in the band boosters is open to parents, guardians or adult family members of band students. Regular membership is also open to any alumni or other interested adult. The Band Director and Band Captain will be the voting representatives of the Band. In the absence of the Band Captain the Drum Major will be the voting representative. All regular members have voting privileges and all Regular Members may also vote in elections of the Organization.*
  
- B. **Associate Membership** is open any other High School student band members who wish to participate but will not have voting privileges. At meetings, all attending may present ideas but only those with voting privileges may make and second motions.*

## ARTICLE II - OFFICERS

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*The Officers of the Sequatchie County Band Boosters, Inc. shall consist of a President, a Vice-President, a Secretary and a Treasurer. These officers shall perform the duties as described in these bylaws. All officer positions of the SCBB are voluntary. Officers 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 III – OFFICERS DUTIES

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- A. **PRESIDENT:** The President is the chief executive officer and official voice of the Sequatchie County Band Boosters, Inc. and is responsible for the following:*
  - 1. Fulfilling the purpose of this organization.*
  - 2. Preside and maintain order at all meetings of the organization.*
  - 3. Enforce a strict observance of the constitution and the bylaws of the Sequatchie County Band Boosters, Inc.*
  - 4. Ensure that all activities of the office and organization are supportive of the Band Program.*
  - 5. Assist the Band Director when needed.*
  - 6. Coordinate the SCBB activities with the Band Director and keep the Band Director apprised of the boosters' legal and financial status, no less than monthly.*
  - 7. Appoint the chairpersons for all committees and serve as an ex-officio member on those committees.*

8. *Prepare an agenda (with the Band Director) for each general meeting and present it to the officers for prior approval.*
9. *Ensure that the SCBB adheres to all federal, state and local laws as well as Sequatchie County Public School policies including but not limited to Internal Revenue Service and Sequatchie County Board of Education.*
10. *The President at any time may call for an audit of the SCBB finances if he or she deems it necessary.*
11. *Serve on Communications Committee*

**B. VICE-PRESIDENT:** *The Vice-President shall be responsible for the following:*

1. *Assist the President in all matters.*
2. *Perform the duties of the President in his or her absence or at the request of that officer.*
3. *Monitor the conduct of meeting to ensure compliance with the constitution and the bylaws of the Sequatchie County Band Boosters, Inc.*
4. *Serve as a member on the Fundraising Committee.*
5. *The Vice President shall oversee the operation of the concession stand*

**C. SECRETARY:** *The Secretary shall be responsible following:*

1. *Accurately record the minutes of the SCBB Executive Board meetings and Regular Membership meetings.*
2. *Keep attendance records for all meetings.*
3. *Provide the minutes of all previous meetings to the membership through a written report including a record of all attendees. The written report shall be available to the membership prior to each meeting and posted via the SCBB website. This report shall be posted no less than three calendar days prior to regular meeting or as requested.*
4. *Keep all records, past and present, and maintain relevant membership information.*
5. *Maintain an official current copy of the constitution and bylaws with all subsequent amendments.*
6. *Monitor the conduct of meeting to ensure compliance with the constitution and the bylaws of the Sequatchie County Band Boosters, Inc.*
7. *Keep a condensed version of Roberts Rules of Order (Parliamentary Authority) available for reference at all meetings.*
8. *Chair the Communications Committee*
9. *Chair the Bylaws Committee*

