

The ByLaws of the St. James, MO Band Boosters
Revised January 17, 2023

1. Article I: Name and Location

- a) Name: The name of this organization shall be the St. James Band Boosters, herin after referred to as the "Organization"
- b) Location: The Organization shall maintain its registered office at P.O. Box 344 St James, MO 65559
 - i) While the mailing address for the boosters shall be the above listed address, any deliveries of booster purchased items may be delivered to the appropriate district building.
 - ii) The physical address for booster business shall be 101 East Scioto St, St James, MO 65559
 - iii) The electronic mail address for booster business shall be stjbandboosters@gmail.com
- c) Tax ID Information: Missouri Tax Identification Number is 23379642. Effective date of May 15, 2017.

2. Article II. Purpose and Policies

- a) The purpose of the St James Band Boosters shall be:
 - i) To provide assistance and services for the St James Band Department and to all supportive units as may be added.
 - ii) To increase cooperation between the students' homes and the band program.
 - iii) To promote and encourage community support of the St. James Band Program.
 - iv) To Work with and assist the Band Directors
 - v) To plan and implement fundraising for support and the enhancement of the band program.
 - vi) To assume responsibility for the publicity covering activities or projects sponsored by the organization and the band department.
 - vii) The Organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b) Policies
 - i) The activities, events, and projects of this organization shall be approved by the Band Directors and the St James R-1 School District Administration, and must be in keeping with the policies of the school district.

3. Article III. Membership

- a) Qualifications for Membership

- i) The membership of the organization shall include the parents or legal guardians of the student(s) in the band program.
 - ii) Students are non-voting members of the organization
 - iii) Associate membership may be extended to any of those in the community interested in the purpose of the organization. Associate members shall have all the privileges of regular members as long as they attend the majority of the regularly scheduled meetings.
- b) Voting Privileges
- i) Each voting member shall have one vote on any matter under consideration at a general meeting in which they are present.

4. Article IV. Officers

- a) Personnel and Responsibilities
- i) The officers of this organization, who shall all serve without compensation, shall be: President, Vice-President, Secretary, Treasurer. Officers are not exempt from qualifying for the same reimbursement opportunities that booster members and parents may qualify for.
 - ii) The Band Directors in conjunction with the St James R-I School District Administration will participate in an advisory capacity. In the repeated instances that the St James Band Booster organization fails to uphold its primary purpose in the support of the band program and/or fails to maintain a viable organization, the Band Directors hold the right to dissolve the St James Band Booster Organization.
 - iii) To be eligible to hold any office, a member must be an active participant in good standing in the organization.
 - iv) All officers shall perform the duties prescribed in the parliamentary authority as set forth in Rober's Rule of Order Newly Revised, in addition to those outlined in these Bylaws and those assigned from time to time.
 - v) All officers shall transfer to their successors all books, papers, and other property of the organization in their possession at the January meeting of the Board of Directors.
 - vi) If a board member fails to meet the obligations of their position stated in the bylaws, the Board of Directors shall meet to remedy the situation, up to removal from office.
 - vii) Board members must attend 75% of scheduled meetings. The board can accept special considerations.
- b) Nominations and Election
- i) Nominations
 - (1) The president shall begin accepting nominations from the membership in November of each year.

- ii) Elections
 - (1) Election of officers shall be held at the December general membership meeting of each year and elected officers will assume their duties at the January general membership meeting.
 - (2) Elected officers shall serve a term of one year beginning the start of the January meeting of each year and ending at the January meeting the following year.
 - (3) Elected officers may continue to serve in the same position as long as they are re-nominated and re-elected each year.
- iii) Vacancies
 - (1) Any office vacated for any reason during the term must be filled by special election.
 - (2) Any officer or committee chairperson may be removed by two-thirds majority vote of the Board of Directors.
 - (3) It is the duty of all board members to help fill any vacancies of the Board of Directors.
- c) Duties
 - i) President
 - (1) Shall be Chief Executive Officer of the St James Band Boosters
 - (2) Presides at all Board of Directors and general membership meetings and maintains order.
 - (a) Puts all motions, when seconded, to a vote
 - (b) Acts as judge of all elections and declares results
 - (c) Casts a deciding vote in the case of a tie.
 - (d) Shall present a proposed agenda prior to all general meetings.
 - (e) Maintains communication with the Band Director and all other officers of the organization.
 - (f) Supervises all other officers of the organization.
 - (g) Enforces a strict observance of the Articles of Incorporation, Bylaws, and standing rules of the organization.
 - (3) Shall, with the approval of the Board, appoint all standing and special committee chairpersons.
 - (4) Shall, with the approval of the Board, create committees as needed and shall assign their duties.
 - (5) Shall be an ex officio member of all committees.
 - (6) Shall call special meetings of the organization.
 - (7) Shall represent the organization at any meeting in which he/she is invited to attend.

