

MASON HIGH SCHOOL BAND BOOSTERS

CONSTITUTION AND BYLAWS

- Passed by the Boosters April 15, 2002
- Amended by the Boosters May 12, 2005
- Amended by the Boosters February 1, 2007
- Amended by the Boosters March 5, 2009
- Amended by the Boosters May 5, 2011
- **Ammended by the Boosters May 12, 2016**

ARTICLES OF THE BY-LAWS OF THE MASON BAND BOOSTERS, INC.

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ARTICLE I. NAME

The name of this organization shall be the Mason Band Boosters, Inc., in association with the Mason City School Instrumental Music program.

ARTICLE II. PURPOSE

The purpose or purposes for which said corporation is formed are:

- A. To provide support for the music program and its students and directors both financially and through involvement in any and all activities to ensure the safety, quality and enjoyment of the program.
- B. To promote and encourage instrumental music education in the Mason City Schools through the purchase of necessary items such as uniforms, music, instruments, and other equipment or paying for supplemental instructors.
- C. To receive and maintain a fund or funds and applying the whole or, from time to time, any part of the principle or income, exclusively to band music purposes and activities of Mason High School and other schools operated by the Mason City Schools.
- D. To receive, hold, and disburse donations, bequests, and other funds for the purpose of said corporation; and doing any and all things necessary or incident thereto.

ARTICLE III. MEMBERSHIP

A band booster member is defined as any parent or legal guardian who has a student enrolled in the marching band or concert band programs for the sole purpose of promoting the instrumental music program at Mason High School.

ARTICLE IV. MEETINGS

Section 1 - Executive Committee Meetings: The Executive Committee shall meet monthly or at the call of the President, the Band Director, or a majority vote of the Executive Committee.

- A. Executive Session and Provision for Open Forum: All Executive Committee meetings are conducted in executive session. Provision will be made for any booster member who wants to meet with the Executive Committee.
- B. The Executive Committee shall attend all monthly meetings. If the head Band Director cannot be in attendance he will assign another director to attend in his place.
- C. The Band Director may bring in additional personnel he deems necessary to facilitate the purposes of that meeting (i.e. school administration, band administrative assistant). Any additional personnel brought in have no voting rights.

Section 2 - General Membership Meetings: *The general membership meetings will be held* monthly, on the first Thursday of every month. Additional meetings may be called by the President, a majority vote of the Executive Committee, or a petition to the President signed by at least 10% of the band's membership. Such petitions shall state the purpose of the desired meeting, and the business of that meeting shall be limited to consideration of the stated purpose.

ARTICLE V. EXECUTIVE COMMITTEE

- A. The Executive Committee is comprised of the Band Director(s), President, Vice President, Vice President for Fundraising, Treasurer, Assistant Treasurer, Recording and Communications Secretary, Travel Secretary, and Public Relations Officer.
- B. Foster the enrollment of membership in the Mason Band Boosters, Inc.
- C. They shall appoint and approve all Committee Chairpersons.
- D. The Executive Committee shall act as advisors, assign duties, be responsible for all committees of the Mason Band Boosters, Inc., and have such policy making authority as provided in this Constitution and By-Laws.
- E. They shall act as the authoritative voice of the Mason Band Boosters, Inc. on positions affecting the corporation during the interim period between regular meetings.
- F. They shall prepare recommendations for the consideration and action of the Incorporation.

- G. They shall carry out policies established at general membership meetings.
- H. They shall report their transactions and those of the general membership to all members.
- I. They shall supervise receipt and disbursement of all funds of the Mason Band Boosters, Inc. to ensure compliance with the standing rules.
- J. They shall make available the Annual Budget to the membership.
- K. They shall establish duties for all ad hoc committees.
- L. They shall review and sign off on the Constitution, By-Laws, and Standing Rules within 30 days of the election of new officers.
- M. They shall be responsible for implementing and upholding the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc. and shall make sure all state and school policies and guidelines are followed.
- N. They shall ensure that all members of the Executive Committee and any Committee Chairpersons dealing with substantial amounts of money are bonded.
- O. They shall execute all duties of the Executive Committee as designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

ARTICLE VI. QUORUM

- A. Executive Committee: The quorum for the Executive Committee shall be six (6) members plus one band director. The vote shall be taken at an Executive Committee meeting or through some other means of communication deemed necessary if the Executive Committee cannot meet in person.
- B. General Membership Meetings: The quorum for a general meeting shall be the membership present.

