

BYLAWS OF THE DUBLIN IRISH GUARD BAND

BOOSTERS CLUB

ARTICLE I THE EXECUTIVE BOARD

Section 1 The Executive Board of the Dublin Irish Guard Music Boosters Club, hereafter referred to as the "Boosters", shall be composed of the elected officers of the organization, and the Director of the Music Department of Dublin High School.

Section 2 The Executive Board shall have general supervision of the affairs of the organization. In order for any item brought before the board for a vote to pass, a majority of the board is needed for approval.

Section 3 The Executive Board shall meet prior to each regular monthly meeting of the organization to determine the agenda of that meeting.

Section 4 Officers shall be elected to a one (1) year term of office by secret ballot. Officers' terms shall run concurrently with the organization's fiscal year.

Section 5 The immediate past President may attend Executive Board meetings and act as an advisor to the Executive Board as a non-voting member.

Section 6 Duties of the Officers

A. The President shall set the agenda and preside over all meetings of the organization. The President represents the organization, and appoints committee chairpersons.

B. The Vice President of Fundraising shall assume the duties and responsibilities in the absence of the President and shall be the chairperson of the Fundraising Committee.

C. The Vice President of Publicity shall assist the President and the Vice President of Fundraising as requested, and shall be the chairperson of the Publicity Committee.

D. The Secretary shall keep accurate records of all meetings of the organization, maintain the list of active members, and handle correspondence.

E. The Treasurer shall receive all moneys of the organization and shall keep an accurate and up to date record of all financial transactions. Money shall be banked locally. The Treasurer shall prepare and present a financial report at every regular meeting. The Treasurer shall also prepare, or oversee the preparation of the tax returns for the organization.

F. The Executive Board will present a proposed budget, as developed pursuant to the policies and procedures, for approval of the membership at the first regular meeting of the school year.

ARTICLE I THE EXECUTIVE BOARD (continued)

Section 7 Elections

A. The President shall appoint a nominating committee from the general membership at the regular March meeting of the organization.

B. Nominations may be made from the floor after the report of the nominating committee, only at the April regular meeting. Only those who have consented to serve, and have been an active member of the organization prior to taking office shall be eligible for nomination or to serve on the Executive Board. The privilege of holding office shall be limited to a voting member, up to, but no longer than, one year after departure from the program.

C. The election of officers is to be held at the regular May monthly meeting of the organization. Notification of the election, with a list of those nominated, is to be published at least ten (10) days prior to this meeting.

D. A majority approval of the active membership in attendance at the May meeting shall constitute an election.

E. All nominees for office shall be provided a copy of, and become familiar with, the Constitution, the Bylaws, and the Policies and Procedures of the organization.

Section 8 Office Vacancy

A. If the President's office becomes vacant, it shall be filled by the Vice President of Fundraising.

B. A vacancy occurring in any other office shall be filled and approved by the active membership in attendance at the next regular monthly meeting of the organization.

C. If a board member does not attend three consecutive regular meetings, the Executive Board may declare their position vacant.

ARTICLE II COMMITTEES

Section 1 All committee chairpersons are appointed by the President. The committee chairpersons appoint the committee members. The standing committees of the organization may include, but are not limited to, the following: Chaperones, Newsletter, Phone Tree, Quartermaster (equipment), Student Accounts, Scholarship, and Uniforms (both band and color guard).

ARTICLE II COMMITTEES (continued)

Section 2 Fundraising

- A. Fundraising activities are the responsibility of the Fundraising Committee.
- B. Money raised in the various projects is to be kept in one bank account, but accounted for separately in the ledger. Expenses incurred are to be charged to those fundraisers in the ledger.
- C. Only non-student adults shall handle money.
- D. At fundraising events, all funds and merchandise are to be counted and verified by the chairperson of the event and one (1) other Officer of the Booster's, and then turned over to the Officer at the conclusion of the event.
- E. Booster fundraising activities are to be approved by the Executive Board and the percentages to be distributed to student accounts, program accounts, or the general account of net income determined prior to the activity.
- F. Booster's fundraising activities are to be coordinated with the school to prevent conflicts.

ARTICLE III MEETINGS

Section 1 Regular meetings of the general Boosters membership shall be held monthly from September through May. The Executive Board shall meet year round as required.

Section 2 The privilege of the introduction of motions, nominations for office, debating, and voting shall be limited to active members, as defined in the Policies and Procedures.

Section 3 The President or the Director may call special meetings.

Section 4 Authority

- A. A majority approval of the active membership in attendance at a regular or special meeting shall constitute an approval for any voting matter.

Section 5 These Bylaws shall govern the organization. Robert's Rules of Order, Revised, shall be used for any procedures, rules, or definitions not explicitly stated in these Bylaws, the Constitution, or the Policies and Procedures of the organization.

Section 6 The June meeting of the Executive Board shall be attended by both the outgoing and incoming Board members and shall serve as a transition meeting between the two Boards.

