



## **Constitution of the Jefferson Band Booster Club (JBBC)**

### ARTICLE I

- Section I The name of the organization shall be the Thomas Jefferson Senior High School Band Booster Club located in the City of Bloomington, County of Hennepin, State of Minnesota.
- Section II This organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of contributions to organizations that qualify as exempt under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Act).
- Section III The net earnings of this organization shall be used to pay any and all debts incurred by this organization along with any and all expenses and approved disbursements in furtherance of the purposes of this organization. No part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate or exercise any powers that are not in furtherance of the purposes of this organization.
- Section IV Upon dissolution of this organization, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501 C-c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue Law), as the Executive Board shall determine.

### ARTICLE II

The objectives of this organization shall be the following:

- Section I The intent of the Jefferson Senior High School Band Booster Club is to help the young people (students) belonging to the Jefferson High School Band Program (the term "Band Program" shall be defined as inclusive of the various Bands, Flags and Twirlers).



- Section II To lend all possible support, both moral and financial, to the Band Program at Jefferson Senior High School.
- Section III To cooperate with those in charge of the Band Program and the School Board to the end that the Band Program shall maintain the highest possible degree of efficiency.
- Section IV To build and maintain an organization of parents which will help promote the general activities of the Band Program.

### ARTICLE III

- Section I The membership of this organization may include any person interested on the progress and development of the Jefferson Senior High School Band Program.

### ARTICLE IV

- Section I The Officers of this organization shall be: President, Vice President, Secretary, Treasurer, Chairperson of the Publicity Committee, Co-Chairpersons of the Fundraising Committee and Chairperson of the Membership Committee.



## **Bylaws of the Jefferson Band Booster Club**

### **ARTICLE I THE EXECUTIVE BOARD**

- Section I The Executive Board shall be composed of elected officers of this organization (President, Vice-President, Treasurer and Secretary), the Director and Associate Directors of the Jefferson Senior High School Bands and the Flag Advisor.
- Section II The Executive Board shall have general supervision of the organization.
- Section III The Executive Board shall meet at times as called by any member of the Executive Committee. Meetings and voting can be scheduled in any meeting place or conducted electronically through email or conference call.
- Section IV The Executive Board shall appropriate and approve the distribution of funds to financially support the Band Program consistent with the educational objectives of the Band Program and the tax-exempt nature of the organization.
- Section V The JBBC Board is comprised of The President and Vice President, the Treasurer, Secretary, the Chairperson and Co-Chairperson of the Fundraising Committee, Chairperson of the Publicity Committee and Chairperson of the Membership Committee. Each Officer can serve a maximum of two consecutive (two year) tours. There must be one year separation of terms after serving the maximum allowable time (4 years) in one position.
- Section VI Each member of the JBBC Board is allowed one vote. Any position co-chaired is allowed one (1) vote with the exception of the Co-Chairpersons of the Fundraising Committee.

### **ARTICLE II THE JBBC OFFICER DUTIES**

- Section I The President shall preside over all meetings of the organization, and shall be ex-officio member of all committees.



- Section II The Vice President shall assume all the duties of the President in times of absence. The Vice President shall also serve as coordinator of certain non-fundraising activities or internal projects and accordingly will be responsible for obtaining chairpersons for those activities or projects.
- Section III The Secretary shall keep the records and minutes of all meetings and attend to any appropriate correspondence.
- Section IV The Treasurer shall make and keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds. All disbursements shall be co-signed by two (2) members of the Executive Board.
- Section V The Chairperson of the Publicity Committee shall attend to all communication, advertising, and correspondence with the press and all other appropriate matters of publicity.
- Section VI The Chairperson/Co-Chairperson of the Fundraising Committee shall be responsible for fundraising and such activities as directed by the Executive Board. This position includes, but is not limited to, the responsibility of obtaining specific chairpersons for and coordinating any fundraising projects as determined by the Executive Board.
- Section VII The Chairperson of the Membership Committee shall be responsible for recruiting membership for this organization, preparing a database of members, volunteer commitments and compiling the directory. In addition, the Membership Committee will be responsible for all correspondence in support of "Friends of the Band" (FOB).

### ARTICLE III MEETINGS

- Section I The regular meetings of this organization shall be held a minimum of two (2) times each year.
- Section II The annual meeting shall be held in May.
- Section III Special meetings shall be called by the President or any member of the JBBC Board.



- Section IV A quorum shall consist of those members who have paid their dues in attendance at any meeting for which a reasonable attempt was made to give reasonable notice of at least one week in advance.
- Section V All business requiring a vote of the general membership shall be accomplished by a simple majority of the quorum. The Constitution and Bylaws of the organization may be amended by two-thirds majority vote of the members present at any meeting. The amendments must have been presented, in writing, at the preceding regular meeting and notice shall have been published in two (2) publications distributed to all members during the two (2) months preceding the meeting at which the vote on the amendments will be held. The method of publication could be: mail, email or any other reasonable method of publication and distribution as the Executive Board decides using their own discretion.

#### ARTICLE IV STANDING COMMITTEES

- Section I There shall be Standing Committees and such other Committees as the Executive Board shall determine (such as the Scholarship Committee). Standing Committees will be designated by the JBBC Executive Board as needed. All Committees shall consist of members appointed by the JBBC Board and shall perform such duties as may be prescribed from time to time by the JBBC Board.
- Section II The Director and Associate Directors of Jefferson High School Bands shall be ex-officio members of all committees.
- Section III The Scholarship Committee shall consist of three (3) members selected by the Executive Board and the Director and Associate Directors of the Jefferson High School Band. The Scholarship Committee shall follow the Executive Board's approved scholarship policies and procedures for selection of senior scholarship awards. Final approval of scholarship awards will be by the Director and Associate Directors of the Jefferson High School Band.



## ARTICLE V FINANCIAL REPORTS

- Section I The Treasurer shall be required to prepare a financial report at the close of the fiscal year and to file copies of the report with the Executive Board. The annual financial report shall become a part of the organization's permanent record.
- Section II The Treasurer shall also be responsible for preparing, filing and recording any other financial reports required for the purpose of maintaining the tax-exempt status of the organization or any other reports or records which may be prescribed.
- Section III The financial reports and records of the organization shall be audited annually by someone approved by the Executive Board. A written report shall be submitted to the Executive Board detailing the results of the audit.

## ARTICLE VI MEMBERS

- Section I Membership in this organization shall be available to any person interested in the progress and development of the Jefferson Senior High School Band Program, and who has paid current membership dues.
- Section II The amount of the membership dues shall be determined by the Executive Board.
- Section III The term of membership shall begin, upon payment of dues, any time on or after the first day of July preceding the school year, and shall extend to the last day of the following June.
- Section IV The Executive Board shall have the authority to issue honorary membership to the School's Principal, Band Staff and/or others (i.e. FOB members above a designated amount).



## ARTICLE VII                      ELECTIONS

Section I        Executive Officers will be elected at the annual meeting in May. The term for each Officer and JBBC Board member is July 1 through June 30 of the following year, however newly elected Officers may assume their offices before July 1 with the approval of the then existing Executive Board.

## ARTICLE VIII                    AUTHORITY

Section I        The rules of "Robert's Rules of Order, Revised" shall govern this organization in all cases in which they do not conflict with the Constitution and Bylaws of the organization.