

# Constitution and Bylaws

## Nease Band Boosters, Inc.

### Article I - NAME

The name of this organization shall be Nease Band Booster, Inc. (hereafter known as the "~~association~~Association").

### Article II - PURPOSE

The purpose of the ~~Nease High School~~Allen D. Nease High-School Band Boosters ("the Band Boosters") is to raise money and coordinate parent/volunteer activities for the support of the band program and Director of Bands (the "Band Director") at Allen D. Nease High School (hereafter known as Nease High School). This includes the instrumental music and related auxiliary programs of Nease High School.

The ~~Nease High School~~Band Boosters Organization will act to the best of its' abilities to promote, build, and maintain interest in the Nease High School Band Program and its' components; and will further support these components through all possible encouragement and viable fundraising.

~~High School~~The Band Boosters Organization will not interfere with and possess ~~no any~~ authority to address the curriculum of the Nease High School Bands (known also as the "Band"), or direction of the ~~Nease High School~~Director of Bands for the Nease High School program. Should a situation arise in which the Band Boosters Organization should violate the statutes set forth for the organization in this regard, the Organization may be disbanded by ~~(The Nease High School~~Director of Bands, or Nease High School Administration.

No substantial part of the activities of this ~~association~~Association shall consist of carrying on propaganda, or otherwise attempt to influence to influence legislation, except as provided in section 501(h) of the Internal Revenue Code of 1986. The ~~association~~Association shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to any candidate for public office, except as provided in section 501(h) of the Internal Revenue Code of 1986.

Notwithstanding any other provision of these articles, the ~~association~~Association shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)3 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law), or (b) by organization contributions that are deductible under section 170(c)2 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

The property of this ~~association~~Association is irrevocably dedicated to section 501(c)3 exempt purposes and no part of the net income or assets of this ~~association~~Association shall ever inure to the benefit of any director, officer, or member of the ~~association~~Association, or to the benefit of any private purpose.

### Article III - MEMBERSHIP

#### Section 1 - Types of Membership

- A. All parents or guardians of students enrolled in the instrumental music and related auxiliary programs of Nease High School are eligible to become members of the ~~association~~Association.
- B. Membership in the ~~Nease High School~~Band Boosters will terminate if a member no longer has a student active in

band or related auxiliary programs. A member's voting rights will terminate if the ~~Band Director~~Director of Bands deems the member's band student not in good standing.

- C. The ~~principal~~Principal and ~~assistant~~Assistant ~~principal~~Principal of ~~Allen D.~~Nease High School shall be considered ex officio members of the ~~association~~Association and have voting privileges. Other honorary membership may be granted by a vote of the Executive Board (~~the "Board"~~), in consultation with ~~the Director of Bands~~the Director of Bands.

### Section 2 - Voting Privileges

- A. Voting privileges are obtained by the payment of required band or ~~association~~Association membership fees on or before the due dates as determined by ~~the Executive~~Board, in consultation with the Director of Bands.
- B. The Ex-Officio Members of the Association will have voting privileges.
- C. A motion shall be carried by a simple majority of the voting members present at a regular or specially called meeting at which a quorum of the voting members is present.
- D. A quorum shall be three officers plus the voting members present, not to be less than 10 members of the ~~association~~Association.

### Section 3 - Indemnification

- A. No person who is now or later becomes an officer, director or member of this ~~association~~Association shall be personally liable for an indebtedness of liability. Any and all creditors of this ~~association~~Association shall look only to the ~~association's~~Association's assets for payment.

## ARTICLE IV – Executive Board

**Powers.** All corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be managed under the direction of, the ~~Executive Board (the "Board"), which~~Board, which shall consist of the Officers of the Nease Band Boosters and the Director of Bands for Nease High School (~~the "Band Director"~~). An Officer other than the Band Director, must be a natural person who is at least 18 years of age and is the parent, legal guardian or custodian of a student attending Nease High School and participating in the Nease High School Music Program at the time such Director is a member of the Board of Directors.

**The ~~Band Director~~Director of Bands.** The ~~Band Director~~Director of Bands shall be a full-time employee of the St. Johns County School System and nominated by applicable authority as the Director of Bands for Nease High School. He/She shall serve as the ex-officio member of the ~~Executive Board~~ and the ~~Nease High School Band (known also as the "Band")~~ and shall instruct, guide, and inform the ~~Association~~ in the way the ~~Association~~ can best assist the Band. The needs of the Band, as identified by either the Band Director or the ~~Executive~~Board, shall be the sole focus of the Association. The Band Director shall further advise the ~~Executive~~Board and/or the General Membership of the Association if a particular action should not be taken as contrary to the best interest of the Band or in conflict with any policy of St. Johns County Public Schools or ~~A.D.~~Nease High School. In the unlikely event there remains a disagreement between the band director and other members of the ~~A.D. Nease High~~Band Boosters, the ~~principal~~Principal shall have the authority to veto the decision. The ~~Band Director~~Director of Bands cannot financially commit the Association without Board approval. The ~~Band Director~~Director of Bands, whose identity may change from time to time in accordance with his or her employment relationship with St. Johns County Public Schools and/or ~~A.D.~~Nease High School, shall not be subject to removal by the Board of Directors, and shall be a Director of The Association in perpetuity.

**A. Section 1 - Qualifications of Officers**

~~A.B.~~ The ~~association-Association~~ shall be governed by ~~Executive-the~~ Board who are elected by the voting membership as provided by the ~~association's-Association's~~ ~~bylawsBylaws~~.

~~B.C.~~ The ~~Executive-Board~~ shall govern the operations of the ~~association-Association~~ with the advice and consent of the voting membership ~~and shalland shall~~ adhere to the ~~association's-Association's~~ rules as provided by the ~~bylaws Bylaws~~.

