

BYLAWS OF THE  
CHARLOTTE CATHOLIC HIGH SCHOOL BAND BOOSTERS

**ARTICLE 1  
NAME AND ADDRESS**

**Section 1: Name of Organization**

The name of the organization shall be the Charlotte Catholic High School Band Boosters (the "Organization").

**Section 2: Principle Office**

The principle office of the Organization shall be:

Charlotte Catholic High School  
7702 Pineville-Matthews Road  
Charlotte, NC 28226

Charlotte Catholic High School is located in Mecklenburg County, North Carolina.

**ARTICLE 2  
PURPOSE AND OBJECTIVES**

The purpose of the Organization shall be to serve and support the students and promote the activities of the Charlotte Catholic High School Instrumental Music Program including but not limited to Band, Color Guard, and Jazz Bands, (the "Program").

The objectives of the Organization are:

- a) to lend all possible financial, moral, organizational, logistical and personnel support to the Program;
- b) to advance the education of the youth enrolled in the Program by promoting and encouraging musical excellence, teamwork and cooperation in an environment of mutual respect and dignity; and
- c) to cooperate with the Program Director and Staff, or any program sponsored by the Organization, and the school administrators to promote the highest possible ideals in music education.

The contribution by the Organization of time, goods, services, and/or finances to the Program is intended to augment the Program and not to serve as a substitute for the financial obligations of the Mecklenburg Area Catholic Schools (MACS) or of Charlotte Catholic High School (CCHS) to provide for the basic needs of the Program.

In pursuit of these objectives, the Organization will seek to neither direct the activities of the Program nor control its policies.

The objectives of this organization are promoted through cooperation with the parents, guardians, students, community, and faculty of Charlotte Catholic High School.

The Organization shall not conduct any activities not permitted to be conducted by an organization associated with the Mecklenburg Area Catholic Schools or Charlotte Catholic High School.

**ARTICLE 3  
STANDING RULES**

The Organization shall adopt Standing Rules that will govern some organizational matters concerning it. Matters not addressed in these Bylaws may be covered by the Standing Rules, which shall be detailed in Appendix I of the Bylaws. The Standing Rules may be adopted and amended from time to

time by the members at any regular meeting of members.

## **ARTICLE 4**

### **BOARD OF DIRECTORS**

**Section 1: Board of Director Membership** The Board of Directors shall consist of the current five elected officers of the Organization, the Director of the CCHS Instrumental Music Program (the “Band Director”), one at-large member elected as a representative of the freshman class (“Freshman Parent Representative”), one at-large member elected as a representative of the Color Guard (“Color Guard Parent Representative”) and the Color Guard Director. The procedure by which the officers and atlarge members are elected is defined in Article 6, Executive Officers.

**Section 2: Duties of Directors** The operations and affairs of the Organization shall be managed by its Board of Directors (the “Board”). The Board is responsible for overall policy and direction of the Organization and delegates the responsibility for day-to-day operations to the President, officers and committees. It shall be the collective duty of the Board to:

- 1) Review and approve the annual expense budget submitted by the Treasurer at the annual Budget Meeting. The approved budget must be submitted to the general membership at the first general meeting of fiscal year for ratification;
- 2) Perform any and all duties imposed on them collectively or individually by these Bylaws;
- 3) Supervise all officers and agents of the Organization to assure that their duties are performed properly;
- 4) Meet at such times and places as required by these Bylaws; and
- 5) Approve the appointment of chairpersons for all committees.

General duties of each respective Director are listed in Article 6, Sections 7 through 13. Detailed duties of each respective Director are listed in job descriptions that are filed with, but are not a part of, the Bylaws. Job descriptions may be modified at a regular or special meeting of the Board of Directors through a majority vote.

**Section 3: Number, Tenure, Qualifications and Compensation** The Board shall have seven members. Each director shall hold office for one year beginning on the first day of June and ending on the last day of May, unless earlier removed in accordance with the Bylaws and until his or her successor has been elected and qualified. A duly elected officer may not hold the same office for more than two consecutive one-year terms. A director must be an active member of the Organization. The Board receives no compensation other than reasonable reimbursement for expenses incurred while attending to Organization business.

**Section 4: Meetings** The Board shall meet at least once a month at time and place set by the Board and published on the website, via email, or in a newsletter.

