

**HAVELOCK BAND BOOSTERS  
HAVELOCK, NORTH CAROLINA**

**ARTICLES OF INCORPORATION**

**ARTICLE I**

**Name**

The official name of this organization shall be the Havelock Band Boosters and herein the name Havelock High School Band includes all instrumental and visual ensembles that are provided to students at Havelock High School. The Federal Tax ID number is 20-5436287. Upon dissolution, all monies and properties of the Havelock Band Boosters will revert to Havelock High School, Craven County Public School Systems.

**ARTICLE II**

**Purposes and Objectives**

- Section 1. To provide financial assistance to the Havelock High School Band.
- Section 2. To create among students, faculty members, patrons of the schools and persons in business and industry, a sincere interest in, and esteem for instrumental music and visual ensemble education.
- Section 3. To provide for the proper setting for an annual recognition and awards program for the Havelock High School Band.
- Section 4. No members of this organization are authorized to intervene in the formulation or carrying out of educational or musical policies for Havelock High School.
- Section 5. The organization is not operated for profit and no profit shall incur to the benefit of any individual connected with the organization, except in consideration for services rendered.
- Section 6. To provide Chaperones as needed by the band director for trips and activities of Havelock High School.
- Part 1. Definition: A chaperone must be a booster member, 21 years of age or older, in good standing, whose responsibilities shall be to help the band director in providing a safe and comfortable environment and who attends for the purpose of supervising and helping to maintain control of students. (Additional chaperones that are needed, but are not band booster members, may be utilized at the band director's option). It is mandated by the state that each chaperone is required to submit to a background check.

Part 2. Duties: Chaperone guidelines shall be provided by the Band Director.

### ARTICLE III Members

Any person, 18 years or older, not currently in high school, with a sincere interest in the promotion of instrumental music and visual ensemble at Havelock High School may become a member of the organization upon payment of the annual dues. Members shall be required to fill out a membership information form before membership in the organization can be finalized.

### ARTICLE IV Dues

- Section 1. The annual dues shall be \$10.00 per band family household (dependent family members residing in the same home), \$5.00 per individual.
- Section 2. It is intended that membership coincide with the Havelock High School traditional school calendar year, hereafter called the charter year. Accordingly, the new charter year shall begin on the 1<sup>st</sup> day of the month following graduation and shall end on the last day of the graduation month.

### ARTICLE V Officers

- Section 1. The elected Officers of this organization shall be President, Vice-President, Secretary, Treasurer, and Ways and Means. The President, Vice-President, and Secretary positions may be split into co-officer positions.
- Section 2. These Officers shall perform the duties prescribed in the Articles of Incorporation and by the parliamentary authority adopted by this organization.
- Section 3. No officer shall hold more than one elected office at a time.
- Section 4. The term, for the officers elected, shall be one (1) year coinciding with the organization charter year. All officers are eligible for re-election.

**Section 5. Duties of Officers:**

- Part 1. President/Co-President shall preside at all meetings of the organization and of the Executive Committee, and shall designate the area of responsibility of each committee appointed. The President/Co-President shall be an ex-officio member of all appointed committees. The President/Co-President shall cast no vote in any matter except in the case of a tie vote. The President/Co-President shall be allowed to vote in elections for officers. The President/Co-President shall exercise general supervision over the work of the organization.
- Part 2. Vice-President/Co Vice-President: The Vice-President/Co-Vice-President shall, in the absence of the President/Co-President, perform the duties assigned to the President/Co-President Office. The Vice-President/Co Vice-President shall also perform the duties of Parliamentarian, advising the President/Co-President or presiding officer on point of parliamentary law in order that all business shall be conducted properly.
- Part 3. Secretary: The Secretary shall have custody of the organization's articles of incorporation and all other records and documents (except those of the Treasurer) of the organization. The Secretary shall keep an accurate record of the meetings and activities of the organization and shall transmit same to his or her successor. The Secretary shall have charge of all correspondence.
- Part 4. Treasurer: The Treasurer shall receive and disburse all organization funds as set forth below. The Treasurer shall also serve as chairperson of the Finance Committee. The Treasurer shall, upon receipt of funds, deposit said funds in the designated accounts of a local financial institution. The Treasurer shall also present a monthly report to the Band Boosters. The Treasurer shall be authorized to maintain separate accounts.
- Part 5. Assistant Treasurer: An assistant treasurer can be appointed by the Treasurer to help with the duties of the Treasurer. The Executive Board must approve the appointment. The appointment will last as long as needed by the treasurer and can be terminated by the Treasurer at any time. The Executive Board must approve the termination of the appointment.

Part 6. Ways and Means: The Ways and Means shall be primarily responsible for directing the fund-raising efforts of the Band Boosters. Such efforts shall be solely for the benefit of the Havelock High School Band. The Ways and Means will also assist the HHS Band in their annual fund-raising events. The Ways and Means will, in coordination with the President, select fund-raising committees whenever necessary. All funds received by the Ways and Means will be turned over to the Treasurer for deposit in the appropriate bank account. The Chairperson shall bring fund-raising suggestions to the membership for discussion and decision.

