

Constitution and By-Laws of the ATB Boosters, Inc.

Article I – Name

The Name of the Organization shall be the ATB Boosters, Inc.

Article II – Objectives

1. The Corporation is organized exclusively for educational, charitable, and scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.
2. It is expressly understood that the ATB Boosters, Inc. in no way will interfere with operation and administration of the Band Program of Alcovy High School.

Article III – Membership

1. The membership of this organization shall be open to all parents/guardians of the Alcovy High School Band/Colorguard and other interested persons.
2. Only parent/guardians of band/colorguard members in good standing are eligible to hold office and vote at meetings.
3. Meetings of the general membership shall be held at such time and place as may be determined by the Executive Board.
4. Those members present at any regularly scheduled meeting, and at any duly called meeting where notification has been given, shall constitute a quorum for all voting purposes. Votes taken on issues will pass with a simple majority.
5. The organization shall hold a minimum of four general membership meetings each school year. Additional meetings may be held as needed. A meeting may be postponed or cancelled by a majority vote of the Executive Board.

Article IV – Officers

The officers of this association shall be President, Vice President, 2nd Vice President, Secretary, and Treasurer. Nothing contained herein shall prohibit the nomination and election of two persons as “co-officers” for any office. No member shall hold more than one office at a time. All elected officers shall be a general member of the ATB Boosters, Inc. for a minimum of one year before being eligible for office, with a lapse of membership being no more than two years. All officers shall be the parent/guardian of an Alcovy High School Band/colorguard student.

1. President shall preside at all meetings of ATB Boosters, Inc. appoint all committees and shall be an official member of all committees. The President shall

coordinate an annual review of the financial records of the organization; and perform such other duties usually inherent in such office.

2. The Vice President shall perform duties as delegated by the President. In case of inability to serve or resignation of the President, the Vice President shall fill the unexpired term.

3. 2nd Vice President shall be over the concessions and assist as secondary after Vice President. In the event the Vice President assumes the role of President, the 2nd Vice President will assume the role of Vice President.

4. Secretary shall keep accurate and detailed records and minutes of all meetings and attend to correspondence. Minutes from the previous meeting will be read, published, and open for discussion at each ATB Booster, Inc. meeting. He/she will keep up to date list of all committee chairpersons, their contact information, and the contact information of all band/colorguard students and their parents/guardians. The Secretary will ensure that all Board members receive a copy of the current By-Laws, a Board of Directors roster, and an up-to-date student roster. He/she shall also perform such duties as directed by the President

5. The Treasurer shall perform the following duties:

- a. Receive all money collected, issuing of receipts, and deposit funds in the established bank account. All monies collected shall be deposited in the name of ATB Boosters, Inc.
- b. Disburse funds at the recommendation of the Executive Board and all expenditures must be pre-approved
- c. All financial transactions shall bear the signatures of two Executive officers of the organization.
- d. Maintain the required financial records to comply with state and federal laws and to meet the needs of the organization.
- e. Provide general financial reports as requested by the Executive Board.

6. All Officers:

- a. Deliver reports to the Board or membership as requested or needed.
- b. Solicit volunteers to aid in the accomplishment of the duties of his/her office.
- c. Maintain and update a guide/procedure book to pass along to his/her successor. This book shall contain a list of duties, names of contact people, pertinent addresses and/or telephone numbers, and a procedural guide.

Article V – The Executive Board

1. The Executive Board shall be composed of the officers of the ATB Boosters, Inc., with the Alcovy High School Band Director acting as an ex officio, non-voting member.

2. The Executive Board shall have general supervision of the affairs of the ATB Boosters, Inc.
3. The Executive Board shall meet prior to regular meetings to determine the business to be transacted at the regular meeting.
4. Expenditure of funds by the Executive Board between general membership meetings for non-budgeted items shall be permissible, as described within these By-Laws. Actions taken by the Executive Board between general membership meetings shall be brought before the members at the next general membership meeting for their information.
5. The incoming Executive Board shall attend, without vote, a joint meeting with the outgoing Executive Board. This meeting shall be held after elections.
6. Upon expiration of the term of office or in the case of resignation or termination, each Board member shall turn over to the President, without delay, all records, books, and other materials pertaining to the Board position; and shall return to the Treasurer, without delay, all funds belonging to the organization.
7. The Executive Board shall have responsibility for setting long-range goals, such as but not limited to acquiring major equipment, replacing or adding uniforms, planning major trips and generating sponsorships for the ATB Boosters, Inc.
8. An annual budget for the following school year shall be submitted by the Band Director and approved by the Executive Board.

Article VI – **Handling of Funds and Projects**

1. The funds of the ATB Boosters, Inc. shall be deposited in a bank account approved by the Executive Board and shall be subject to disbursement by checks signed by two authorized members of the Executive Board.
2. All project expenditures shall be made only upon the authority of the Executive Board.
3. Any item(s) purchased using funds from the ATB Boosters, Inc. account shall be the property of the ATB Boosters, Inc. until such time it is given to the Alcovy High School Band program.
4. In the event of dissolution of this Corporation, the residual assets of the Corporation shall be distributed to the Newton County Board of Education, to be used exclusively for support of the Alcovy High School music education programs or, if Alcovy High School shall no longer exist, then for support of high school music education programs in the Newton County school system.