ARTICLE VII. VOTING BODY

The voting body shall consist of all booster members in attendance which comprises the quorum. A simple majority vote of those members in attendance is required to pass any motions. A roster of all members in attendance at each booster meeting shall be kept for reference.

ARTICLE VIII. ELECTION OF OFFICERS

- A. The officers of the Mason Band Boosters, Inc. shall be shall be President, Vice President, Vice President for Fundraising, Treasurer, Assistant Treasurer, Recording and Communications Secretary, Travel Secretary, and New Member Development Representative.
- B. All officers shall commit for a term of one year. Each member may serve an additional year with the approval of the other board members. Special circumstances may allow for additional terms if approved by the board.
- C. There will be a transition meeting with outgoing and newly elected officers held within two weeks following the election to enable a smooth transition.
- D. President and Treasure may not hold the same office for more than two consecutive years. All other positions may continue to serve subsequent years if approved by the Executive Committee and re-elected by the general membership.
- E. Candidates will be solicited by the current Board members or may be added by request of individuals. A complete effort shall be made to present a slate of at least one candidate per office.
- F. No member shall have his or her name placed on the ballot for an office without his or her knowledge or consent.
- G. Whenever possible the nominees shall be presented at a general meeting or by e-mail one month prior to the election of officers.
- H. All elections shall be determined by a simple majority vote of the legal ballots as defined under Article VII. Write-in nominations will be accepted for any positions providing those persons have prior knowledge and have given consent.

- I. The ballots will be counted and reported at the end of the April meeting.
- J. All ballots and other records pertaining to the election of officers of this Incorporation shall be preserved for one (1) year from the date the election was held. The Secretary shall be responsible for maintaining these records.
- K. All officers shall deliver to their successors, all materials within fifteen (15) days following the end of their terms in office.

ARTICLE IX. DUTIES OF OFFICERS

Section 1 - President: The President shall:

- A. Be the chief officer and spokesperson of the Mason Band Boosters, Inc.
- B. Call and preside over all meetings of the Executive Committee and General Membership meetings.
- C. Be responsible for preparing the agenda for all meetings of the Executive Committee and General Membership meetings.
- D. Be an ex-officio member of all committees, whether standing or ad hoc and be responsible for insuring that committee tasks are being completed in a timely and effective manner.
- E. Amend the Organizational chart (appendix A) each year, as needed, to allow for committees to report to specific board members that is most appropriate. The Organizational Chart must be approved by the Executive Board each year and will include any ad hoc committees as well as standard committees.
- F. Perform all duties assigned by the Executive Committee.
- G. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 2 - Vice President: The Vice President shall:

- A. Learn the functions and processes of the board as well as the duties of the President
- B. Act for the President when the President is unable to perform the duties of the office.
- C. Assume the office of the President if the office is vacated and serve for the remainder of the elected two year term.
- D. Be an ex-officio member of all committees, whether standing or ad hoc.
- E. Perform all duties assigned by the Executive Committee.
- F. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.
- G. The Vice President will have the option of being elected into the President position after the President's second term (or first term if President is not running for a second term).

Section 3 - Vice President for Fundraising: The Vice President for Fundraising shall:

- A. Serve as the chairperson of the Fundraising Committee.
- B. Responsible for all major fundraising events, including but not limited to Tag Day, Seasonal Fundraisers and Car Wash. May select a chairperson to be responsible for each major fundraising event.
- C. Oversee Sponsorship Committee. This should be done in accordance with school board guidelines.
- D. Perform all duties assigned by the President or Executive Committee.
- E. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 4 - Treasurer: The Treasurer shall:

- A. Receive and hold all funds of the general booster account and be responsible for their safe keeping and accounting.
- B. Payout only monies within the current budget that have been authorized by the Executive Committee and are in accordance with the Standing Rules. He/she may pay out anything outside of the budget up to \$500 with the President's and one other non-check signing board members' approval if funds are needed immediately. Anything over \$500 is by written request to the Executive Committee.
- C. Be responsible for arranging for persons required by the By-Laws and Standing Rules to be bonded.