D. **TREASURER:** *The Treasurer is responsible for all financial records as well as the following:*

1. *Preparing and maintaining accurate and permanent financial records of expenditures and all receipts.*
2. *Providing control necessary to insure proper and secure handling of all funds of the Sequatchie County Band Boosters, Inc.*
3. *Bank statements shall be reconciled monthly.*
4. *Provide Treasurer's report at each meeting detailing expenditures and receipts.*
5. *Shall maintain all SCBB bank accounts, receive all monies of the organization and make deposits into the appropriate bank account.*
6. *The checking account shall be established with three authorized signatures. Two (2) authorized persons must sign all checks. Officers may not sign a check to reimburse themselves.*
7. *Collect and count all funds with 2 other members' present, fill out and sign appropriate documentation showing funds collected and deposit into checking account on the day the funds are processed. Any funds collected and processed after banking hours is to be recorded and dropped in the night depository.*
8. *Present the annual budget in April, as prepared by the Finance Committee, for adoption by majority vote of the Regular Members. New budget will be in effect the first day of July.*
9. *Ensure all financial institutions have current information on all authorized persons to include the President, Vice-President, Treasurer and Secretary.*
10. *Arrange for disbursement of funds in accordance with the budget or as permitted by special vote.*
11. *Document all transactions and present a financial statement at every regularly scheduled meeting and at other times when requested.*
12. *Official copy of each current and previous month's bank statement must be readily available to view at every regularly scheduled meeting and other times when requested.*
13. *Prepare an annual report at the end of the fiscal year (July 1 – June 30). Included shall be an itemization of expenses and profits from each fundraising activity and all other transactions.*
14. *Prepare all documentation for an annual audit in July.*
15. *Ensure all federal, state and local laws as well as all 501 (c) (3) laws are adhered to including IRS and Sequatchie County School Policies.*
16. *With executive board approval, assign and track purchase order numbers.*
17. *Monitor the conduct of meeting to ensure compliance with the constitution and the bylaws of the Sequatchie County Band Boosters, Inc.*
18. *The Treasurer shall serve as an ex-officio member of the Finance Committee.*
19. *The Treasurer cannot chair or oversee the fundraising committee.*



**DEBIT CARDS:**

- a. *SCBB officers shall maintain two bank debit cards. One debit card shall remain in the possession of the Treasurer and one shall remain in possession of the President.*
- b. *Each card holder shall maintain a debit card sign out/in log*
- c. *The debit cards shall only be allowed by authorized persons. The President shall approve for expenditures up to \$100.00, at each event. Expenditures more than \$100.00 must be pre-approved by board of directors. Debit card must be returned immediately with a receipt showing authorized transactions. The Treasurer shall reconcile receipts to insure proper use and only reimburse for authorized purchases*

**TREASURER ASSISTANT:** *Shall be appointed by the President and shall be confirmed by simple majority vote of SCBB members. The duties are to assist the Treasurer in any areas as defined by the Executive Committee, as well as the following:*

- 1. *Shall fill in the duties in the absence of the Treasurer.*
- 2. *Shall follow and abide by all rules as set forth for the Treasurer position.*
- 3. *Shall only have the same voting privileges as a Regular member.*

**ARTICLE IV – ELECTION AND TERMINATION PROCESS**

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- A. *The officers shall be elected by ballot at the Spring Concert held in May of the fiscal year. Vote for officer elections may be by floor nomination. A simple majority of the votes cast shall constitute an election. (See Article VIII, NOMINATING COMMITTEE)*
- B. *The term for each position for all officers is for one year and elections are held annually. The term of office for all officers shall begin on June 1 following the election*
- C. *No officer shall hold more than one office at a time. Family members may not hold more than one office at the same time in any given operating year.*
- D. *Outgoing officers shall transfer books, bank accounts, and other records to the newly elected officers upon finalization of the May bank statement, or upon the discretion of both boards*
- E. *The Board of Directors shall fill vacancies by appointment and then approval of a simple majority of members present at the next Regular meeting or called meeting. Notice of such election shall be properly given.*
- F. *Any elected officer may be removed from office by a recommendation of the Board of Directors and a simple majority vote by the voting members of the organization.*
- G. *Any officer who misses three (3) consecutive regular business meetings without good reason (as determined by a majority of the remaining Board members) will automatically be replaced by the Board of Directors with approval of two-thirds (2/3)*

majority of members present and voting at a regular or called meeting.