~~C.D.~~ Only voting members, in good standing, shall be eligible to serve as officers. Officers shall qualify as voting members ~~in the year in the year~~ for which they are elected to serve. Elected Officers position will be terminated if the officer no longer has a student active in band or related auxiliary programs. The Officer's position can also be terminated if the ~~Band Director-Director of Bands~~ deems the member's band student not in good standing.

~~D.E.~~ No member shall serve more than two consecutive terms, as defined by these ~~bylawsBylaws~~, in the same office.

~~E.F.~~ Except for the position of Managers, ~~Liaisons~~ or Coordinators, no more than one person from the same family shall ~~serve concurrentlyserve concurrently~~ as Executive Officers.

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**Section 2 - Election of Officers**

A. The privilege of nomination and election to the ~~Executive-Board~~ shall be limited to members in good standing of the ~~Nease-Band Boosters~~ who have been members for at least four (4) months prior to nomination.

B. All ~~Nease-Band Boosters~~ members who are interested in elected officer positions may submit their name to the ~~the-~~ President to be presented on the ballot prior to the general election meeting in March. The nomination period will be 30 days prior to the scheduled ~~General-general~~ meeting in April designated for elections to occur. If circumstances arise where this timeline is not met. A special meeting will be called for elections. The date of the special election meeting will be at least 30 days after the initial nomination start date.

~~C.~~ The duties of the President will be to collect and organize the information form all nominees into a ballot form and present to the ~~Band Director-Director of Bands~~ and ~~the~~ Board for review one week prior to the meeting designated for the election. Only candidates on the written ballot will be eligible to be elected. There will not be floor nominations the day of the election meeting.

~~D.~~ Vacancies among officers may be filled for the unexpired portion of the term by a majority vote of the ~~Executive-Board~~.

~~E.~~ There will be a ballot election if there is more than one candidate for any office. If there is only one candidate for an office, that candidate shall stand elected.

~~C.F.~~ At the time of elections, the ~~Band Director-Director of Bands~~ and an additional staff member will count the ballots and announce the newly-elected Board Members.

~~D.G.~~ Terms of ~~officers-Officers~~ shall be May 1st – April 30th.

~~E.H.~~ An ~~officer-Officer~~ may be removed by a two-thirds vote of the ~~Executive-Board~~ or a majority vote by the ~~association-Association~~ membership for failure to execute the duties of office as stated in these ~~bylawsBylaws~~.

~~F.I.~~ Should a vacancy occur in the position of an ~~officer-Officer~~ as the result of resignation, removal, or failure to no longer qualify for service as defined by these ~~bylawsBylaws~~, the ~~Executive-Board~~ shall make a recommendation to fill the vacant position. The nominee will be voted upon by the membership at a regular or special called meeting, at the earliest possible ~~date, butdate, but~~ not to exceed 30 days after acknowledgement of the vacancy and will be documented in ~~association-Association~~ records. The previously elected ~~officer-Officer~~ shall be allowed to continue in their position until said election occurs except in instances of removal, where the ~~Executive-Board~~ shall immediately assume the responsibilities of the removed ~~officer-Officer~~.

### Section 3 – Duties of Officers

**A. President** – The President shall preside at meetings of the ~~association~~ Association and shall serve as a liaison for the ~~association~~ Association to the administration. The President shall serve as ex officio member of all committees. The President monitors progress of the Board and aligns their work with organizational mission and goals. The President will additionally oversee the following areas:

- Equipment Coordinator
- Winter Guard Liaison
- Winter Percussion Liaison

See Appendix A for details.

**B. Vice President** – In the absence of the President or in the event of his inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President will oversee some of the operational areas as designated by the Director of Bands. The Vice President shall perform such other duties as from time to time may be assigned to him by the President or Board of Directors. The Vice President, shall preside in the absence of the President. The Vice President will oversee the following areas:

- Uniform Manager
- Middle School Coordinator
- Banquet Coordinator

See Appendix A for details.

**C. Treasurer, General Funds** – The Treasurer, General Funds, shall be responsible for the ~~association's~~ Association's financial matters. The Treasurer shall file all receipts for the ~~association~~ Association, keep a balanced account of receipts and expenditures and make ~~an annual~~ an annual report to the ~~association~~ Association at the final regularly scheduled meeting of the year. The Board will oversee the collection of funds and expenditures for Fundraising, Football Games and other Events. Internal controls will be established to ensure the fiscal integrity of collections and financial reporting. The Treasurer shall disburse funds in accordance with the approved budget or as approved by a majority of the Officers. (Deleted members since this is a Board function). The Vice President will oversee some of the operational areas that pertain to the money collection and/or expenditures, or other areas as designated by the Director of Bands. The Treasurer shall disburse funds in accordance with the approved budget or as approved by a majority of the ~~officers~~ Officers ~~or members~~. The Treasurer will also oversee the following areas:

- Student Accounts Manager
- Concession Manager
- Fundraising Manager
- Corporate Funding Liaison
- FCMI Coordinator

See Appendix A for details.

**D. Secretary, Membership Recording and Communications** – The Secretary, Membership and Recording (also known as the Communication Secretary), shall be responsible for maintaining and keeping hard copy records of all meetings of the ~~association~~ Association and ~~Executive~~ the Board and for maintaining appropriate historical records of the ~~association~~ Association and band activities. The Communication Secretary shall also be responsible for maintaining up to date membership lists and membership emergency contact and medical forms. A complete list of the addresses of students

participating in the band program and their parents or guardians shall be kept in the Communication Secretary's records and should be accessible at all meetings. The Communication Secretary shall communicate with members about band activities, special needs and promoting the activities of the band to the general public. The Communication Secretary shall be responsible for maintaining the website, shall publish a regular newsletter and handle any correspondence for the ~~association~~-Association to include sponsorship requests and thank you letters. In addition, the Communication Secretary will partner with the Vice President to work with incoming Freshman and outgoing Seniors to ensure all events and activities are cared for. The Communication Secretary will also oversee the following areas:

- Volunteer Coordinator
- Hospitality Coordinator
- Website Manager

See Appendix A for details.

