

**FORT MILL  
DISTRICT BAND  
BOOSTER CLUB,  
Inc.**

**Bylaws & Procedures**

Effective: 06/01/2011

Next Review: 2013-2014 Fiscal Year

**Fort Mill District Band Booster Club, Inc.  
Board Member Handbook**

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# Fort Mill District Band Booster Club, Inc.

## Section 1

### Statement of Philosophy

# **Fort Mill District Band Booster Club (FMDBBC)**

## **Board Members' Handbook**

### **Statement of Philosophy**

The purpose of this handbook is to:

- 1) Provide pertinent FMDBBC information to all FMDBBC Board members, committee chairpersons, and others involved in the conduct of FMDBBC activities.
- 2) Provide procedures for use by FMDBBC Board members, committee chairpersons and others involved in the conduct of FMDBBC activities.

The FMDBBC Procedures provide a consistent means of conducting routine activities of the FMDBBC. They provide new Board members a set of guidelines on how FMDBBC functions are to be accomplished, and they provide an auditable method of performing FMDBBC financial activities with respect to IRS Tax Codes. It is important that the procedures dealing with financial activities of the FMDBBC be strictly adhered to in order that the tax-exempt status of the FMDBBC is not jeopardized.

Revisions to these procedures may be made at any time. FMDBBC President(s) approval is required to revise an existing procedure or to approve a new procedure. FMDBBC President(s) are responsible for ensuring revised procedures/enclosures are distributed to all handbook holders. This includes updating rosters and other information at the start of each new fiscal year. (This task may be delegated at the President's discretion.)

FMDBBC Procedures **may not** conflict with FMDBBC Constitution and By-Laws. A copy of the FMDBBC Constitution and By-Laws is on file with the South Carolina Department of Revenue Office.

It is requested that these handbooks be returned to the FMDBBC President(s) upon completion of term of office, to be used by the next year's FMDBBC Board and Committee members.

# Fort Mill District Band Booster Club, Inc.

## Section 2

## By-Laws

# **BYLAWS**

## **FORT MILL DISTRICT BAND BOOSTER CLUB, INC.**

### **ARTICLE I: NAME**

The name of this organization shall be the:  
Fort Mill District Band Booster Club, Inc. (FMDBBC).

This organization incorporates any prior entity and/or name references including the Blue and Gold Band Club, Inc. or B&GBC.

### **ARTICLE II: OBJECT**

The objectives of the FMDBBC shall be to support the Fort Mill School District Band Programs in a manner so as:

1. to create a closer relationship between parents, students, and the band director(s);
2. to help foster a deeper interest in music within the students, parents, and community;
3. to create a working relationship with the bands, parents, and community as a whole;
4. to associate itself with and assist in the financial betterment of the bands;
5. to uphold the administration in all matters and things pertinent to the bands to be and to remain within the jurisdiction of the school system and the band director(s).
6. to be organized exclusively for educational purposes.

No part of the net earnings of the FMDBBC shall inure benefit of, or be in distributable to, its members, trustees, officers, or other private persons, except that the FMDBBC shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.4 above. No substantial part of the activities of the FMDBBC shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on the behalf of or in opposition to any candidate for public office. Upon the dissolution of the FMDBBC, assets shall be distributed for one or more of the exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or the corresponding section of a future revenue code), or shall be distributed to another tax exempt organization, the federal, state or local government, for public use.

### **ARTICLE III: MEMBERSHIP**

1. The membership shall consist of parents of high school and middle school band members, interested patrons (members of the community who actively support the band program), the band director(s), and school principal(s).
2. Membership year shall begin June 1<sup>st</sup> and continue through May 31<sup>st</sup> of the following year.
3. Only parents of current band members are eligible to hold office unless approved by the FMDBBC Board of Directors.

## **ARTICLE IV: OFFICERS**

The FMDBBC shall be made up of an Advisory Board and a separate Board for each high school.

### **Advisory Board**

The Advisory Board will consist of:

1. Band Director(s) – Chairman of the Advisory Board
2. Current FMDBBC President(s) – One for each high school Board and will act as liaison to their respective current band booster club(s)
3. Current FMDBBC Executive Secretary
4. Prior FMDBBC President(s) – Appointed by the Advisory Board
5. Member(s) of the Community – Appointed by the Advisory Board

The Advisory Board will function as an oversight group with no executive responsibilities to:

1. Provide business management experience for the FMDBBC
2. Assist with maintaining tax exempt status
3. Assist with keeping tax records up to date
4. Assist with maintaining relationship with the Secretary of State offices

The Advisory Board will operate within the guidelines of Fort Mill School District #4 and the FMDBBC bylaws/procedures and will meet when requested by the Band Director(s) or current FMDBBC President(s).

### **High School Band Booster Club(s)**

The officers of the FMDBBC (one for each high school) shall be a President, a Vice-President, a Secretary and a Treasurer. All officers shall be bonded by the FMDBBC. With Board approval, the past-President(s) may be asked to sit with the Board as an ex-officio member without voting privileges.

#### **1. President**

The President shall preside at all Board and FMDBBC meetings. The President shall vote in the proceedings of the Board and the FMDBBC only in the event of a tie. The President shall coordinate the activities of the FMDBBC with the Band Director(s) for the benefit of the band(s). The President shall appoint chairperson(s) of all standing committees unless specifically designated in the Bylaws. The President shall authorize all expenditures of the FMDBBC's money through the purchase order procedure and shall be signatory in addition to the Executive Secretary on all of the FMDBBC's financial accounts.

The President shall serve as ex-officio member of all committees but shall not serve on the Nominating Committee.

**2. Vice President**

The Vice President shall perform the duties of the President in his or her absence, and shall, in the case of resignation or death of the President, fill the unexpired term. The Vice-President shall work directly with the President, Director(s), and Chairperson(s) in all operations of all fundraising activities.

**3. Secretary**

The Secretary shall keep a record of all proceedings of the Board and the FMDBBC, and shall conduct the general correspondence of the Board and the FMDBBC. The Secretary shall distribute copies of Board minutes to Board members, Band Director(s), and the Principal(s) prior to the next scheduled meeting, and shall distribute copies of the minutes of FMDBBC meetings to the FMDBBC members, Band Director(s), and the Principal(s) prior to the next FMDBBC meeting. The Secretary shall forward all approved minutes for all meetings to the Executive Secretary. The Secretary shall retain and preserve all original records of the Board meetings and FMDBBC meetings. These records shall be passed on to subsequent holders of the office when the term expires.

**4. Treasurer**

The Treasurer shall receive a detailed written report from the Executive Secretary prior to the regular Board meeting and present a report at each regular Board and FMDBBC meeting. The Treasurer shall work with the FMDBBC Executive Secretary to assist with the financial duties to support the FMDBBC. The Treasurer ensures proper administration of the Student Credit Accounts. The Treasurer shall turn over all financial records to the next Treasurer upon completion of their term of office.

**Executive Secretary**

The Executive Secretary is a hired employee (non-elected position) of the FMDBBC. The Executive Secretary shall administer the receipt, recording, deposit, student accounts and shall disburse all money by check as provided in the approved budget set forth for the current fiscal year for the function of the FMDBBC. The Executive Secretary shall maintain accurate records of all financial transactions and maintains any relationship with any third party accounting firms. The Executive Secretary shall be signatory on all of the FMDBBC's financial accounts in addition to the President(s) as joint accountant. The Executive Secretary shall work with the FMDBBC accountant(s) to provide necessary information, and shall report the financial statements from the accountant(s) to the Board. The Executive Secretary may not be an elected member of any FMDBBC board and does not have voting privileges.

