



Pit Crew – Lars Fladmark – going to do something with the trailers, talked to Joel, screens, bridges are not alive bit should be so we're making more, big gold ring, NO FIREWORKS yes smoke bombs, maybe sparklers

Newsletter/Publicity –Sheri Levisay is doing it and it is going well. Sheri is on vacation today

Festival of Bands –Mark and Heidi Tooley – logo for shirts, at Covell lake again, electronic tickets maybe.

Student Accounts – Jan Questad – Jan is leaving (very sad), needs someone to take over, super easy, little accounting things

WHS Booster Club – Aaron Levisay – going to talk about it next time

Parent Preview –Seeking Volunteers for next year- 2 food trucks committed – seeking volunteers, sign up genius, make it a party, big speaker, no uniforms, shirts are going to be sold

Band Cards –Seeking Volunteers for next year – seeking volunteers tentative design is made, most businesses said yes. Liz is going to follow up to businesses who haven't replied yet.

Indoor Show, Pancake Feed & Raffle –Seeking Volunteers for next year – seeking volunteers – Chris cakes is coming back. Jan motioned and Casey Kleinsasser seconded to sign Chris Cakes contract. BANDCAKE FEED. Someone needs to be in charge, auction items needed. Disney has something that's a package that might be a good auction item

### **Old Business**

Bylaw review (even # years) – vote – laws match reality, shrunk the number to vote. Jaron motioned Dawn seconded. Motion carried- new bylaws approved.

Nominating Committee- we need a VP, it's not that hard, Kleinsassers are going to be the vice president, Heather and Lars motioned, Lars and someone else seconded. Yay! After the meeting we remembered we need a member at large so we'll get one next meeting.

Budget- We need to schedule a meeting in July for those interested in helping with budget, during the meeting Dawn found last fiscal years spending

### **New Business**

We need to pay for Charms and for our Web page - done

### **Upcoming Events**

**August 9 sign up genius will be sent again**

Heather motioned to adjourn Casey seconded

Not needed on this meeting but save for future meetings:

Warrior Band Legacy Database

Scholarship Program

Bracelet Sales-Reminder to sell them at concerts

Google Photo Folder: <https://photos.app.goo.gl/jrQNxB6BCThZ9DLb6>

**Minutes respectfully submitted by Heather DeWit, but Mickila DeWit did most of the typing because Heather DeWit wanted to hold the cute baby instead of typing. :)**

# **SIOUX FALLS WASHINGTON HIGH SCHOOL BAND BOOSTERS**

## **BY-LAWS**

(2022 for Approval at June meeting)

### **Article I: Name**

The name of this organization is the Sioux Falls Washington High School Band Boosters. It is a corporation in association with Washington High School and the Sioux Falls School District.

### **Article II: Purpose**

Washington High School Band Boosters is an open organization whose purpose is to promote and support the band program at Washington High School, its staff, students, parents and community supporters.

- Our primary goal is to provide support for a quality experience for our students;
- We will work to support this program both financially and with our own time and talents;
- We will work to foster responsibility, pride, and integrity in our students and ourselves in an environment of mutual respect and dignity;
- We will encourage excellence in musicianship;
- We will encourage and nurture the social growth and friendship of both students and parents.

### **Article III: Membership**

Section 1. MEMBERSHIP. There shall be two classes of members, namely regular members and associate members. Only regular members can serve as members of the Board of Directors or the Steering Committee (except for the Past President). Each regular member will have one vote.

Section 2. QUALIFICATIONS FOR MEMBERSHIP. Parents, stepparents, and/or guardians of students registered in the Washington High School band program at any time during a school year shall be regular members for that year. Associate members are the Band Director(s) and any other individual who has an interest in the Washington High School Band program. Associate Members are unable to vote.

Section 3. ANNUAL MEETING. The annual meeting of the corporation shall take place during the month of April of each year at Washington High School. The election of the Board of Directors and officers shall take place at this meeting.

Section 4. GENERAL MEETING. General meetings shall be held at a minimum of six (6) times per fiscal year. Special meetings may be called by the President and/or two (2) members of the Board of Directors upon five (5) days' notice to the regular membership. Notice of special meetings may be given by mail, email, personal communications, and publication on the band website, or such other method of notice as the Board of Directors shall determine. Meetings shall be conducted using *Robert's Rules of Order*.

