

# **LANCASTER BAND BOOSTERS, INC.**

## **CODE OF REGULATIONS**

### **NAME**

The name of this organization shall be Lancaster Band Boosters, Inc., hereinafter referred to as the "Boosters."

### **PURPOSE**

To exist as a not-for-profit organization for the exclusive purpose of:

Educating and developing the capabilities of individuals in the instrumental music program of the Lancaster City Schools.

Encouraging and promoting school instrumental music activities.

Obtaining funds or income for charitable purposes to contribute to the Lancaster City Schools instrumental music program.

Pursuant to R.C. 2915.01(J) as established in the Articles of Incorporation filed on June 3, 2003.

### **MEMBERSHIP**

Membership in the Lancaster Band Boosters is open to all adult persons who are committed to supporting the instrumental music program in the Lancaster City Schools. No member dues are required.

### **MEETINGS OF MEMBERS**

The annual meeting of the Boosters shall be held on the first Monday in May at 7:30pm in the Lancaster High School Band Room in Lancaster, Ohio.

Additional meetings will be called at the discretion of the President, with collaboration from the band directors. Notice of meetings shall specify the time, place, and purpose of the meeting.

At any meeting, five members, which must include a minimum of two executive officers and one band director, shall constitute a quorum for the transaction of business. A simple majority vote of members in attendance is required to pass any motions brought before the Boosters.

Voting by proxy shall not be permitted.

## **ORDER OF BUSINESS**

At the meetings of the members, the order of business shall be as follows:

1. Meeting called to order
2. Presentation of minutes of the previous meeting
3. Presentation of the treasurer's report
4. Presentation of committee reports
5. Presentation of the president's report
6. Old business
7. Election of trustees (as necessary)
8. New or miscellaneous business
9. Band directors' reports

The order of business may be altered by the affirmative vote of a majority of the members present.

## **BOARD OF TRUSTEES**

The powers, property, and affairs of the Boosters, subject to the limitations contained in the Ohio Revised Code, the Articles of Incorporation, and this Code of Regulations, shall be exercised, conducted, and controlled by the Board of Trustees.

There shall be a maximum of fifteen (15) members of the Board of Trustees consisting of:

Four (4) executive officers: president, vice-president, secretary, and treasurer.

Three (3) trustees-at-large.

Five (5) elected chairpersons of standing committees: fundraising committee chairperson, invitational committee chairperson, investments committee chairperson, concessions chairperson, and the fair booth committee chairperson.

Three (3) ex-officio non-voting members: immediate past-president and two (2) Lancaster City Schools band directors.

## **ELECTION OF TRUSTEES**

The Board of Trustees shall be elected at the annual meeting on the first (1st) Monday in May.

Trustees shall assume office on July 1st.

A person shall only be elected to one position.

Election of standing committee chairpersons may be deferred if participation in a particular area is not expected for the upcoming school year.

### **TERM LIMITS**

The president, vice-president, secretary, and treasurer shall be elected for terms of one (1) year each.

The three (3) trustees-at-large shall be elected for terms of two (2) years each. Two (2) of the trustees-at-large shall serve simultaneous terms while the third trustee-at-large shall serve a staggered term. One trustee-at-large shall be elected on even-numbered years. Two trustees-at-large shall be elected in odd-numbered years.

In the event that more than one (1) person is filling the position of chairperson of any of the five (5) standing committees, all of those persons are entitled to attend any meetings of the Board of Trustees; however, each committee shall have but one (1) vote regardless of the number of persons filling the position of Chairperson.

### **EXECUTIVE OFFICERS OF THE BOARD OF TRUSTEES**

The executive officers of the Board of Trustees shall consist of the president, the vice-president, the secretary, and the treasurer.

### **BOARD OF TRUSTEE VACANCIES**

Members of the trustees may be removed from office for good cause, including, but not limited to, neglect of office, incapacity, or misconduct, by a vote of two-thirds (2/3) of the Board of Trustees, excluding the individual whose removal is under consideration.

Vacancies occurring during unexpired terms shall be filled by appointment made by the Board of Trustees upon a majority vote. The person so appointed to fill any vacancy shall serve for the balance of the unexpired term.