- D. Be responsible for working with the designated banks to obtain appropriate authorization for the President, Vice President, and Treasurer to be able to sign checks.
- E. Keep an itemized account of receipts and expenditures of all Incorporation monies.
- F. Prepare written monthly financial reports for the Executive Committee and file necessary reports to meet the legal requirements of the I.R.S.
- G. Prepare a written report of his/her activities and submit a complete annual financial report to the Executive Committee by December 31 of each year.
- H. Perform all duties as assigned by the President or Executive Committee.
- I. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 5 - Recording and Communications Secretary: The Secretary shall:

- A. Keep minutes of all Executive and General Membership meeting. He/she shall maintain a copy of said minutes in electronic form, shall publish the minutes on the band website each month, and/or distribute the minutes as directed by the Executive Committee. A copy of these minutes shall be available at booster meetings.
- B. Be responsible for preparing all matters of correspondence for the Incorporation and maintaining a copy of the same.
- C. Oversee the Charms database (or other adopted programs) which contains student name, parents' names, addresses, phone numbers and email addresses as well as relevant contacts such as school administrators, department heads or other contacts used by the band. The Secretary may appoint others to assist in the various tasks related to maintaining and updating these databases.
- D. Serve as chairperson of the Communication Committee.
- E. Serve as a communications tool to expedite information to the membership.
- F. Be responsible for preserving all ballots and records from the election for one (1) year from the date on which the election was held.
- G. Provide insurance company with the ongoing names of Executive Committee and Committee Chairperson's to be bonded.
- H. Perform all duties as assigned by the President or Executive Committee.
- I. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.
- J. Reserve facilities as needed for booster meetings, band functions, and any/all band or booster-related activities.

Section 6 - Travel Secretary: The Travel Secretary shall:

- A. Work closely with the directors to determine the needs for buses, hotels or other housing, etc. for band trips.
- B. Make the arrangements needed for band travel.
- C. Perform all duties as assigned by the President or Executive Committee.
- D. Perform all duties designated by the Constitution, By-laws and Standing Rules of the Mason Band Boosters, Inc.
- E. Be responsible for the Chaperone Committee EXCEPT for the Band Camp Chaperones.

Section 7 – Assistant Treasurer: The Assistant Treasurer shall:

- A. Assist the Treasurer in the performance of his/her duties, and perform other duties as requested by the Executive Committee.
- B. Perform all duties assigned by the President or Executive Committee.
- C. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 8 – Public Relations Officer: The Public Relations Offices shall:

- A. Oversee all form of media that relate to any public information for the band program. This includes, but is not limited to: social medial sites such as Facebook, Twitter, Instagram, YouTube and website content.
- B. Maintain relationships with the MCS administration and public medial entities to ensure all information is being shared with the public is pertinent and accurate
- C. Work directly with the Band Directors in monitoring content that is released on public sites.
- D. Appoint Chairperson as needed to oversee specific entities (e.g. website developer).
- E. Perform all duties assigned by the President and Executive committee and all duties designated by the Constitution, by-laws, and standing rules of the Mason Band Booster, Inc.

ARTICLE X. REMOVAL OF OFFICERS EXECUTIVE COMMITTEE MEMBERS

Section 1 - Resignation:

- A. Any officer may submit a resignation in writing to the remaining board members.
- B. If possible, the officer will continue his/her duties until a replacement has been appointed.

Section 2 - Impeachment

- A. Officers of the Mason Band Boosters, Inc. may be impeached for misfeasance, for malfeasance, and for nonfeasance in office.
- B. Impeachment proceedings against an officer may be initiated by written petition submitted to the Executive Committee by at least twenty-five (25) percent of the members.
- C. If, after a due process hearing, a two-thirds (2/3) vote of the Executive Committee shall sustain the charge, the officer shall be expelled and the office shall become vacant.

