

Oologah Band Boosters By-Laws

I. Standing General Oologah Band Boosters Rules

- a. The Oologah Band Boosters shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the association or the names of its officers or membership shall not be sued in connection with a commercial concert or with any partisan interest or for any purpose not appropriately related to the promotion of the Oologah Band Boosters goals and objectives.
- c. No part of the net earnings of the Oologah Band Boosters shall inure to the benefit of or be distributed to any of its members, trustees, officers, or other private individuals or concerns at any time. The Oologah Band Boosters shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribute funds as necessary in furtherance of the purposes as set forth in the Oologah Band Boosters constitution, Article II.
- d. No substantial part of the activities of the Oologah Band Boosters shall be the distribution of propaganda or otherwise attempting to influence legislation. The Oologah Band Boosters shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

II. Authority for Order of Meetings

- a. The Oologah Band Boosters will recognize the rules contained in “Roberts’ Rules of Order, Revised”. These rules shall govern the Oologah Band Boosters in cases in which they do not conflict with the operating rules of the Oologah Band Boosters.

III. Qualifications of Officers

- a. For an individual to hold an officer’s position within the Oologah Band Boosters, they must first be a member in good standing (see Article IV of the Oologah Band Boosters Constitution).
- b. For a member of the Oologah Band Boosters to hold an elective office of the association, said member shall have at least one student enrolled in one of the instrumental music programs within the Oologah-Talala Public School system. In the event the student of the elected officers leaves the instrumental music program, that officer position will be vacated immediately.
- c. In the event of the resignation of an Oologah Band Booster officer, the highest-ranking remaining officer of the club shall call a special meeting of the Executive Board for the purpose of electing a replacement to serve the remainder of the resigning officer’s term.
- d. In the event of the death of an Oologah Band Boosters officer, the process for replacement of the officer shall be identical to III. c. above.
- e. The normal term of service for each officer position shall be one (1) year.
- f. No office shall be held by the same person for more than three (3) consecutive years.

IV. Nomination and Election of Officers

- a. A nomination committee of three (3) shall be appointed by the President at the regular meeting in February of each year. This committee shall report a listing of nominees for all positions at the March meeting. Nominations for each office may be made from the floor after the nomination committee presents the report. Nominations will be closed at the adjournment of the March meeting. Elections will be held at the April Oologah Band Boosters meeting of each year.
- b. All nominees must be Oologah Band Boosters members in good standing.
- c. All nominees must have been active participants during the current school year in the Oologah Band Boosters. The nominating committee will determine this qualification.
- d. The committee to be sure they are willing to serve in the capacity for which they have been considered should contact all nominees. All nominees must have the opportunity to accept or decline the nomination for office.
- e. All nominees will be presented with a copy of the Oologah Band Boosters by-laws, to include Article V, Duties and Responsibilities of Officers.
- f. Officers shall be elected by a majority vote of the Oologah Band Boosters membership present at the April meeting each year. Newly elected officers will assume their duties on June 1 of each year. Unless reelected for a consecutive term, the officer's term of service will end on May 31 the following year.

V. Duties and Responsibilities of Officers

a. Offices

- i. **President** – The President shall preside at all meetings of the Oologah Band Boosters and at all meetings of the Oologah Band Boosters Executive Board. The President shall appoint all committee chairs and shall be a member ex-officio of all committees, except the Nominating committee. The President shall serve as the primary liaison between the Oologah Band Boosters and the school administration. The President shall serve as the primary manager of all fun raising activities of the Oologah Band Boosters and the school administration. The President shall maintain a personal file of all correspondence conducted on behalf of the Oologah Band Boosters. The President shall maintain accurate record of all reoccurring annual expenses of the Oologah Band Boosters. The President and all other officers of the Oologah band Boosters will share the responsibility for coordination of volunteers for the purpose of band activities equally.
- ii. **Vice President** – The Vice President shall assume all the duties and responsibilities of the President in his or her absence. The Vice President shall act as the primary purchasing agent for supplies, materials, and equipment required for fund raising activities of the Oologah Band Boosters. In the event the Vice President cannot make the needed purchases, another Oologah Band Boosters Officer, *or the band director* can make those purchases. The Vice President shall become the acting