## **ARTICLE V: BOARD OF DIRECTORS**

### **1. Members**

Each high school will have a separate Board of Directors (Board). Each of the Board of Directors shall consist of all Officers and a minimum of four (4) and a maximum of ten (10) other members (Members At Large) elected by the FMDBBC membership. Both boards will have the same number of Officers and Members At Large serving on their respective Board of Directors each year. The President(s) shall serve as the chairperson of the Board of Directors.

A Member At Large may serve in the role of an assistant officer if designated as such by the Board at the start of the year. The immediate past President(s) of the FMDBBC may be asked to serve as an ex-officio member of the Board with Board approval. The Band Director(s) and Principal(s) shall also serve as ex-officio members of the Board.

Ex-officio members are non-voting members with the exception of the Band Director(s) who are entitled to vote.

### **2. Duties**

The Board of Directors shall review any and all known business to be presented to the FMDBBC and shall approve by majority vote, recommended actions to be considered by the FMDBBC before commitments can be made.

The Board shall be vested with the authority to review and approve all fundraising projects for the FMDBBC, and shall conduct any urgent business in the interim between FMDBBC meetings.

The Board, by a vote of two-thirds (2/3) majority of the full Board, may remove any officer or other Board member if in the opinion of the Board the best interests of the FMDBBC are not being served.

## **ARTICLE VI: BUDGET**

1. The President(s), President Elect(s), Vice President(s), Executive Secretary and the Band Director(s) shall form the Budget Committee. They shall develop a proposed budget for the next fiscal year. Committee chairpersons, other Band Directors, and other key persons may be asked to attend budget meetings to provide pertinent information as to expenditures and income as deemed necessary by the Budget Committee. The proposed budget shall be presented by the President(s) to the Board at the May Board meeting for consideration and approval. Following Board approval, the budget shall be presented to the FMDBBC membership for approval in May.
2. The Executive Secretary shall disburse all funds by check as provided in the approved budget set forth for the current fiscal year. Expenditures not included in the budget or exceeding the budget shall be approved by the Board. If the expense that is not included in the budget or is exceeding the budget (exceeds \$1,000), in addition to Board approval, FMDBBC membership approval (by majority vote) is required.
3. The FMDBBC shall not disburse funds in the form of a loan to any person(s) or organization.

## **ARTICLE VII: FISCAL YEAR AND OPERATING PROCEDURES**

1. The fiscal year of the FMDBBC shall begin June 1<sup>st</sup> and end on May 31<sup>st</sup> of the following year.
2. The Board shall be responsible for establishing a fiscal policy at the start of each fiscal year.
3. The financial records of the FMDBBC shall be examined annually, at the close of the fiscal year, by an auditor or an auditing committee of not less than three (3) FMDBBC members to ensure that the Treasurer's annual report is correct, and shall attest that fact in writing. The auditor/auditing committee shall be selected/appointed by the President prior to the May FMDBBC meeting and shall submit a copy of the audit report to the Board no later than the August Board meeting.
4. Upon dissolution of the FMDBBC, the distribution of funds will be handled as discussed in Article II.
5. Conduct of financial operations and other pertinent FMDBBC operations are documented in the FMDBBC procedure manual. This manual is maintained by the FMDBBC President.

## **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

### **1. Nominations**

The Nominating Committee shall consist of not less than five (5) members including the Band Director(s). The Board shall select two (2) members of the Board (the President(s) is not eligible), to serve on the Nominating Committee at the January Board meeting. One of the Board members shall be designated as the chairperson. The Chairperson shall solicit two (2) members from the FMDBBC membership, none of whom shall be officers or members of the Board.

At the January FMDBBC meeting, the chairperson shall solicit from the FMDBBC membership, any members whom may be interested in serving as an officer or member of the Board(s).

It shall be the duty of this committee to nominate a slate of candidates for the offices to be filled. The Chairperson of the committee shall inform the Board of the slate of candidates at the February FMDBBC meeting. The Chairperson of the committee shall present the slate of candidates to the FMDBBC membership at the regular March FMDBBC meeting. Nominations from the floor may be made provided the nominee has consented to serve if elected.

### **2. Elections**

Officers and Board members shall be elected by a majority vote of members present at the regular April FMDBBC meeting.

Officers and Board members shall assume their duties on June 1<sup>st</sup> of each year and the term of office shall be one (1) year. No officer or Board member may serve more than two (2) consecutive terms in the same office, but may be elected to another office.

### **3. Vacancy of Office**

A vacancy occurring in any officer position (exception: President) shall be filled for the unexpired term by a person elected by a majority of the full Board. In the event that the office of President is vacated, the Vice-President shall assume the duties of President as discussed in Article III. A vacancy in an "At Large" position (as described in Article V, Section 1 "other members") shall be filled if the President and Director deem necessary.

## **ARTICLE IX: MEETINGS**

1. The FMDBBC members present at regular meetings shall constitute a quorum.
2. It is suggested but not mandated that board meetings be held jointly for all schools on a quarterly basis throughout the year.
3. Regular FMDBBC meetings shall be held on a regularly scheduled day and time on the last week of each month, except December (no meeting), at their respective high school. The regular meeting dates and time are to be determined at the start of the year by the Board and may be changed provided at least one of the items below has been adhered to:
  - Meeting date and time change announced at the last regular meeting; or
  - All members shall be notified in advance; or
  - Notice by newspaper or other public publication.
4. A simple majority of the Band Board of Directors in good financial standing shall constitute a quorum for Band Board meetings. (Ex-officio members, including the Band Director, do not count towards a quorum).

Good financial standing is defined as follows – A student’s account must be current according to the published band fee/payment schedule, the signed Band Student Health History and Financial Responsibility Form and/or a signed optional trip student commitment form.

5. Within one week prior to scheduled Band Board meetings or immediately upon receipt of a proposal requiring a vote, the President(s) will email the Executive Secretary and request the account status for Board members be provided to the band director(s) to ensure that a quorum is present at Band Board meetings and/or to determine voting eligibility.
6. Only board members in good financial standing are eligible to vote. All board members, regardless of their financial standing, are eligible to participate in all other band board activities.
7. Regular Board meetings shall be held on a regularly scheduled day and time during the week preceding the FMDBBC meeting each month, except December (no meeting), at their respective high school or other location, designated and communicated in advance.
8. The President(s) shall call a special meeting at the request of the Band Director(s), the Principal(s) or three (3) members of the Board, provided the notifications discussed in section 2 of this article have been met.

## **ARTICLE X: PARLIMENTARY AUTHORITY**

The rules contained in ROBERT’S RULES OF ORDER, NEWLY REVISED (1990) shall govern the FMDBBC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the FMDBBC may adopt.

Except as specifically noted in these Bylaws, all majority votes consist of a simple majority.

## **ARTICLE XI: REVIEW OF BYLAWS**

The Bylaws shall be reviewed every three (3) years (or sooner, if required), from this date set forth: September 30, 2005.

Revised Bylaws must be approved by a majority of the Board and a majority of the FMDBBC membership present at the regular meeting in which the Bylaws are presented.

Bylaws are available via the band's website

The Executive Secretary shall hold the official copy (electronic and hardcopy) of the Bylaws.

## **ARTICLE XII: AMENDMENTS**

Amendments shall be made only by a majority vote of FMDBBC membership present during regular FMDBBC meetings.

The proposed amendments shall be presented during one meeting, discussed and voted on at the next regularly scheduled meeting.