Section 3 - Replacement

- A. Should a vacancy occur on the board due to resignation or termination, the remaining Executive Committee members may appoint a replacement. (See also Article VIII, D.)
- B. If an appointed officer serves for a period longer than 2 months (such as in a transition period), approval must be obtained by a vote of the booster membership.

ARTICLE XI. COMMITTEES

Section 1 - Committee Chairpersons

- A. Shall be appointed and approved by the Executive Committee as per Article V, C for one year from June 1 to May 31 of the following year.
- B. Attend all General Membership meetings.
- C. May attend Executive Committee meetings as a non-voting participant with prior notification of the Executive Committee so time can be scheduled accordingly.
- D. BE RESPONSIBLE FOR SOLICITING AND SELECTING COMMITTEE MEMBERS.
- E. Be responsible for obtaining lists of volunteers from the volunteer committee and for contacting the people on those lists who have shown interest in his or her committee.
- F. Call and preside over all Committee meetings and be responsible for notifying the Committee members.
- G. Delegate responsibilities to members of the Committee and coordinate the activities of the committee.
- H. Be responsible for the completion of the duties of the Committee.
- I. Inform the Booster President or other board member if a committee has something to report at the next booster meeting so the President can add it to the agenda.
- J. Develop and/or revise as needed a written description of committee duties and suggestions for carrying out these duties for future committee members.

- K. Have the authority to recommend the removal of a person from the Committee to the Executive Committee.
- L. Perform all duties assigned by the President or the Executive Committee.
- M. Shall read and sign the constitution and bylaws.
- N. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 2 - Removal of committee chairperson

- A. A standing committee chairperson or an ad hoc chairperson may be removed from said office for:
 - 1. Poor attendance
 - 2. Negligence
 - 3. Improper or illegal conduct or activities
- B. The individual must first be notified of his/her inadequacies in writing, and must be given a reasonable amount of time (length to be determined by the executive committee) to demonstrate chance for improvement. (Except in the case of improper or illegal activities in which case removal will be immediate following a due process hearing – see C. below).
- C. If, after a due process hearing, a two-thirds (2/3) vote of the Executive Committee shall sustain the charge, the person will be removed from said position.

Section 3 - Standing Committees

The Mason Band Boosters, Inc. shall have such standing committees as are necessary to carry out the responsibilities and programs of the Incorporation.

Section 4 - Ad Hoc Committee

Ad Hoc Committees may be formed as necessary to achieve the Incorporation program.

Section 5 - Authority in Action

All committees are granted authority to do that which is deemed necessary in order to function by the Executive Committee's approval of each committee's appointed members.

Section 6 - Duration

The duration of each committee approved by the Executive Committee shall be from the date of approval until May 31 of the current school year:

- A. All duties of the committee have been completed and/or
- B. A specified date set by the Executive Committee has been reached

ARTICLE XII. STANDING COMMITTEES

Section 1 - Fundraising Committee: The Fundraising Committee shall:

- A. Be composed of at least a Chairperson, Co-Chair, plus other members as needed.
- B. Coordinate the fund raising efforts of the Mason Band Boosters, Inc.
- C. Perform all duties assigned by the President or the Executive Committee.
- D. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 2 - Communications Committee: The Communications Committee shall:

- A. Be composed of at least a Chairperson, Co-Chair plus other members as needed, with the Recording and Communications Secretary as Chairperson.
- B. Be responsible for obtaining photos of band activities for publication in the newsletter
- C. Be the contact person for gathering information to be communicated to the approved booster representative responsible for maintaining the booster link on the website. This will include information about the booster organization, forms used by the boosters, fundraising and other activities.

