

**STANDING RULES OF
SPRAYBERRY BAND BOOSTERS ASSOCIATION, INC.
(2525 Sandy Plains Road, Marietta, Georgia 30066)**

April 24, 2009

**STANDING RULES
OF
SPRAYBERRY BAND BOOSTERS ASSOCIATION, INC.**

Article I. Responsibilities of the Officers of the Board of Directors

Section 1.01 President

- Chair the meetings of the Board and Association.
- Oversee the operation of each of the elected offices and committees to assure effective and efficient operation of the Association and its components.
- Act as liaison between the Association and the Band Director(s).
- Chair the “Budget Committee” which consists of the Band Director(s), President, Vice-President, Treasurer of Receipts and Disbursements (“R&D Treasurer”), Treasurer of Student Accounts (“TSA”), and Fundraising Chairperson(s).
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major expenditures) for the coming year for approval in March by joint Board of Directors.
- Along with the Band Director, Vice-President, R&D Treasurer and TSA, confer with families who are in arrears on any band fees to ensure timely payment of all band fees.
- Work in conjunction with the Chaperone Chairperson(s) and the Band Director(s) in the planning of all trips.
- Along with the Band Director(s) and the joint Board of Directors coordinate Band Registration Day.
- Appoint and oversee General Committee Chairperson(s), including, without limitation:
 - Southern Invitational Committee
 - Senior Parent Committee
 - Stardust Committee
 - Middle School Liaison Committee
 - Band Camp Committee
- Along with the Band Director appoint the Nominating Committee Chairperson.

Section 1.02 Vice-President

- Perform the duties and exercise the powers of the President in the absence of the President.
- Assume duties of President in the event of a vacancy in office.
- Serve on the Budget Committee
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major

expenditures) for the coming year for approval in March by joint Board of Directors.

- Along with Band Director, President, R&D Treasurer, and TSA, confer with families who are in arrears on any band fees to ensure timely payment of all band fees.
- Assist the President in the day-to-day business of the Association.
- Coordinate Band Registration Day with the President, the Band Director(s) and joint Board of Directors.
- Attend all Board, General Membership and special meetings throughout the year.

Section 1.03 Secretary

- Prepare and distribute minutes to the Board.
- Keep minutes of all Board and Association meetings available for reference as needed.
- Handle all correspondence of the Board, the Band Director(s) and the Association.
- Keep an accurate record of amendments to the By-laws and Standing Rules and distribute them to Board Members.
- In February submit a proposed budget for your office to the President.
- Update Board Members' Notebook and distribute to incoming Board when they take office.
- Create, maintain and distribute a Board Member contact list.
- Attend all Board, General Membership and special meetings throughout the year.

Section 1.04 Treasurer of Receipts and Disbursements

- Provide a monthly written report of the Association's financial status. The report should provide a list of assets, liabilities and monthly expenditures for the preceding month.
- Collect and receipt all moneys coming into the Association.
- Distribute monthly statements to all band parents/guardians.
- Serve on Budget Committee.
- Along with Band Director, President, Vice-President, and TSA, confer with families who are in arrears on any band fees to ensure timely payment of all band fees.
- Verify that all submitted expenses are accounted for in the budget approved by the Members of this Association.
- Prepare and file all annual tax returns and any other federal or state mandated tax forms. This includes, but is not limited to, 1099 forms, Form 990, Business Personal Property Tax Returns, Business License Renewals, etc.
- Work with TSA to prepare a written report for distribution at each monthly Board meeting that reflects total fees due and collected.
- Maintain all insurance policies associated with the Association.

- Update and file Association's annual corporate registration with Georgia's Secretary of State.
- In February submit a proposed budget for your office to the President.
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major expenditures) for the coming year for approval in March by joint Board of Directors.
- Present Association budget, as approved, revised or amended by the joint Board of Directors, to the membership for approval at the March general membership meeting.
- Coordinate with the TSA to ensure delivery of the financial records, for current term of office, no later than May 31 for audit by an outside auditor selected and approved by the Board.
- Ensure that the records sent for audit are returned to the Association no later than June 30.
- Verify Sales Tax Exemption status each year with the Georgia Department of Revenue if the Association elects to apply for exemption.
- Attend all Board, General Membership and special meetings throughout the year.