# Fort Mill District Band Booster Club, Inc.

## Section 3

## Procedures

## Fort Mill District Band Booster Club, Inc. Procedure

Procedure No. 1.1	Title: <b><u>Student Credit Accounts and Band Fees</u></b>
Revision: 3	Effective Date: 9/01/2007
Approved By:	FMDBBC

### 1.0 PURPOSE

The student credit account system was established to provide individual members and parents some financial relief in regard to band fees and charges. A percentage of the profits raised through some fundraising events are allocated to the individual student for his/her use in paying for certain band fees through an established point system. The purpose of this document is to define the policies and procedures associated with the earning, tracking, accounting and disposition of student credits, as well as band fees, as they apply to the Fort Mill District Band Booster Club, Inc. (FMDBBC).

### 2.0 DEFINITIONS

- **Fiscal Year**: The FMDBBC operates on a fiscal year beginning June 1<sup>st</sup> and ending on May 31<sup>st</sup> of the following year.
- **Fundraiser**: Any activity which generates income for the FMDBBC (e.g., fruit sale, Ovarions events, Bank of America Stadium events, Levy Restaurant events, coupon book sales, etc.)
- **Support Activities**: Any activity which directly supports the FMDBBC but does not result in the generation of funds (e.g., uniform sewing, flag sewing, pit crew, truck driver, chaperones, etc.). Student credit points are not awarded for these activities.
- **SCA**: Student Credit Account
- **Student Credit Point**: Each hour worked at a fundraising activity generates one credit point for high school student credit purposes unless the Board approves otherwise (in advance).

### 3.0 GENERAL

It is expected that each student (family) will support the Band by working in fundraising/support activities to help provide financial and general support of the Band. The cost for a student to participate in the band varies from year to year, dependent on the nature of competitions and other activities of the Band. Band fees paid by students (both by cash and student credit points) do not cover the entire cost of participating in the band. These additional costs are covered by funds generated from our fundraising activities.

#### 3.1 **Band Fees**

In March of each year, each school's budget managed by the FMDBBC is developed for the upcoming fiscal year. During this process, student band fees are established that typically comprise of fees for band camp, uniform, instrument, travel costs for competitions and trips. Band students and his/her parent(s) will sign a commitment form indicating they will be responsible for payment of all fees. These fees may be paid by cash, money order, check, PayPal or student credit points.

### **3.2 Earning Student Credit Points**

For routine fundraising activities (Bank of America Stadium events, Ovations events, Levy Restaurant events and others so designated in advance by the Board), each hour of service will generate one student credit point. When an entire hour is not worked, for each 15 minutes worked,  $\frac{1}{4}$  point will be earned. Fractions will be rounded to the nearest 15 minutes (20 minutes rounds to 15, 25 minutes rounds to 30, etc.). Managers for the routine fundraisers receive double points (two student credit points for each hour worked).

For other fundraising activities (i.e., fruit sale, spring fundraiser and others so designated in advance by the Board), each box of fruit sold or ticket sold will generate student credit points. The number of points earned per item sold will be determined and announced prior to the sale of fruit/tickets for the event.

Chairpersons for fundraisers receive student credit point allotments as follows (per fundraiser):

- Ovations Events/Levy Restaurant Events/Bank of America Stadium Events: 150 points
- Marching Exhibition/Competition: 150 points
- Fruit Sale: 150 points

Chairpersons for other fundraisers will receive student credit point allotments to be determined prior to the event.

The chairpersons of these fundraisers may share these points with their co-chairs as agreed upon by the chairpersons involved at the conclusion of the fundraiser. Point values will be determined during the budgeting process and will be dependent on fundraiser income, anticipated revenues, hours worked and the general financial health of the FMDBBC. Points will only be awarded if an event receives a positive net income earning.

### **3.3 Student Credit Points Carry-Over and Transfers**

Student Credit Points may be carried over year-to-year by the same student. If a student is graduating or leaving the band program, his/her account will remain active if a sibling is in the band program. It is the responsibility of the student to notify the Executive Secretary if this occurs, otherwise, their student credit points will be transferred to the FMDBBC Hardship Account.

Student Credit Points may be transferred to another active band student at any time by using a student credit transfer form, written notification or email. Seniors must request student point transfers no later than one month before graduation (end of April).

If a student who is either graduating or leaving the band program has not requested a transfer of points, all points remaining in his/her account will automatically be transferred to the Hardship Account.

### **3.4 Financial Hardship Account**

In situations of financial hardship, parents/guardians can maintain a satisfactory account standing by arranging an alternative payment plan agreement with the band director(s) who will communicate the new agreement to the Executive Secretary.

A Financial Hardship Account has been established for each school to offer financial aid to those students in need. Points for the Financial Hardship Account are normally donated by persons working fundraisers. Also, when a student either graduates or leaves the band, points that are not designated to be transferred to a specific student will automatically transfer to the Financial Hardship Account for his/her particular school.

The band director(s) is responsible for allocating Financial Hardship Student Credits in an equitable manner. The band director(s) shall provide details of financial hardship account assignments to the Executive Secretary whenever these points are allocated to ensure proper accountability.

### **3.5 Tracking Student Credit Points**

Student Credit Points will be tracked and accounted for by the Executive Secretary and other designated Board Members as follows:

- 3.5.1 A manager at a specific fundraiser will keep a log-in sheet on which workers sign in and out when they work an event. If a worker does not sign in or out, they will not receive points. Points earned through ticket/fruit sales will be tracked by the fundraiser chairperson. The manager/chairperson will provide work-hour information (number of hours worked by individual) to the Executive Secretary and Vice President(s) after each event.
- 3.5.2 Earned points will be deposited into student credit accounts. Band students may request withdrawal of points to pay for requisite band fees. Points may not be used to purchase goods from the Band Store, vendors outside the Band Club, for personal gain (uniforms, shoes, accessories, etc.) or for the use of non-band members.
- 3.5.3 Student credit account statements will be mailed to students for accounts which have had activity in the preceding month.
- 3.5.4 At the end of the fiscal year, each student will receive a year-end account summary.

Procedure No. 1.1
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- 3.5.5 The Executive Secretary will provide a statement of fundraising income to the Vice-President.
- 3.5.6 The Treasurer will ensure proper management of the Student Credit Accounts by reviewing and verifying all deposits, point credits, etc. against the Student Credit Accounts.

**3.6 Outstanding Fees**

- 3.6.1 If a student has an outstanding band fee and has not directly requested withdrawal of points to pay for that fee, policy is in effect to authorize withdrawal of the appropriate amount of points from that student’s account to pay for the fee.
- 3.6.2 Band fees are to be paid by the specified due date. Outstanding fees, according to the due date, must be paid in the order they are due (this also applies to outstanding fees from the previous year). Students must pay requisite band fees before points or money will be accepted for non-mandatory band trips.
- 3.6.3 If a student has not paid requisite band fees at the time of graduation, school administrators will withhold report cards and/or grade transcripts until the outstanding balance is satisfied.
- 3.6.4 Students not paying band fees by an established deadline may be ineligible to participate in events.

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**4.0 STUDENT CREDIT POINT TRANSFER FORM**

This note serves to document the transfer of student credit points from one student to another.