**Section 5: Quorum** A meeting must be attended by at least sixty percent of the Board members who may then declare a quorum present

### **Section 6: Manner of Acting**

- a. Action at a Meeting. Except as provided in Paragraph (b) of this Section, the act of the majority of the directors present at a meeting at which a quorum is present shall be the action of the Board of Directors.
- b. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors or any other committee may be taken without a meeting, if consent in writing, setting forth the action so taken, is signed by all of the members of the Board of Directors or the committee, as the case may be. Such consent shall have the same force and effect as a unanimous vote at a meeting.

**Section 7: Notice** An official Board meeting requires that each Board member have notice in advance. An executive Board member may file a written waiver of notice before or after a meeting. An executive Board member may file a general waiver of notice for a specified period of time.

## **ARTICLE 5 MEMBERSHIP**

**Section 1: Membership** The Organization shall have two classes of members – active members and associate members. Membership in the Organization is open to any individual satisfying the criteria of either class of membership. Active members are voting members and may serve as officers on the Board of Directors, and shall be Band Director, Color Guard Director, parents and/or legal guardians with a student active in the Program. Families with students enrolled at Charlotte Catholic High School shall be given active status effective as of the date of the Organization’s Annual Meeting preceding the beginning of the new school year. Associate members are those individuals who are interested in promoting the purposes and functions of the Organization but who are not eligible to vote or serve on the Board of Directors. Associate membership is extended to the Superintendent of MACS, the director of the MACS music program, and the Principal of CCHS. All members will comply with these Bylaws and any rules and regulations of the Organization, which may be adopted from time to time.

**Section 2: Place of Meetings** Meetings of members shall be held at the principle office of the Organization or at such other place or places as may be designated from time to time by resolution of the Board of Directors.

**Section 3: Annual Meeting** The annual meeting of the members shall be held in May at the time and place stated in the Standing Rules, for the purpose of electing officers and directors and for the transaction of such other business as may come before the meeting.

**Section 4: Regular Meetings** Regular meetings of the members shall be held monthly from August through June, at dates and times to be determined by the Board of Directors at the start of each fiscal year. Meeting dates will be published in the Organization’s calendar. The Board may, at its discretion, cancel or reschedule any regular meeting as deemed appropriate.

**Section 5: Special Meetings** Special meetings of the members, for any purpose or purposes, may be called by the President, the First Vice-President or by the Board of Directors, and shall be called by the President at the request of regular members – the number of which shall be greater than onetenth (1/10) of the number of active members.

**Section 6: Notice of Meetings** In the case of a special meeting, written, printed or verbal notice stating the place, day and hour of the meeting, and the purpose for which the meeting is called, shall be delivered not less than ten nor more than sixty days before the date of the meeting, either personally, by mail or email, by or at the direction of the President, or the Secretary, or the officer or persons calling the meeting, to each member of record entitled to vote at such meeting. Provided, however, that no notice of any annual or regular meeting is required unless such meeting is held at a different time or place than provided above. Attendance by a member at a meeting of members shall constitute a waiver of notice of such meeting of which he or she has had no notice.

**Section 7: Conduct of Meetings** Meetings of members shall be presided over by the President, in his or her absence, by the First Vice President or, in the absence of all of these persons, by any other elected officer as appointed by the President. The Secretary of the Organization shall act as secretary of all meetings of members, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting. Meetings shall be governed by Robert’s Rules of Order.

**Section 8: Quorum For Meetings** The number of members present at any meeting shall constitute a quorum at such meeting. The members holding a simple majority of the votes that may be cast at any meeting shall be sufficient to constitute an act of the membership.

### **Section 9: Voting**

- a. Voting at duly held meetings shall be by voice vote. Election of Officers, however, shall be by ballot.
- b. Members are not permitted to vote or act by proxy.
- c. At meetings of members, the President's vote shall be cast in the event of a tie.