Section 5. QUORUM. No less than 9 regular members, part of whom shall be 2 or more members of the Board of Directors, shall constitute a quorum for the transaction of the business in any meetings of the corporation.

#### **Article IV: Board of Directors**

Section 1. GENERAL POWERS. The Board of Directors shall manage the affairs of the corporation, and are empowered to make such rules and regulations as are necessary for the guidance of the membership and the affairs of the corporation.

- a. Plan activities for the upcoming fiscal year. Fiscal year is defined as July 1<sup>st</sup> thru June 30<sup>th</sup>.
- b. Develop a budget for the fiscal year and present a proposal to the general membership for approval.

Section 2. NUMBER AND QUALIFICATIONS. The number of directors of the corporation shall not be less than five (5) nor more than eleven (11), the exact number to be determined by resolution of the Board of Directors.

- a. The Board of Directors shall be President(s), Vice President(s), Past President(s), Secretary, Treasurer, and at least one elected regular member at large. In the event of a resignation of the Past President(s), this position will be filled by an equal number of regular elected members at large.
- b. The Washington High School Band Director(s) shall be ex officio members of the Board of Directors.

Section 3. ELECTION AND TERMS OF OFFICE. The Board of Directors of the corporation shall be elected annually by the membership at large at the annual meeting of the members. If election of directors shall not be held at such meeting, such election shall be held as soon as possible.

- a. The term of the office shall be for the first full fiscal year following the election of directors. Directors shall assume their official duties as of July 1<sup>st</sup>, and serve for a term of one year, or until their successor is elected.
- b. No director shall be eligible to serve more than two (2) consecutive terms in the same office.
- c. A person who has served as a director for more than one half of a full term shall be deemed to have served a full term in such office.

Section 4. BOARD OF DIRECTOR MEETING. The Board of Directors shall meet as needed. Meetings of the Board of Directors may be called by the President and/or any two (2) members of the Board of Directors. Sixty percent of the Board of Directors must be present. Notice of Special Meeting must be given at least twenty four (24) hours in advance of meeting. Meetings shall be recorded and minutes made available to regular members upon request.

Section 5. VACANCIES. A vacancy occurring in the Board of Directors because of a resignation, removal, death or otherwise, shall be filled by an eligible member recommended by the nominating committee and then a simple majority vote of those in attendance at a general meeting.

Section 6. COMPENSATION. The Board of Directors, as such, shall not receive any compensation for their services.

## **Article V: Officers**

Section 1. NUMBER. The officers of the corporation shall be President(s), Vice-President(s), Past President(s), Secretary, Treasurer and Member(s) at Large, each of whom shall be elected by the membership. The President(s), Vice-President(s), Past President(s), Secretary, Treasurer and Member at Large shall be members of the Board of Directors. Such other officers and assistant officers as may be deemed necessary may be elected by the regular membership.

- a. No person may hold more than one office.
- b. More than one person may serve a single office. In this case, the persons will jointly share all duties and responsibilities.
- c. Members of the same household are limited to sharing one position on the Board of Directors.
- d. Each person will have one vote.

Section 2. ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected annually by the membership at large at the annual meeting of the members. If the election of officers can not be reasonably held at the Annual Meeting, the election of officers will be held at the next General Meeting.

- a. The term of office shall be for the first full fiscal year following the election of officers. Officers shall assume their official duties as of July 1<sup>st</sup>, and serve for a term of one year, or until their successor is elected.
- b. At the beginning of a fiscal year, the previous year's President(s) shall assume the office of the Past President(s) and the previous year's Vice-President(s) shall become the President(s).
- c. No officer may be eligible to serve more than two (2) consecutive terms in the same office.
- d. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 3. REMOVAL. Any officer may be removed by a simple majority vote of those in attendance at a general meeting whenever the best interests of the corporation will be served thereby.

Section 4. VACANCIES. A vacancy in any office because of resignation, removal, death or otherwise shall be filled by an eligible member recommended by the nominating committee, and then a simple majority vote of those in attendance at a general meeting.