From: \_\_\_\_\_

To: \_\_\_\_\_

Number of Points Transferred: \_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Points transferred by: \_\_\_\_\_ Date: \_\_\_\_\_

## Fort Mill District Band Booster Club, Inc. Procedure

Procedure No. 1.2	Title: <b><u>Purchase Order Procedure</u></b>
Revision: 3	Effective Date: 9/01/2007
Approved By:	FMDBBC

### 1.0 PURPOSE

The purpose of this procedure is to ensure the financial responsibility for all expenditures of the Fort Mill District Band Booster Club, Inc. (FMDBBC) and to define responsibilities and requirements for moneys committed on behalf of the organization.

### 2.0 DEFINITIONS

- Requisition: The initial description of purchase (may be supplier quote) used for obtaining a purchase order.
- Purchase Order: The legal record of contract with the supplier. The purchase order number is the validation by the President that the requisition is approved for purchase and is used to match the order, approved shipping document and/or approved invoice for payment.

### 3.0 REFERENCES

Fort Mill District Band Booster Club, Inc. bylaws (current revision).

### 4.0 RESPONSIBILITIES

- 4.1 The FMDBBC President(s) is responsible for enforcing this procedure and for performing as outlined in this procedure.
- 4.2 The FMDBBC Executive Secretary is responsible for insuring that all information is obtained and recorded as outlined in this procedure and for acting as the designee of the President as instructed by the President.

### 5.0 GENERAL

A valid purchase order must be obtained prior to initiating an expenditure (committing of any moneys) on behalf of the FMDBBC, except as specifically noted below. This procedure is applicable to any person or persons committing moneys for or on behalf of the FMDBBC.

#### 5.1 Purchase Requisition

- 5.1.1 Obtain from the supplier a verbal or written quotation of goods or services needed. Estimates are acceptable in certain situations provided materials or services are clearly defined.

5.1.2 Contact FMDBBC President(s) or Executive Secretary (if designated) who will verify request for expenditure against current budget, line item, category and balance before issuing a purchase order number, authorizing the expenditure. Requests for items not included in the budget (or in excess of budget line item) shall be approved by the Board of Directors, or as provided for in the By-Laws prior to issue of the purchase order number. Authorization is by signature and date on the requisition.

5.2 Purchase Order

5.2.1 Issue purchase order number to supplier as record of contract. The purchase order number should be referenced by supplier on packing list and invoice.

5.2.2 Send original copy of the purchase order to the supplier and a copy to the FMDBBC President and the FMDBBC Treasurer. The Purchase Order is to be signed as approved by the person authorizing the purchase.

5.3 Order Receipt

Goods shipped or services provided to Fort Mill High School, Nation Ford High School, Fort Mill Middle School, Springfield Middle School, Banks Trail Middle School or Gold Hill Middle School will be verified by the receiver using the packing list or the commercial invoice. Verification is by signature and date. Invoices are to be forwarded to the Treasurer as verification of correct delivery. Any nonconforming product is to be so noted on the shipping document, and material rejected as appropriate.

5.4 Order Payment

5.4.1 Supplier invoices should be mailed to:  
Fort Mill District Band Booster Club  
P.O. Box 611  
Fort Mill, SC 29716-0611

5.4.2 The Executive Secretary will match the approved requisition, purchase order, and shipping document to the invoice. If the documents do not match or approval is missing, the Executive Secretary will turn the invoice over to the President for resolution.

5.4.3 In-Store Purchases

For in-store purchases of goods, follow approval procedure as outlined in section 5.1 and forward approved receipt (signature and date) to the Executive Secretary for payment or reimbursement. In cases of in-store purchase, a copy of the purchase order is not sent to the supplier.

5.4.4 Change Orders

Changes to an existing order must be documented and approved in the same manner as the original purchase order including applicable approvals.

5.4.5 Exceptions

Expenditures of an emergency nature (such as pit crew equipment breakdown on the road) are allowed, providing the expenditures are reasonable given the situation. The chair of the committee responsible for the expenditure shall verify the expenditure when the purchase order request is made. Receipts must be obtained to validate the expenditure, are to be approved by the individual making the purchase, and are to be turned over to the Executive Secretary for payment or reimbursement.

5.4.6 Failure to follow this procedure may result in the individual making the purchase being held financially responsible for the purchase.

## Fort Mill District Band Booster Club, Inc. Procedure

Procedure No. 1.3	Title: <b>Fundraising</b>
Revision: 2	Effective Date: 05/01/09
Approved By:	FMDBBC

### 1.0 PURPOSE

The Fort Mill District Band Booster Club (FMDBBC) routinely engages in several diverse fundraising activities for the purpose of generating funds for the operation of the FMDBBC. The purpose of this document is to define the policies and procedures associated with the organization, staffing, managing, allocation of student credit points and accounting of funds related to FMDBBC fundraising activities.

### 2.0 DEFINITIONS

Routine Fundraiser: a fundraiser which the FMDBBC routinely engages in on an annual basis. Presently, routine fundraisers are defined as:

- Ovations Events (includes Charlotte Knights Stadium/Castle Events)
- Bank of America Stadium Events
- Levy Restaurant Events (includes, but not limited to, Time Warner Cable Arena, Speedway and Wells Fargo Golf Tournament)
- Verizon Wireless Amphitheatre Events
- Marching Exhibition/Competition
- Crown Events
- Winter Guard/Winter Percussion Event
- Summer Fundraiser (event defined and agreed by board)
- Fall Fundraiser. (event defined and agreed by board)
- Spring Fundraiser (event defined and agreed by board)
- City of Fort Mill Spring Festival
- Fruit Sale
- Pastry Sale
- Coupon Book Sales

Special Fundraiser: a fundraiser which the FMDBBC engages in on a non-routine fashion (e.g., one time only, only on major trip years, etc.) Examples are: car wash, candy sales, etc.

Manager: a FMDBBC member responsible for coordination and operation of a specific stand for a specific event. (e.g., stand manager at Verizon for the Reeking Sewage concert, or stand manager at the Bobcats/Boston game).

Chairperson: a FMDBBC member, preferably a member from each high school band board, responsible for coordination and operation of fundraisers. Examples are: Fruit Fund raiser, Marching Exhibition, etc.

SCA: Student Credit Account

Student Credit Point: Student Credit Points are recorded in the SCA and can be used by students to pay the various band club fees. Each hour worked at a repetitive routine fundraiser activity generates one credit point for student credit purposes. Student Credit Points for one time, routine fundraisers are 1 credit point for item sold (tickets, box of fruit, etc.) unless changed and passed by a majority vote of the Band Board.

### **3.0 GENERAL**

The FMDBBC engages in two basic types of routine fundraisers; those in which the FMDBBC works for a parent organization (e.g.; Ovation, Levy Restaurants, Bank of America Stadium, etc.), and those in which the FMDBBC operates autonomously (e.g., Marching Exhibition, Fruit Sale, Spring Fundraiser, Fall Fundraiser, etc.). Special fundraisers may be either of these types of activities. Fundraisers may be combined school efforts or separate, which can be determined on an event by event basis by agreement of both Boards.

#### **3.1 Vice President(s)**

- The Vice President(s) of the FMDBBC oversees all fundraising activities. The Vice President(s) is responsible for ensuring all fundraising activities are adequately staffed with managers/chairpersons.
- The Vice President(s) is responsible as the single point of contact between the FMDBBC and the various fundraising organizations. The Vice President(s) may delegate the duties of the single point of contact, but must be cognizant of the activities of the delegate.
- The Vice President(s) is authorized to negotiate and make agreements with these parent fundraising organizations as needed. In cases in which significant changes to the FMDBBC working relationship with the parent fundraising organization are required, it is expected that these issues be brought before the FMDBBC Board of Directors for guidance.
- All new fundraising activities/ideas must be presented to the Vice President(s). The Vice President(s) shall then bring appropriate ideas before the FMDBBC Board of Directors for discussion and approval.
- All fundraising activities must be approved by the FMDBBC Board of Directors.