## ARTICLE V – EXECUTIVE COMMITTEE

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The Executive Committee shall:

- A. Consist of all elected officers and Standing Committee Chairs.
- B. Recommend modifications to the annual budget

## ARTICLE VI – MEETINGS

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Meetings are an important part of the organization. Meeting will be held in a formal manner to reflect proper business etiquette and establish respect to all participants. Members will work together on a common platform, exchange their views and opinions, reach a solution that benefits the organization and mutually respect the will of the majority.

The Sequatchie County Band Boosters, Inc. will conduct the following types of meetings:

- A. **Regular:** A meeting of the entire Band Boosters membership will be held once a month (except in May) unless otherwise determined and communicated by the Executive Committee. Regular meeting date and time, for upcoming year, will be determined by the Board of Directors at the first Regular meeting in June.
- B. **Annual:** A meeting of the entire Band Boosters shall be held on the evening of the Spring Concert in May for the primary purpose of electing officers.
- C. **Special:** A special meeting may be called at the discretion of the Executive Committee or the Band Director. All members shall receive notification for such meetings, stating the purpose of the meeting. No other business may be transacted other than that for which the special meeting was called. The President or member(s) calling a special meeting of the Board of Directors shall notify any members who should attend the meeting and communicated no less than two (2) days prior to the meeting.
- D. **Board:** A monthly meeting of the Board of Directors shall be held prior to the regular meeting with the purpose of discussing the meeting agenda and any other information that will need to addressed to the general membership, if deemed necessary.

Ten (10) voting members shall constitute a quorum at all Band Boosters meetings. A quorum for all Board of Directors' meetings shall be three (3) officers.

Notice of regular and annual Band Boosters meetings shall be handled by the Communications Committee (See Article VIII COMMUNICATIONS COMMITTEE).

## ARTICLE VII – BOARD OF DIRECTORS

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- A. *The officers of the organization and the Band Director shall constitute the Board of Directors. Members holding a position jointly will have one vote on the Board.*
- B. *The Board of Directors shall have general supervision of the affairs of the organization between the regular meetings of the organization, set the time and place of meetings, hear special appeals and make recommendations to the organization, perform such other duties as may from time-to-time be specified by the organization. The Board shall also approve all financial statements and present the yearend report(s), as required.*

## ARTICLE VIII – COMMITTEES

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*Committees shall be either standing or ad hoc. A standing committee shall exist and function continuously throughout the band year. Standing committees shall consist of Regular Members and shall not be limited in number. The President shall appoint a chairperson for each committee. The Chairperson shall have general supervision of the committee, shall hold meetings and conduct business when necessary, and shall submit a report to the Executive Committee periodically and present a report at each general meeting.*

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### STANDING COMMITTEES

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**FUNDRAISING COMMITTEE:** *The Finance Committee shall be comprised of a chairperson, vice-president and three (3) other regular members. The President shall appoint members, to be selected in June. This committee shall oversee all operations of the concession stand and of all product sold for fundraisers. It is the duty of this committee to plan, organize and publicize all fundraising activities for the year and present all recommendations to the membership for approval. The Fundraising Chairperson shall ensure that fundraising projects do not conflict with school policies and secure approval as needed from school officials. The President, Band Director and Band Captain shall serve as ex-officio member of this committee. The Treasurer is not allowed to serve on this committee.*

**FUND COLLECTIONS:** *The Fundraising Committee will ensure that at least three (3) members are available to collect and document all funds generated from fundraisers. Fill out and sign appropriate documentation showing funds collected. If the Treasurer is unavailable to pick up funds on the same day, deposit into SCBB checking account on the day the funds are processed. Any funds collected and processed after banking hours shall be recorded and dropped in the night depository.*

**CONCESSION STAND:** *During sports season, the Fundraising Committee shall maintain cleanliness, order food, order beverages, order supplies, prepare food and sell merchandise at events. An inventory shall be conducted regularly at each event. The process for inventory will be determined by the Fundraising Committee. The inventory report shall be presented to the Executive Committee at Regular monthly meeting. The Fundraising Committee must provide recommendations for future orders. Purchase Order numbers for the concession stand must receive approval by vote at the Regular monthly meeting (prior to any event) or by the Executive Committee. The Committee Chair person shall reach out to other band booster members for assistance during any events.*