Section 1.05 Treasurer of Student Accounts

- Maintain accurate records of Student Credit in accordance with Article IV of these Standing Rules.
- Maintain a database of the current mailing address, telephone number and email address for each Member and student.
- Serve on Budget Committee.
- Along with Band Director, President, Vice-President, and R&D Treasurer, confer with families who are in arrears on any band fees to ensure timely payment of all band fees.
- Work with R&D Treasurer to prepare a written report for distribution at each monthly Board meeting that reflects total fees due and collected.
- Coordinate with the R&D Treasurer to ensure delivery of the financial records, for their term of office, no later than May 31 for audit by an outside auditor selected and approved by the Board.
- Provide the R&D Treasurer the information necessary for preparation and filing of all annual tax returns and any other federal or state mandated tax forms. This includes, but is not limited to, 1099 forms, Form 990, Business Personal Property Tax Returns, Business License Renewals, etc.
- In February submit a proposed budget for your office to the President.
- Attend all Board, General Membership and special meetings throughout the year.

Section 1.06 Terms of Office

President, Vice President, Secretary, Treasurer of Receipts and Disbursement, and Treasurer of Student Accounts may be elected for unlimited terms of office provided it is approved by the Band Director.

Article II. Responsibilities of Standing Committee Chairperson(s)

Section 2.01 Chairperson(s) – Fundraising

- Obtain approval from the Band Director(s) and Sprayberry High School Administration for all fundraising activities.
- Serve on Budget Committee.
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major expenditures) for the coming year for approval in March by joint Board of Directors.
- Appoint subcommittee chairpersons no later than the June General Meeting for all Fundraising projects including, but not limited to:
 - Major Fundraising Projects
 - Concessions Coordinators
 - Local Sponsorship Committee
- Develop levels of sponsorships and sponsorship guidelines (i.e., timing for donations, recognition) Report monthly to the Board and the general membership.
- In February submit a proposed budget for your Committee to the President.
- Oversee the activities of all Chairpersons of any Fundraising subcommittees.
- Maintain a Notebook for each subcommittee.
- Those responsibilities outlined in Article IV of these Standing Rules.
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.02 Chairperson(s) - Equipment

- In February submit a proposed budget for your Committee to the President.
- Under the guidance of the Band Director, set-up equipment training sessions for Men In Black
- Coordinate the following areas of responsibility:
 - Inventory
 - Transportation
 - Performance Support-Pit Crew, Men in Black
 - Band room Maintenance
 - General support to all Band committees
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.03 Chairperson(s) - Uniforms

- In February submit a proposed budget for your Committee to the President.
- Check marching and concert uniforms frequently and repair (or coordinate repair) as needed.
- Coordinate the following areas of responsibility:
 - Inventory – including purchase of replacement uniforms
 - Uniform Washing
 - Performance Support

- Distribution and Collection
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.04 Chairperson(s) – Communications

- Work with the Band Director(s) and the Board to ensure an informed membership.
- Update and publish the Sprayberry Band Handbook on the web site or in print as needed.
- In a timely manner following Band Registration Day coordinate publication and distribution of a Member Directory to the members of this Association.
- In February submit a proposed budget for your Committee to the President.
- Ensure that current By-laws and Standing Rules are placed on the Association’s website.
- Maintain the Association’s website and email accounts.
- Create and distribute weekly electronic newsletter and other emails as requested to the Membership and band students.
- Update and maintain the Band calendar.
- Appoint and oversee Committees to publicize and record band activities and accomplishments through electronic or printed newsletter, website, photography, local media and other means deemed appropriate.
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.05 Chairperson(s) - Chaperone

- Under the guidance of the Band Director(s) set up Chaperone Training sessions for all potential chaperones.
- Enlist adults to chaperone students at all band events as required by the Band Director(s).
- Ensure water is available for rehearsals, games and trips.
- Keep Med-Kits stocked and available for rehearsals, games and trips.
- Work with President, Vice-President and Band Director(s) in planning chaperone needs for Trips and Band Camp.
- In February submit a proposed budget for your Committee to the President.
- Attend all Board, General Membership and special meetings throughout the year.
- Ensure Chaperones abide by the behavior policies as set forth in the Handbook and by the Band Director(s) and the Cobb County Board of Education.