#### **3.2 Managers**

- Fundraising event managers are FMDBBC members whom have volunteered to coordinate, operate, manage and deal with the parent fundraising organization staff. As compensation for these extra responsibilities, managers receive additional student credit points as outlined in Student Credit Accounts and Band Fees, Procedure No. 1.1.
- Due to the time and effort to train managers, it is expected that managers will be available to manage through the entire event season. (e.g., a Knights stadium manager would be expected to manage from April through September).

- Managers are expected to arrive two hours prior to gate opening of an event for stand set up, and remain at the event until their respective area has been balanced (money and inventory).

### 3.3 Chairpersons

- Fundraising event chairpersons are FMDBBC members whom have volunteered to coordinate, operate, manage and execute designated fundraising activities. Chairpersons are responsible for recruiting volunteers to adequately staff events. Chairpersons are expected to follow-up with volunteers who have signed up to work an event and remind them of their commitment to work prior to the event. As compensation for these extra responsibilities, chairpersons receive additional student credit points as outlined in Student Credit Accounts and Band Fees, Procedure No. 1.1.

### 3.4 Student Credit Points

- Managers are responsible for maintaining a log for each event to record FMDBBC member hours of participation. This log will be used to determine the number of student credit points assigned to each SCA. If a manager notices that a person is not at their station, and has not signed out, the manager has the authority to revise the log sheet information to accurately reflect actual hours worked.

### 3.5 Tips

- All tips belong to the FMDBBC. Tips kept by FMDBBC workers could be viewed as a violation of section 501(C) (3) of the IRS Tax Code which could place the tax exempt status of the BGBC in jeopardy. Tips are to be collected by the manager and accounted for per section 3.6 below.

### 3.6 Accounting of Funds

- For Ovations, Bank of America Stadium, Levy Restaurants; the FMDBBC will abide by the accounting practices of the parent organization.
- For all other fundraising activities (including tips), funds must be collected and counted by two FMDBBC members (usually the chairperson and a co-chair or Treasurer). One person shall count and the other person shall verify the count. These funds must be turned in to the Executive Secretary as soon as possible following the fundraising event.
- Profit distribution for combined fundraising efforts must be determined and agreed upon by the Boards prior to the event.

## Fort Mill District Band Booster Club, Inc. Procedure

Procedure No. 1.4	Title: <b><u>Budget</u></b>
Revision: 2	Effective Date: 9/01/07
Approved By:	FMDBBC

### 1.0 PURPOSE

To provide general guidance on the actions needed to form the annual Fort Mill District Band Booster Club (FMDBBC) budget. This includes the information needed for budget development and the FMDBBC persons required in the development of a budget.

### 2.0 DEFINITIONS

None

### 3.0 GENERAL

The President(s) is responsible for coordinating the budget development process. The budgeting process for the next fiscal year begins in March with the compilation of financial data for the current year. A budget committee is formed and budget meetings commence. The budget committee shall develop a draft budget which will be presented at the April Board meeting. Final approval of the budget takes place at the May Board meeting. The Board approved budget is presented to the FMDBBC at its regular May meeting and is approved by the FMDBBC at that time.

#### 3.1 Budget Committee

The Budget Committee shall consist of the following persons:

- President(s)
- President Elect(s)
- Vice President(s)
- Executive Secretary
- High School Band Director(s)

The Budget Committee may invite the following persons to be on the committee:

- Treasurer(s)
- Secretary(s)
- Middle School Band Director(s)
- Other FMDBBC members who have specific knowledge needed for budget development.

### 3.2 Data Compilation

The following fiscal data should be available at the start of the budgeting process:

- Projected income for current year (Vice President(s))
- Projected income for next year (Vice President(s))
- Projected current year ending balance (Executive Secretary, President(s))
- Projected expenses for current year (Executive Secretary, Band Director(s))
- Projected expenses for next year (President(s), Band Director(s))

The President(s) shall solicit budget needs from all band committees prior to budget meetings. Committee chairs are to provide budget needs information to either the President(s) or Band Director(s).

### 3.3 Budget Development

The budget committee shall review the current year's budget, line by line and make changes to reflect the next year's budget needs. This includes reviewing line items for possible deletion if they are no longer needed; as well as adding new line items to reflect new expenses.

When a line item is deleted that line item number shall not be reused. When a new line item is created, it shall be a unique number which has not been previously used.

The budget includes expenses and income. The budget committee shall meet as necessary to develop a balanced budget for the next year. If a budget imbalance cannot be resolved, then the matter shall be presented by the President(s) to the Board at their May meeting for resolution.

### 3.4 Budget Approval

The proposed budget shall be presented by the President(s) to the Board at their May meeting for discussion. The Board shall review the budget and resolve any concerns before the May Board meeting. At the May Board meeting, the proposed budget shall be presented for approval.

The Board approved budget shall be presented by the President(s) to the FMDBBC membership for approval at the regular May meeting.

## **Fort Mill District Band Booster Club, Inc. Procedure**

Procedure No. 1.5	Title: <b><u>Financial Review</u></b>
Revision: 2	Effective Date: 9/01/07
Approved By:	FMDBBC

### **1.0 PURPOSE**

According to the By Laws of the Fort Mill District Band Booster Club (FMDBBC), Article VII, Paragraph 3; the financial records of the FMDBBC shall be examined annually, at the close of the fiscal year, by an auditor or auditing committee of not less than three (3) FMDBBC members to ensure that the Treasurer's annual report is correct, and shall attest that fact in writing. The auditor/auditing committee shall be selected/appointed by the President(s) prior to the May FMDBBC meeting and shall submit a copy of the audit report to the Board no later than the August Board meeting.

### **2.0 DEFINITIONS**

None

### **3.0 GENERAL**

The auditor/auditing committee is free to use whatever means they deem acceptable in order to accomplish this financial review (no funds are allocated to this review unless provided for by the Board of Directors). The only requirement of this procedure is that the auditor/auditing committee must submit an audit report. This report should contain details which outline the audit method utilized, records reviewed, and a statement attesting to the accuracy of the Treasurer's Report. This report will also identify the persons conducting the financial review.

### **4.0 GUIDELINES FOR FINANCIAL REVIEW**

This section provides an example of how a financial review could be conducted. This is only an example designed to provide guidance. It is not a requirement to conduct the financial review according to this section.

#### **4.1 Documents to Review**

- Purchase Orders (from President(s) or Executive Secretary)
- Check Record (from Executive Secretary)
- Financial Statement (from Executive Secretary)
- Statement of Activity (from Executive Secretary)
- Ledger (from Accountant)
- Student Credit Accounts (from Executive Secretary)

#### 4.2 Review Process

- It is suggested that a random sampling of 10% of the purchase orders be used in this process. A larger sampling may be necessary if the review committee believes it to be appropriate.
- Match check(s) disbursed to a purchase order. (This ensures all funds disbursed have been properly authorized).
- Match each check disbursed to a record on the Executive Secretary's report. (This ensures that all checks are accounted for in the financial report).
- Total all checks disbursed for the year. (This is the budget total expenses).
- Total all deposits for the year. (This is the budget total income).
- Calculate difference between total income and total expenses. (This is the net gain (loss) for the year.)
- Add net gain (loss) to the previous years ending balance. (This should be the current year ending balance).

