

**PRATTVILLE  
BAND BOOSTERS, INC.  
BY-LAWS  
October 11, 2010**

**ARTICLE I**

**NAME**

The name of this organization shall be Prattville Band Boosters, Inc. hereinafter called "PBBI." The mailing address is Prattville Band Boosters, Inc. is P.O. Box 680893, Prattville, AL 36068.

PBBI's Fiscal Year shall be from June 1 to May 31.

**ARTICLE II**

**SPECIFIC PURPOSE**

The purpose of PBBI shall be:

- To provide inspiration, guidance, and assistance to all Prattville High and Junior High School band students and staff in order to develop and sustain top performing instrumental music programs at all levels.
- To secure closer contact between interested parents, students, teachers, directors, and staff, thereby assuring clear communication and co-operation among all those involved in the band program.
- To foster closer ties between the parents of the junior high students, the parents of the high school students, and the band administration, thereby strengthening the entire band program.
- To promote music culture throughout the community by fostering greater concert attendance and other public support of all band activities, thereby rendering moral support to the students.

- To assist with the purchase of equipment and supplies and other costs which would not be available through the school budget, facilitated by fundraisers or donations.
- To assist and co-operate with the school administration of Prattville High School on issues related to the Prattville High School Band and Prattville Band Boosters, Inc.
- To adhere to Federal, State of Alabama, and Autauga County Board of Education laws, regulations and guidelines.

### ARTICLE III

#### MEMBERSHIP

**Section I:** **Membership:** The membership of PBBBI shall include any alumni, parent/legal guardian of band members, or other persons interested in the progress and development of the Prattville Band programs. Upon payment of dues, parents/legal guardians of Prattville High School Band members in good standing shall automatically become voting members. Alumni or other interested persons will automatically become non-voting members upon payment of dues. Each voting member shall only have one vote per issue. Members must be present to exhibit the right to vote on PBBBI affairs.

**Section II:** **Membership Dues:** The annual membership dues shall be decided by a majority vote of the voting members present at the Annual Meeting. Membership shall run concurrent with PBBBI's fiscal year.

## **ARTICLE IV**

### **MEETINGS**

**Section I:** **Regular Meetings:** Regular meetings shall be held on the second Monday of each month, except for the month of June. Regularly scheduled meetings may be cancelled or changed by a majority of the voting members present at any prior meeting or by the Executive Committee should a conflict arise.

**Section II:** **Executive Committee Meetings:** Executive Committee meetings shall be held on an as needed basis one (1) hour prior to the regular booster meeting, or as deemed necessary by the President and/or Director of Bands, provided all Executive Committee members are notified at least five (5) days prior to the time of the meeting. If a member is unable to attend, he/she may vote on any issues by telephone or by email.

**Section III:** **Annual Meeting:** All voting members shall meet annually during the month of May, or at such other time as selected by the Executive Committee provided all members are notified at least thirty (30) days prior to the time of the meeting. The purpose of the meeting shall be to install the Executive Committee, determine membership dues for the subsequent fiscal year, and conduct other PBBI business as appropriate.

**Section IV:** **Special Meetings:** Special meetings may be called by the President and/or Director of Bands provided all members are notified at least seven (7) days prior to the time of the meeting, and at such special meeting there shall only be considered such business as specified in the notice of the meeting.

**Section V:** **Quorum:** A quorum shall be the number of voting members present at any duly called meeting, regular scheduled meeting, annual meeting or special meeting.

**Section VI:** **Parliamentary Authority:** “Robert’s Rules of Order Revised” shall govern PBBI in all cases to which they are applicable and in which they are not in conflict with these by-laws.

## **ARTICLE V**

### **BOARD of DIRECTORS and EXECUTIVE COMMITTEE**

**Section I:** **Management:** The general management of the affairs of PBBI shall be vested in the Board of Directors and Executive Committee, who shall consist of the elected officers, two at-large members and the Director of Bands. No Director or Executive Committee member shall receive any type of remuneration for their service in said capacity.

**Section II:** **Members-At-Large:** Members-At-Large shall be voting members of PBBI and shall vote on issues brought before the Executive Committee. Members-At-Large shall also perform such duties as directed by the President.