**FINANCE COMMITTEE:** *The Finance Committee shall be comprised of chairperson and four (4) members. Members shall be selected by the President in January. The Finance*

*committee shall prepare an annual budget based on the Band Director's proposed programming for marching band and concert band programs, competitions and trips. The Treasurer and Band Director shall serve as an ex-officio member of this committee. The committee shall prepare a zero based line item budget for the full fiscal year and submit the proposal at the April Regular meeting. The budget will become effective the first day in July.*

**SOCIALS COMMITTEE:** *The Socials Committee shall be comprised of chairperson and four (4) members. Members shall be selected by the President in June. It shall be the duty of this committee to plan for food and beverage for the following:*

- a. Pre-game Pep band meals*
- b. Pre-game Marching Band meals*
- c. Post-concert receptions*
- d. Competition meals*
- e. End of year Banquet held in May*
- f. Band Summer Camp meals, if necessary.*

*The chairperson shall select within its members to head up meal duties. The chairperson may request the assistance of other band booster members and has the authority to request or accept any food or beverage donations from local persons or businesses.*

**UNIFORM COMMITTEE:** *The Uniform Committee shall be comprised of chairperson and at least two (2) members. Members shall be selected by the President in June. The purpose is to issue uniforms, fit uniforms, and maintain all marching band uniforms and uniform equipment. The committee will maintain an accurate inventory and report any needs to the President. Uniform fitting shall be completed the first week of summer camp. The Committee Chair person shall reach out to other band booster members for assistance, as needed. All members shall submit for background check, as required by Sequatchie County Board of Education.*

**COMMUNICATIONS COMMITTEE:** *The Secretary will serve as chair of this committee and will consist of the President and at least one (1) other member. Members shall be selected by the President in June. The committee will keep families and community informed of relevant news and information with regards to the band program. They may assist the fundraising committee with publicity of all fundraisers and ensure all information is correct prior to publication. This committee will decide the best outlet through technology to communicate with Members and Board Members. Notice of regular and annual Band Boosters meetings shall be placed in the Dunlap Tribune as well as communicated through technology, best determined by this Communications Committee.*

**BAND FESTIVAL COMMITTEE:** *The Band Festival Committee shall be comprised of chairperson and no less than four (4) members to include the President and the Band Director. Members shall be selected by the President in February. The purpose is to plan and execute the Fall Band Festival. The committee will keep accurate records and update the Standard Operating Procedure (SOP) manual no less than annually. The Committee may select other members to assist in the festival planning and execution process.*

**AUDITING COMMITTEE:** The Auditing Committee shall consist of three (3) members whom which do not have authority to sign checks. Members shall be selected by the President in June. It shall be the duty of this committee to audit the Treasurer's accounts at the close of the fiscal year and to report to the regular meeting in August. A Certified Public Accountant must audit the Treasurer's accounts every three (3) years. (See Article IX, Section E)

**OTHER COMMITTEES:** Such other committees as standing or ad hoc, shall be appointed by the President or Board of Directors as the organization shall from time-to-time deem necessary to carry on its affairs. A designated chairperson will be appointed for each committee. All committees working must have approval of the Band Boosters before proceeding with their plans. Special committees are automatically disbanded when the work is done and the final report submitted in writing to the Band Boosters. The President shall be an ex-officio member of all committees except the Nominating Committee and is not included in the number of committee members specified.

Any committee members appointed can be removed at the discretion of the Board of Directors.