- D. Perform all duties assigned by the President or the Executive Committee.
- E. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 3 - Uniform Committee: The Uniform Committee shall:

- A. Be composed of a least a Chairperson, Co-Chair plus other members as needed.
- B. Work with the directors, upon their request, to study and recommend new uniform designs to meet the needs as they arise, including incorporating existing items and/or new items for all bands and directors of the Mason City Schools.
- C. Be responsible for maintenance and upkeep of the uniforms.
- D. Maintain control of the issuing and the return of all uniforms.
- E. Provide maintenance and upkeep for the areas designated as storage for the uniforms.
- F. Perform all duties as assigned by the President or the Executive Committee.
- G. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 4 - Chaperones: The Chaperone Committee shall:

- A. Be composed of a least a Chairperson, Co-Chair plus other members as needed.
- B. Have a Committee Chairperson who will be responsible for securing helpers, chaperones as needed for band activities. A head chaperone must be appointed for every event. The Travel Secretary shall oversee this committee.
- C. Be responsible for securing at least two chaperones per bus for all away football games, competitions, and any other events that might require chaperones. The Band Camp Committee will be responsible for obtaining chaperones at both the home and away band camps.
- D. Be certain all chaperones comply with any school, local, or state requirements or policies.
- E. Maintain accurate band member lists for the chaperones.
- F. Provide the chaperones with 1) a band members list, 2) clip board, 3) pencil, 4) garbage bag, 5) medical bag, 6) Emergency Medical Forms, 7) Walkie Talkies or cell phone numbers for those designated on the trip i.e. Director, Head Chaperone, Trip Coordinator, Pit crew to ensure good communication.
- G. Perform all duties assigned by the President or Executive Committee.
- H. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 5. Concessions Committee: The Concessions Committee shall:

- A. Be composed of a least a Chairperson, Co-Chair plus other members as needed
- B. Have a Chairperson who will oversee the concession
- C. Be responsible for recruiting adequate numbers of volunteers to work in the concessions stand(s).
- D. Procure food and other items as needed for the concessions stand.
- E. Give an accounting to treasurer for the monthly booster financial report as requested by the treasurer.
- F. Prepare an annual financial report to be presented to the Executive Committee at the close of the concession stand.
- G. Perform all duties assigned by the President or the Executive Committee.
- H. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 6 - Pit Crew: The Pit Crew shall:

- A. Be composed of a least a Chairperson, Co-Chair plus other members as needed.
- B. Have a chairperson who will be responsible for recruiting adequate numbers of helpers to carry out the crew's responsibilities and who will work with the directors to determine what needs to be done during performances. The chairperson will coordinate the tasks of the Pit Crew.

- C. Be responsible for maintenance and repairs of field equipment, props, storage bins, and other items used for transporting the marching band equipment and uniforms prior to the first performance and during the season. All repairs to be paid by the booster organization.
- D. Perform all duties as assigned by the President or the Executive Committee.
- E. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 7 - Band Camp Committee: The Band Camp Committee shall:

- A. Be composed of a least a Chairperson, Co-Chair plus other members as needed.
- B. Have a chairperson who will be responsible for recruiting committee members and overseeing the duties of the committee.
- C. Work with the directors to coordinate schedules and needs.
- D. Plan and make arrangements for fun activities during band camp.
- E. Plan and provide for meals as required during band camp.
- F. Be responsible for determining and securing how many chaperones are needed for band camps, both home and away camps.
- G. Perform these duties for both Marching Band Camp in the summer and Concert Band Camp in the winter.
- H. Perform all duties as assigned by the President, Directors, or Executive Committee.
- I. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters.

Section 8. Marching Band Competition Committee: The Marching Band Competition Committee shall:

- A. Be composed of a least a Chairperson, Co-Chair plus other members as needed.
- B. Be responsible for recruiting chairpersons for each of the marching band competition sub-committees as described in the Competition Committee Description, oversee the recruitment of volunteers, and oversee the entire Marching Band Competition to ensure timely accomplishment of all required tasks.
- C. Perform all duties as assigned by the President or the Executive Committee.
- D. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 9 - Awards Committee: The Awards Committee Shall:

- A. Be composed of a least a Chairperson, Co-Chair plus other members as needed.
- B. Have a chairperson to oversee the duties of the committee.
- C. Meet with the directors to determine the dates of award ceremonies and the types and numbers of awards needed.
- D. Be responsible for keeping an inventory of awards on hand and ordering awards when necessary.
- E. Plan and coordinate the Fall Marching Band Awards Banquet.
- F. Coordinate the Spring Concert Band Awards Ceremony.
- G. Perform all duties as assigned by the President or the Executive Committee.
- H. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 10 - Band Photo Committee: The Band Photo Committee shall:

- A. Be comprised of at least a Chairperson, Co-Chair plus other members as needed.
- B. Have a chairperson responsible for overseeing the duties of the committee.
- C. Meet with the directors to determine the dates for formal Marching Band and Concert Band Photos.
- D. Contact Lifetouch Photos to make arrangements for photos on those dates.
- E. Coordinate set-up, access to the school, schedule, etc. for the photos.
- F. Contact the bus garage (through the directors) to be sure the semi is at the school and unloaded in time for the photos.
- G. Arrange for distribution of fliers to be sent home with students announcing the photo dates and instructions.

