

DECATUR CENTRAL HIGH SCHOOL BAND BOOSTERS

RESOLUTION TO AMEND THE BYLAWS

Considered March 5th, 2018 by the Executive Board

BE IT RESOLVED: That the Bylaws be amended as follows approved by unanimous vote by all Directors of the Executive Board on March 5th, 2018:

That Article II, Section V be amended to state as follows,

Section V: Executive Board Meetings. On the Tuesday before the Band Booster meeting (or otherwise as the Executive Board may determine), at least ten (10) times a year, the Executive Board meeting shall be held. Special meetings of the Executive Board may be called by the President or by any Officer of the Executive Board. No formal notice of regular meetings or special meetings is required, but the person or persons calling the meeting shall make a good faith attempt to give oral or written notice of the special meeting to all Officers of the Executive Board. Physical copies of the minutes of these meetings shall be kept by the Executive Board Secretary, and electronic copies shall be regularly posted and maintained on the DCHS Band/Guard Program's website until the date of each annual meeting.

BE IT FURTHER RESOLVED:

That Article IV, Section III be amended to state as follows,

SECTION III: Executive Board Officer and Nominees Qualifications. All Nominees for the Executive Board must satisfy the following criteria, both at the time of their nomination and election, and if elected, during their entire term of office:

- a. Be a Member of the Band Boosters. This qualification may be waived with a majority vote of the Executive Board, if professional experience and specialized skills are deemed to qualify the individual for the Executive Board.
- b. Be current in all payments owed to the DCHS Band/Guard Program, the Band Boosters, and their student account(s);
- c. Satisfy all conditions required for direct volunteer-student contact that are imposed by the Decatur Township School Corporation, DCHS, or the Band Boosters. These conditions include keeping a current valid and "clean" criminal background check on file with DCHS.
- d. To be considered for the Executive Board President or President Elect Office, an individual must be a Member of the Band Boosters for at least one year and a Officer of the Executive Board for one year. This qualification may be waived with a majority vote of the Executive Board on a case by case basis.
- e. To be considered for all other Executive Board positions, an individual must be a Band Booster Member for at least one year. This qualification may be waived with a majority vote of the Executive Board, if professional experience and specialized skills are deemed to qualify the individual for the Executive Board position.

BE IT FURTHER RESOLVED:

That Article V be amended to state as follows,

ARTICLE V: DUTIES OF OFFICERS- The duties of the Officers shall include all duties imposed by law, as well as the specific duties described for each Officer below. However, the specific duties of Officers described below may be altered on a case by case basis by the Executive Board from year to year when necessary to meet the ever changing needs of the Band & Guard Program.

SECTION I: President. The President shall preside over all business meetings, prepare agenda for said meetings, arrange any special meetings as needed, serve as ex-officio member of assigned teams, and coordinate with the Vice President and Vice President Elect to make sure the teams are functioning as needed. The President shall provide the proper direction of the boosters in order to obtain the goals of the organization. This person is the face of the program to the band/guard parents and shall support and promote the band/guard in all capacities. The President will oversee budget preparation with Treasurer and Head Band Director and oversee the CHARMS system for the band/guard department. The President shall oversee a sponsorship team and assist the President Elect with the contest hosting team, as needed. The President is responsible for taking inventory of all food and drink items for concessions during the football season and all hosted events. The President shall develop Executive Board nominations with Head Band Director. The President shall meet with the President Elect, Vice President and Vice President Elect once per month before each monthly meeting to develop the meeting agenda.

SECTION II: President Elect. The President Elect shall preside over all booster meetings in the absence of the President, assist the President in any and all tasks, assume the President's duties upon their resignation or if the President is unable to fulfill the above mentioned duties until a new President can be nominated and elected. The President Elect shall oversee the merchandise sales and contest hosting teams. The President Elect is responsible for ordering all food and drink items for concessions during the football season and all hosted events. The President Elect shall assist the President with the sponsorship team, as needed. The President Elect shall meet with the President, Vice President and Vice President Elect once per month before each monthly meeting to develop the meeting agenda.

SECTION III: Vice President. The Vice President will oversee the following teams: hospitality, chaperone, color guard, winter percussion, and indoor winds. The Vice President and Vice President Elect will share in the oversight of the concession and fundraiser teams. The Vice President will oversee the appointing and training of his/her designated Team Leaders (communicating the requirements of their team), call for and collect designated Team Leader reports for each months meetings, meet and communicate with designated Team Leaders each month (or as needed) and serve as ex-officio member of assigned teams. The Vice President and Vice President Elect will share in the development of teams, help find suitable candidates to lead each team and be willing, if needed, to lead a team in the event no one has volunteered. The Vice President shall meet with the President once per month before each monthly meeting to develop the meeting agenda.

