

**BYLAWS
OF THE
HARRISON BAND SUPPORTERS ASSOCIATION**
Harrison, Arkansas

PREAMBLE

The name of this organization shall be the Harrison Band Supporters Association, also referred to as the Harrison Band Boosters.

All band parents and band sponsors in the Harrison School District need to be involved in the support and encouragement of the district's band program. Band parents should desire to see the program grow and develop so that students in the district may enjoy quality instruction and extracurricular experiences that will help them become more responsible and mature, both intellectually and socially.

All meetings will be run using the Roberts Rules of Order.

ARTICLE ONE

OFFICE: The principal office of the Association shall be in Harrison, Boone County, Arkansas.

ARTICLE TWO

MEMBERSHIP: Membership in this Association shall be open to all parents of children in the band programs of the Harrison Public Schools and to all persons who support the band programs in the Harrison Public Schools and are interested in being members of the Association.

Membership shall be divided into the following classifications:

Active Members — An Active Member must be a parent or legal guardian of a student in the Harrison School Band. To maintain Active Member Status one must have attended at least one meeting in the preceding calendar year. Active Members shall have voting privileges and be eligible for Officer positions.

Associate Members — Associate Members shall be any member who does not meet the criteria of an Active Member. Associate Members shall not be able to vote or hold Officer positions. They may hold other (non-officer) positions in the organization and participate in all band functions unless otherwise stated in these BYLAWS.

ARTICLE THREE

MEETING OF MEMBERS: The annual membership meeting of this Association shall be held the second Monday of August each year, and notice shall be communicated electronically to the parents of all band students in the Harrison Public Schools no later than August 1 of each year.

The Secretary will be responsible for ensuring communication about the meeting is disseminated within this timeframe.

The Officers may designate the place within Boone County, Arkansas, as the place of meeting for the annual meeting or for any special meeting called by the President. If no designation is made or if a special meeting were otherwise called, the place of meeting shall be in Harrison High School, Boone County, Arkansas.

ARTICLE FOUR

OFFICERS: The Officers of the Association shall be President, Vice President/Fundraising Coordinator, Secretary, and Treasurer. Each position will be held by one Active Member. Nominations for Officer positions will be made during the monthly meeting in March of each year. Additional nominations can be made from the floor during the April meeting before the elections are held. The Officers of the Association shall be elected as Officer-elects annually by the membership present at the monthly meeting in April of each year. The Officer-elects will work with current Officers and attend all Officer meetings until entering Office June 1 of the elected year. If the election of Officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his successor shall have been duly elected.

Any Officer elected or appointed may be removed by a two-thirds majority vote of the present Active Members whenever, in their judgment, the best interest of the Association would be served thereby. Such a vote may be requested by any Active Member. Prior notice must be given to the President, Vice President, and the Officer in question in advance of said vote and must state the reason(s) for said action. The vote shall be held at the next monthly meeting as long as it is at least 5 days after notice has been given or 30 days after the notice is given, whichever is sooner. A vacancy in the office because of death, resignation, or removal may be filled by an Active Member as voted on by a majority vote of the Active Members present at the next regular monthly meeting, and that person shall hold the office for the remainder of the term.

Officers may succeed themselves in the office with a term limit of serving four consecutive years in that office. Officers as such **shall not** receive any stated salary for services related to the office. The President shall call a meeting for the Officers and/or Advisory Board to discuss band issues at any time. The President can invite the Harrison School District Band Directors to Officer and/or Advisory Board meetings if he/she feels it necessary for their presence. The Harrison School District Band Directors are ex-officio members of the Band Supporter Association but cannot be an Officer nor on the Advisory Board. The Harrison School District Band Directors cannot vote on any issues with the Association members.