- H. Perform all duties as assigned by the President or the Executive Committee.
- I. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 11 - Marching Band Senior Night Committee: The Marching Band Senior Night committee shall:

- A. Be comprised of at least a Chairperson, Co-Chair plus other members as needed.
- B. Have a chairperson responsible for overseeing the duties of the committee.
- C. Confirm that the location of the banquet has been determined and that the space has been reserved by the Recording Secretary.
- D. Plan and coordinate the set-up, decorations and program for the evening, including being sure flowers and awards have been ordered.
- E. Determine the type of food needed and recruit volunteers for providing the food and/or work with Sponsorship Committee to obtain corporate donation/sponsor.
- F. Perform all duties as assigned by the President or the Executive Committee.
- G. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 12 – Sponsorship Committee: The Sponsorship Committee shall:

- A. Be comprised of at least a Chairperson, Co-Chair, plus other members as needed.
- B. Have a chairperson responsible for overseeing the duties of the committee.
- C. Be responsible for procuring business/corporation sponsorships from within the community in order to secure donations/sponsorship for the Mason Band Boosters.
- D. Be responsible for coordinating and distribution of corporate donations as needed by committees and events within the booster organization.
- E. Perform all duties as assigned by the President or the Executive Committee.
- F. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 13 – Food Support Committee: The Food Support Committee shall:

- A. Be comprised of at least a Chairperson, Co-Chair, plus other members as needed.
- B. Have a chairperson responsible for the overseeing the duties of the committee.
- C. Responsible for making all necessary arrangements to feed the band on agreed upon dates/times as determined by the Executive Committee and Band Directors, which includes and is not limited to facility reservations, pickup and/or delivery arrangements of food items, food setup, distribution of food items and cleanup.
- D. Perform all duties as assigned by the President or the Executive Committee.
- E. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 14 – Flag Committee: The Flag Committee shall:

- A. Be comprised of at least a Chairperson, Co-Chair, plus other members as needed.
- B. Have a chairperson responsible for the overseeing the duties of the committee.
- C. Work with band directors, upon their request, to recommend flag designs to meet performance needs as they arise.
- D. Be responsible for recruiting adequate number of volunteers who can produce flags in a timely manner.
- E. Be responsible for repairs of all show flags.
- F. Perform all duties as assigned by the President or the Executive Committee.
- G. Perform all duties designated by the Constitution, By-Laws, and Standing Rules of the Mason Band Boosters, Inc.

Section 15 – Spirit Committee: The Spirit Committee shall:

- A. Be comprised of at least a Chairperson, Co-Chair, plus other members as needed.
- B. Have a chairperson responsible for the overseeing the duties of the committee.
- C. Be responsible for coordinating activities which foster “Spirit” amongst band families, including but not limited to tailgate events, cookouts, spirit wear, yard signs, car magnets, and designated seating at band events.
- D. Help organize band parents at all performances.
- E. Perform all duties as assigned by the President or the Executive Committee.
- F. Perform all duties designated by the Constitution, ByLaws, and Standing Rules of the Mason Band Boosters, Inc.

Section 16 – New Member Development: The New Member Development shall:

- A. Organize an informational New Member meeting to welcome new member parents in May. An A to Z meeting about the marching band program.
- B. Guide new member parents through the 1st year in marching band contacting them frequently with helpful hints and tips.
- C. Perform all duties assigned by the President and executive Committee
- D. Perform all duties designated by the Constitution, By-laws and Standing rules of the Mason Band Boosters, Inc.