Oologah Band Boosters President in the event the current Oologah Band Boosters President is not able to complete their term of office. The Vice President shall assist the President and the Treasurer in maintaining accurate records of all regular reoccurring annual expenses of the Oologah Band Boosters. The Vice President and all other officers of the Oologah Band Boosters will share the responsibility for coordination of volunteers for the purpose of band activities equally.

iii. **Secretary** – The Secretary shall keep accurate records and minutes of all Oologah Band Boosters meetings. The Secretary shall maintain accurate records of all action items at regularly scheduled monthly meetings, to include those items requiring approval by the Oologah Band Boosters membership and those that do not require membership approval. The Secretary shall make written copies of the minutes available to all officers at the next regularly scheduled meeting. *The Secretary should E-mail the minutes to the officers within one week after the meeting.* The Secretary shall chair the Membership Committee. The Secretary shall maintain the Oologah Band Boosters membership records. The Secretary and all other officers of the Oologah Band Boosters will share the responsibility for coordination of volunteers for the purpose of band activities equally.

iv. **Treasurer** – The Treasurer shall keep accurate financial records of all Oologah Band Boosters receipts and disbursements for all fundraising activities of all the Oologah Band Boosters. Each activity shall be listed separately as well as a complete composite record for all activities for each fiscal year, July 1 through June 30. The Treasurer shall deposit all funds in the name of the Oologah Band Boosters at the financial institution approved by the Oologah Band Boosters Executive Board. The Treasurer shall be responsible for maintaining accurate records of the Oologah Band Boosters checking account and the monthly reconciliation of the account. The Treasurer shall provide an oral statement concerning the financial condition of the Oologah Band Boosters at monthly meetings. The Treasurer shall be authorized to pay all indebtedness of the Oologah Band Boosters according to the policies and agreements provided by the Oologah Band Boosters' vendors. The Treasurer shall act as the primary signature for the payment of all indebtedness of the Oologah Band Boosters, the President or Vice President or Secretary and the Treasurer shall be authorized to sign checks *and use the debit card.* *In the event that an Oologah Band Booster Officer is unable to sign either a check or use the debit card, the Band Director shall be authorized to sign and make purchases in accordance to the wishes of the Executive Board.* In the event that the Treasurer is not able to make a deposit, another officer *or the Band Director* may make the deposit giving the bank receipt for the deposit to the Treasurer. The Treasurer and all other officers of the

Oologah Band Boosters will share the responsibility for coordination of volunteers for the purpose of band activities equally.

VI. Oologah Band Boosters Executive Board

- a. The officers of the Oologah Band Boosters Association shall constitute the Executive Board.
- b. The Oologah Band Boosters Executive Board shall have general supervision of the affairs of the association.
- c. The quorum for a meeting of the Oologah band Boosters Executive Board shall be a simple majority of the existing board members. A simple majority of the executive board members may take action in an online poll, *or group text*.
- d. The Secretary or other officer present at any meeting shall properly record minutes of any Oologah Band Boosters Executive Board meeting. Minutes shall be available at the next succeeding regular monthly Oologah band Boosters meeting.
- e. The current President shall chair the Oologah band Boosters Executive Board.
- f. Any elected officer of the association when deemed necessary may call a special meeting of the Oologah Band Boosters Executive Board.
- g. The Oologah Band Boosters Executive Board must meet at least once each 90 days or 3 times during the school term.