### **Section 10: Membership Fees, Dues and Assessments**

- a. Band Activity Fee: There will be an annual band activity fee assessed to each student participating in the band. The "Band Activity Fee" shall pertain to those students who participate in Concert Band, Symphonic Band, Marching Band, Color Guard and any other band activity sanctioned by Charlotte Catholic High School's Music Program. The amount of the fee will be determined by the Directors and will be reported to the membership at the annual meeting for the succeeding school year. Fees will be due by September 1 of each school year.
- b. Fundraisers: There are four types of fundraisers. There are those designed to benefit the entire booster organization, those that benefit specific groups, those that benefit the individual student, and those that benefit both the Organization and the individual.
  - 1) General Fundraisers: Participation in some of these fundraisers is mandatory and the membership shall be adequately notified. These are the activities designed to address the financial needs outlined in the annual budget. Individuals who cannot participate due to scheduling or other conflicts shall make a monetary contribution as determined by the Board. All proceeds from general fundraisers are deposited into the booster general fund.
  - 2) Group Fundraisers: Groups within the Program such as band, color guard and jazz band may occasionally run a fundraiser for their respective group. Funds raised in this fashion will be allocated and reserved for the use of that group.
  - 3) Individual Fundraisers: These fundraisers are not mandatory because they are designed as an opportunity for individuals or families to help defray the personal expenses connected with participation in the Program. Proceeds are credited to student accounts.
  - 4) Combined Fundraisers: Participation in fundraisers that will benefit both the Organization and the Individual or Group may be deemed mandatory and the provisions for participation as set forth in item (1) above shall apply. The membership shall be adequately notified. Earned funds not designated for the booster general funds will be credited to the group or individual.

### **Section 11: Nonliability of Members**

Members are not personally liable for the debts, liabilities, or obligations of the Organization.

## **ARTICLE 6 EXECUTIVE OFFICERS**

**Section 1: Executive Officers** The executive officers of the Organization shall consist of the following: President, First Vice President, Second Vice President, Secretary, Treasurer, Parent Representative, Marching Band / Color Guard Parent Representative, the Color Guard Director and the Band Director. Each officer shall be a director of the Organization.

**Section 2: Nominations** The President will appoint a Chairperson of the Nominating Committee in January. The committee will consist of at least three (3) active members. Active members seeking office shall not serve on the committee. At the February meeting, the committee will present a list of all duties for each office. Nominations will be accepted from the floor at the February meeting. The committee will take necessary steps to secure nominations and prepare a complete slate of candidates with at least one nominee per officer position to be presented to the Band Director for approval by March 31. The committee will present the approved slate of candidates to the members at the April meeting. During April, the committee will prepare ballots with all qualified candidates running for each office and present ballots for voting at the annual meeting in May. The committee will hold the election at the annual meeting, counting votes and presenting the results at same meeting.

**Section 3: Qualifications** Prospective candidates must:

- a. Be active members of the Organization;
- b. Expect to have a student in the Program during the next fiscal year;
- c. Have read and understood the responsibilities of their position;
- d. Have satisfied all current financial obligations to the Organization; and
- e. Consent to serve before being nominated.

**Section 4: Voter Eligibility** To be eligible to vote, one must be an active member whose current financial obligations to the Organization have been satisfied. Each active member present at the annual meeting may cast one vote only for each qualified position, regardless of the number of children that member may have in the Program.

**Section 5: Election and Term of Office** The officers of the Organization shall be elected annually by the active members of the Organization. Election of new officers or election of current officers to a second term will occur as the first item of business at the annual meeting of the Organization. Officers of the Organization who, by virtue of their office will serve on the Board of Directors, will be elected by a simple majority vote of the membership present. Each officer shall hold office for one year beginning June 1 through the final board meeting of the following school year, or until his or her death, his or her resignation, or until he or she has been removed as provided herein.

**Section 6: Vacancies** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

**Section 7: President** The President shall:

- a. Serve as the chief executive officer of the Organization and shall, subject to the control of the Board, supervise the affairs of the Organization and the activities of the officers. The scope of the President's authority is limited. He or she shall have no governing authority in making policies or rules without the approval of the Board.
- b. Perform all duties incident to his or her office and such other duties as may be required by these Bylaws or which may be prescribed from time to time by the Board.
- c. Set the agenda and preside at all meetings of the Board and at all general membership meetings.
- d. Act as liaison between the Organization and the CCHS administration.
- e. Convene regularly scheduled Board meetings.
- f. With the approval of the Board and the Band Director, appoint chairpersons of all committees.
- g. Be ex-officio a member of all committees except the nominating committee.
- h. Keep the Vice President informed on all issues.
- i. Prepare an end-of-year report to aid the incoming President.
- j. Manage the Organization's internet domain and website ([www.gocougars.org](http://www.gocougars.org)).
- k. Perform additional duties as documented in the job description for the President, subject to modifications approved by the Board.