Section 2.06 Chairperson(s) - Hospitality

- In February submit a proposed budget for your Committee to the President.
- Appoint chairpersons and oversee band social events including, but not limited to:
 - Band Banquet.
 - Senior Reception.

- Preview Show Food (i.e., Picnic, Ice Cream Social).
- Mini Camp Meals.
- Food For Trips.
- Food For Away Games.
- Middle School Night Refreshments or meals.
- Receptions.
- Festival Workshop Meals.
- Festival Workshop Hospitality Suite for Staff, Chaperones, Equipment.
- Any other Special Events.
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.07 Parliamentarian

- Ensure that procedures at Board meetings and general meetings comply with basic parliamentary procedure as set forth in *Roberts Rules of Order, Newly Revised* (“RONR”), and the By-laws and Standing Rules of the Association.
- Shall be non-voting member of the Nominating Committee, and shall oversee the election of officers.
- Determine the outcome of any floor vote during membership meetings.
- Attend all Board, General Membership and special meetings throughout the year.
- Review proposed amendments to By-laws and Standing Rules prior to submission of amendment for vote by the Membership.

Section 2.08 Guard Liaison(s)

- Coordinate with the Band Director(s), Guard Instructor(s) and Uniform Chairperson the purchase of all uniforms, shoes, gloves, and accessories for Color Guard and Winter Guard.
- Coordinate repairs on all guard uniforms as needed.
- Coordinate with the Band Director(s), Guard Instructor(s) and Uniform Chairperson, purchase or sewing of Flags.
- Coordinate with the Band Director(s), Guard Instructor(s) and Uniform Chairperson purchase of any guard equipment.
- In February coordinate with the Guard instructor(s) the formation of a Color Guard budget and a Winter Guard budget and present them to the President.
- Attend all Board, General Membership and special meetings throughout the year.

Article III. Responsibilities of General Committees

Section 3.01 Middle School Liaison Committee

- Report to President or designee.

- Generate 7th and 8th Grade Data Base through the use of Middle School Information forms taken to the Middle Schools by the Band Director(s) in August.
- Make posters, announcements, and plan ways to involve the 6th, 7th, and 8th graders in our program throughout the year.
- Coordinate Middle School Night at a Football Game including any school planned pep rally.
- Send flyers, permission slips to the schools and mail letters to middle school parents regarding middle school night.
- If possible, coordinate with the Band Director(s), Guard Instructor(s) and Guard Liaison a performance at each feeder middle school.
- If possible, coordinate with the Band Director(s) and Percussion Instructor(s) a performance at each feeder middle school.
- If possible, coordinate with the Jazz Band Director(s) a performance at each feeder middle school.
- Coordinate with the middle school directors and high school Band Director(s) the 8th Grade Band Orientation Meeting in January and notify schools, students, and parents of the meeting.
- In February submit a proposed budget for your Committee to the President.

Section 3.02 Band Camp Committee

- Report to the President and Band Director(s).
- Organize all necessary subcommittees, materials, equipment and volunteers necessary to hold Head Start Camp.
- Organize all necessary subcommittees, materials, equipment and volunteers necessary to hold Pre Band Camp and Band Camp including Food and Activities
- Provide Hospitality Suite for Head Start Camp/Pre Band Camp and Band Camp Staff, Chaperones, Equipment
- In February submit a proposed budget for your Committee to the President

Section 3.03 Nominating Committee

- Report to Band Director
- The Chairperson is selected by the Band Director and the President.
- The Nominating Committee will consist of 3-5 members with preference given to having at least 1 member from each returning grade.
- The Chairperson of the Nominating Committee will select the committee members and will communicate to the Membership the names, telephone numbers and/or e-mail addresses of the Committee members with the notice to call any committee member to relay their desire to hold an office.
- Any voting Member of the Association may submit the name of a qualified nominee to the Nominating Committee for consideration prior to the January General Meeting.
- The Committee will prepare a slate of nominees (“Recommended Slate”) to be presented to the Association at the January General Meeting.