Section 5. NOMINATING COMMITTEE. There shall be a nominating committee composed of at least three (3) regular members who shall be elected by the corporation at a general meeting at least two (2) months prior to the election of officers.

- a. The committee shall elect its own chair.
- b. The nominating committee shall nominate eligible person(s) for each office to be filled and report its nominees at the general meeting at least one month prior to the election of officers, at which time additional nominations may be made from the floor.
- c. Only those individuals who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- d. Regular members seeking office may serve on the nominating committee, with the stipulation that they may not nominate themselves for an office and must abstain from all votes relating to the office they seek to fill. The President shall not serve on the nominating committee.

## **Article VI: Duties of Officers**

Section 1. DUTIES. The officers shall perform such duties as naturally appertain to their respective offices.

Section 2. The President(s) shall:

- a. Preside at all meetings of Washington High School Band Boosters.
- b. Serve as an ex officio member(s) of all committees except the nominating committee.
- c. Coordinate the work of the officers and committees of this corporation in order that the objects may be promoted.
- d. Serve as an advisory officer following his/her term of office and shall be designated as Past President(s).
- e. Perform such other duties as may be provided for by these By-laws, prescribed by the parliamentary authority, or directed by the Board of Directors.

Section 3. The Vice-President(s) shall:

- a. Act as aide(s) to the President(s).
- b. Perform the duties of the President(s) in the President's absence or inability to serve.
- c. Perform such other duties as may be provided for by these By-Laws, prescribed by the parliamentary authority, or directed by the President(s) or the Board of Directors.
- d. Will serve as the Washington High School representative(s) for the Festival of Bands or may appoint someone else as representative for Festival of Bands.

Section 4. The Past President(s) shall:

- a. Act as an advisor to the President(s) and to the Board of Directors.
- b. Perform such other duties as may be provided for by these By-Laws, prescribed by the parliamentary authority, or directed by the President(s) or Board of Directors.

Section 5. The Secretary shall:

- a. Record the minutes of all meetings of the Washington High School Band Boosters and provide written copies of the previous meeting to members at all general meetings.
- b. Be prepared to read the records of any previous meeting.
- c. File all records including but not limited to minutes, treasurer's reports, and proposals.
- d. Have a current copy of the By-Laws and the Articles of Incorporation.
- e. Perform such other duties as may be provided for by these By-Laws, prescribed by the parliamentary authority, or directed by the President or the Board of Directors.



Section 6. The Treasurer shall:

- a. Have custody of the funds of Washington High School Band Boosters.
- b. Maintain a full account of the funds and records of Washington High School Band Boosters.
- c. Make disbursement as authorized by the President(s) or Board of Directors in accordance with the budget adopted by this corporation.
- d. Make sure that all checks have two (2) signatures; the President and the Treasurer.
  - In the event that two (2) signatures cannot be obtained, the Past President(s) may serve as the second signature.
- e. Maintain an up to date list of members with possession and authorization to sign for the corporation's three (3) debit cards.
- f. Keep a full and accurate account of the receipts and disbursements in the books belonging to the Washington High School Band Boosters.
- g. Provide a written financial statement to the members at each general and Board of Directors meeting.
- h. Present an annual report of the financial condition of the corporation to the general membership and school administration.
- i. Submit the books annually to an outside CPA approved by the Board of Directors and approved at the general meeting in May for the close of the Fiscal year, June 30<sup>th</sup>. Should elected treasurer be terminated prior to the end of term an audit shall be performed by a C.P.A. selected by the Board of Directors prior to the newly elected Treasurer accepting the books.
- j. Report the findings of the annual audit to the Board of Director and general membership.
- k. Perform such other duties as may be provided for by these By-Laws, prescribed by the parliamentary authority, or directed by the President or the Board of Directors.

Section 7. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President(s), without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

## **Article VII: Contracts**

Section 1. CONTRACTS. The Board of Directors may authorize any officer or appointed agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

## **Article VIII: Gifts**

Section 1. GIFTS. The Board of Directors or any appointed agent may accept on behalf of the corporation, any contribution, bequest, or device for the general purposes or any special purpose of the corporation.