ARTICLE XIII. EARNINGS OF THE INCORPORATION

No part of the net earnings of the Incorporation shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the Incorporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth hereof. No substantial part of the activities of the Incorporation shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the Incorporation shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the Incorporation shall not carry on any other activities not permitted to be carried on:

- A. By a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or
- B. By a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XIV. AMENDMENTS

Section 1 - Proposals

Proposals for amendments of the Constitution or By-Laws shall be initiated by the Executive Committee or upon presentation to the Executive Committee of a petition signed by at least twenty (20) percent of the current membership at least ten (10) days prior to action.

Section 2 - Ratification

Ratification of proposed amendments to this Constitution or By-Laws may be made by a two-thirds (2/3) majority of those active members voting at any regular meeting provided that the amendments have been introduced at the preceding regular meeting and that copies of the proposed amendments have been distributed to all members for discussion.

ARTICLE XV. AUTHORITY - PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall be the authority governing all matters of procedure not otherwise provided in this Constitution, By-Laws, or Standing Rules of the Mason Band Boosters, Inc.

ARTICLE XVI. DISSOLUTION

Upon the dissolution of the Incorporation, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the Incorporation, dispose of all of the Incorporation assets exclusively for the purposes of the Incorporation, through a donation to Mason City Schools band department.

STANDING RULES OF THE MASON BAND BOOSTERS. INC.

Rule 1: The Incorporation shall pay all expenses for band directors' travel authorized by Mason City Schools in carrying out the duties of the band directors of the Mason City School bands provided funds are available in the booster account and with approval by the Executive Committee.

Rule 2: Approval by the Board is required for any expenditures exceeding \$500, unless that expenditure is specifically described in the budget. Expenditures for a general category (eg. Cedar Point) should be detailed with individual costs described.

Rule 3: In order to provide for expenses, the Incorporation requires proof of said expenses by returning the proper receipts to the Treasurer.

Rule 4: The Executive Committee and those Chairpersons deemed necessary shall be covered by a bond paid for by the Incorporation.

Rule 5: The Incorporation shall administer the following guideline regarding check signing and credit card charges:

- a. The Treasurer, Assistant Treasurer, and President or Vice President shall be able to sign checks.
- b. It shall take two signatures to make a legal check document.
- c. When possible, charges which exceed \$150 should be paid for by the Booster credit card by the President, Vice President, Treasurer or Assistant Treasurer. Each transaction must be communicated to one other board member in writing (e.g. email or text) when transaction is occurring. Receipts of each transaction will be kept by treasurer.

Rule 6: Financial Hardship – students who have gone through the Scholarship Assistance process with Mason City Schools and have had their fees waived will be eligible for booster scholarship with no further approval needed, as long as funds are available, to help with additional band costs such as band camp, apparel, etc, but not optional trips such as Disney.

Rule 7: Any Standing Rule may be amended by a two-thirds vote of the members of the Executive Committee attending its meeting providing that all members of the Executive Committee have been:

- a. Provided with a copy of such amendments at least ten (10) days in advance of the meeting at which the action is to be taken.
- b. Notified seven (7) calendar days in advance of the date, time, and place of the meeting at which the changes will be voted on.

These By-Laws and Standing Rules were reviewed by the following Executive Officers of the Mason Band Boosters, Inc. for the 2016-2017 school year:

Name (Printed)

President:

Vice President:

Vice President for Fund Raising:

Treasurer:

Assistant Treasurer:

Recording Secretary:

Travel Secretary:

Public Relations Officer:

Band Director (s):

Signature

President:

Vice President:

Vice President for Fund Raising:

Treasurer:

Assistant Treasurer:

Recording Secretary:

Travel Secretary:

Public Relations Officer:

These By-Laws and Standing Rules were reviewed by the following Committee Chairpersons:

COMMITTEE	PRINTED NAME	SIGNATURE	DATE
Awards			
Band Camp			
Band Photo			
Chaperones			
Communications			
Competition			
Concessions			
Flag			
Food Support			
Fundraising			
New Member Rep			
Pit Crew			
Public Relations			
Senior Night			
Spirit			
Sponsorship			
Uniform			
Volunteer			