**By Laws**
Columbus East Band Boosters
Approved December 2023

**ARTICLE I Name**

The name of the organization shall be the Columbus East High School Band Parents informally known as Columbus East Band Boosters (CEBB).

**ARTICLE II Purpose**

Relationships between the students, staff, and parents of the Columbus East High School Bands are a vital influence on the success of our children’s futures. Therefore, the purpose of the CEBB is to foster a sense of support, pride, and enthusiasm at the school and in the community. Through fundraising and family activities, we will promote positive school and community relationships that enhance our children’s educational environment, promote continuing interest in music, and provide support for the growth of all Columbus East High School bands.

**ARTICLE III Policies**

1. The purposes of this organization are promoted through musical and social programs directed towards parents, staff, students, and the general public. The purposes are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies of this organization.
2. The organization shall be non-commercial, non-sectarian, and non-partisan.
3. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purposes of this organization.
4. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies.

**ARTICLE IV Membership**

Any parent or guardian whose child is a member of the Columbus East High School Bands is considered a member of the Columbus East Band Boosters.

**ARTICLE V Meetings**

1. All meetings shall be governed by Robert’s Rules of Order.
2. Meetings: CEBB meetings are to be held on the second Thursday of every month at 6:00PM during the school term and summer as determined by the Executive Committee. Meetings will be rescheduled to the first Thursday if they fall on a scheduled BCSC closure. The Executive committee will decide any other needed changes and be responsible for publishing a schedule of meetings at the beginning of the school year to the membership noting any necessary changes.
3. Special Meetings: Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the General Membership. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.
4. Quorum: Any number totaling four (4) or more members present at a properly called meeting or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
5. Voting:
	1. A majority vote of the members present at any meeting shall be required for all action to be taken by the organization.
	2. All voting on spending must be taken by show of hands or ballot.
	3. Elections must be done by ballot voting and can be done either on paper or electronically.
6. Agenda: Regular order of business by agenda should include:
	1. Updates and corrections to minutes of the previous meeting.
	2. Financial report by the Treasurer.
	3. Reports from the Vice-President, as necessary.
	4. Reports from any other standing committee, as necessary.
	5. Approve budget reports and necessary bills within the budget.

**ARTICLE VI Officers**

1. Positions: The officers of the organization shall consist of a President, Vice-President, Secretary, Treasurer, and Student Account Representative. The fiscal year ends on May 31st. New officers shall take office on June 1st. Incumbent officers shall assist in the transition.
2. President: The President shall be the principal executive officer of the organization and subject to control of the Executive Committee and the direction of the membership, shall in general supervise and control all the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees (other than Fundraising Committees) and shall be an ex-officio member of all committees of the organization. The President shall appoint an Auditing Committee and shall be a signatory on all Band Booster Accounts. The President shall be the chief liaison to school officials and the Board of Education. To be eligible to serve as President, a person must be the parent or guardian of a Columbus East High School Band Member.
3. Vice-President: The Vice-President shall be a member of the Executive Committee. The Vice-President shall be responsible for all fundraising activities. The Vice-President shall assume the duties of the President in his or her absence. The Vice-President shall monitor the effectiveness of all fundraising activities. The Vice-President shall appoint committees to undertake fundraising, and by September 30th formulate a detailed fundraising plan for the upcoming year. To be eligible to serve as Vice-President, a person must be the parent or guardian of a Columbus East High School Band Member.
4. Treasurer: The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall be a signatory on all Band Booster Accounts. The Treasurer shall present a written financial report at each general membership meeting and at other times as requested by the Executive Committee. To be eligible to serve as Treasurer, a person must be the parent or guardian of a Columbus East High School Band Member.
5. Secretary: The Secretary shall be a member of the Executive Committee. The Secretary shall be responsible for publicity for all events of the organization and shall function as a liaison between the school and the media. The Secretary shall keep the official history of the organization and shall keep an annual record of all the activities of the organization. The Secretary shall keep he minutes of the proceedings of the membership and the Executive Committee, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee. The Secretary shall maintain the organization’s book of policies and procedures. The Secretary shall be a signatory for all Band Booster Accounts. To be eligible to serve as Secretary, a person must be the parent or guardian of a Columbus East High School Band Member.
6. Student Account Representative: The Student Account Representative shall be a member of the Executive Committee. The Student Account Representative shall be responsible for maintaining records showing the amounts and other types of equivalent financial support each parent, student, or other contributes to the CEBB and maintaining the CEBB mailing list. The Student Account Representative shall assist the Treasurer as needed. To be eligible to serve as Student Account Representative, a person must be the parent or guardian of a Columbus East High School Band Member.