## **ARTICLE V – Managers, Coordinators and Liaisons and Committees**

### **Section 1 – Managers, Coordinators and Liaisons, ~~Coordinators and Managers~~**

Managers shall be responsible, in cooperation with the ~~Executive~~-Board and the Director of Bands, for coordinating special needs and enlisting volunteers to assist with the various activities of the ~~association~~-Association and bands. Members can be nominated, appointed by the Director of Bands in consultation with the-Board or volunteer for positions. These positions are not voted in by the membership. Liaisons, Coordinators, Managers, and Committees are approved by the Board and the Director of Bands.

- A. Student Accounts Manager** – The Student Accounts Manager, shall be responsible for individual student accounts. The Treasurer shall keep an up to date balanced accounting of fees owed and paid by the student. The treasurer shall deposit and record all monies collected and work closely with the Treasurer, General Funds.

Student Accounts Manager – This is a school year commitment and will report directly to the Treasurer (see Appendix A for details). The Student Accounts Manager manages student account payments and invoices to ensure payment. The Student Accounts Manager, shall be responsible for individual student accounts. The Student Accounts Manager duties include but are not limited to:

- Keep an up to date balanced accounting of fees owed –and paid by the student
- Provide statements of those accounts to the student's family on at least a monthly basis.
- Assist with collection of delinquencies in relevant student account(s) alongside the Board.
- Deposit and record all monies collected and work closely with the Treasurer, General Funds.
- Provide an overview report to the Board when requested.
- Scholarship requests and request for exceptions for payments shall be routed through the Student Accounts Manager, who shall provide a summary to the Board for voting purposes

**Fundraising Coordinator** -- The Vice President, Fundraising, shall be responsible for planning and implementing, in conjunction with the Executive Board, appropriate fund-raising activities for the association. The Concession Manager shall report to the Vice President, Fundraising.

**Fundraising Manager** – This is a School Year Commitment and reports directly to the Treasurer (see Appendix A for details). Coordinates fundraising activities with the Fundraising Coordinators, Winter Guard Liaison and Winter Percussion Liaison and ensure programs meet their fundraising goals within their approved budgets. Examples of methods that have proven successful for fundraising include but are not limited to:

- Work with Director of Bands to Order and Distribute Show shirts
- Work with Mulch Coordinator to ensure success for ordering and delivery of Mulch for both Fall and Spring
- Work with TPC Coordinator for successful roll out – This includes finding individuals for concessions support during tournament
- Work with the Director of Bands to start a Go Fund Me for Marching
- Collaborate with Director of Bands, Winter Guard Liaison, Winter Percussion Liaison, and Communication Secretary to work out storefronts or any other fundraising activities for the benefit of all teams
- Work with Board to ensure fundraising earnings are gathered, signed off on, and funds provided to the treasurer post haste
- Work to receive Corporate Sponsorships through the membership’s employers and Collaborate with Corporate Fundraising Liaison and the Board

**B. Guard Manager** – The Guard Manager, shall coordinate the activities of the guard with the Executive Board, Director of Bands and guard staff and be a liaison during the marching season. They shall be responsible for the organization of all aspects of indoor season. These responsibilities include but are not limited to the following: managing financial budgets, student account maintenance, fundraising and other activities as determined relative to the needs of the guard. All aspects shall be managed within the approved budget and reported to the Executive Board.

**Winter Guard Liaison** – This is a late Fall into Spring commitment and will report directly to the President (see Appendix A for details). The Winter Guard Liaison shall partner with the Director of Bands and the Guard staff to serve as a liaison during the marching season. Winter Guard Liaison should communicate weekly with the Board for updates on event planning, any organizational challenges during the indoor season. The Winter Guard Liaison position responsibilities may include but are not limited to the following:

- Organize and Coordinate activities of the Winter Guard Program per the direction of the Director of Bands or Guard Staff
- Be knowledgeable of the financial budgets and assist in communication of the happenings of the last year to ensure a solid financial base
- Coordinate food activities with the Hospitality Coordinator/Committee for each practice, competition and/or traveling event.
- Assist with delinquencies in relevant student accounts
- Work in concert with Volunteer Coordinator for events, competitions and other needs of the season
- Work with Fundraising Manager to organize Fundraising Events
- Work with Board to ensure fundraising earnings are gathered, signed off on, and funds provided to the treasurer post haste
- Work with Director of Bands, Guard Staff, Communication Secretary and Volunteer Coordinator to ensure Chaperones and or other needs for travel events
- Partner with Volunteer Coordinator and Equipment Coordinator to ensure all drivers/transportation of students are approved with the county school district
- Could include coordination of other activities and or events as determined relative to the needs of the Winter Guard Program

All aspects shall be managed within the approved budget and activities outside budget shall be presented to the board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual.

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This is not a Liaison Function and will be removed, this action is strictly done in concert with Student Accounts, Booster Board and Director of Bands.

**C. Percussion Manager** -- The Percussion Manager, shall coordinate the activities of percussion with the Executive Board, Director of Bands and percussion staff and be a liaison during the marching season. They shall be responsible for the organization of all aspects of indoor season. These responsibilities include but are not limited to the following: managing financial budgets, student account maintenance, fundraising and other activities as determined relative to the needs of percussion. All aspects shall be managed within the approved budget and reported to the Executive Board.