ARTICLE IV STUDENT REPRESENTATIVES

Section 1 All Irish Guard members are invited to attend regular meetings of the organization.

Section 2 A student representative, elected from each component of the Irish Guard as defined in the Constitution, in attendance at a regular or special meeting, shall each have one (1) vote in any regular or special voting matter or election.

ARTICLE V FINANCES

- Section 1 The fiscal year of this organization shall be from July 1 to June 30.
- Section 2 Checks are to be issued only upon receipt of a voucher which must be signed by any two (2) of the following officers; the President, the Vice President of Fundraising, the Vice President of Publicity, the Treasurer, or the Secretary
- Section 3 Budget
- A. The proposed budget must be presented to, and approved by, the general membership at the September general meeting. Any changes to the approved budget in excess of 10% of that budget must be approved by the membership at a regular monthly meeting.
- B. Requests for expenses to be paid against approved budget line items, signed by any two (2) Executive Board members, shall require no other approval. Any requests in excess of approved budget line item amounts shall require the Executive Boards approval.
- Section 4 Annual Financial Audit
- A. An annual financial audit will be performed at the end of the fiscal year and prior to the start of the upcoming school year.
- B. The audit shall be performed by a least two (2) individuals, one of which is knowledgeable in accounting practices, and neither of which is a member of the Executive Board. The Treasurer shall be present during the audit.
- C. Financial information, including vouchers, check stubs, budgets, etc. will be kept for three years, or as required by governmental bodies regulating the Boosters, whichever is greater.

ARTICLE VI AMENDMENTS

- Section 1 The Constitution, Bylaws, or Policies and Procedures may be amended by a two-thirds (2/3) vote of the active membership present at a regular meeting.
- Section 2 Amendments must be presented at the preceding regular monthly meeting of the organization and published at least ten (10) days preceding the regular monthly meeting where they will be voted upon by the active membership.

CONSTITUTION OF THE DUBLIN IRISH GUARD BAND BOOSTERS CLUB

ARTICLE I NAME

Section 1 The name of this organization shall be the Dublin Irish Guard Band Boosters Club, hereafter referred to as the "Boosters". The Irish Guard shall be composed of the performing ensembles associated with the Dublin High School Music Department.

ARTICLE II OBJECTIVES Section 1 To maintain an enthusiastic interest in the various activities of the Irish Guard. Section 2 To lend all possible support, both moral and financial, to the Irish Guard. Section 3 To cooperate with the Director of the Irish Guard, the instructors, the administration, and

the school board to the end that the Irish Guard be maintained at the highest possible degree of proficiency.

Section 4 To maintain an organization that promotes the general activities of the Irish Guard.

Section 5 It shall be a non-profit organization and shall remain independent of political and other partisan alliances that could affect its operation or the operation of the Irish Guard.

ARTICLE III MEMBERSHIP

Section 1 The membership of the organization shall not be limited.

Section 2 Any adult interested in the progress and development of the Irish Guard is eligible for membership. There shall be two (2) levels of membership; voting and associate.

A. Voting membership: the parents or guardians of students in performing ensembles associated with the Dublin High School Music Department.

B. Associate membership: a person who is on the mailing list and who may contribute to the moral and/or financial support of the Irish Guard, but has no voting privileges and may not hold an elected or appointed office.

Section 3 There shall be no dues.

ARTICLE IV OFFICERS

Section 1 The elected officers of the Irish Guard Boosters shall be: President. Vice President of Fundraising, Vice President of Publicity. Secretary and Treasurer.

Section 2 The Music Director shall be an officer and voting member of the Executive Board. Should the Director's position be vacated at the end of the school year, the Director's position and vote on the Executive Board shall become, and remain, vacant until the Director's position is permanently filled by the school district.

POLICIES AND PROCEDURES OF THE DUBLIN IRISH GUARD BAND BOOSTERS

I. MEMBERSHIP

A. Membership requirements for the Boosters are delineated in Article III of the Constitution of the Dublin Irish Guard Band Booster Club.

B. Voting

For each student enrolled in performing ensembles associated with the Dublin High School Music Department, one vote in a regular election or other membership voting matter, may be cast. If a family has more than one student participating in the program, then that family may cast as many votes as they have students enrolled. Votes shall only be cast by a parent or legal guardian.

The President, with the Director, acting jointly, may grant voting rights (the Bob and Bonnie rule) for the term of the President's office to any active volunteer in the Booster's activities they deem worthy. The total number of grants shall not exceed five (5).

No other person may vote in Booster matters.

A list of active members, as defined in the Constitution, and in accordance with these Policies and Procedures, will be kept and updated as needed by the Secretary.

II. BUDGET

A. The new President, working with the Director, after being elected, and prior to the completion of the school term for that year, shall appoint representatives from each component of the music department, as defined in the Constitution, who will be responsible for proposing a budget for that component to the Executive Board. The Executive Board shall then prepare a final budget for the organization which shall be presented to and voted upon by the general membership at the September general meeting. Budgets for each component of the music department should be roughly proportioned in accordance with the percentages of students participating in each program. These percentages shall serve as a guideline only, and may be altered as the Executive Board deems appropriate.