#### 4.3 Discrepancies

All discrepancies must be recorded and resolved. Discrepancies may be in any of the following categories:

- checks issued without a purchase order.
- checks issued and not recorded in Treasurer's Report.
- Expenses not accounted for in Treasurer's Report.
- Income not accounted for in Treasurer's Report
- Other.

Discrepancies must be brought to the attention of the Executive Secretary and Accountant for resolution. The audit committee will decide if the resolution must be a formal entry in the current Treasurer's Report, or a statement in the audit committee's report.

#### 4.4 Audit Report

Enclosure 1 is an example of an audit committee's report. This report should be submitted to the Board of Directors within three months of formation of the audit committee. A copy of this report shall remain with the official records of the Fort Mill District Band Booster Club maintained by the Executive Secretary.

**Enclosure 1 to Procedure 1.5**

Example of Audit Committee Report

To: Fort Mill District Band Booster Club  
Board of Directors

From: Financial Review Committee (1997-98)

Subject: Review of 1997-1998 Treasurer's Annual Report  
Dated 5/31/98

Auditing Committee:

In accordance with the Bylaws of the Fort Mill District Band Booster Club, Article VII, Paragraph 3; a review of the 1997-98 financial records of the BGBC has been completed.

The auditing committee has reviewed the following BGBC financial documents from the 1997-98 fiscal year:

- Purchase Orders
- Check Record
- Financial Statement
- Statement of Activity
- Accountant Ledger
- Student Credit Accounts

The audit method used was a simple review of financial records for the fiscal year, focusing primarily on expenses.

The following discrepancies were found:

1. Two checks (#233 and #234) which were issued in June 1997 without a 1997-98 purchase order associated with them. Upon investigation, these checks were issued per purchase orders 300 and 301 from the 1996-97 fiscal year. Accounting for these checks was appropriate and no further action is necessary. Item resolved.
2. Three checks (#123, #135 and #141) were issued without a purchase order. These checks were issued for State solo and ensemble accompanists. Offsetting funds equal to these disbursed funds were collected from students and deposited as income. This exchange of funds is acceptable to the audit committee as it directly supported the student's performance at State solo/ensemble contest. No further action is necessary. Item resolved.
3. One check (#343) was issued without a purchase order appears to be questionable. The auditing committee has not been successful at gathering sufficient information to resolve this item. The auditing committee hereby notifies the Board of Directors of this discrepancy and that it remains unresolved.

## Fort Mill District Band Booster Club, Inc. Procedure

Procedure No. 1.6	Title: <b><u>Elections</u></b>
Revision: 2	Effective Date: 9/01/07
Approved By:	FMDBBC

### 1.0 PURPOSE

To provide guidelines for the selection and election of Officers and Board members of the Fort Mill District Band Booster Club (FMDBBC). These guidelines are an extension of the requirements listed in Article VIII of the Constitution and Bylaws of the Fort Mill District Band Booster Club.

### 2.0 DEFINITIONS

None

### 3.0 GENERAL

#### 3.1 Chronology of Election Process

- **January Board meeting:** The Nominating Committee shall consist of not less than five (5) members including the Band Director(s). The Board selects two (2) members from the Board (President is not eligible) for the Nominating Committee. One Board member shall be designated the chairperson. The Chairperson shall solicit two (2) members (preferably volunteers) from the FMDBBC membership to also serve on the Nominating Committee.
- **January FMDBBC regular meeting:** The Nominating Committee Chairperson shall solicit interest from the FMDBBC membership of anyone wishing to serve as an officer or Board member.
- **Prior to February Board meeting:** The Nominating Committee shall meet and develop a slate of candidates for the offices to be filled. All persons on the ballot must consent to serve if elected.
- **March Board meeting:** The slate of candidates for officer and Board members is presented to the Board for their review. (The Board does not approve this slate).
- **March FMDBBC regular meeting:** The Chairperson of the Nominating Committee shall present the slate of candidates to the FMDBBC membership. Nominations from the floor may be made provided the nominee has consented to serve if elected.
- **April FMDBBC regular meeting:** Election of officers and Board members.
- **May Board meeting:** Newly elected officers and Board members attend Board meeting for turnover to new Board.

### 3.2 Election Process

There are two basic options which can be used to elect officers and Board members. The Nominating Committee will determine which option they will use for the election.

Option 1: **Balloted Election** in which there are more candidates than positions to be filled. Advantages: allows FMDBBC membership to select their officers and Board for the next year. Disadvantages: good candidates not elected may feel 'left out' by the organization.

Option 2: **Election by Acclimation** in which the number of candidates exactly matches the positions to be filled. Advantages: makes for a quick election, no one is not elected, hence 'left out'. Disadvantages: places selection of officers and Board entirely in hands of Nominating Committee. FMDBBC membership has no choice of leadership.

If nominations are received from the floor, the **balloted election** process must be used, unless persons on the ballot voluntarily step down for the persons nominated from the floor.

When using the balloted election process, two ballots are drafted. One for officers and one for at-large Board members. The ballot for officers is resolved first. Any person on the ballot for officer, whom is not elected, automatically becomes eligible to be elected as an at-large member. The ballot for at-large members (including persons not elected as officers) is resolved second.

### 3.3 Election Logistics

In order to have an efficient balloted election, the following items need to be prepared:

- Separate ballots prepared for officers and at-large Board members. Include space for write in of candidates nominated from the floor.
- Have several persons (other than Nominating Committee chairperson, who will be conducting the election) assigned to count ballots on election night.
- Ballots shall be counted and verified (second check) before results returned to Nominating Committee chairperson for announcement.
- Ballots shall be turned over to the Nominating Committee chairperson at the end of the election meeting. Nominating Committee chairperson shall hold ballots in confidence. Nominating Committee chairperson shall verify ballot tally within three days of election. Any discrepancies shall be verified by another member of the Nominating Committee. If the discrepancy affects the outcome of the election, the Nominating Committee shall reconvene to determine proper resolution. Reference Robert's Rules of Order for questions of parliamentary order.
- Following confirmation of the ballot results, the Nominating Committee chairperson shall seal the ballots in an envelope and turn over to the President Elect for keeping. Should any questions arise over the ballot tally during the next year; the President can produce the results to examination. The ballots shall be destroyed after the election of officers and Board members for the following year is completed.

## **Fort Mill District Band Booster Club, Inc. Procedure**

Procedure No. 1.7	Title: <b><u>Board of Directors</u></b>
Revision: 3	Effective Date: 9/01/07
Approved By:	FMDBBC

### **1.0 PURPOSE**

To provide specific guidance as to the responsibilities and activities for each of the Fort Mill District Band Booster Club (FMDBBC) Officers and members inclusive of budget responsibilities, reporting responsibilities and a summary of activities.

### **2.0 DEFINITIONS**

All definitions of officers are as defined in the By-Laws of the FMDBBC.

### **3.0 GENERAL**

The following list includes specific responsibilities and duties of the Officers and Board Members of the FMDBBC Board of Directors. All of these activities are within the scope provided in the By-Laws of the FMDBBC.

#### **3.1 President:**

- Performs the duties of moderator for all Board and FMDBBC booster meetings. All votes are conducted in accordance with Robert's Rules of Order. (Reference Article X of the By-Laws of the FMDBBC.)
- Authorizes all FMDBBC expenditures (Purchase Orders).
- Serves as the Band representative on the School Improvement Council (SIC).
- Selects chairpersons for all band committees.
- Monitors budget income and expenses. Ensures no Purchase Order is authorized if insufficient funds exist.
- Develops budget for next fiscal year. Reference Procedure No. 1.4.
- Ensures the Constitution and By-Laws of the FMDBBC are being adhered to.
- Ensures the FMDBBC does not engage in any activities which could jeopardize its tax exempt status.