- (8) Shall, at the end of his/her term, have a consultation session with the incoming President and shall forward appropriate files, reports, and keys at that time.
 - (9) Shall send out a reminder of the upcoming general meetings.
- ii) Vice-President
- (1) Be responsible for contacting volunteers prior to each event and sending volunteering schedules to the appropriate parents and the Band Directors.
 - (2) Shall carry out such specialized duties as required by the organization.
 - (3) Shall organize and oversee the Fundraising Committee.
- iii) Secretary
- (1) Shall attend all meetings and act as a clerk, thereof, recording all votes and minutes of the organization transactions.
 - (2) Shall keep a copy of the St James Band Booster Articles of Incorporation and Bylaws.
 - (3) Shall attend to all routine correspondence, including sending appropriate thank-you notes.
 - (4) Shall make available to each member of the Board and the Band Director a copy of the minutes of each meeting at the end of the meeting.
 - (5) Shall present a written report of minutes at all regular meetings.
 - (6) Shall maintain an electronic file of all recordings, communications, and flyers.
 - (7) Shall, upon leaving office, transmit all records and property of the organization to his/her successor.
- iv) Treasurer
- (1) Shall be responsible for presenting the proposed budget for the coming year to the Board of Directors and the general membership for adoption at the last general meeting of the current fiscal year.
 - (2) Shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
 - (3) Shall be custodian of all monies, with oversight from the board, recording the same in a ledger.
 - (4) Shall maintain open and accurate accounts of all monies and shall oversee that deposits and payments are made as designated by the Board of Directors, in accordance with procedures set forth by St James Band Boosters.
 - (5) Shall present a complete financial report at each meeting including an electronic report generated for all accounts at every meeting.
 - (a) Report must include debtor, amount paid, check number, and purpose.
 - (6) Shall prepare a summary of finances at the end of the fiscal year (June 30), which shall be available to all organization members. Included in said report shall be an itemization of expenses and profits from each fundraising activity.

- (7) Shall tend to the booster lock box located in the high school band room on a bi-weekly basis.
- (8) Shall attend functions to handle financial obligations or arrange for another board member to have access to financial tools.

5. Article V. Board of Directors

a) Personnel and Term

- i) The elected officers of the organization, standing committee chairpersons, and the Band Directors shall constitute the Board of Directors.
- ii) A board member's term of service is the administrative year for which he/she is appointed.
- iii) Band officers shall serve in an ex officio capacity.

b) Duties

- i) The Board of Directors shall facilitate the business of the organization, including:
 - (1) Review and approval of the plans and activities of the various committees.
 - (2) Recommendation to the general membership approval of the annual budget as well as modifications to the annual budget.
 - (3) Recommendations to the general membership approval of specific expenditures, either for the operation of the organization or for the benefit of the band, in keeping with the guidelines of the annual budget.
 - (4) Review and evaluation of the plans of the Ways and Means Committee for fundraising projects, with presentation of appropriate options to the general membership for approval or modification.
 - (5) Shall attend 75% of scheduled booster meetings. The board can accept special considerations.
 - (6) Shall oversee the financial operations of the booster organization including:
 - (a) Maintaining a 2 signature checkbook
 - (b) Voting on reimbursements over \$250
 - (c) Obtaining 2 signatures on cash box signature sheets at the beginning and end of any event where money is exchanged.
 - (i) Any food service event must follow the health codes as outlined by the Health Department for the State of Missouri.
 - (ii) Depositing all monies on the next business day after an event.
 - (iii) Maintaining access for all Board of Director members to all online organization records.
 - (iv) Maintaining signature rights for all officers on Booster financial accounts.

c) Meetings

- i) The Board of Directors shall ordinarily meet 30 minutes before the stated general membership meeting.

d) Quorum and Voting

- i) Two-thirds ($\frac{2}{3}$) of the Board of Directors constitutes a quorum. A two-thirds majority of the Board of Directors members voting shall be necessary for action on the following:
 - (1) Articles of Incorporation and Bylaw amendments
 - (2) Approval of committee chairpersons
 - (3) Annual budget
 - (4) Any budget line overrun or unbudgeted expenditure in excess of \$500.