**Winter Percussion Liaison** – This is a late Fall into Spring commitment and will report directly to the President (see Appendix A for details). The Winter Percussion Liaison shall partner with the Director of Bands and the Winter Percussion Staff to serve as a liaison during the marching season. They should communicate weekly with the Board for any organizational challenges during the indoor season. The Winter Percussion Liaison position responsibilities may include but are not limited to the following:

- Organize and Coordinate activities of the Winter Percussion Program per the direction of the Director of Bands or Staff
- Be knowledgeable of the financial budgets and assist in communication and events of the last year to ensure a solid financial base
- ~~Assist with delinquencies in relevant student accounts~~
- Coordinate food activities with the Hospitality Coordinator/Committee for each practice, competition and/or traveling event
- Work with Fundraising Manager to organize Fundraising Events
- Work with the Board to ensure fundraising earnings are gathered, signed off on, and funds provided to the treasurer post haste
- Work with Director of Bands, Staff, Communication Secretary and Volunteer Coordinator to ensure Chaperones for travel events.
- Partner with Volunteer Coordinator and Equipment Coordinator to ensure all drivers/transportation of students are approved with the county school district
- Could include coordination of other activities and or events as determined relative to the needs of the Winter Percussion Program

All aspects shall be managed within the approved budget and activities outside budget shall be presented to the Board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual.

**D. Concession Manager/Committee** – The Concession Manager shall be responsible for the general management of the Band Stand. This position can be shared as a committee. In conjunction with a Food Preparation Coordinator and a Food Service Coordinator, responsibilities shall include, but are not limited to the following: selection and pricing of items served, ordering and stocking of supplies, the training of volunteers working in Band Stand and delivering monies earned to the Treasurer, General Funds. All expenses ~~shall not~~ shall not exceed funds approved in the ~~association~~ Association budget.

**Concession Manager** – This is a school year commitment (events and volunteer opportunities included with partnership) and reports directly to the Treasurer (see Appendix A for details). The Concession Manager shall be responsible for the general management of the Band Concession Stand along with a support team. This position can be shared and include a support committee. In conjunction with a with food preparation and service coordination, responsibilities shall include, but are not limited to the following:

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This is not a Liaison Function and will be removed, this action is strictly done in concert with Student Accounts, Booster Board and Director of Bands.

- Selection and pricing of items served
- Ordering pickup and stocking of supplies
- Work with Communication Secretary and Volunteer Coordinator to ensure communication and gather needed volunteers each week
- The training of volunteers working in Band Concession Stand
- Ensuring monies earned are provided to the Treasurer.
- Identify on a Tuesday, what food needs to be ordered
- Order has been placed and received by Tuesday for a Friday pickup.
- Work with FCMI Coordinator for the main competition event to ensure stock, and stands are ready to go
- Work with Middle School and Hospitality Coordinator to ensure Middle School Night's success
- Could partner with Winter Percussion and Winter Guard Liaisons for other events

All aspects shall be managed within the approved budget for the Concession Stand and activities outside budget shall be presented to the Board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual.

**E. Food Coordinator and Committee-** This is a School Year Commitment (Will break up into two seasons where two people can share responsibilities). Partner with Band Director, Communications, Volunteer Coordinator, Percussion Manager and FCMI Coordinator to and coordinate feeding the students at Friday Night Games and Competitions. Partner with the Treasurer to ensure fiscal responsibility (all expenses shall not exceed funds approved in the ~~association~~ Association budget), Work with Volunteer Coordinator to provide elements in which need to be included on the Sign-Up Genius (Food Donations and Parent Assistance), Coordinate Efforts with Percussion Manager for Indoor Season.

**Hospitality Coordinator** - This is a School Year Commitment and reports directly to the Communication Secretary (see Appendix A for details). This position includes partnerships with the Winter Guard Liaison and the Winter Percussion Liaisons for separate committees for the Winter Percussion and Winter Guard programs during the indoor seasons. Duties include and are limited to:

- Liaise with Board to maintain food budget and for incidentals working with Treasurer, Communication Secretary and Director of Bands to understand needs for each game, competition or camp
- Coordinate season kick-off potluck dinner
- Work with Volunteer Coordinator to build team to support game nights, competitions and or special requests
- Plan, order and arrange the receipt of food and/or collection of food supplies during the week to support the game and competition meals for the band
- Coordinate, set-up, serving and clean-up for Friday Night Football Games and Competitions.
- Ensure adequate hydration for band and volunteers at competitions, including ice in the band coolers; oversee loading of coolers, drinks and snacks on band trucks for competitions
- Support Middle School Coordinator with meal planning and support for Middle School Night
- Provide snacks and drinks for band camp as requested by Director of Bands
- Provide food and drinks for judges and contest staff as needed at competitions hosted by/at Nease (i.e. FCMI)

All aspects shall be managed within the approved budget for the Hospitality Coordination and activities outside budget shall be presented to the Board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual.

~~**A-F. Events/Meals Manager** - The Special Events/Meals Manager shall be responsible for the planning and coordination of the association's special events and meals. Their responsibilities shall include, but are not limited to the following: coordination and serving of all pre-game meals, communication to the boosters of away games for possible pre-~~



~~ordering, the coordination of snacks and drinks for competitions and FBA, the organization of Senior Night and the organization of the End of Year Banquet. All expenses shall not exceed funds approved in the association budget.~~

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**G. Volunteer Coordinator** – The Volunteer Manager shall be responsible for the enlistment and coordination of volunteers for the many activities and functions of the ~~association~~ Association. They shall be responsible for the volunteer schedules of the Band Snack, Stands Chaperones, and coordination of volunteers for away games and competitions, or various fundraising events. They shall also maintain a master schedule of volunteers and send out follow-up reminders to the volunteer and Manager or Chair.