### **DUTIES OF THE PRESIDENT AND VICE-PRESIDENT**

1. It shall be the duty of the president to preside at all meetings of the Boosters, the Board of Trustees, and the executive officers.
2. The president shall be a member ex-officio of all committees except the nominating committee and the scholarship committee.
3. The president shall sign the records thereof, and in general, perform all the duties usually incident to such office or which may be required by the Boosters or Board of Trustees.
4. He/She shall coordinate the work of the officers and committees of the Boosters and provide leadership for the organization.

It shall be the duty of the vice-president to preside at all meetings and to perform all the duties of the president in the event of the president's absence, disability, or resignation.

### **DUTIES OF THE SECRETARY**

1. It shall be the duty of the secretary to preside at all meetings and to keep accurate minutes of all meetings of the Boosters and of the Board of Trustees;
2. to give all notices required by law, by the Boosters, or by the Board of Trustees;
3. upon the expiration of the secretary's term of office, to deliver all books, papers, and property of the Boosters in the hands of the secretary to the secretary's successor or to the president;
4. and in general, to perform all the duties usually pertaining to said office.
5. The secretary shall keep on file at all times the minutes of the Boosters and a complete up-to-date list of the names and contact information of all trustees and chairpersons.

No official Band Booster mailings, advertisements, social media posts, or correspondence with the media, parents, or students will occur without the authorization of the band directors.

### **DUTIES OF THE TREASURER**

1. It shall be the duty of the treasurer to present a financial statement at all meetings of the organization and at other times when requested by the Board of Trustees.
2. The treasurer shall receive and safely keep all money belonging to the Boosters, and disburse the same pursuant to the direction of the Board of Trustees;
3. keep accurate accounts of the finances of the Boosters in books specially to be provided by the Board of Trustees for said purpose,
4. and hold such books open for inspection and examination by any member of the Boosters.
5. It shall be the further duty of the treasurer to give bond at the expense of the Boosters in such sum with such security as the Board of Trustees may require for the faithful performance of the treasurer's duties;
6. and upon expiration of the treasurer's term of office, to deliver all money and other property of the Boosters in the hands of the treasurer to the treasurer's successor or to the president.
7. It shall also be the duty of the treasurer to oversee the annual preparation and submission of the IRS Form 990.

### **STANDING COMMITTEES**

#### **Fundraising Committee**

There shall be a fundraising committee comprised of a chairperson and such number of committee members as are necessary to carry out the purpose of said committee. The general purpose of the fundraising committee is to organize fundraisers for the Boosters in order to meet the needs of the annual budget.

### **Invitational Committee**

There shall be an invitational committee comprised of a chairperson and such number of members as are necessary to carry out the purpose of the committee. The general purpose of the committee is to organize and operate adjudicated events or festivals as laid out in the event planning handbook, provided by the band directors.

### **Investment Fund Committee**

There shall be an investment fund committee comprised of a chairperson and such number of committee members as are necessary to carry out the purpose of said committee. The general purpose of this committee is to review and manage the investments of the Boosters.

### **Concessions Committee**

There shall be a concessions committee comprised of a chairperson and such number of committee members as are necessary to carry out the purpose of said committee. The general purpose of the concessions committee is to provide concessions at school and community events in order to raise funds for the Boosters.

### **Fair Booth Committee**

There shall be a fair booth committee comprised of a chairperson and such number of committee members as are necessary to carry out the purpose of said committee. The general purpose of the fair booth committee is to provide concessions at the Fairfield County Fair each year and to raise funds for the Boosters.

## **SELECT COMMITTEES**

### **Finance Committee**

There shall be a finance committee chaired by the treasurer and comprised of the president, fundraising committee chair, and two Lancaster City Schools band directors. The general purpose of this committee is to prepare the annual budget, oversee and monitor the fiscal operations of the organization, and advise the fundraising committee with the implementation of a funding strategy for the organization.