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### **AD HOC COMMITTEES**

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Ad hoc committees may be formed and function for a specific purpose and for a specified amount of time. Ad hoc committees are as follows:

**NOMINATING COMMITTEE:** The Nominating Committee shall consist of *chairperson and four (4)* members. The Nominating Committee shall not include a current board member or their family members. The Nominating Committee shall nominate at least one eligible regular member for each office and report its nominees at a regular meeting no less than 30 days prior to the election meeting in May. At the election meeting, additional nominations may be added "as write-in" to the ballot. ~~made from the floor.~~ Only those members who have signified their consent to serve ~~if elected~~ shall be nominated for or elected to such office. Nominees shall be elected by ballots provided to them by the Nominating Committee. The votes shall be counted by the current President and all nominating committee members.

**BYLAWS COMMITTEE:** This Bylaws Committee shall be chaired by the Secretary and shall consist of four (4) members and one (1) alternate member. Members shall be selected by the President in January. if deemed necessary by the President or majority of SCBB members. Otherwise it must be reviewed every four (4) years. The last required review was completed in April 2019.

## ARTICLE IX – FINANCES

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- A. The fiscal year of the organization shall be from July 1 through June 30.
- B. The organization shall establish two (2) funds: General Fund and Savings Account. All money belonging to the organization shall be deposited in one of these funds. A checking account shall be maintained solely for receiving and dispersing funds. Each fund shall be established in a federally insured account and maintained according to approved accounting practices.
- C. The organization shall operate on a zero-based, line item budget which shall be approved at the June regular meeting of the organization. The budget may be amended at any regular meeting of the organization by two-thirds vote of the members present and voting.
- D. The Sequatchie County Band Boosters, Inc. shall maintain a Cash Reserve to insure adequate funds for cash flow and in the event of unexpected shortfalls.
- E. All Band Members and Boosters are expected to participate in fundraising activities. Income from fundraisers shall be used for the benefit of the whole band; however, certain fundraisers may be earmarked by the boosters as student account fundraisers. This money shall remain in the boosters account but can be used by individual students for band fees. Profit from the specific fundraisers shall be divided into individual accounts based on the students' participation. Money remaining in an individual student account will revert back to the general fund if the student is no longer in the band. If the amount of money raised does not cover all specified expense, the remaining cost will be assessed among the participating band members.

The financial records of the organization shall be audited each year by the Auditing Committee (See Article VIII, AUDITING COMMITTEE) and by a certified public accountant every (3) three years beginning in year 2019.

- F. All orders, except for reoccurring bills such as storage building rent, P.O. Box rent, etc. must be assigned a Purchase order number before the purchase is made. If a Purchase order number is not obtained the person that ordered the merchandise will be responsible for the bill. Purchase order numbers must be approved by a vote at a booster meeting or by the executive board.
- G. Donations may be accepted by any member of the organization on behalf of the SCBB. Money is to be given to the Treasurer as soon as possible to be deposited into the General Fund or if monies have been designated by the contributor for uniform purchase, then the funds is to be deposited into the uniform account. If the donation has been designated for other purpose it is to be noted on the financial statement and the band booster membership is to be notified of donation at the next Regular meeting.

## ARTICLE X – BASIC POLICIES AND PROCEDURES

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### **The Sequatchie County Band Boosters, Inc.:**

- A. Shall engage exclusively in activities that directly support and promote the Band Program.
- B. Shall not attempt in any way, form or fashion direct the Band Program.
- C. Shall not engage in any activities contrary to, or prohibited by, Sequatchie County Public Schools policy.
- D. Shall follow all Sequatchie County Public School policies when directly involved with Band students.
- E. Shall not use any SCBB generated funds for purposes other than to enhance the Band Program.
- F. Shall maintain a federally insured checking account and savings account to be used to purchase Band Program items.
- G. Shall support the expenses of Band Program trips and activities not covered within school or county resources.
- H. Shall own all monies or funds raised by the Boosters.
- I. Shall not operate in a deficit.
- J. Shall prepare, approve by majority vote of Regular Members and adhere to an annual budget.
- K. In accordance with Sequatchie County Public School policy, shall not pay students for activities associated with Band Program.
- L. Shall ensure all requests for funds are approved by the SCBB.
- M. Shall present requests and suggestions for fundraising to the Fundraising Committee and receiving membership approval prior to undertaking any fundraising activities.