**Volunteer Coordinator** - This is a School Year Commitment and reports directly to the Communications Secretary (see Appendix A for details). The Volunteer Coordinator is responsible for the recruitment and management of volunteers and arrangement of the parent's volunteers at events such as Football Games and Competitions. The Volunteer Coordinator will ensure the following happens during Marching, Concert, Winter Programs, Competitions and Fundraising Events

- All Volunteers approved at Nease High School through St. John's County School District
- All Drivers for equipment, transportation of students must be approved, and insurance information gathered to ensure risk

The Volunteer Coordinator will partner with the following to achieve full staffing and support manage food, fundraising and other coordination efforts for the activities of the programs. This includes but is not limited to:

- Director of Bands and Board,
- Communications Secretary,
- Fundraising Manager/Coordinators,
- Winter Guard Liaison and
- Winter Percussion Liaison
- Hospitality Coordinator
- Concessions Manager

**H. Uniform Manager** – This is a School Year Commitment (Will break up into seasons where two/three people can share responsibilities) Partner with the Band Director to ensure all pieces of the Band Uniforms are ordered (gloves, hat's, dinkles etc.) Work to size, distribute and catalog the Marching Band Uniforms, Uniform Manager for Marching shall be responsible for the collection and cataloging of uniforms at the end of the year, Partner with the Band Director to ensure the Concert Uniforms are ordered and dispersed (Dresses), Connect with Band Director and Percussion Manager to size, purchase and pass out Indoor Percussion Uniforms.

**Uniform Coordinator** – This is a School Year Commitment and reports directly to the Vice President (see Appendix A for details). This commitment runs through Marching Season and includes partnerships with the Winter Guard Liaison and Winter Percussion Program to ensure uniforms for the band programs are in order. Sewing skills are helpful but not required. Duties include but are not limited to:

- Measures students
- Organizes uniform room
- Distribute and catalog uniform articles
- Assists students in suiting up for game time,
- Works with the Communication Secretary and Volunteer Coordinator to gather parent assistance or can work by committee throughout the year
- Coordinate additional uniform orders with Director of Bands i.e.; dinkles, gloves, berets, water coolers etc.
- Partners with Winter Percussion Liaison and Winter Guard Liaison for uniforms that are ordered and distributed for winter seasons
- Completes an end of Season/ end of year uniform inventory and provide results to the Board

- Provide support to Director of Bands for issue and storage of concert band uniforms if needed

**I. Equipment Manager** - This is a School Year Commitment. Partner with the Band Director to ensure coordination and logistics for any music equipment and props are ready for performances or competitions. Equipment Manager will lead an equipment committee to accomplish tasks needed to be done.

**Equipment Coordinator** – This is a school year commitment and reports directly to the President (see Appendix A for details). is responsible for logistics of Football Games and Competitions in concert with the Director of the Bands. Duties include but are not limited to:

- Partners with Director of Bands to assist in the construction of Props
- Will work with the Board to follow the approved budget for props.
- Transport and maintain necessary equipment to support the needs of the marching band and Concert programs
- Collaborates with the Winter Guard Liaison and the Winter Percussion Liaison and ultimately arranges transportation of equipment, to ensure the care for props and instruments get to and from Competitions, Fundraisers and other events
- Work with Communications Secretary and Volunteer Coordinator to gather parent help with each event to ensure that props and equipment are delivered, placed and secured for football games and travel competitions
- Secure supplies as deemed necessary to support all band performances and events

All aspects shall be managed within the approved budget for the Equipment/Props and activities outside budget shall be presented to the Board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual.

**J. Website Manager** – Coordinate any activities pertaining to maintaining the Nease Band Booster Website. This could include rebuilding and creating a new site as well as researching site hosting and other services pertaining to the website operations.

**Website Manager** – This is a full year commitment and reports directly to the Communication Secretary (see Appendix A for details). Work with Communication Secretary to ensure:

- Website is updated and maintained from an IT perspective
- Ensuring consistent messaging based on input from the Director of Bands and Board.
- Maintains licensing, security and privacy of the website
- Work with Treasurer and other Board members on any specific annual costs

**K. FCMI Coordinator** - Work the Director of Bands to coordinate and manage the various elements of running the First Coast Marching Invitational Regional Band Competition. This would include working with other Managers and coordinators as it would pertain to contributing to the success of the event. This would include, but not be limited to: Equipment Manager, Volunteer Coordinator, and Concessions Manager.

**FCMI Coordinator** – This is a late Summer and early Fall Commitment and reports directly to the Treasurer (see Appendix A for details). The FCMI Coordinator should delegate duties to an FCMI committee. Experience with project management will be helpful in this role but is not required. The FCMI Coordinator works the Director of Bands to coordinate and manage the various elements of running the First Coast Marching Invitational Regional Band Competition. This would include

working with other Managers and Coordinators as it would pertain to contributing to the success of the event. The Managers and Coordinators such as:

- Director of Bands
- Communication Secretary
- Equipment Coordinator
- Volunteer Coordinator
- Concessions Manager
- Treasurer

The FCMI Coordinator will work to ensure the following but will not be limited to:

- The website link to the FMBC website is connected to registration
- Work with the Incoming Participant Directors to understand:
  - What is the band size/number of students?
  - How many Techs or Assistant Directors
  - How many props
  - How many trucks or trailers
- Work to house Judges
- Coordinate set up and tear down of event
- Coordinate Manager for day of event to understand what each area needs
- Coordinate Volunteers for each station
- Work with the Director of Bands to coordinate positions of students

All aspects shall be managed within the approved budget for the Concession Stand and activities outside budget shall be presented to the Board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual. After each event, there should be a thorough blueprint provided from the previous coordinator to use as a starting point.