6. Article VI. Meetings

a) General Membership

i) Meeting Guidelines

- (1) The St James Band Boosters shall hold a minimum of six (6) regular general membership meetings per year. The annual meeting shall be in June and shall be the last meeting of the fiscal year. July shall be the first meeting of the next fiscal year. The proposed budget shall be approved at the annual meeting.
- (2) The general membership meeting of the organization shall be held on the third Tuesday of each month from August to May, beginning at 7:00pm, unless otherwise directed.
- (3) As requested, the Band Directors will encourage attendance by making suitable announcements.
- (4) Scheduled meetings may be changed or cancelled by the President of the Board of Directors. Membership shall be notified of all such meeting schedule changes or cancellations.

ii) Quorum

- (1) Members present and voting shall constitute a quorum for the transaction of any business at any regularly scheduled or special general meeting.

iii) Voting

- (1) A simple majority of members present and voting shall be sufficient to carry a motion, taking action on the following:
 - (a) Articles of Incorporation and Bylaws amendments (requires $\frac{2}{3}$ majority)
 - (b) Fundraising activities and projects
 - (c) Annual Budget

b) Special Meetings

- i) Special meetings may be called at the discretion of the Board of Directors, the President, and/or the Band Directors.
- ii) All organization members are to receive notification of such meetings, stating purpose of said meeting.
- iii) Business transacted at all special meetings shall be confirmed to the objects stated in the call and matters german thereto.

c) Order of Business

- i) Call to Order
- ii) Report of the Secretary
- iii) Report of the Treasurer
- iv) Report of the Band Director
- v) Committee Reports
- vi) Unfinished Business
- vii) New Business
- viii) Announcements
- ix) Adjournment

(1) No post meeting discussions shall change the business that was decided upon in the general meeting.

7. Article VII. Committees

- a) Committees may be formed and assigned as needed.
- b) Committees may organize and develop plans of actions outside of the general meeting.
- c) Committees must present plans of action to the Band Directors and the organization President prior to taking action.

8. Article VIII. Fiscal Standards and Policies

- a) Fiscal Year
 - i) The fiscal year shall be from July 1 through June 30
- b) Description
 - i) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purposes clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501c3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization contribution to which are deductible under section 170c2 of the Internal Revenue Code, or corresponding section of any future federal tax code.
 - ii) Monies raised, by, for, or in the name of the St. James Band under the sponsorship of the organization becomes the property of the band booster

organization. Such funds are to be used only to cover operating expenses to support approved projects.

c) Accounts and Audit

- i) All disbursements shall be made by check with two authorized signatures or by debit card and all deposits shall be made in the name of St James Band Boosters.
- ii) Organization financial records will be reviewed by the Budget Committee at the end of the fiscal year.
- iii) Any moneys received shall be received and documented by the Treasurer.
- iv) Any money not being spent on a yearly basis must be earmarked for a specific purchase.

d) Dissolution

- i) Upon dissolution of the St. James Band Boosters, assets shall be distributed for one or more exempt purposes within the meaning of section 501c3 of the Internal Revenue, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Phelps County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

9. Article IX. Standing Rules

a) Approval and Authority

- i) All matters pertaining to the activities, events, and projects of the St. James Band Program and the St. James Band Boosters must meet the approval of the Band Directors and the St. James R-I School District Administration and must be in keeping policy of the school district.

b) Meetings

- i) Each member shall have an equal right to speak on all matters brought before the organization.
- ii) No matters will be discussed that originate outside of the organization. All matters must be introduced by an organization member.
- iii) Political speakers will not be allowed to occupy the time of the organization.
- iv) Members wishing to present a certain topic at a general membership meeting must submit the topic in writing to the President prior to the board meeting.

10. Article X. Parliamentary Authority and Amendments

a) Parliamentary Authority

- i) The latest edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and consistent with any provision of these bylaws.
- ii) The President shall serve as parliamentarian.

b) Amendments

i) Articles of Incorporation

(1) The Articles of Incorporation may be amended by a two-thirds ($\frac{2}{3}$) majority vote of the entire voting membership taken at any general membership meeting, provided the proposed amendment has been determined necessary by counsel and submitted at a previous general membership meeting or has been mailed to each voting member at least 3 weeks prior to the meeting at which the vote is taken. Revised Articles of Incorporation shall be subsequently filed in accordance with the established laws of the State of Missouri.

ii) Bylaws

(1) The Bylaws may be amended to two-thirds ($\frac{2}{3}$) vote of the members present and voting at any regularly scheduled or special general meeting provided that the proposed amendment has been submitted at a previous general membership meeting or has been mailed to the membership at least two (2) weeks prior to the meeting at which the vote is taken.

(2) The Board of Directors may make changes for the sake of clarity and which in no way alter the intent of the Bylaws. The bylaws Chairperson shall educate the membership on these changes.

Revision	Revision Date
Rev 1	4/30/2015
Rev 2	9/10/2019
Rev 3	12/14/2021
Rev 4	01/17/2023