## ARTICLE XI – FUNCTIONAL RELATIONSHIPS

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**BAND DIRECTOR:** The responsibility for the Band Program is in the hands of the Band Director, as defined by his/her employer. Any authority assigned to the Band Director by his/her employer must not be assumed by nor interfered with by the SCBB. The Band Director's authority may include, but not limited to the following: decisions about the Band Program content, curriculum, trips and activities, selection of music, and formulation of policy and philosophy, according to the Sequatchie County Public School policies. The Band Director will report financial needs and goals to the Budget Committee. This budget should include required resources for those items outside the Sequatchie County Board of Education and Sequatchie High School and Middle School funding. The Band Director will ensure that all fundraising projects do not conflict with Sequatchie County Public School policies or band activities.

**COACHES:** All secondary coaches including assistants, percussion, color guard, brass etc. works as part of the instructional team and reports to the Band Director. Coaches should be able to control groups of students, have good sense of quality music, motivate band members, and have an understanding of health and safety measures. Additionally, they should be patient, have good communication skills, and be dedicated to the band program. Any student issues should be brought to the Band Director's attention as soon as possible. All Coaches shall submit for background check, as required by Sequatchie County Board of Education.

**BOOSTERS:** The Sequatchie County Band Boosters, Inc. shall recruit and assemble volunteers to support Band Program activities. The SCBB will work in conjunction with the Band Director to determine which activities can be sustained by projected SCBB fundraising and volunteer support. SCBB volunteers shall serve as representatives at both school and community functions.

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## **ARTICLE XII – Dissolution**

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If the Sequatchie County Band Boosters, Inc. is dissolved, all funds remaining after meeting any and all financial obligations shall be given to the Sequatchie County Education Foundation, Inc. for the purpose of awarding scholarships in the amount of \$1,000.00 (one thousand dollars) or a lesser amount if the fund balance is less, until all former Band Boosters funds are depleted. If the Sequatchie County Education Foundation, Inc. no longer exists, the remaining monies shall be donated to the Sequatchie County High School Library.

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## **ARTICLE XIII – Parliamentary Authority**

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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 any special rules of order the organization may adopt.

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## **ARTICLE XIV – Amendment of Bylaws**

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These bylaws may be amended at any regular meeting of the organization by a two-thirds secret ballot vote of the members present and voting, provided that the proposed amendment(s) has been submitted in writing at the previous regular meeting and posted in the Band Room. Members not in attendance shall be notified within the week that amendments to the bylaws are proposed and that they are posted in the Band Room. If feasible they should be e-mailed as requested.

The Bylaws committee shall meet at least once a year to review and prepare proposed revisions to the bylaws, if deemed necessary by the majority of regular members. Otherwise it must be reviewed every four (4) years. The last review was completed in February 2019



THE FOREGOING CONSTITUTION AND BYLAWS WERE APPROVED AND ADOPTED BY  
REQUIRED VOTE OF THE SEQUATCHIE COUNTY BAND BOOSTERS INC (SCBB) MEMBERSHIP.

Adopted date: 24JULY2020

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President – Jeanette Ross

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Vice-President – Barry McGlothen

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Treasurer – Lisa Kilgore

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Secretary – Stacey Smith

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Band Director – Tim Willis

## APPENDIX A – CODE OF ETHICS AND CONDUCT

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*The Sequatchie County Band Boosters, Inc. (SCBB) believes that service should be conducted in an ethical manner, with traditional principles such as honesty, trust, fairness, and integrity. Each board member's conduct should conform to the Tennessee Law and the Code of Ethics and the Code of Conduct set forth below. Each general member of the SCBB is expected to agree to and abide by the following:*