PRESIDENT: The President shall be the principal executive officer of the Association and shall, in general, supervise and control all the business and affairs of the Association. The President shall preside at all the member meetings. The President will be added to the bank signature card and may sign, with the Treasurer or any other proper Officer of the Association authorized by the voting members, any deeds, mortgages, bonds, contracts, or other legal documents, which the voting members have authorized or by these bylaws or by statute to some other Officer or agent of the Association; and in general, the President shall perform all duties as may be prescribed by the voting members. The President will be over all equipment and property belonging to the Harrison Band Supporters. He/she will have the responsibility of working with the

Harrison Band District Band Directors in scheduling events. The President will work with the coordinating committees to support the band programs and ensure all equipment and items are available for the event. The President will be a member of all committees of Harrison Band Supporters Association.

VICE PRESIDENT/FUNDRAISER COORDINATOR: In the absence of the President or in the event of his/her inability or refusal to act, the Vice President/Fundraising Coordinator (or in the event there is more than one Officer, the Officers in the order of their election) shall perform the duties of the President, and when is thus acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Officer shall perform such other duties as from time to time may be assigned to him/her by the President.

The main function of the Vice President/Fundraising Coordinator is to oversee all fundraising activities of the Association. He/she will also oversee all fundraising activity coordinators (e.g., Concessions Coordinator). The Vice President will also be added to the bank signature card.

SECRETARY: The Secretary shall keep the minutes of the meetings of the members and meetings of the Officers and/or Advisory Board in one or more books provided for that purpose. The Secretary will be added to the bank signature card. The Secretary shall also see that all notices are given in accordance with the provisions of these BYLAWS or as required by law, be the keeper of the official records, and in general perform all duties pertaining to the office of Secretary and such other duties as from time to time may be assigned by the President.

TREASURER: The Treasurer shall have the care and custody of all moneys belonging to the Association and shall be solely responsible for such moneys or securities of the Association. The Treasurer shall cause the moneys of the Association to be deposited in a regular business bank, savings and loan association, or trust company. Records of all moneys deposited into the Association account must be provided to the Treasurer. The Treasurer shall receive and give receipts for moneys due and payable to the Association from any source whatsoever. The Treasurer must be one of the Officers who shall sign checks or drafts of the Association unless the Treasurer is seeking reimbursement or is unable to perform the duties of the position. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign checks upon it. The Association banking account shall have the Treasurer and all active Officers on the signature card. Two Officer signatures are required on checks for operating expenses over \$1,000 and on all reimbursement checks.

The Treasurer shall prepare and provide a written account of the finances of the Association, and such report shall become part of the minutes, both physically and digitally. These reports shall be provided at regular meetings.

ARTICLE FIVE

ADVISORY BOARD: The Advisory Board shall serve as an advisory board to the Officers and membership. They should provide assistance to the organization and represent it to the community in a positive manner. The Board, along with the Officers of the organization, shall work together to develop both short- and long-term goals to increase the effectiveness of the Association and to provide the necessary support for the Harrison Band program in the Harrison School District. The Board, along with the Officers, shall regularly review the performance of the

Association and take steps to improve its performance. The Advisory Board shall meet no less than two times a year.

Advisory Board members shall be nominated in the monthly meeting in April. Officers or designated members will make contact with the nominees, and if they agree to serve, members will vote to confirm them in the next monthly meeting. They will begin serving on the Advisory Board in September of that year and will serve a one-year term.

ARTICLE SIX

REIMBURSEMENT POLICY: Any person who wants to be reimbursed for any expenses must have them pre-approved by the Harrison Band Supporters President and must present a digital or hard copy of a receipt to the Treasurer. This receipt must show the date and the name of the business for which you are seeking reimbursement, as well as what the charge is for. This will include all receipts, (food, gasoline, etc.). The Harrison Band Supporters Association will not reimburse any receipts not presented in this manner. If going on an out-of-town trip and the amount of the expenses that will be incurred are not known, an estimate will be made and a check written out for that amount. At the time of the return, the receipts for the expenses will be turned in to the Treasurer as well as any change left from the original check. If the expenses were more than the original check, the extra amount will be reimbursed upon presentation of original receipts.

There shall be a discretionary spending amount of \$250.00 for booster Officers and band directors during each calendar month. This will be for items with an imminent need that cannot wait for the next regular meeting. These moneys shall be reimbursed through the normal reimbursement procedures and included in the Treasurer's report.