## **Article IX: Committees**

Section 1. STEERING COMMITTEE. The Steering Committee shall be composed of the Board of Directors, all Standing Committee chairs, and the Band Director(s). Only regular members may serve on the Steering Committee except the Past President(s), who may be an associate member. Special meetings may be called by the President and/or two (2) members of the Board of Directors upon five (5) day's notice to the regular membership. Notice of special meetings may be given by mail, email, personal communications, and publication on the band website, or such other method of notice as the Board of Directors shall determine. Meetings shall be conducted using *Robert's Rules of Order*. The Steering Committee shall meet at any time deemed necessary or convenient to plan and determine the business to be transacted.

Section 2. STANDING COMMITTEES. There may be the following Standing Committees; Chaperone, Concession, Marching Band End of Season Dinner and Auction Event, Festival of Bands, Individual Student Fundraising,, Newsletter, Nominating, Parent Preview Dinner, Pit Crew, Publicity, Sewing, Shopping Cards, Spirit Wear, Student Accounts, Trip Year Committee, Uniforms, Warrior Band Pride, Fan Bus, and Website. Other committees shall be appointed by the Board of Directors as needed. The Standing Committee Chairperson shall be appointed by the President(s), and must be a regular member.

Section 3. Purpose of Standing Committees:

- a. **Chaperone Committee** shall assist the Band Director(s) as needed during performances and travel. Supervise students and assist them in preparation for performances, band events and travel. Works in conjunction with the Pit Crew Committee.
- b. **Concessions Committee** shall secure opportunities to sell concessions at school and public events. The committee shall coordinate with appropriate school personnel. Monies raised through concession sales shall be deposited into the Trust and Agency account. These funds are deducted from the "bill back" to Band Boosters at the end of the year.
- c. **Marching Band End of Season Dinner and Auction Event** plans and implements the annual dinner held in conjunction with the Indoor Marching Concert. This committee also oversees, plans, and

organizes the Silent Auction and Raffle, including obtaining auction items, to be held in conjunction with the annual Marching Band End of Season Dinner and Auction Event. Proceeds from this event are deposited into the general WHS Band Booster account.

d. **Festival of Bands Committee** shall participate in the city wide planning and coordinating of the annual Festival of Bands. They shall plan and implement the assigned event for the Washington High School Band Boosters. Proceeds from this event are deposited into the general WHS Band Booster account.

e. **Individual Student Fundraising Committee** shall be composed of at least the Fundraising Chairperson(s), Band Director(s), and Treasurer and develop an individual annual fundraising plan to be presented at the annual meeting. This plan shall be submitted and approved by the regular membership. Any fundraising activities conducted by the corporation or students on School District property shall be submitted to the Band Director(s) and appropriate school officials for approval in advance of the activity and shall adhere to any and all fundraising guidelines or requirements approved by the Sioux Falls School District and Washington High School. All coordination of fundraisers will be handled by the fundraising committee included by not limited to kick-offs, promotions, updates and collection of fundraisers and money. Monies raised are deposited into the individual student accounts through Trust and Agency.

f. **Newsletter Committee** shall educate, inform and promote the Washington High Band program to all Band Boosters and school administration through the *Warriors In Tune* publication.

g. **Nominating Committee** shall nominate eligible persons for the election of officers. Refer to Article V. Section 5.

h. **Parent Preview Dinner Committee** shall coordinate the meal/fundraising event for the family event in conjunction with the Marching Band parent preview in August. Monies raised shall be deposited into the general WHS Band Booster account.

i. **Pit Crew Committee** shall assist Band Director(s) with transportation of instruments and equipment to performances. They are responsible for the set-up and moving of equipment and/or instruments on and off the field. Maintenance of the band trailer(s) shall be their responsibility. Works in conjunction with the Chaperone Committee.

j. **Publicity Committee** shall publish in the mass media (including social media) all notices of performances, competition results, special projects and activities with follow-up reports and pictures when possible.

k. **Sewing Committee** shall work with the Band Director(s) and Color Guard Instructors to sew the Washington High School Color Guard flags to be used for the current year of marching band and additional requested projects.

l. **Shopping Cards Committee** shall provide an opportunity for students to fundraise money for their individual student accounts by purchasing gift cards with a set percentage of return from various businesses.

m. **Spirit Wear Committee** shall coordinate the sale of approved Washington High Band Booster spirit wear and promotional merchandise. Monies raised shall be deposited into the general WHS Band Booster account.

n. **Student Accounts Committee** shall account for all funds deposited into the schools Trust & Agency Student Account and the distribution of funds into the Individual Student Account statements to students. They will provide periodic Individual Student Account statements to students and parents.