L Corporate Funding Coordinator – The Corporate Funding Coordinator will work with Director of Bands, Executive Board, Fundraising Coordinator, as well as other Managers and coordinators as needed to implement or create a plan to receive corporate funding through seeking out grant programs, planning corporate funding events, soliciting large or small business for donations, or other efforts as needed.

**Corporate Fundraising Liaison** – This is a school year commitment and reports directly to the Treasurer (see Appendix A for details). The Corporate Fundraising Liaison leads and secure sponsorships from local and national business within the community. The goal being to receive corporate funding through grant programs, planning corporate funding events, soliciting large or small business for donations, and other initiatives, in coordination with the Communications Secretary and Director of Bands. This position may include but is not limited to:

- Creation of Brochures
- Create cost to business campaign
- Video Presentation
- Letter Campaign
- Work with Communication Secretary to ensure smooth roll out
- Goal Setting in Coordination with the Director of Bands and Band Board
- Event Fundraiser
  - Planning and Coordination of Event with volunteers
  - Event Music and Performance from Kids
  - Silent Auction

- Decide how much dinner per plate would be etc.
- May partner with Banquet Coordinator for ideas

All aspects shall be managed within the approved budget for the Corporate Fundraising event and activities outside budget shall be presented to the Board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual.

M. Middle school Coordinator – Middle school coordinator will work with the Director of Bands to assist in any communication as needed for relaying any pertinent information regarding the Nease High School Band program to the area middle school band directors or administration. The Coordinator will also assist as needed to help in any middle school event coordination such as Marching Band middle school night or other events in the case that The Nease Band members are performing at the middle school or the middle school band members are visiting Nease high School.

Middle School Coordinator – This position is a Late Summer, Fall and End of School Year commitment and reports directly to the Vice President (see Appendix A for details). The Middle School Coordinator serves as liaison and works with Communication Secretary and Vice President to care for incoming Freshman students and their parents. The Middle School Coordinator prepares the event for Middle School Night during marching season. This includes but is not limited to:

- Develop recruiting strategy along with the Director of Bands and the Board for future band students to ensure a full freshman class of musicians ready to start marching and concert band season with the beginning of the school year.
- Work with Communications Secretary to connect with Band Directors via invitation for Middle School Night
- Consistent follow up with Middle School Band Directors to ensure success of both Middle School Night and End of Year activities
- Collaborate with the Concessions Manager and Hospitality Coordinator to execute the annual Middle School Band Event night during marching season. to arrange feeding the masses on day of the event
- Work in concert with Communication Secretary, Volunteer Coordinator, Hospitality Coordinator & Concessions Manager as well as with the parent volunteers to ensure events success.

All aspects shall be managed within the approved budget for the Middle School Night event and activities outside budget shall be presented to the Board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual.

~~B.N. Senior Student Coordinator – Senior student Coordinator will coordinate key events specifically related to the Senior Class. These include but may not be limited to: Senior “Pavers Painting”, Senior Banners for Marching Season, and Senior Night for Marching Season. Duties would include contacting needed vendors, coordinate acquiring materials, and scheduling with the senior band members for such events (ex: painting, getting pictures, etc.)~~

O. Banquet Coordinator – The Banquet coordinator, will plan and coordinate with a Banquet committee the planning and execution of the End of Year Band Banquet. This would include any aspects of the banquet to include, but are not limited to: venue selections, Food selection, managing the Banquet Budget, programs, decorations, and ticket sales.

Banquet Coordinator – This is a winter into spring commitment and reports directly to the Vice President (see Appendix A for details). The Banquet Coordinator serves as the focal point of the annual End of Year banquet, partnering with Director of Bands, Board Website Manager and Student Accounts Manager to ensure smooth planning, communication, and execution of the event. Establish a support committee and provide regular updates to the Board. Specifics may

**Commented [SWM4]:** This position will be divided and conquered between the Communication Secretary and the Vice President

include, but are not limited to:

- Venue selections
- Food selection
- Managing the Banquet Budget in concert with the Treasurer.
- Creation of programs
- Decorations ticket sales.
- Planning should commence in December and be proposed to Board in January for approval and execution.

All aspects shall be managed within the approved budget for the Banquet and activities outside budget shall be presented to the Board for consideration prior to event or activities taking place. All activities that have not been approved by the Board after the activity has taken place shall not be considered and shall be owned by the individual.

## **Section 2 - Committees**

Committees shall be established, as needed, to plan and implement the work of the ~~association~~Association. The ~~Executive~~Board, in consultation with the ~~director~~Director of ~~bands~~Bands, shall appoint all committee chairs. Committees shall meet regularly at the discretion of the chair. Committees shall be responsible for maintaining accurate records of all activities and reporting such to the ~~association~~Association and providing secretary with said records to be maintained.

- A. Ex Officio Members – The President, Director of Bands, Principal and Vice Principal may serve as ex officio members of all committees.

The ~~association~~Association shall have other committees as may from time to time be designated by resolution of the ~~Executive~~Board. These committees may consist of persons who are not also members of the ~~Executive~~Board and shall act in an advisory capacity to the ~~Executive~~Board.