Section 6. The Executive Board shall consist of the elected officers of the organization and committee chairs approved by the elected officers.

## ARTICLE VI Elections

Nomination for new officers will be taken in April. A nominations committee will be established at that time to ensure one or more candidates is nominated for each office. Results will be provided at the following meeting. The meeting date for election will be the first meeting in May. Nominations from the floor may also be taken at that time. Change of officers will take place at the first meeting of the next charter year. In order to facilitate an orderly transition, the out-going and in-coming Executive Board members shall attend all Executive Board meetings during the month of June. All information, databases, books, procedures, and all relevant information shall be relinquished to the new officers by the first meeting of the new charter year. In the event of "Co" positions, ALL information must be made available to both officers.

## ARTICLE VII Financial

Section 1. Neither the organization nor its committees shall make any solicitation of fund on behalf of the organization without authorization from the band director.

Section 2. Checks for payment by the organization shall be signed by the Treasurer, or in his/her absence, the President/Co-President.

Section 3. A finance committee shall be established each year to coincide with the charter year. The committee shall consist of the Treasurer who acts as chairperson and two members selected at large by the President/Co-President. Service on the committee will be for one charter year. In the event vacancies occur, replacements may be appointed for the remainder of the charter year. Duties are to monitor expenditures as outlined in Section 4.

Section 4. Expenditure authority

Part 1. The President may approve expenditures for booster requirements that occur between meetings. The limit for such expenditures is \$100.00 in any given month. Requirements lacking such urgency in the President's opinion will be referred to the general membership for discussion and decision at the next scheduled meeting.

Part 2. Proposed expenditures of \$100.00 or less brought to the floor for discussion may be voted on at the meeting. Proposals may not be divided into parts to get under this limit.

Part 3. Proposed expenditures in excess of \$100.00 will be referred to the finance committee. Such proposals may be referred to the committee by decision of the membership at a scheduled meeting or by the President between meetings. The Committee will review the proposal to ensure that it fits within the purposes and objectives of the organization, that it does not conflict with other approved unexpended plans (both short and long term), and does not overextend organization fund-raising capabilities. The committee will meet as frequently as necessary to review comments before the next scheduled meeting. In the event the membership wishes to override the committee's position on a proposal, or the committee has been unable to meet to establish a position, a two-thirds majority vote will be required to approve an expenditure.

Section 5. Books will be reviewed during the month of June by the Review Committee. This committee will consist of the newly-elected Vice-President/Co-Vice President and two other members at large appointed by the President and approved by a quorum of booster members present at the meeting.

Section 6. The Band Boosters shall maintain the following accounts:

Booster Checking Account - The money to be spent by the Band Director must be in accordance with the proposed budget that is presented at the end of each year for the following school year. This account shall also contain monies credited to individual students for their fundraising efforts.

Booster Savings Account-Money set aside for long term-objectives, or money not currently needed to support current organization activities.

Part 1. The Band Boosters shall maintain the Band Booster Checking Account into which earned fundraising credits will be made on behalf of band members. The earned fundraising credits shall remain the property of the Band Boosters but shall reflect credits earned by the band members and upon which they can draw to use for band fees, band trips, musical equipment repairs, band camps, and other band-related purposes. The credits, which may be earned, will be determined by majority vote of the Band Boosters prior to undertaking each fundraiser. All funds deposited in the Band Booster Checking Account in part of band student accounts shall be used first and foremost for outstanding band student fees. This shall be an automatic occurrence.

Section 7. In the event that the Band Boosters disbands, after payment of all obligations, any remaining monies will be conveyed to Havelock High School Band. All organization accounts will be closed and all records and books turned over to the Principal of Havelock High School.

## ARTICLE VIII Meetings

Section 1. The organization will generally have two regular meetings each month. The meetings will generally be the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. Special meetings may be called, as needed, by the President or Vice President.

Section 2. Procedures for all meetings of the organization and its Committees shall be governed by Robert's Rules of Order, as revised.

Section 3. Financial Committee shall meet as frequently as necessary.

## ARTICLE IX Quorum and Voting

- Section 1. Any seven (7) members of the organization shall constitute a quorum for the transaction of all business of the organization. The President and/or Vice President must be present. A majority of the membership of the Executive Committee shall constitute a quorum at any meetings of that committee.
- Section 2. No proxy votes, no absentee votes, no telephone votes shall be received or counted. Member must be present at the meeting to vote.

## ARTICLE X Amendments

These Articles of Incorporation, or any section thereof, may be amended or repealed by two-thirds vote of the members present at any regular meeting, provided that a written notice of proposed change has been provided to the membership ten (10) days prior to the regular meeting.