**Section 8: First Vice President** The First Vice President shall:

- a. In the absence of the President, perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.
- b. Assist the president in the preservation of order during all meetings.
- c. Organize and execute band trips and band camp, including the preparation, distribution and collection of permission slips, medical forms required by MACS and any money due.
- d. Shall be responsible for securing transportation of students, instructors and equipment for performances away from CCHS.
- e. Prepare an end-of-year report to aid the incoming First Vice President.
- f. Perform additional duties as documented in the job description for the First Vice President, subject to modifications approved by the Board.

**Section 9: Second Vice President** The Second Vice President shall:

- a. Be the Chairperson of the Ways and Means Committee and will be responsible for the operation of all recurring individual and booster fundraisers, and represent them to the Board.
- b. Be responsible for meeting the financial needs of the Organization as set forth in the budget.
- c. Keep detailed records of all fundraising projects.
- d. Remit the bills, receipts, expense forecasts and proceeds for all Ways and Means events to the Treasurer in a timely fashion.
- e. Prepare an end-of-year report to aid the incoming Second Vice President.
- f. Perform additional duties as documented in the job description for the Second Vice President, subject to modifications approved by the Board.
- g. Perform such duties as from time to time may be assigned by the President or the Board.

**Section 10: Secretary** The Secretary shall:

- a. Keep the minutes of all meetings of the Organization and of the Board of Directors in one or more books provided for that purpose; submit minutes to all board members within four days of meetings for approval; and submit general meeting minutes to webmaster within one week of meetings for posting.
- b. At regular and Board meetings present for approval the minutes of the previous meeting.
- c. Maintain a record of the name and address of each member.
- d. See that all notices are duly given in accordance with the provisions of these bylaws.
- e. Conduct all official correspondence for the Organization, and file copies in the record books.
- f. Be the custodian of all Organization records for two years plus the current fiscal year.
- g. At least every other month, and at the discretion of the President and/or the Board, prepare and present the Newsletter to the webmaster for posting and provide printed copies of the Newsletter to the principal of CCHS and any other persons as needed.
- h. Oversee the Nominating committee, and provide any assistance requested.
- i. Prepare an end-of-year report to aid the incoming Secretary.
- j. Perform additional duties as documented in the job description for the Secretary, subject to modifications approved by the Board of Directors.

**Section 11: Treasurer** It shall be the duty of the Treasurer to:

- a. Receive all income of the Organization from any source.
- b. Be responsible for the disbursement of funds that have been authorized by the members and shall report in writing at the next regular meeting a report of all moneys received and disbursed during the previous calendar month.
- c. Deposit all moneys as the membership directs pursuant to Article 7, Section 2 and record all such deposits in the Treasurer's book.
- d. Keep an inventory of all records and property of the Organization, the same to contain, when possible, the date of purchase, and the amount paid for each article.
- e. Prepare and maintain detailed records of deposits and disbursements within the General Fund, individual Student Accounts and Group Funds, including current cash flow statements with details of variances from the approved budget reported. Adjust cash flow forecasts for the current fiscal year as needed.
- f. Collect Program Activity Fees as provided herein and report delinquencies in writing to the delinquent member and to the Band Director.
- g. Turn over all records to an Audit committee when called on to do so and turn over all books and records on demand of the President, CCHS principal, MACS, or membership for audit or investigation.
- h. Prepare such reports of the Organization's finances as may be required from time to time by the Board, CCHS or MACS.
- i. Prepare and distribute to the Board the annual report at the close of the fiscal year. Prepare, in corroboration of the Board, the annual budget for the succeeding fiscal year, and present to the members for ratification during the September regular meeting. These duties shall remain the responsibility of the outgoing Treasurer even as the newly elected Treasurer begins to serve on the Board at the start of the new fiscal year.

- j. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
- k. Prepare an end-of-year report to aid the incoming Treasurer.
- l. Perform additional duties as documented in the job description for the Treasurer, subject to modifications approved by the Board of Directors.

**Section 12: Parent Representative** It shall be the duty of the Parent Representative to:

- a. Help in transitioning into the Band all newcomers to the program, with the assistance and cooperation of the Band Director.
- b. Facilitate and help with all activities to incur and encourage upcoming students into the program, as per the Band Director.
- c. Act as a liaison between the parents at large and the Board.
- d. Organize any events pertaining to the recruitment of new students and welcoming of new students.
- e. Prepare an end of the year report to aid the incoming Parent Representative.
- f. Perform additional duties as approved by the Board.