Article VII – **Board of Directors**

The Board of Directors consists of the Executive Board and all committee heads. Regular meetings of the Board of Directors shall be held on a regular basis as determined by the Executive Board. The President as needed may call special meetings of the Board of Directors. Non-Board members attending a regular meeting may only participate if placed on the agenda prior to the meeting.

Article VIII – **Committees**

Standing Committees shall be those deemed necessary for the preservation and well being of the association. They may include Uniform, Chaperone, Equipment, Fundraising, Concessions and others deemed necessary by the Executive Board. All committee members shall serve a term of one year, with no limitation on number of terms served.

Article IX – **Standing Committees**

1. Standing Committee Chairperson positions shall include, but not limited, to the following: Concessions, Fundraising, Uniforms, Chaperone, and Equipment.

2. Chairpersons of the Standing Committees shall be members of the ATB Boosters, Inc. organization. They are chosen by appointment and carry a position on the Board of Directors.

3. All Chairpersons shall:

- a. Attend general membership meetings and may attend Executive Board meetings.
- b. Deliver committee reports as requested or needed.
- c. Solicit volunteers to aid in the accomplishment of the missions of their committee.
- d. Maintain and update the committee guide/procedure book to pass along to his/her successor. The book shall contain pertinent addresses, names of contact people that are necessary for carrying out duties of committees; detailed “procedural” lists for band functions or events, etc.
- e. Work closely with the officers as needed to fulfill their chair duties.

4. Specific Chairperson Duties

a. The Chaperone Chairperson shall:

1. Be responsible for the procurement, scheduling assignment, and supervision of chaperones for, but not limited to, band camp, football games, competitions, parades, festivals and trips.
2. Oversee the purchase and maintenance of first aid kit supplies and water for the band/colorguard.

b. The Concession Chairperson shall:

1. Act as coordinator for all ATB Booster, Inc. competition, performances, and fundraising concession activities involving the sale of food or drink items.
2. Oversee the staffing of the concession stand.

3. Oversee the additional concession fundraising activities.
 4. Work in the concession stand as needed.
 5. Supervise and assist in the purchase, storage and inventory of concession supplies and equipment.
- c. The Fundraising Chairperson shall:
1. Coordinate and administrate all fundraising activities.
 2. Contact local businesses as needed for fundraising support.
 3. Work closely with the volunteer coordinator in order to accomplish the fundraising goal.
- d. The Uniform Chairperson shall:
1. Oversee the storage, use, distribution, cleaning, repair, order, and replacement of all band uniforms.
 2. Measure band members for uniforms as needed.
 3. Ensure all uniforms are returned after use and inspect upon return.
 4. Make recommendations to the Executive Board as to uniform needs for the upcoming year.
- e. The Equipment Chairperson shall:
1. Coordinate the transportation of instruments and band equipment to all band program events as needed.
 2. Supervise the loading and unloading of instruments and equipment.

Article X – Nominations and Elections

Officers of the ATB Boosters, Inc. shall be elected at the regular December meeting and assume their duties May first of the following calendar year.

A nominating committee, appointed by the Executive Board, of not less than three (3) members, one (1) of which shall be a member of the Board of Directors, shall present a slate of officers to the Executive Board. Nominations may also be made from the floor.

The term of office shall be one year or until a successor is elected. The officers must have a student in the Alcovy High School Band/Colorguard during his/her term in office. In the event that an officer's student terminates his or her membership in the band or colorguard, the Executive Board will determine continuation of the officer.

Article XI – Parliamentary Authority

The established parliamentary procedures of *Roberts Rules of Order* shall govern the proceedings of the Executive Board and general membership meetings, unless they are in conflict with these By-Laws or any special rules of order the organization may adopt.

Article XII – Amendments and Revisions to By-Laws

1. After review by the President and an appointed By-Laws Revision Committee, the By-Laws of the ATB Boosters, Inc. may be amended, repealed, or revised only at a general membership meeting, and only by the affirmative vote of a two-thirds (2/3) majority of the membership present and voting, and after notice of proposed action

and the date of the vote thereon shall have been given at a previous general membership meeting.

2. Any portion of these By-Laws, which is, or becomes, in conflict with federal or state constitution, laws, or regulations, shall be null and void and shall not affect the validity of the remaining By-Laws.

3. Any article or section affected by amendments shall be automatically revised upon the next printing of the By-Laws.

Article XIV - Miscellaneous

Those persons who make authorized purchases for the ATB Boosters, Inc. or the Alcovy High School Band Program must present a receipt within thirty (30) days of the purchase in order to be reimbursed.

Adopted on: _____

Signatures of Officers of the ATB Boosters

President: Deana B. Greer Deana B. Greer

Vice President: Russell Durden Russell Durden

Secretary: Tammy Beare Tammy Beare

Treasurer: Teresa Robertson Teresa M. Robertson

2nd Vice President: Rachel Wingate Rachel Wingate