**ARTICLE VII Elections**

1. Procedure: The election of officers shall take place during the General Membership Meeting in May each year. All members of the organization may participate in the election. The Nominating Committee shall consist of incumbent Executive Committee members. Names will be placed in nomination for President, Vice-President, Treasurer, Secretary, and Student Account Representative. All nominees shall have given their consent before they may be nominated. The Nominating Committee shall present a slate of officers for election at least one week prior to the General Membership Meeting. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.
2. Selection: A majority of the votes cast by the members shall be necessary for the election. Should no person receive a majority of the votes cast, a run-off between the two (2) people who received the largest number of votes shall immediately be held.
3. Term of Office: The term of each officer shall be one year, beginning at their installation at the May meeting of the school year and ending at the next year’s installation. A person may be elected to the same or other office for no more than three consecutive terms.
4. Vacancies: If any vacancy in office due to resignation or inability to serve shall occur, the Executive Committee shall appoint a person for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice-President shall immediately assume the position for the remainder of the term.

**ARTICLE VIII Executive Committee**

1. General Powers: The affairs, activities, and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of Standing and Special Committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.
2. Membership: The membership of the Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary, and Student Account Representative. The Band Director shall serve as ex-officio member and shall be entitled to vote.
3. Meetings: Regular meetings of the Executive Committee shall be held during the year with the time to be established at the first meeting of the year. Special Meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all members of the organization. Any member may address a meeting of the Executive Committee but shall not be entitled to vote on matters before the body.
4. Quorum: A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.
5. Voting: The act of the majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

**ARTICLE IX Standing and Special Committees**

1. Budget Committee: The Budget Committee shall review the budget and prepare a recommended budget for the fiscal year. The fiscal year shall be from June 1st to May 31st. The President shall be the Chairperson of the committee. The Vice-President, Treasurer, Secretary, and Band Director shall serve as committee members. The budget for the fiscal year shall be presented at the General Membership Meeting in May. The budget shall be approved no later than the end of the third week of school of the following school year (mid-August).
2. Financial Committee: The Financial Committee shall conduct an annual audit of the Treasurer’s accounting. This action shall be performed within sixty (60) days after the end of the fiscal year. The committee shall consist of the Treasurer and two (2) other non-officers as appointed by the President at the beginning of each school year. The newly elected and incumbent Presidents and Treasurers are required to be present to observe and answer questions only. The committee shall report the results of the audit in writing to the Executive Committee, which must approve all such reports.
3. Other Standing Committees: The Executive Committee may establish such other Standing Committees as it deems necessary and advisable. The chairperson of each committee shall recruit the members for his or her committee. Any member may serve as a committee member. The chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.
4. Special Committees: The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the end of the school year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Any member may serve as a committee member. The chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.
5. The Band Director, Assistant Band Director, and Guard Director shall be ex-officio members of all Standing and Special Committees.

**ARTICLE X Finances**

1. Budget: The Executive Committee shall present to the membership at the first General Meeting of the school year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any request for deviation from the budget must be submitted in writing to the Executive Committee. If approval is granted by the Executive Committee, and the request is $200 or less, the request will be submitted to the general membership for a vote. If the amount of the request exceeds $200, the request will be tabled to the next general membership meeting to allow members time to review the request.

The Band Director will submit the final budget requests for the entire Band and Guard for the next school year to the Executive Committee no later than the second week of the current school year (mid-August).

To minimize large scale fund drives for the purpose of replacing band uniforms, a Uniform Fund shall be maintained for that exclusive use. The Executive Committee shall annually review an appropriate amount of funds that need to be contained in the Uniform Fund account. Regular annual deposits will be made until the account reaches an amount available to cover uniform purchases. Expenditures for the Uniform Fund must be approved in advance by the Executive Committee.

1. Obligations: The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Columbus East High School Band or the Bartholomew Consolidated School Corporation, nor should they hold themselves out as having such authority.
2. Loans: No loans shall be made by the organization to its officers or members.
3. Banking: The President, Treasurer, and Secretary shall be signatories on all banking accounts. Committee Chairs may be added to an account as determined by the Executive Committee. Additional signatories will be limited to one per account.
4. Commercial Paper: All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed or completed by the Treasurer for any approved budgetary amount. Any amount over the approved budget must be signed by both the Treasurer and President. The Secretary can sign in lieu of the President if necessary. Committee Chairs on accounts may sign on their accounts for only purposes that fulfill the function of the account.
5. Deposits and Disbursements: The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies, or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of fourteen (14) days from the receipt of the funds and/or orders of payment.
6. Financial Report: The Treasurer shall present a financial report at each General Membership Meeting of the organization and submit copies of any transactions for signature by the President and Band Director. The Treasurer shall also prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by the Financial Committee, who, if satisfied that the Treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report.

**ARTICLE XI Amendments**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the members at any General or Special Meeting. These Bylaws shall be reviewed every two (2) years from the last revision date.

**ARTICLE XII Authority**

If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Bartholomew Consolidated School Corporation, they shall be deemed null and void, and the decision of the Bartholomew Consolidated School Corporation shall, in all cases, control.

**ARTICLE XIII Dissolution**

Upon dissolution of this organization, after paying or adequately providing for the debts and obligation of this CEBB, the remaining assets shall be distributed to Columbus East High School. If Columbus East High School ceases to exist, remaining CEBB assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.