## **ARTICLE VI – Executive Board**

- A. The ~~officers~~Officers of this ~~association~~Association shall constitute the ~~Executive~~Board. Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation and the Bylaws relating to the action required or permitted to be taken or approved of the members, if any, of this ~~association~~Association, the activities and affairs of this ~~association~~Association shall be conducted and all corporate powers shall be exercised by or under the direction of the ~~Executive~~Board.
- B. The ~~Executive~~Board shall have general supervision of the affairs of the ~~association~~Association between its business meetings, fix the hour and place of meetings, make recommendations to the ~~association~~Association, and shall perform such other duties as are specified in these Bylaws.
- C. Members of the ~~Executive~~Board, Managers, Liaisons, Committee Chairs and volunteers shall serve without compensation.
- D. A quorum shall consist of three members of the ~~Executive~~Board. Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the ~~Executive~~Board at any meeting at which the required quorum is not present. The only motion which the President shall entertain at such meeting is a motion to adjourn.
- E. Every act of decision done or made by ~~the~~ majority of the officers' present at the meeting duly held at which a quorum is present shall be considered the act of the ~~Executive~~Board, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules for approval as a matter by the ~~board~~Board.

- F. Except as may be otherwise provided under provisions of law, the ~~Executive~~ Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the organization (including a director, officers, employee or other agent) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the organization would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provisions of law.

## ARTICLE VII - Meetings

- A. There shall be no less than 4 general meetings each year, scheduled at the discretion of the ~~Executive~~ Board, in conjunction with the Director of Bands based on the needs and activity level of the band program. Members shall be notified through telephone, mailings, electronic communication, or other appropriate methods.
- B. ~~Executive~~ Board meetings shall be scheduled each school month at the discretion of the ~~Executive~~ Board, in conjunction with the Director of Bands.
- C. The last meeting of the fiscal year shall be known as the Annual Meeting and shall be for electing ~~officers~~ Officers, receiving reports of ~~officers~~ Officers and ~~committees~~ Committees and for any other business that may arise.
- D. Special meetings may be called by the ~~Executive~~ Board and shall be called upon the written request of ten members of the ~~association~~ Association. The purpose of this meeting shall be stated in the written request and except in case of emergency; one week notice shall be given.
- E. A motion shall be carried by a simple majority of the voting members present at a regular or specially called meeting at which a quorum of the voting members are present.
- F. A quorum shall be three ~~officers~~ Officers plus the voting members present, not to be less than 10 members of the ~~association~~ Association.
- G. Meetings shall be conducted within the guidelines of the constitution and ~~bylaws~~ Bylaws.
- H. Meetings shall be held in the ~~Allen D.~~ Nease High School band room unless otherwise provided by the ~~Executive~~ Board or at such other place as may be designated from time to time by resolution of the ~~Executive~~ Board.
- I. A consensus decision making process shall be the principle authority for ~~board~~ Board meetings. Consensus process is defined as an idea or proposal is put forth and either accepted or modified until the entire ~~board~~ Board is in favor of the final form of the idea or proposal. The latest edition of Robert's Rules of Order shall be the parliamentary authority for general meetings only. The President can act as parliamentarian or shall have authority to appoint a parliamentarian to serve as needed. The parliamentarian does not have to be a voting member of the ~~association~~ Association.

## ARTICLE VIII - Finances

### Section 1 - Fiscal Year

The fiscal year for the ~~association~~ Association shall be May 1<sup>st</sup> – April 30<sup>th</sup>.

### Section 2 - Fiscal Repository

The Treasurer, General Funds in consultation with the ~~Executive~~ Board, shall be responsible for selecting an appropriate financial institution to maintain the ~~association's~~ A funds.

### Section 3 - Fees

- A. Fees shall be determined by the ~~Executive Boards~~, in consultation with the Director of Bands.
- B. Fees are non-refundable except in cases of extreme hardship as determined by majority of the ~~Executive Board~~, in consultation with the Director of Bands, at a regularly scheduled ~~board Board Meeting~~meeting.
- C. All funds of the ~~association Association~~ shall be deposited to the credit of the ~~association Association~~ in the financial institution selected by the Treasurer, General Funds.
- D. The ~~Executive Board~~ may accept on behalf of the ~~association Association~~ any contribution, gift, bequest or devise for the nonprofit purpose of the ~~association Association~~.

### Section 4 - Budget

- A. The ~~Executive Board~~, in consultation with the Director of Bands, shall prepare a budget for approval by the membership.
- B. The budget shall show anticipated income and expenditures for the fiscal year.
- C. The budget shall govern and control the amounts expended by the ~~association Association~~, unless approved by a majority of members present at a regular or special meeting.
- D. The ~~Executive Board~~ may authorize up to \$1000 per year in emergency expenditures if situations require immediate action and cannot be delayed until a regular meeting of the ~~executive board Board~~ or ~~association Association~~ membership. Full receipts and report of monies spent shall be required at the next regular ~~association Association~~ meeting.
- E. All non-emergency expenditures not included in the budget shall be voted on by the full membership.
- F. The ~~Executive Board~~, except as otherwise provided in these Bylaws, may authorize any ~~officer Officer~~ or agent of the ~~association Association~~ to enter into any contract or execute and deliver any instrument in the name of and on behalf of the ~~association Association~~ and such authority may be general or confined to specific instances. Unless so authorized, no ~~officers Officers~~, agent, or member shall have any power or authority to bind the ~~association Association~~ by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.
- G. Except as otherwise specifically determined by resolution of the ~~Executive Board~~, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness of the ~~association Association~~ shall be co-signed by at least two duly elected officers of the ~~association Association~~.
- H. All financial documents of the organization shall be reviewed annually, in compliance with the SSO of St. Johns County, from an independent source.

### ARTICLE IX – Association Records, Reports and Seal

- A. The ~~association Association~~ shall keep at its principle office or at such other place as designated by the ~~Executive Board~~.
  - 1. Minutes of all meetings of the ~~Executive Board~~, committee meetings and general ~~association Association~~ meetings shall be noted. The minutes shall indicate the time and place of such meetings, whether regular or special, how called, the notice given and the names of those present and the proceedings thereof.
  - 2. Adequate and correct books and records of account to include the following: accounts of its properties, business

transactions, assets, liabilities, disbursements and gains and losses.