B. The Executive Board may, from time to time, make and approve changes to the budget in any amount less than 10% of the total approved budget. Any change greater than 10% must be presented to and approved by the general membership.

III. EXPENDITURES

- A. Fund disbursements are to be issued only upon receipt of a voucher which must be signed by any two (2) of the following officers; the President, the Vice President of Fundraising, the Vice President of Publicity, the Treasurer, or the Secretary. Checks must be signed by two of the above officers.
- B. Expenditures for items that are not budgeted must be approved in advance by the Board.
- C. The Boosters may provide full or partial funding for instructional personnel through the school district, but the Director has sole responsibility for the content of the instruction and the hiring, supervising and termination of such personnel in accordance with district policies.
- D. Funds for instructional personnel must be part of the budget and will be approved accordingly.
- E. Vendor personnel paid for by the Boosters will be considered independent contractors by the Boosters. Appropriate tax forms shall be issued and filed by the Treasurer.

IV. FUNDRAISERS

A. Participation Points

Opportunities are available to both students and Booster members to earn points that can offset Irish Guard or individual student expenses. The points can be earned by participating in various fundraising events. The Board shall determine at which events points can be earned.

- i. At events where points are earned, the number of points awarded will be determined by the Board when the fundraiser is approved.
- ii. All time and participation commitments shall be verified by the event chairperson.

B. Disbursement of Participation Points

i. Adults may designate that their participation points, eligible under the Bylaws for disbursement to student accounts, be credited to any member of the same family's student account, to another student participating in the music programs account, or the general fund.

C. Student Accounts

- i. Student accounts shall only be for student members of the Irish Guard. Individual student account information is confidential among the student, the parents or guardians, the Director, the Treasurer and the Student Accounts Chairperson.
- ii. If a student is no longer an active member of the Irish Guard, but remains enrolled at Dublin High School, any remaining student account participation points will stay on the books until graduation. At that time, the participation points will either be re-distributed to a sibling's account, to another student participating in the music programs account, or to the scholarship fund, as the parents or legal guardian of that student may direct.
- iii. If a student has moved and no longer attends Dublin High School the participation points will be shifted to the scholarship fund.
- iv. Participation points not used will be held up to one (1) year for a sibling, i.e. the sibling must be at least an eighth (8th) grader when the student graduates.
- v. Disbursement of student account participation points (other than as specified here in Section C) are considered non-budgeted items and are therefore subject to advanced Booster Board approval per Article III, Section B of these Policies and Procedures.

V. SCHOLARSHIPS

A. The guideline, provided funds are available, is for three \$500.00 awards to be awarded to applicants selected by the Scholarship committee based upon criteria set forth in the scholarship application.

B. Additional \$500.00 awards may be awarded to students in a given school year only to be determined by amount of funds available and the approval of the DHS Irish Guard Band executive board.

C. A Director's Award will, at the Director and Executive Board's discretion, be awarded to one student in the amount of \$500.00.

i. Applicant's will be judged by a music professional not affiliated with DHS

ii. This award is a separate award based upon a unique set of criteria from the awards described in item number 1.

iii. The Director's Award is open to any member of DHS Irish Guard member.

iv. Criteria will be based on any one or combination of the following with final discretion of judge:

- Sight reading
- Basic scales
- Perform a musical selection of student's choice
- Drum major routine (if applicable)
- Color guard routine (if applicable)

D. The Scholarship Committee/award interviewers is exclusive of Band Boosters of grade 12 students.

VI. TRANSPORTATION OF STUDENTS

Any adult transporting members of the Irish Guard to and from Irish Guard events must meet the school district requirements. Currently these requirements include, but are not limited to, the following:

A. \$100,000/\$300,000 insurance coverage;

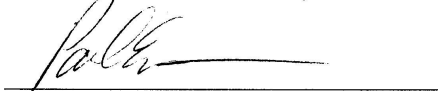
B. All district forms completed and signed along with a copy of your policy and drivers license given to the Director to file with the high school.

C. There must be a seat belt for every passenger in the vehicle.

D. No student may transport other students.

SIGNATURES

These by-laws were approved by the Irish Guard Booster Meeting, and hereby signed into effect by the officers of the Irish Guard Band Boosters, February 2010.



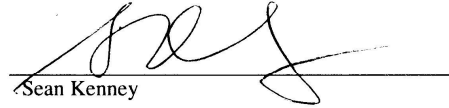
Paul Everts
Band Director



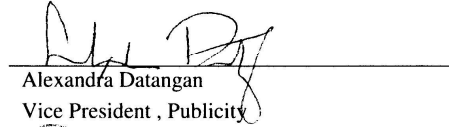
Jay DeCarie
Vice President, Fundraising



Sherry Kouri
Treasurer



Sean Kenney
Booster Board President



Alexandra Datangan
Vice President, Publicity



Lori Godwin
Secretary