### **Nominating Committee**

A nominating committee shall be appointed by the president and approved by a majority of the Board of Trustees at the March meeting. The nominating committee shall consist of a minimum of three members and a maximum of five members, and shall be comprised of a chairperson and a Lancaster City Schools band director. The purpose of the committee is to nominate a slate of candidates for the Board of Trustees. Nominations from the floor will be permitted. Only those persons who have consented to serve shall be nominated for or elected to such office.

### **Scholarship Committee**

There shall be a scholarship committee comprised of at least three, but not more than five members, two of which should be chosen by the Board of Trustees from among its members. Additional member(s) will be recruited by the committee or appointed by the president. Immediate family members of scholarship applicants shall not serve on this committee. The general purpose of this committee is to receive and review scholarship applications from students in the instrumental music program and to award scholarships as directed by the Board of Trustees. The chairperson of this committee shall be elected from the members of the committee.

### **AD HOC COMMITTEES**

Ad hoc committees may be appointed by the president for specific needs of the Boosters. A written charter of the responsibilities of each ad hoc committee shall be prepared by the Board of Trustees, and may be amended at any regular or special meeting. Committee chairpersons shall be appointed or removed by the president. Committee members shall be appointed or removed by the chairperson. Ad hoc committees shall then dissolve upon completion of the task at hand.

### **FINANCES**

The fiscal year of the Boosters shall be from July 1st through June 30th.

The membership cannot commit this organization's funds without review and recommendation by the appropriate director(s), executive officer(s), or committee(s).

No member of the Boosters shall receive or be entitled to receive any financial profit from the Boosters from the operation or the liquidation of said Boosters, nor are the Boosters organized, intended or created for personal profit or private gain.

The Boosters are organized as a non-profit organization and no member shall have any legal or equitable ownership in any of its funds or property. Should the Boosters be dissolved, any property or assets shall be transferred to the Lancaster City School District, for the direct benefit of students in the instrumental music department. At the time of dissolution, if there is no longer an instrumental music program in the schools, any property or assets shall be transferred to a trust fund until such a time as the instrumental music program is reinstated.

### **FINANCIAL REVIEW**

The treasurer shall open the books for a review and/or audit done by an outside source or by an internal audit committee to be determined by the Board of Trustees in June of each year and at any time a new treasurer takes office, at the time of the change in treasurer or within sixty (60) days thereafter. Said review/audit shall be presented to the executive officers at their first regularly scheduled meeting of the school year or within thirty days of the completion of the audit should the audit take place during the school year. The audit shall be available to the membership for inspection through the music office and/or the treasurer.

### **BUDGET**

A budget shall be established before June 1. The budget will be put to a vote at a regular meeting or a special meeting for that purpose in June.

The budget shall specify which director(s), executive officer(s), or committee(s) is/are authorized to make purchases on behalf of the Boosters. Unauthorized individuals shall not make purchases. Unbudgeted purchases will not be made.

A fund for discretionary spending shall be budgeted for miscellaneous and emergency expenses. Approval by the majority of the executive officers is required before spending from this fund. An explanation of any purchases from this fund shall be presented to the membership at the next regular meeting.

A formal budget review may be called by any member of the Board of Trustees or Lancaster City Schools band director at any time throughout the year. Adjustments to the budget as a result of the review may be made with ratification at the next meeting.

### **AMENDMENTS TO THE CODE OF REGULATIONS**

Proposed amendments to these bylaws shall be submitted in writing to the executive officers a minimum of fourteen (14) days prior to presentation to the general membership at a regular or called meeting of the organization. The proposed amendments shall be voted upon at another meeting of the organization after the expiration of at least 15 days, but not more than 45 days from the first meeting.

The Code of Regulations may be amended or repealed by a two-thirds vote of the members present at a meeting. The Code of Regulations must correspond with the Articles of Incorporation on file with the Secretary of State.

## **REVIEW OF THE CODE OF REGULATIONS**

The Code of Regulations shall be reviewed every five years by a committee of no less than three people appointed by the president for this purpose.

The foregoing Code of Regulations of Lancaster Band Boosters, Inc. was duly adopted by a two-thirds vote of the members of the Boosters at the regularly scheduled meeting held on June 4, 2018.

Adopted: June 3, 2003  
Revised: November 14, 2011  
Revised: June 4, 2018