**Section III:** **Director of Bands:** The Director of Bands shall be considered an ex-officio member of the Executive Committee and shall have the right to speak, but shall not have voting privileges. The Director of Bands shall act in the role of advisor at Executive Committee meetings and at PBBI meetings. The Director of Bands shall notify the Prattville High School Band Parents of any planned band activities. The Director of Bands shall keep the Executive Committee informed of any real or potential problems that may affect the band or PBBI. The Director of Bands shall prepare and submit budget goals or requests for the upcoming school year at the Budget Committee’s Annual meeting. The Director of Bands shall have

the final authority regarding any individuals of the band in all band related activities. The Director of Bands shall present a report giving the State of the Band at each regularly scheduled meeting. PBBI shall not interfere with the Director of Bands or the school administration in the activities of the band. The Associate Director of Bands or other designee may serve in this capacity in the absence of the Director of Bands.

**Section IV:** **Dismissal:** Any elected officer, committee chairperson, or committee member may be removed, with cause, at any meeting of the Executive Committee. “Cause” shall mean (a) conviction of a felony; (b) knowing participation in transactions or activities which could jeopardize the band members, band boosters or PBBI; (c) theft, embezzlement, or commingling of the funds of PBBI with the funds of any such person; (d) failure to fulfill the responsibilities of the job or in some way not in good standing with the band or school. A vote of two-thirds of the remaining Executive Committee is required to remove any elected officer, committee chairperson, or committee member after due notice is given to such member and he/she has been afforded the opportunity to be heard. The Executive Committee will be responsible for appointment of a replacement.

## ARTICLE VI

### **OFFICERS AND DUTIES OF OFFICERS**

**Section I:** **Officers:** The officers of PBBI shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer, who shall be elected by the voting members. Officers shall be voting members and must have a child enrolled in the Prattville High School Band for at least one semester during that school year. In the event an officer cannot complete his/her term, the Executive Committee will appoint a replacement for the

term. Officers must be from separate households. Officers' term of service shall be for one year and officers may be re-elected for succeeding terms.

**Section II:** **President:** The President shall provide an agenda and preside at all meetings of the membership and the Executive Committee, execute all instruments in behalf of the Executive Committee, act as official liaison with the school and community officials on behalf of PBBI, call such meetings of the Executive Committee and General Membership as deemed necessary, establish standing committees, and appoint committee chairpersons. In February of each year, the President, in conjunction with the Director of Bands, shall appoint a nominating committee to solicit nominations for officer elections and appoint an audit committee to audit PBBI's financial records prior to the close of the year's activities. The President shall be an ex-officio member of all committees.

**Section III:** **1st Vice President:** The 1st Vice-President shall act for the President in his/her absence. In the case of death or resignation of the President, the 1st Vice-President shall assume the duties of the president for the remainder of the year. It shall be the duty of the 1st Vice President to be the chairperson of the Ways and Means Committee, with the exception of the "Heart of Dixie" Band Festival Competition. The 1st Vice-President shall also perform such duties as directed by the President.

**Section IV:** **2nd Vice President:** The 2nd Vice President shall act for the President in the absence of both the President and 1st Vice-President. In the case of death or resignation of the President or 1st Vice President, the 2nd Vice-President shall assume the duties of the 1st Vice President. It shall be the duty of the 2nd Vice President to be the chairperson of the "Heart of Dixie" Band Festival Competition Committee. The 2nd Vice President, as chairperson of that committee, shall be responsible for organizing and

overseeing the functions of that committee. The 2nd Vice President shall also perform such duties as directed by the President.

**Section V:** **Secretary:** The Secretary shall keep accurate and detailed records and minutes of all meetings and attend to the correspondence of PBBI. Minutes from the previous meeting will be read, published, and open for discussion at each membership meeting. The Secretary shall keep an up to date list of all committee chairpersons' and current PBBI members' contact information. The Secretary shall also perform such duties as directed by the President.

**Section VI:** **Treasurer:** The Treasurer shall keep the books for PBBI, account for all monies and deposit the same in an approved depository in the name of Prattville Band Boosters, Inc. The Treasurer shall keep full, up to date and accurate books, using accounting software approved by the Executive Committee, all of which shall be the property of PBBI and shall be available for inspection by PBBI members upon request. Members may at their own expense hire a CPA to perform such inspection. The Treasurer shall make a full report to the membership of all PBBI funds at each regular monthly meeting, prepare a permanent record of each monthly Treasurer's Report for delivery to the President, be responsible for processing payments of the bills/reimbursements of PBBI in a timely manner upon approval of both the President and Director of Bands, and shall retain copies of said bills, and shall be responsible for preparing cash boxes for concessions or other scheduled events. The Treasurer shall prepare the books for inspection or audit upon request by Prattville High School for the period requested. The Treasurer shall also perform such duties as directed by the President.