#### **3.2 Vice President:**

- Acts as FMDBBC point contact for all fundraising activities.
- Reviews all prospective fundraising projects, presents serious proposals to the Board for approval. (All fundraiser activities must be Board approved).
- Negotiates with major fundraiser contracts as needed.
- Staffs all fundraising activities with managers and/or chairpersons.
- Involved with new budget development. Area of expertise is projected income.
- Monitors actual income to budgeted income.

### 3.3 Secretary

- Records the minutes of all FMDBBC regular Board meetings, called Board meetings and Booster meetings. Publishes meeting minutes in time for next regular meeting. Identifies any action items requiring attention.
- Sends Booster meeting minutes to Executive Secretary and webmaster (so they can be posted to website).
- Sends Board meeting minutes to HS Principal, Executive Secretary and School Board members.
- Ensures proper order is followed when motions are made and voted on. (As per Robert's Rules).
- Ensures a quorum is present for all booster meetings.

### 3.4 Executive Secretary

- Ensures all expenditures are properly authorized.
- Ensures proper documentation for all expenditures is available.
- Responsible for financial records of the FMDBBC.
- Ensures a quorum is present for all board meetings.
- Maintains financial records in an audible fashion.
- Responsible for administration of Student Credit Accounts (Reference Procedure No. 1.1). Handling of the SCA may be shared with other FMDBBC members; however, the Executive Secretary remains responsible for proper accounting of SCAs.
- Acts as FMDBBC primary interface with accountant.

### 3.5 Treasurer

- Supports and assists all financial duties as directed by the Executive Secretary.
- Ensures the FMDBBC does not engage in any activities which could jeopardize its tax exempt status.

## 4.0 **BOARD EXPECTATIONS**

- It is expected that all Board members will provide appropriate discussion at all FMDBBC meetings.
- Board members are expected to support Board decisions.
- Board members will be expected to serve on committee's for special projects.

## 5.0 **BOARD SPECIFIC GUIDELINES**

- The High School Band Director is a voting member of the Board. However, since the Band Director is not elected, he/she does not count towards a quorum. (Reference Robert's Rules)
- The President does not vote on any Board or Booster Club motions, except to break a tie. (Reference Robert's Rules)
- The President shall not serve on the nominating committee. (Article VIII of the By-Laws of the FMDBBC).

## Fort Mill District Band Booster Club, Inc. Procedure

Procedure No. 1.8	Title: <b><u>Band Committees</u></b>
Revision: 2	Effective Date: 9/01/07
Approved By:	FMDBBC

### 1.0 PURPOSE

To provide general guidance as to the responsibilities and activities for each of the FMDBBC committees. This includes budget responsibilities, reporting responsibilities, staffing requirements, and a summary of activities.

### 2.0 DEFINITIONS

President-Elect: The newly elected FMDBBC President(s) from the time of election (in April) until he/she assumes the office of President on June 1<sup>st</sup>.

### 3.0 GENERAL

The FMDBBC President(s) (President Elect(s)) shall recruit volunteers from the FMDBBC to chair the various committees of the FMDBBC. These committee chairs should be staffed as soon as possible to enable a smooth transfer of leadership. The chairmanship of a committee may be a shared role between 2 individuals should the President(s)/President Elect(s) wish to appoint them such. All committee chairs are responsible for maintaining communication with their respective committee membership throughout the year regarding committee activities.

#### 3.1 Pit Crew

This is a group of FMDBBC members who are responsible for loading, unloading and setting up the instruments on the field during football game performances, band practices, and all competitions. They travel with the band and are responsible for any necessary maintenance (repair) to the pit equipment and trucks and trailers. They are also responsible for construction of the props for the field show.

The Pit Crew Chairman is responsible for the following items:

- Trailer Maintenance Item, Pit Vehicle Maintenance, Truck Maintenance, Pit Gas/Oil/Misc. and Truck Rental. Field Show Props Line Item is shared with the Band Director. The Pit Crew Chairman is authorized to expend these budget items as needed to support the field show. If predicted expenditures will exceed the budgeted amount, Board approval is required before exceeding budget. Emergency expenditures as discussed in Paragraph 5.7 of Procedure No. 1.2 (Purchase Orders).
- Recruiting FMDBBC members to serve in the Pit Crew. Typically, 8 to 15 people are needed depending on the needs of the field show.
- Works with the Band Director for field show prop development and construction.
- Reports to the FMDBBC President(s) and Director(s).

### 3.2 Uniforms

This is a group of FMDBBC members who are responsible for assigning uniforms to the students, making fitting alterations to the uniforms, coordinating uniform cleaning, making uniform repairs, providing Uniform Accessory Request Forms to students wishing to purchase accessory items, ordering replacement uniform parts, and keeping the uniform room in good order.

The Uniform Chair is responsible for the following items:

- Uniform Budget. The Uniform Chair is authorized to expend these budget items as needed to support the field show. If predicted expenditures will exceed the budgeted amount, Board approval is required before exceeding budget.
- Recruiting FMDBBC members to serve in the uniform room. Typically, 4 to 8 people are needed.
- Works with the Band Director for uniform needs and cleaning.
- Responsible for recording and communicating immediately to parents via a designated form when accessory uniform purchases are made.
- Collecting and filing Uniform Accessory Request Forms that have been signed by parents/guardians.
- Reports to the FMDBBC President(s) and Director(s).

### 3.3 Guard Liaison

This is a group of FMDBBC members who work to construct the color guard uniforms and accessories. When the Field Show theme is selected, the color guard uniforms and accessories need to be created. This committee consists of talented seamstresses who make and alter the color guard uniforms. This group also works with the color guard uniforms and accessories for Winter guard.

The Color guard/Flag Chair is responsible for the following items:

- Color guard Budget. These line items are shared with the Band Director. The Color guard/Flag Chair is authorized to expend these budget items as needed to support the field show. If predicted expenditures will exceed the budgeted amount, Board approval is required before exceeding budget.
- Recruiting FMDBBC members to serve with color guard/flag. Typically, 8 to 20 people are needed, depending on the demands of the field show.
- Works with the Band Director for color guard uniform design and accessory (flag) design.
- Reports to the FMDBBC President(s) and Director(s).

### 3.4 Chaperones

This is a group of FMDBBC members who serve as chaperones for Band Camp, away football games (pep bands) and all band competitions (including concert festivals). Chaperones are expected to assist the Band Director in maintaining discipline and ensuring general safety of the students while on trips.

The Chaperone Chair is responsible for the following items:

- Band Camp Budget. This line item is shared with the Band Director. The Chaperone Chair is authorized to expend this budget item as needed to support the band. If predicted expenditures will exceed the budgeted amount, Board approval is required before exceeding budget.
- Recruiting FMDBBC members to serve as chaperones. Typically, 6 to 12 people are needed. Typically, a student to chaperone ratio of 10:1 is preferred. A student to chaperone ratio of 15:1 should never be exceeded.
- Works with the Band Director for schedule of events requiring chaperones.
- Reports to the FMDBBC President(s) and Director(s).

### 3.5 Band Store

The Band Store is a service provided by the FMDBBC for the purpose of purchasing band paraphernalia. The Band Store is usually set up at summer and Fall FMDBBC meetings, sporting events and prior to competitions.