VII. Oologah Band Boosters Monthly Meeting

- a. Regular meetings of the Oologah Band Boosters shall be held on the 4th Tuesday of each month, beginning in August and concluding in May of each school term. This date shall be checked at each regular meeting for scheduling conflicts. An alternate date shall be selected and set as necessary.
- b. The regular meeting on the 4th Tuesday in April shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.
- c. The Executive Board may call special Oologah Band Boosters meetings. The purpose of such special meetings shall be stated in the call and no other business may be transacted at the meeting. Except in the case of emergency, to be determined by the Oologah Band Boosters Executive Board, at least three (3) days notice shall be given for special meetings.
- d. A quorum shall consist of five (5) members to include two (2) officers.
- e. All regular meetings of the organization are open and members of the faculty and administration as well as the Board of Education of the Oologah-Talala Public Schools are welcome and encouraged to attend.

VIII. Oologah Band Boosters Expenses

- a. An annual budget will be developed by the Treasurer (with help from the Band Director and all officers) and approved by the Executive Board for the upcoming year. The budget should define reoccurring expenses vs. non-reoccurring expenses and should contain detailed estimates for fund raising revenues, donations, fund raising expenses, operational expenses, and any other anticipated

revenues or expenses. The Executive Board at the April Executive Board meeting for the following year will approve the annual budget.

- b. The annual budget will be presented to the Oologah Band Boosters membership at the August meeting to be voted upon and adopted by the membership at that meeting.
- c. Any expense for supplies related to annually budgeted fund raisers may be pre-approved during the annual budget process in August. Any other expense in excess of \$250 must be presented to the Oologah Band Boosters membership at the next regular meeting for action and pre-approval. Any expense under \$250 may be approved by two members of the Oologah Band Boosters Executive Board without pre-approval by the Oologah Band Boosters membership. ***This may be done by email, text, phone call, or in person.***
- d. Any long term contractual expense obligations (i.e. loans or lease purchase agreements) of the Oologah Band Boosters must be reviewed and approved by the Executive Board with final approval by a simple majority vote of the Oologah Band Boosters members in good standing and present at the regular monthly meeting.
- e. Funds shall be used solely to directly benefit the instrumental music program of Oologah-Talala Public Schools.
- f. Two Oologah Band Boosters members, one of which must be an officer, should count money before and after each fundraiser. Each counter should sign a document confirming amount of money counted.

IX. Oologah Band Boosters Financial Report

- a. The Treasurer will submit at the regular club meetings in November, March, and May a comprehensive written financial report. This report must include a complete breakdown of all income and expense categories and the activity in each area. A written monthly report of checking account activity and investment income shall be available at all monthly meetings.
- b. A general audit may be performed at the end of the fiscal year (June 30) by the incoming Treasurer, the outgoing Treasurer, and the President when there is a change in office of the Treasurer. An internal audit may be performed by a committee of three (3) Oologah Band Boosters members in good standing upon written request to the Oologah Band Boosters President and Vice President.

X. Oologah Band Boosters Standing Committees

- a. **The following committees may be standing committees of the Oologah Band Boosters with chairpersons appointed by the president.**

- i. Concession – This committee organizes the operation of the concession stand operated during football season & for the “Stallion Battalion” Invitational. **The Vice-President will be part of this committee.**
- ii. Fireworks – This committee organizes the operation of the fireworks stand during the summer. **The Treasurer will be part of this committee.**
 - 1. **Schedule of workers**
 - 2. **Daily Financial Reports & Deposits**

3. Return of unsold product and payment of final invoice

- iii. Membership – This committee is responsible for recruiting new members and maintaining membership. The Secretary will be part of this committee.
- iv. Nominating – This committee is responsible for developing the list of members to nominate for officer positions (refer to IV. A)

XI. Oologah Band Boosters Constitutional Amendments

- a. The Constitution may be amended by a majority vote of the members present at any regular meeting. Any proposed amendment must be presented and discussed at a regular monthly meeting and voted upon for approval the following month, or at the next subsequent monthly meeting.
- b. The Oologah Band Boosters Constitution and Bylaws may be considered for review whenever necessary.

Adopted/Amended (Date) _____

Director(s): _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____