**ARTICLE VII**  
**FUNDRAISERS**

**Section I:** **Student Accounts:** PBBI, in conjunction with the Director of Bands, shall coordinate fundraisers for students to raise money for their individual student account. All student accounts shall be maintained and accounted for by PBBI Treasurer. Money raised for the Student Accounts shall be deposited in PBBI bank account.

**Section II:** **General Fund:** PBBI, in conjunction with the Director of Bands, shall coordinate fundraisers to raise money for the general fund of PBBI. Money raised for the general fund shall be deposited in the Prattville Band Boosters, Inc. bank account.

**ARTICLE VIII**  
**EXPENDITURE OF FUNDS**

**Section I:** **Expenditure of Funds:** All PBBI expenditures shall be in compliance with the annual budget. Any single or cumulative expenditure more than \$200 in any one month, which is in excess of the annual budget, shall require the approval of the Executive Committee. Any single expenditure more than \$500 in any one month, which is in excess of the annual budget, shall require the approval of PBBI's voting membership. In the event an Annual Budget has not been approved, PBBI shall only expend for operational expenses consistent with the prior year Annual Budget and only to the extent necessary for minimum operation and not for any capital purchases. All expenditures, whether approved in the annual budget, by the Executive Committee, or by PBBI's voting membership shall be reported to the membership at PBBI's monthly meeting following the expenditure. All checks issued from PBBI's general account shall require

two (2) signatures, which shall be the Treasurer and any other Officer of PBBI. Members, Directors and Officers may be reimbursed for PBBI expenses provided the expense was budgeted, preapproved and is documented with a proper receipt from the vendor.

**Section II:** **Purchasing:** PBBI shall give the Director of Bands the authority to research, let bid, and/or negotiate the best possible price or overall deal for items approved in the annual budget. These findings shall be presented the Executive Committee or the membership for action.

**Section III:** **Hardship Financial Assistance:** In the event a student is unable to participate in band related activities due to financial needs, the Executive Committee may entertain financial assistance. A request for financial assistance must be submitted in writing to the Director of Bands, who in turn will present the request to the Executive Committee, at least 45 days prior to the event. Monies or credits may be disbursed based on availability and must be approved by the Executive Committee. To be eligible for financial assistance, student and parent/legal guardian participation in the band program and fundraisers is required. All requests for financial assistance shall be kept confidential.

**Section IV:** **Equipment Inventory:** All equipment purchases made by PBBI on behalf of the Prattville High School Band, for use by students and/or faculty, shall be transferred to Prattville High School for inventory. All equipment purchases made by PBBI for its sole use shall remain the property of PBBI. Prior to the end of PBBI's fiscal year, the Director of Bands, as a courtesy, shall provide to PBBI a copy of the Prattville High School Band inventory that is submitted to the administration of Prattville High School. PBBI shall also conduct an annual inventory of all equipment owned by PBBI.

**Section V:** **Professional Development of Band Directors:** From time to time the Director of Bands and Assistant Band Directors may wish to attend seminars to further the professional development of their profession. PBBI may budget funds for such as it pertains to the Prattville High School Band.

## **ARTICLE IX**

### **COMMITTEES**

**Section I:** **Nominating Committee:** A nominating chairperson shall be appointed by the President, in conjunction with the Director of Bands, by the February PBBI meeting. Ideally, this person will be appointed in the fall marching season. The nominating chairperson shall solicit nominations for officers and members-at-large for the next fiscal year. The chairperson shall contact each nominated party and determine his/her interest in the office for which he/she is nominated. Either the nominee or the Nomination chairperson will fill out the nomination form. This list will be presented to the Executive Committee and the Director of Bands for approval. Upon approval the list shall be emailed to all available members, presented at a Regular or Special meeting and/or posted on the prattvillebands.com website. The election shall be held at the April meeting.

**Section II:** **Audit Committee:** For purposes of these By-laws, audit shall mean any level of inspection of the books deemed necessary by those conducting said audit. An audit may be requested to be performed by the Prattville High School Financial Department. The Financial Department shall report the results to the Director of Bands as soon as feasible. The Director of Bands will in turn report to PBBI. In the absence of an audit by the Prattville High School Financial Department or at the discretion of the Executive Committee, a committee shall be appointed by the President and shall not consist of any Officers of PBBI.