The Band Store Chair is responsible for the following items:

- Band Store Budget. The Band Store Chair is authorized to expend this budget item as needed to support the band store. If predicted expenditures will exceed the budgeted amount, Board approval is required before exceeding budget.
- Works with the Band Director for schedule of events for Band Store operation.
- Reports to the FMDBBC President(s) and Director(s).

### 3.6 Hospitality

This committee takes on the function of organizing any 'social' events for the band students and/or parents. This committee may also be asked to organize donations of baked goods for special events.

The Hospitality Chair is responsible for the following items:

- Hospitality Budget. This line item is shared with the Band Director. If predicted expenditures will exceed the budgeted amount, Board approval is required before exceeding budget.
- Recruits FMDBBC members to serve on the Hospitality Committee. Typically, 4 - 6 members are needed, with the exception of larger events, which may require more members.
- Works with the Band Director for schedule of special events.
- Reports to the FMDBBC President(s) and Director(s).

Examples of hospitality events:

- Meals/Refreshments for competitions and other band events
- End of Season Party
- Region Band Hospitality and Concessions
- Spring Banquet or End of Year Party

### 3.7 Communications Committee

The Communications Committee is a group of FMDBBC members who provide input regarding FMDBBC website structure and content as well as email communications. This committee is also responsible for contacting members when rapid communication is needed. When activated in urgent situations, the Communication Committee will contact their list of FMDBBC members.

The Communication Committee Chairpersons are responsible for:

- Recruiting FMDBBC members to serve on the committee. Typically, 12 to 15 people are needed. Each person would be assigned a portion of the band to contact in urgent situations.
- Coordinating occasional committee meetings throughout the year to discuss website and email blast communications and make suggestions for improvement.
- In urgent situations, the Committee emergency message delivery can only be activated by the FMDBBC President(s).
- Reports to the FMDBBC President(s).

## Fort Mill District Band Booster Club, Inc. Procedure

Procedure No. 1.9	Title: <u>Assumption of FMDBBC Office</u>
Revision: 2	Effective Date: 9/30/05
Approved By:	FMDBBC

### 1.0 PURPOSE

The purpose of this procedure is to establish guidelines for efficient transfer of responsibility of FMDBBC office from the retiring board of officers to the recently elected board of officers. This procedure should aid in a smooth transition from one year to the next. These activities should take place following the election of the new Board (in April) and before the new Board takes office on June 1<sup>st</sup>.

### 2.0 DEFINITIONS

Retiring Officer: A FMDBBC Board officer of the current year, due to retire on May 31<sup>st</sup>.

Officer Elect: A recently elected FMDBBC Board officer, due to take office on June 1<sup>st</sup>.

### 3.0 GENERAL

Each officer position is discussed below in a separate paragraph:

#### 3.1 President(s)

- Review Purchase Order (PO) process (reference Procedure 1.2) and method used by retiring President for tracking approved Purchase Orders. The President Elect may chose to track POs in a different manner, but the retiring President should explain how POs were handled during their term of office.
- Discuss problems associated with handling POs during the current year. e.g., a certain director was poor on attaching receipts to the POs.
- Review the success of the current years' fundraisers. This is to point out which fundraisers were very successful and which ones may need extra attention.
- Discuss importance of ensuring all expenditures are proper and do not jeopardize the FMDBBC tax exempt status.
- Review the current year's relation with the Treasurer with respect to reviewing of the monthly financial reports. Again, the President Elect(s) may chose a different method of handling this activity, but the retiring President(s) should explain how it was handled in the current year.
- Review the current year's relation with the Vice President(s) with respect to reviewing fundraising activities. Again, the President Elect(s) may chose a different method of handling this activity, but the retiring President(s) should explain how it was handled in the current year.

- Review the current year's relation with the Secretary(s) with respect to sending out meeting minutes and coordinating the newsletter. Again, the President Elect(s) may chose a different method of handling this activity, but the retiring President(s) should explain how it was handled in the current year.
- Review significant problems encountered during the year.
- Review outstanding (old business) that the Board has not resolved.
- Review the FMDBBC committees and discuss potential candidates for these positions.
- Discuss the FMDBBC Officer Handbook and the need to issue to new Board members and Committee Chairs. This will need to be updated by the President Elect(s) with the new year's budget, roster, Board of Directors, and Committee Chairs. The President Elect(s) should issue a revised handbook as soon as possible after taking office on June 1<sup>st</sup>.
- Discuss the new year's budget. Also discuss the budget process (reference procedure 1.4).
- Discuss the duties of President at FMDBBC Board and Booster Club meetings. This includes the need to follow parliamentary order per the By-Laws.
- Discuss the requirement for the President Elect(s) to follow up on the financial review required by Article VII of the By-Laws.
- Discuss the schedule to start the election process (reference procedure 1.6) for the following year.

### 3.2 Vice-President(s)

- Discuss fundraising process (reference procedure 1.3).
- Discuss status of fundraisers, actual income for current year and projected income for next year.
- Review the success of the current years' fundraisers. This is to point out which fundraisers were very successful and which ones may need extra attention.
- Discuss process of negotiating contracts with outside organizations (Verizon, Knights, Panthers, Bobcats, etc.)
- Discuss potential candidates to chair major fundraising activities for next year.
- Review significant problems encountered during the year.
- Discuss the new years' budget. Also discuss the budget process (reference procedure 1.4).
- Discuss the duties of Vice-President at FMDBBC Board and Booster Club meetings. Basically, to provide a status of current fundraising activities and to solicit staffing for near term fundraising activities.

3.3 Secretary (s)

- Review FMDBBC Board meeting and Booster meeting minutes, format and schedule for providing minutes to the Board and the Club.
- Discuss how newsletter was handled during current year. The Secretary Elect(s) can chose to handle the newsletter differently.
- Review significant problems encountered during the year.  
Discuss the duties of Secretary at FMDBBC Board and Booster Club meetings. Basically, to provide to take notes and to ensure that motions are handled in proper order (per Robert's Rules).

3.4 Executive Secretary

- Review Purchase Order (PO) process (reference Procedure 1.2) and method used by retiring President for tracking approved Purchase Orders. The Executive Secretary elect may choose to track POs in a different manner, but the retiring Executive Secretary should explain how POs were handled during their term of office.
- Discuss problems associated with handling POs during the current year. e.g., a certain director was poor on attaching receipts to the POs.
- Discuss the importance of getting receipts for all expenditures.
- Discuss importance of ensuring all expenditures are proper and do not jeopardize the FMDBBC tax exempt status.
- At the request of President(s), provides the band director(s) an account status for all board members prior to band board meetings as needed.

3.5 Treasurer

- Review the current years' relation with the President(s) with respect to reviewing of the monthly financial reports. The Treasurer Elect(s) may chose a different method of handling this activity, but the retiring Treasurer(s) should explain how it was handled in the current year.
- Review significant problems encountered during the year.
- Discuss the new years' budget. Also discuss the budget process (reference procedure 1.4).
- Discuss the duties of Treasurer(s) at FMDBBC Board and Booster Club meetings. Basically, to provide to present the Treasurer's Report and be able to answer questions from the members regarding the financial status of the FMDBBC.

# Fort Mill District Band Booster Club, Inc.

## Section 4

### Budget

~ To be provided separately ~

# Fort Mill District Band Booster Club, Inc.

## Section 5

### Roster

~ To be provided separately ~

# Fort Mill District Band Booster Club, Inc.

## Section 6

### Board of Directors

~ To be provided separately ~

# Fort Mill District Band Booster Club, Inc.

## Section 7

### Band Committee Chairpersons

~ To be provided separately ~