SECTION IV: Vice President. The Vice President will oversee the following teams: fundraising, special events, uniforms, props, and transportation. The Vice President and Vice President Elect will share in the oversight of the concession and fundraising teams. The Vice President will oversee the appointing and training of his/her designated Team Leaders (communicating the requirements of their team), call for and collect designated Team Leader reports for each months meetings, meet and communicate with designated Team Leaders each month (or as needed) and serve as ex-officio member of assigned teams. The Vice President and Vice President Elect will share in the development of teams, help find suitable candidates to lead each team and be willing, if needed, to lead a team in the event no one has volunteered. The Vice President Elect shall meet with the President once per month before each monthly meeting to develop the meeting agenda.

SECTION V: Secretary. The Secretary shall attend all booster and executive board meetings and record minutes to be made publicly available to any interested parties (make sure they are on the website). The Secretary shall serve as ex-officio member of assigned teams. The Secretary shall collect and maintain all student records, including commitment forms, medical forms and all parental permissions. The Secretary shall maintain the established band booster email account, keeping contacts updated, monitoring all incoming and outgoing email, forwarding emails (Charms) to the appropriate parties when necessary and composing a weekly email update to be distributed to all current boosters.

SECTION VI: Treasurer. The Treasurer is not only an Executive Board member, but may also be a paid position of DCHS Band Boosters Inc. The Treasurer shall attend all meetings, oversee the deposits of all income, and manage accounts receivable and accounts payable. The Treasurer shall monitor the booster's PayPal account, bank card, bank account, and bank reconciliation. The Treasurer shall provide and keep track of monies/change for concessions and events, collect and keep track of fund raising revenue, keep student accounts current with charges, credits, and payments, providing statements every other month. The Treasurer shall request and maintain W9's for all independent contractors and provide 1099's at year's end, prepare monthly fiscal year financial reporting for board meetings, keep calendar years financial reporting and oversee in the completion of the IRS 990 information return at year's end. The Treasurer will maintain a current inventory of all physical assets. The Treasurer shall be the Team Leader for the Financial Team and shall serve as ex-officio member of assigned teams.

SECTION VII: External Communication Specialist (This is a combined position.) The ECS shall attend all meetings, maintain and update the organization website (coordinate with President and the Charms system) with new business, current booster events, contests and event information for the whole band/guard department. The ECS shall monitor and oversee the maintenance of all social media accounts owned by DCHS Band Boosters Inc. The ECS shall maintain newsletter, provide photos and stories for the newspaper and MSD Decatur Website. The Webmaster shall attend all meetings, notify local news publications of upcoming events, contest results and accomplishments. The ECS shall promote all events through local new publications and MSD of Decatur Township. The Webmaster shall publicize any scholarship opportunities involving DCHS Band Boosters, Inc. The ECS shall attend and/or coordinate a


schedule to ensure Booster representation is present at all Decatur Township school board meetings. ECS shall serve as ex-officio member of assigned teams.

Section VIII: Business Development. The Business Development Officer shall attend all meetings, provide oversight of all hosted events while working in tandem with the Contest Hosting Team Leader during all phases of each event. They will work with the President Elect and Director to ensure all event and organization sponsor activations are properly represented. They will be responsible for development and or enhancement of the spectator experience, Research and contract relevant vendors and execute appropriate contracts. Seek to involve the community at large or local organizations when appropriate. Actively assist in securing organization or event sponsors and think creatively for ways to increase participation, raise revenue and improve operations.

IX: Assistant Treasurer. The Assistant Treasurer shall attend all meetings, assist the Treasurer with assigned tasks, including but not limited to; Charms data entry, deposit preparation, accounts receivables, financial reporting, fundraising tracking, cash handling, and monitoring compliance with the Cash Handling Policy.

X: Past President. The Past President shall attend all meetings, mentor the President and President Elect on an as needed basis, provide support for Board functions, and develop, update, and manage the strategic plan.

IN WITNESS WHEREOF, the undersigned, being the Secretary, resolves that all of the Directors of the Corporation have duly adopted these Resolutions as of the 5th day of March, 2018.



Jenny Mason, Secretary