Checks being presented for reimbursement must contain two authorized signatures, not including the Officer receiving the reimbursement and or family member if two of the same family members serve as Officers.

ARTICLE SEVEN

AUDITS: An Auditing Committee of at least three members shall be appointed by the President in the April meeting to perform an audit to be completed by the end of the fiscal year, which is May 31. Such audits are also required upon change of the Treasurer. The audit committee must have one member of the Advisory Board, if active, and two booster members that are neither Officers nor on the Advisory Board.

ARTICLE EIGHT

CONTRACTS, CHECKS, DEPOSITS, CREDIT/DEBIT CARDS, AND FUNDS: The voting members may authorize any Officer(s) or agent(s) of the Association, in addition to the Officers so authorized by these BYLAWS, to enter into any contract or to execute and deliver any legal document in the name of and on behalf of the Association. Such authority may be general or confined to specific instances.

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such Officer(s) or agent(s) of the Association and in such manner as shall from time to time be determined by resolution of voting members.

All funds of the Association shall be deposited from time to time to the credit of the Association in such bank, savings and loan, trust companies, or other depositories as the Officers may select with the approval of the voting members.

A credit card OR debit card will be maintained under the Harrison Band Supporters Association name and shall be managed by the Treasurer. The credit/debit card will be checked out as needed by the Officers, members, or Band Directors.

The Officers may accept on behalf of the Association any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Association. The Association shall carry over a balance of \$1,000 in a general fund at the close of each fiscal year for the purpose of starting fundraising concessions during the next year.

The Harrison School Band Directors cannot authorize the disbursing of any funds of the Harrison Band Supports Association.

ARTICLE NINE

FISCAL YEAR: The fiscal year for the Association shall begin June 1 of each year and shall end May 31, so long as permitted by law.

ARTICLE TEN

SCHOOL POLICIES: Any fundraising activities involving student band members shall comply with the rules and directions of the Harrison School Board of Education of the Harrison Public Schools, Boone County, Arkansas.

ARTICLE ELEVEN

ARTICLE OF DISSOLUTION: The dissolution of the Harrison Band Supporters of Harrison Public Schools, Boone County, Arkansas, will be decided by at least a 2/3 (two-thirds) majority vote of members present at regular meetings that will include the following persons: Harrison Band Supporters Association members, ALL Band Directors of the Harrison Public Schools, Boone County, Arkansas, Harrison Schools Band Advisory Board, and the Officers of the Harrison Band Supporters of Harrison Public Schools, Boone County, Arkansas. All remaining privately obtained funds shall be donated to another nonprofit organization, which will be determined by the Advisory Board and the Officers of the Harrison Band Supporters Association.

ARTICLE TWELVE

AMENDMENTS TO BYLAWS: These BYLAWS may be altered, amended, or repealed and new BYLAWS may be adopted by the majority of the voting members present at any regular meeting or at any special meeting, if at least five days written notice is given of the intention to alter, amend, repeal, or adopt new BYLAWS at such meeting.

Know all individuals by these present: That we, the undersigned, being all members of the Harrison Band Supporters Association, hereby assent to the foregoing BYLAWS and adopt them as the BYLAWS of the said Association.

IN WITNESS WHEREOF, we have hereunto subscribed our names the 11th day of March, year of 2019.

Jonna W. Causey / Bay
PRESIDENT
Shawn Hodges
VICE PRESIDENT / FUNDRAISING COORD.
Jenna Hodges
SECRETARY
Shawn A. Case
TREASURER

KNOW ALL INDIVIDUALS BY THESE PRESENT: That the undersigned Secretary of the Association known as the Harrison Band Supporters Association does hereby certify that the above and foregoing BYLAWS were duly adopted by members of the Association as the BYLAWS of the Association on the 11th day of March, year of 2019, and that they do now constitute the BYLAWS of the Association.

ATTEST: Jenna Hodges
SECRETARY