- The Nominating Committee Chairperson shall call nominees informing them of their nomination for an office and of the responsibilities of that office.
- The Parliamentarian shall be a non-voting member of the nominating committee, and shall oversee the election of officers.
- All Nominating Committee discussions are confidential and will not be shared with anyone other than the Nominating Committee members and only members of the Nominating Committee may attend meetings of the committee.
- All Nominees are subject to the Band Director's approval prior to the Election Meeting.

Section 3.04 Southern Invitational Committee

- Report to President and Band Director(s).
- Organize all necessary subcommittees, materials, equipment and volunteers to put on a respectable marching band contest as outlined in the Southern Invitational Planning Guide.
- Make sure that the date for the Southern Invitational is on the school calendar as soon as you are appointed.
- In February submit a proposed budget for your Committee to the President.
- Provide an itemized accounting of all expenses and income to the Board within 60 days following the conclusion of the Southern Invitational.

Section 3.05 Senior Parent Committee

- Report to President and Band Director(s).
- Coordinate Senior Night Activities with the Cheerleader and Football Sponsors.
- Oversee Senior Gift to the School.
- Select with input from senior students Band Camp Activities and Theme Days and coordinate organization and running of the chosen events with the Band Camp Committee.
- Coordinate the Senior Activities at Banquet, including but not limited to:
 - Senior Awards.
 - Collection of senior pictures for Band Banquet video.
 - Work with Audio/Visual Committee and Band Banquet Committee in production of the Band Banquet video.
- In February submit a proposed budget for your Committee to the President.

Section 3.06 Stardust Concert Committee

- Report to President and Band Director(s).
- Organize all necessary subcommittees, materials, equipment and volunteers to stage the end-of-year, outdoor concert.
- In February submit a proposed budget for your Committee to the President.

Section 3.07 Budget Committee

- The Budget Committee shall consist of the Band Director(s), President, Vice-President, R&D Treasurer, TSA, and Fundraising Chairperson(s).

- Collect and compile proposed budgets for each board position, standing committee & general committee.
- Prepare a proposed budget and establish annual budgetary constraints including definition of minor and major expenditures for the coming year.
- Assist Committee Chairperson(s) in preparing proposed budgets for activities throughout the year.

Article IV. Student Credit

Section 4.01 Purpose

The purpose of student credit is to provide band students with a means of earning money to pay for uniform fees, trips, and other band activities that must be financed by the imposition of fees and as a means of providing incentives for student participation in projects designed to raise money for the organization.

Section 4.02 Allocation

All monies collected from any Association fundraising shall be distributed 80% to student credit and 20% to the General Fund, unless the Board approves a lower General Fund allocation.

Section 4.03 Accounting

The Chairperson of each project which provides student credit must submit a report to the Fundraising Chairperson which shows:

Report A: The total student credit earned by the project.

Report B: A report of student credit which shows the student credit earned by each student and whose total agrees with Report A above.

The Fundraising Chairperson shall provide a copy of Report A to the R&D Treasurer and a copy of Report B to the TSA.

The R&D Treasurer must maintain a separate accounting within the Association's financial records of student credit. The funds within this accounting shall not be available for the Association's use for any purpose except as stated in Article IV, Section 1 above. The total funds in this accounting must be reconciled with the funds shown by the TSA on a monthly and yearly basis.

The TSA must maintain a record of student credit for each band student. As each Fundraising project is completed Report B shall be used as the basis of crediting each student's account. If any student is in arrears on any fees the TSA shall automatically apply any funds in student credit to the arrearage after notifying the member that the transfer will be made. It shall be the TSA's responsibility to provide a record of total withdrawals from the account to the R&D Treasurer for each activity. The activity in the account must be reconciled with the R&D Treasurer on a monthly and yearly basis.

At the conclusion of each term of office it shall be the responsibility of the R&D Treasurer and TSA to review each student's account. Seniors may use remaining funds on the Band Banquet. Upon request a student may transfer remaining funds to the account of a younger sibling including any eighth grader who intends to join the band the following year. The credit remaining in the account of any graduating senior and any other student who had no activity in the preceding year shall be totaled. The TSA shall advise the R&D Treasurer to transfer this amount to the Association general fund.

Section 4.04 Specialized Services

At times, certain specialized services may be required to assist the band. If a band parent possesses the specialized skills or licenses for these services they may be compensated in student credits in an amount pre-approved by the Membership.

END OF STANDING RULES