**Section 13: Marching Band / Color Guard Parent Representative** It shall be the duty of the Marching Band / Color Guard Parent Representative to:

- a. Help in transitioning into the Band all newcomers to the program, with the help and cooperation of the Color Guard Director and the Band Director.
- b. Help the Color Guard Director and the Band Director with any new program to encourage newcomers into the program.
- c. Prepare an end of the year report to aid the incoming Marching Band / Color Guard Representative.
- d. Oversee all matters regarding Band (concert and marching) and Color Guard uniforms. This includes but is not limited to assignment of uniforms, maintenance of uniforms, recruiting helpers to work with students and uniforms and keep an accurate inventory of uniforms.
- e. Perform additional duties as approved by the Board.

**ARTICLE 7**

**CONTRACTS, COMMITMENTS AND FUNDS**

**Section 1: Execution of Contracts** The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Organization to enter into any contract or execute and deliver any commitment in the name of and on behalf of the Organization, and such authority may be general or confined to specific instances. If the amount of such contract exceeds \$500 additional approval of Charlotte Catholic High School’s Coordinator of Instrumental Music or official agent must also be given. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Organization by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount.

**Section 2: Funds**

- a. All funds received by the Organization, whether designated as general, individual or group funds shall be deposited into Charlotte Catholic High School (“CCHS”) general accounts as required by CCHS and MACS.
- b. The primary funds of the organization shall be managed by the Treasurer and recorded as the Booster General Fund. A written request for disbursements from this fund will be prepared by the Treasurer and presented to the CCHS Finance office in a timely fashion. Disbursement requests that exceed the approved budgeted amount up to \$500 must be approved by the Treasurer and one additional Officer; being either the President or Director. Disbursement requests that exceed \$500 but less than \$5000 must be approved by the Board and Charlotte Catholic High School’s Coordinator of Instrumental Music, or official agent. Disbursement requests exceeding \$5000 must be approved by the Board and Charlotte Catholic High School’s Coordinator of Instrumental Music, or official agent, plus it must be ratified by majority vote of the members before the funds are committed.

- c. It is the policy of the Program and the Organization to make all activities available to every active student in the Program regardless of their financial ability. Requests for financial assistance in the cases of hardship must be made to the Band Director. Financial assistance may include a reduction or waiver of activity fees, trip costs or band camp fees.
- d. Student accounts shall be administered and managed by the Treasurer. At the discretion of the Treasurer, a Student Account Coordinator may be appointed to assist.

**Section 3: Gifts** The Board may accept on behalf of the Organization any contribution, gift, or bequest, for the charitable or public purposes of the Organization.

**Section 4: Student Accounts** Student accounts are established for each active student in the Program.

- a. Funds are earned by member participation in various approved individual fundraisers and/or direct contributions by members.
- b. Funds placed into student accounts may only be applied to program-related expenses including band camp, band trips, and any other band related expenses that are approved by the board. They may not be used to pay for routine instrument maintenance, Program supplies, audition fees, or school activities not associated with the Program. Transfer requests from Student Accounts for use in other CCHS activities group may be approved by the Treasurer on a case-by-case basis.
- c. Any money that is left in a student account when the student leaves the Program remains the property of the Boosters and will not be refunded. The family may request a transfer of the funds in their student's account to a sibling account or to the account of any other active student in the Program.
- d. It is the responsibility of families to audit their student's accounts and resolve any disputes in a timely fashion. All transactions are final at the close of the fiscal year in which they are recorded.
- e. Accounts are transferable to other members with the written consent of member whose account is being transferred.
- f. The Treasurer has the right to charge family accounts for any financial obligations defined in these bylaws, the Program Handbook, or any approved policy of the Program.

## **ARTICLE 8 COMMITTEES**

**Section 1: Types of Committees** There shall be:

- a. Standing Committees that are appointed for the entire fiscal year;
- b. Select Committees that are appointed for a special purpose and duration.

**Section 2: Committee Member Qualifications**

- a. All committee chairpersons and committee members must be either active members or associate members in good standing of the Band Boosters;
- b. Directors may serve as committee chairpersons while retaining their voting rights on the Board of Directors;
- c. The President shall be ex-officio a member of all committees except the Nominating committee.