### **CODE OF ETHICS:**

- 1. Remember that the first and greatest concern must be the educational welfare of all band students.*
- 2. Represent the SCBB organization in a positive manner.*
- 3. Obey the laws of Tennessee and the United States.*
- 4. Respect the confidentiality of privileged information.*
- 5. Recognize that as an individual member of the Executive Committee, you are expected to work with other members to establish effective policies.*
- 6. Delegate authority for the administration and function of the organization.*
- 7. Encourage ongoing communication among members of the Executive Committee, SCBB, students and Band Director.*
- 8. Render all decisions based on the available facts and independent judgment rather than succumbing to the influence of individuals or special interest groups.*
- 9. Make every effort to attend all Band Booster meetings.*
- 10. Become informed concerning the issues to be considered at each meeting.*
- 11. Improve participation in SCBB sponsored event and all Band Functions.*
- 12. Avoid conflicts of interest or the appearance thereof.*
- 13. Refrain from using any position on the Executive Committee to benefit yourself, family members or business associates.*
- 14. The Band Director should be treated with respect at all times. If a situation arises, address the Band Director in a manner that is professional. Under no circumstances should a parent, executive officer, or band booster member speak to the Band Director in a negative manner in front of students. Failure to do so may result in being removed from helping in future band events or removed from office.*
- 15. Express your personal opinions, but once the issue has been voted on, accept the will of the majority.*

## **CODE OF CONDUCT**

1. *Abide by the Code of Ethics of the SCBB.*
2. *Act as an advocate for the SCBB, the school, the band program and the students.*
3. *Set high expectations for the work of the Executive Committee and its members.*
4. *Keep the Executive Committee's primary focus on the best interest of the students and the band program.*
5. *Set clear goals for the Executive Committee.*
6. *Prepare carefully before each meeting so that when each Board member has the floor, he/she can make comments that are concise, organized and clear.*
7. *Vote his/her individual convictions based on the available facts and his/her independent judgement and refrain from surrendering his/her judgment to particular individuals or groups.*
8. *Devote sufficient time, thought and study to proposed actions.*
9. *Become familiar with parliamentary procedure.*
10. *Listen carefully and with courtesy when other people have the floor and are speaking during meetings.*

*This Code of Ethics and Code of Conduct extends to all members of the Sequatchie County Band Boosters, Inc. Everyone is expected to show respect and good sportsmanship when representing the school, band boosters, students, and band program.*





<p style="text-align: center;"><b>July</b></p> <ul style="list-style-type: none"> <li>● New budget in effect</li> <li>● Set Regular monthly meeting date/time</li> </ul>	<p style="text-align: center;"><b>August</b></p> <ul style="list-style-type: none"> <li>● Sport Events Begins</li> </ul>	<p style="text-align: center;"><b>September</b></p> <ul style="list-style-type: none"> <li>● Annual Band Festival</li> </ul>
<p style="text-align: center;"><b>October</b></p>	<p style="text-align: center;"><b>November</b></p>	<p style="text-align: center;"><b>December</b></p> <ul style="list-style-type: none"> <li>● Christmas Concert</li> <li>● Christmas Parade(s)</li> </ul>
<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"> <li>● Finance committee selections</li> <li>● By-laws committee selections</li> </ul>	<p style="text-align: center;"><b>February</b></p> <ul style="list-style-type: none"> <li>● Band Festival committee selections</li> </ul>	<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"> <li>● Nominating committee selections</li> <li>● Scholarship Committee</li> </ul>
<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>● Annual Budget presentation for approval</li> </ul>	<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>● Spring Concert</li> <li>● No Regular Meeting</li> <li>● Annual Band Banquet</li> <li>● Officer Elections</li> </ul>	<p style="text-align: center;"><b>June</b></p> <ul style="list-style-type: none"> <li>● New Officers assume duty</li> <li>● Fundraising committee selections</li> <li>● Socials Committee selections</li> <li>● Uniform Committee selections</li> <li>● Communications committee selections</li> <li>● Auditing Committee selections</li> </ul>