- o. **Trip Year Committee** shall be activated every four years, or as needed, when the Band Students travel for their music rotational trip. This committee will work in conjunction with the Band Director(s), Chaperone Committee and President(s) to coordinate the parent schedule of events for the trip.
- p. **Uniform Committee** shall assist the Band Director(s) in distributing, maintaining and collection of uniforms. They will also assist the Band Director(s) in collecting and maintaining a list of students' uniform and shoe deposits. Coordinates repair as needed throughout the season.
- q. **Warrior Band Pride Committee** shall encourage WHS Marching Band fans to positively support the band at competitions and events.
- r. **Fan Bus Committee** shall be formed and shall coordinate travel arrangements for fans when demand makes such arrangements feasible.
- s. **Website Committee** shall establish and maintain the WHS band website. Updates will be completed in a timely manner to ensure the website is a reliable communication tool for directors, students and parents.

Section 4. TERM OF APPOINTMENT. Each member of a committee shall serve for the first full fiscal year following the election of officers, unless the committee shall be terminated sooner, or unless such member is removed from such committee.

Section 5. VACANCIES. Vacancies in the membership of a committee may be filled by appointments made in the same manner as provided in the case of original appointments. Refer to Article IX. Section 2.

Section 6. RULES/POLICIES. Each committee may adopt rules for its own governance in compliance with these By-Laws or with rules adopted by the Board of Directors.

## **Article X: Records**

Section 1. The corporation shall keep books and records of account and shall keep minutes of the proceedings of its members and the Board of Directors at the Washington High School Band office.

Section 2. The records to be kept indefinitely are to include, but not limited to the following:

- a. Tax Returns
- b. By-Laws
- c. Articles of Incorporation
- d. All legal documents pertaining to the corporation

Section 3. Other records to be kept for a minimum of seven (7) years, not including the current year include, but not limited to, the following:

- e. Annual Committee Reports
- f. Membership Lists
- g. Student Account Records
- h. Contracts
- i. Proposals
- j. Minutes of all General and Board of Directors Meetings.
- k. Treasurer's Reports
- l. Annual Financial Audit Reports

Section 4. All books and records of the corporation may be inspected by any member or his/her agent or attorney for any proper purpose at any reasonable time.

#### **Article XI. Corporate Seal/Logo**

Section 1. The Board of Directors may provide a corporate seal/logo.

#### **Article XII. Waiver of Notice**

Section 1. Whenever any notice is required to be given to any member or Director of the corporation under the provision of the By-Laws or under the provisions of the Articles of Incorporation or under the provisions of the South Dakota Nonprofit Corporation Act, a waiver thereof in writing signed by the person entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

#### **Article XIII. Exempt Activities**

Section 1. Notwithstanding any provision of the By-Laws, no director, officer, employee or representative of the corporation shall take any action or carry on any activities by or on behalf of the corporation not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 or by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue code of 1986.

**Article XIV. Amendments**

Section 1. These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a simple majority vote of those in attendance at any regular or special general meeting of the General Membership. Strict adherence to requirements for quorum (Article III, Sec. 5) and meeting notice (Article III, Sec. 4) shall be observed.

The President(s) shall appoint a **By-Laws Review Committee** every two (2) years (in an even numbered year) to review the By-laws of the corporation.

STATE OF SOUTH DAKOTA)

:SS

COUNTY OF MINNEHAHA)

We the undersigned being the Board of Directors of the Sioux Falls Washington High Band Boosters, a corporation of Sioux Falls, South Dakota, do hereby consent in writing to the adoption by the Board of Directors of the foregoing By-Laws numbered from Article I through Article XIV inclusive on this \_\_\_\_\_ day of \_\_\_\_\_, 2018 and hereby certify that the foregoing are the By-Laws of the corporation so adopted by such consent in writing.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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