**Section 3: General Powers and Restrictions**

- a. A written charter of the responsibilities of each committee shall be prepared by the Board, and may be amended at any regular or special board meeting.
- b. No committee shall enter into any contract or incur any indebtedness of financial obligation of any kind, except under the express authorization of the Board.
- c. Subject to the approval of the Board, each committee shall have the power to adopt such rules as may be necessary for the conduct of the work entrusted to it.
- d. Except as allowed under Article 7, Section 1, all contracts and other obligations of the organization must be approved by a majority of the Board. Such contracts shall be signed by either the President or the

Treasurer. The First Vice President shall sign for either the President or Treasurer, but not both, in the event either is unavailable.

- e. Committee chairpersons shall be appointed or removed by the President with the approval of a majority of the Board.
- f. Each committee shall have the power to set up sub-committees for carrying on the work under its direction, as it may deem necessary.

#### **Section 4: Standing Committees**

- a. Standing committee chairpersons are appointed by the President at the start of the fiscal year, and approved by a majority vote of the Board.
- b. Standing committees shall keep records of committee expenses and procedures, and shall submit an end-of-the-year report to the Board to aid incoming chairpersons for the following year.
- c. The Board may establish any other Standing Committee from time to time at its discretion.
- d. Descriptions of all Standing Committees for the current fiscal year shall be posted on the website.

#### **Section 5: Select Committees**

- a. Select committee chairpersons are appointed by the President at the start of the fiscal year, and approved by a majority vote of the Board of Directors;
- b. Select committees shall keep records of committee expenses and procedures, and shall submit an end-of-the-year report to the Board of Directors to aid incoming chairpersons for the following year;
- c. The Board may establish any other Select Committee from time to time at its discretion.
- d. Descriptions of all Select Committees for the current fiscal year shall be posted on the website.

### **ARTICLE 9**

#### **FISCAL YEAR**

The fiscal year of the Organization shall begin on the first day of July and end on the last day of June of each year.

### **ARTICLE 10**

#### **AMENDMENT OF BYLAWS**

These Bylaws shall be adopted by the members of the Organization, and the power to alter, amend, or repeal the Bylaws or to adopt new Bylaws is vested in the active members. These Bylaws may be amended at any regular general membership meeting provided that:

- a. Proposed changes must be submitted in writing to the Board.
- b. Notice of the proposed amendment shall be given at the previous regular meeting at which the amendment is to be acted upon or written notice shall be mailed and/or e-mailed using the Organization's official newsgroup distribution list to each member not less than ten (10) days prior to the meeting at which the amendment is to be acted upon.
- c. Changes must be approved by a two thirds (2/3) vote of those members present at any regular meeting of the Organization.

### **ARTICLE 11**

#### **DISSOLUTION**

In the event of the dissolution of the Organization, its assets shall be donated or turned over to the Charlotte Catholic High School for the benefit of the Instrumental Music Program or in the absence of such a program, to the school to be used as needed.

### **ARTICLE 12**

#### **ADOPTION**

AND NOW ON THE 17TH DAY OF MAY, 2015, THESE BYLAWS WERE CONSIDERED AND AMENDED BY THE OFFICERS AND MEMBERS OF THE CHARLOTTE CATHOLIC BAND

BOOSTERS ORGANIZATION. THE SAME HAVING BEEN MOVED AND SECONDED FROM THE FLOOR FOR ADOPTION AS THE GOVERNING LAWS OF THE ORGANIZATION. THESE BYLAWS RECEIVED THE MAJORITY APPROVAL OF MEMBERS PRESENT ON MAY 17, 2015. ACCEPTED FOR AND ON BEHALF OF THE MEMBERSHIP

**APPENDIX I**  
**CHARLOTTE CATHOLIC HIGH SCHOOL BAND BOOSTERS**  
**STANDING RULES**

1. Regular and Annual meetings of the membership shall begin at 7:00 p.m. in the Chorus Room of Charlotte Catholic High School.
2. The following shall be the Order of Business for any membership meeting:
  - 1) Call to order with opening prayer
  - 2) Approval of the minutes of preceding meeting, additions and/or corrections
  - 3) Treasurer's report
  - 4) Report from Student Officers. (Student Officers may be excused after report)
  - 5) Report from Band Director
  - 6) Unfinished business
  - 7) Reports from Committees.
  - 8) Reading of Communications
  - 9) New Business
  - 10) Good of the Organization
  - 11) Adjournment
3. A written contract shall be required for financial obligations in an amount greater than \$1,000. Examples of such obligations include, but are not limited to, contracting for charter transportation and lodging reservations in which a financial penalty would be incurred for failure to perform.
4. The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Organization.