3. A record of its members to include the following: members' names, addresses, class of membership held and termination date of the membership.
  4. A copy of the ~~association's~~ Association's Articles of Incorporation and Bylaws as amended to date. These shall be open to inspection by the members of the ~~association~~ Association at all general meetings.
- B. The ~~Executive~~ Board may adopt, use and at will alter an ~~association~~ Association seal. Failure to affix the seal to ~~association~~ Association documents, however, shall not affect the validity of any such document.
- C. Every ~~officer~~ Officer shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the ~~association~~ Association. The shall have such other rights to inspect the books, records and properties of this organization as may be required under the Articles of Incorporation, other provisions of the Bylaws and provision of law.
- D. Members shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:
1. To inspect at any reasonable time the books, records, or minutes of proceedings of the members, ~~the Board the~~ Board, or committees of the Board, upon written request on the Secretary, Membership and Recording. The written request shall state the purpose for which the inspection rights are requested. The information provided cannot be used for any other reason than as stated in the written request.
  - 1-2. 2. Members shall have such other rights to inspect the books, records and properties of this Association as may be required under the Articles of Incorporation, other provisions of the Bylaws, and provision of law.
- E. The ~~Executive~~ Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members of this ~~association~~ Association, to be so prepared and delivered within the time limits set by law.

#### **ARTICLE X - Amendments**

- A. The Bylaws may be amended by a two-thirds vote at any called or scheduled meeting at which a quorum is present.
- B. Members shall be notified at least two weeks in advance of any proposed amendments.

#### **ARTICLE XI - Adoption of Bylaws**

This constitution and ~~bylaws~~ Bylaws may be initially adopted by the ~~Executive~~ Board, acting for the ~~association~~ Association, pending approval by the ~~association's~~ Association's membership at the first regularly scheduled meeting of the ~~association~~ Association. Each year the Bylaws shall be reviewed and voted in at the first general meeting of the year.

#### **ARTICLE XII - Dissolution**

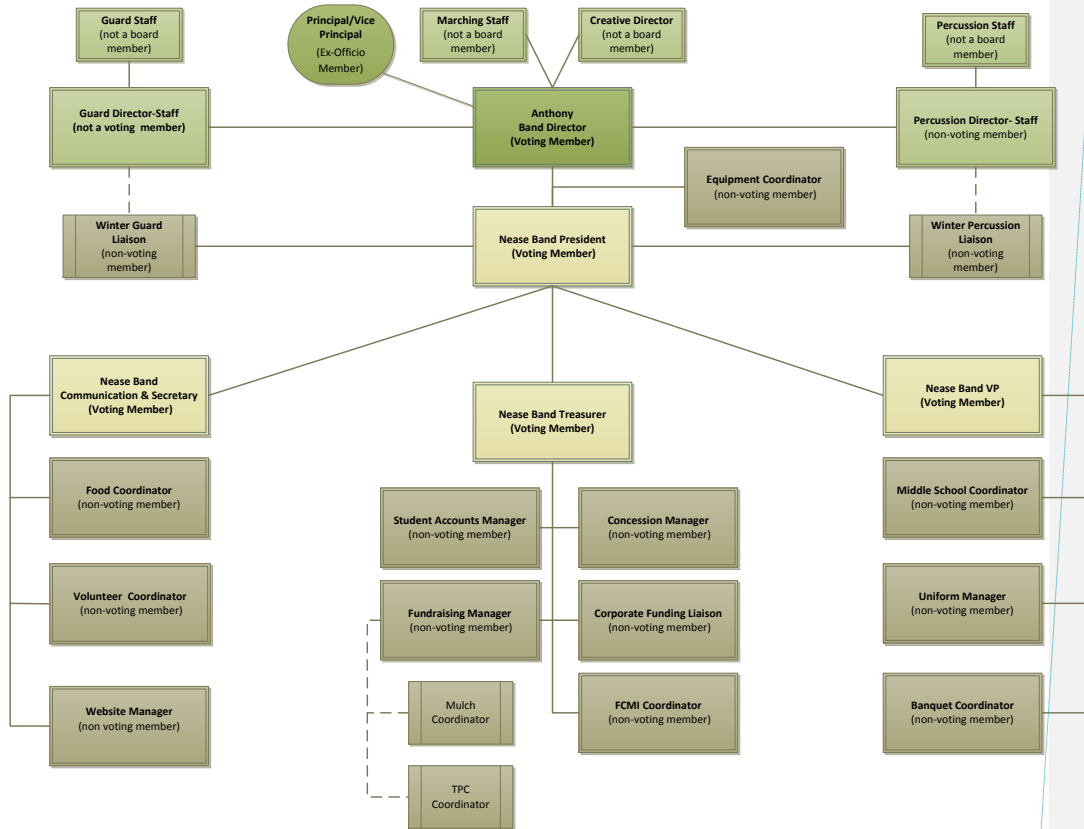
Upon dissolution of the ~~association~~ Association, all assets shall be given to ~~Allen D.~~ Nease High School or, if it ceases to exist, the St. Johns County Schools, for use in a mutually agreed upon manner. However, if the named recipient is not then in existence or no longer a qualified distribute or unwilling or unable to accept the distribution, then the assets of the ~~association~~ Association shall be distributed to a foundation for the arts, that is organized and operated exclusively for the purposes specified in section 501(c)3 of the Internal Revenue Code and which has established its tax-exempt status under that section.



**ARTICLE XIII – Construction and Terms**

- A. If there is any conflict between the provision of these Bylaws and the Articles of Incorporation, the provisions of the Articles of Incorporation shall govern.
- B. Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.
- C. All references in these Bylaws to a section or sections of the Internal Revenue Code shall be such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

Appendix A:



Field Code Changed