**Section III: Budget Committee:** The Budget Committee shall meet no later than the month of June to draft an annual budget to be presented to the voting membership no later than PBBI's August meeting. The Budget Committee meeting shall be scheduled by the President based on the availability of the Budget Committee members. The Budget Committee shall include members of the previous year's Executive Committee as available and the current year's Executive Committee.

**Section IV: Ways and Means Committee:** The Ways and Means Committee shall work with the President and the Director of Bands to plan all fundraising projects necessary to meet the needs of the band program. Proposed fundraising projects will be presented to the Executive Committee for approval before being conducted as an activity of PBBI. The Ways and Means Committee Chairperson shall coordinate suggested activities with the Director of Bands before implementation.

**Section V: Communications Committee:** The President and/or his/her designee and the Director of Bands will work to inform all members of such items important to the Booster organization such as the time and place of all regular and special meetings, business before the Boosters, information pertaining to the band and/or the need to arrange work schedules, and solicit volunteers. This will be accomplished through email with addresses that were submitted to the committee on the membership form and/or through posting on the Prattvillebands.com website.

**Section VI: Publicity Committee:** The Publicity Committee shall work with the President and the Director of Bands to promote, through all available means, the publicity of special activities of the band, as well as special projects of PBBI.

**Section VII: Standing Committees:** A list of standing committees and their duties are attached herewith.

**Uniform Committee:** The Uniform Committee shall work with the President and the Director of Bands to inventory, clean, organize, distribute, repair, collect, store and re-order the approved uniforms of the ensembles that make up the Prattville High School Bands.

**Concession Committee:** The Concession Committee shall work with the President, the Director of Bands and the Ways and Means Committee to plan, purchase supplies, solicit volunteers and manage the concession stands at Stanley – Jensen Stadium or other place so selected for the purpose of selling concessions to raise funds for PBBI.

**Chaperone Committee:** The Executive Committee shall, in conjunction with the Director of Bands, appoint a Chair for this committee. The Chaperone Committee Chair shall work with the Director of Bands to organize and recruit Chaperones for all events requiring chaperones. The Chair shall provide training and guidelines for these chaperones. The Chair or his/her designee shall act as liaison between the Director of Bands and all other chaperones at all events requiring the use of chaperones.

**Section VIII: Special Committees:** The President, in conjunction with the Director of Bands, is hereby authorized to appoint such special committees as may be necessary to conduct PBBI business or activities. The duties of each special committee shall be clearly established when that committee is appointed.

**ARTICLE X**  
**AMENDMENTS**

**Section I:**     **Proposals:** Proposed amendments or changes of any kind to the By-laws shall be submitted in writing to any officer of PBBI, and must be signed and dated by the originator. The officer will then contact the President or Vice President who will call a meeting of the Executive Committee to consider the proposal. The Executive Committee shall fully consider the proposal upon its merits. The proposal shall be presented to PBBI's membership. PBBI's Secretary shall notify all PBBI members prior to the meeting at which the proposal will be presented and advise each member that copies of the proposal will be available at the meeting. The Executive Committee shall recommend the proposal be accepted or rejected and the proposal will then be open for discussion. No vote will be taken until the next PBBI meeting.

**Section II:**    **Approval:** The By-laws shall be amended upon approval by two-thirds of the voting membership present at the meeting scheduled for voting on a proposal that has been presented by the Executive Committee. All amendments or changes to the By-laws shall take effect immediately upon ratification by PBBI's voting membership.

**ARTICLE XI**  
**Indemnification**

Prattville Band Boosters, Inc. indemnifies, to the full extent permitted by law, every Executive Committee Member, Officer or Agent of PBBI made a party of a proceeding because he/she is or was an Executive Committee Member, Officer, or Agent. The promises and obligations of this section do not apply if the Executive Committee Member, Officer, or Agent shall finally be adjudicated in such proceeding to have acted

in bad faith and to have been liable by reasons of willful misconduct in the performance of his/her duty as such Executive Committee Member, officer, or agent.

**BY-LAWS OF PRATTVILLE BAND BOOSTERS, INC.**

This document becomes effective immediately upon ratification by the voting membership and signature by the Board of Directors.

**Signatures on Original dated 10-11-10**

Anita Thebo – President, Director

Joe Sharp – Vice President, Director

Lamar Smith – Vice President, Director

Karen Hunerwadel – Secretary, Director

Steve Calton – Treasurer, Director

Robert Ghames – Member at Large, Director

Jo Kaestner – Member at Large, Director