

Bylaws of the Karns Band Boosters, Inc.

Article 1: Name and Address

The name of the corporation shall be the Karns Band Boosters, Inc. (hereafter referred to as the KBB). However, the KBB's Executive Board of Directors shall have the power to designate other names for specific organizations, activities, and programs as it deems appropriate. The corporation's main address shall be:

Karns Band Boosters, Inc.
Karns High School
2710 Byington Solway Road
Knoxville, Tennessee 37931

Article 2: Purpose

As a non-profit, 501(c)(3) organization, the purpose of the KBB, its associations, committees, and affiliated programs shall be to encourage and prompt band, color guard, majorette, school, and community spirit as set forth in the following statements.

- Stimulate student, parent, and community interest in recognitions, appreciation, and support of the Karns area schools instrumental music programs and color guard.
- Encourage band and color guard members with a positive spirit, unity, and team.
- Assist in the development of the Karns area schools' instrumental music programs and color guard as a character-building institution.
- Assist the Karns area schools instrumental and color guard programs with moral and material support.
- Assist in activities and programs beneficial to the positive future of the Karns area schools' instrumental music programs and color guard while not encroaching on the inherent responsibility of the school's administration and authority.
- Provide for student members of the Karns area schools' instrumental music programs, color guard, and majorettes those things over and above that which is provided by the school administration.
- Plan, organize, and carry out fundraising and act as a financial entity responsible for the benefit of the Karns area schools' instrumental music programs, color guard, and majorettes.
- Provide a means for positive and informative communications between student members, instructors, school administration, parents, and other interested parties

Article 3: Membership

Members of the Executive Board of Directors shall constitute the entire membership of the KBB. There are no fees involved to become a member of the KBB.

- A. Active member: A person must be a parent or legal guardian of a band or guard member. An active member has all rights and privileges afforded by members, which include the right to hold office, right to vote, right to chair a committee, and right to be considered a chaperone.
- B. Associate member: Any interested person other than a parent, legal guardian, or student who subscribes to the purpose of the KBB. Examples include alumni, aunt, uncle, grandparent, etc. An associate member is **not** eligible to hold an elected office or serve as a chairperson of a committee, but an associate member **does have** voting privileges, can be on a committee, and/or be considered as a chaperone.
- C. Student member: Students enrolled in Karns area schools' instrumental music programs and color guard shall be nonvoting members.

For the purposes of voting on any nonelection or election matter, active and associate members each have one vote, even if more than one parent or guardian is a member of the KBB.

Resignations and Removal

- A. Resignations: A resignation from the membership should be made in writing and addressed to the president of the KBB.
- B. Removal: Violation of the bylaws may result in removal from the KBB if approved by a simple majority vote of the Executive Board of Directors.

All members, active, associate, or student, recognize and accept that the KBB fundraising monies, materials, and inventories are the property of the KBB.

Article 4: Executive Board of Directors

Elected Executive Board of Directors of KBB shall consist of a President, Vice President, Secretary, Treasurer, and Ways and Means Director. Article 3, "Membership," details whom of the members or associate members of the KBB shall be eligible for nomination to serve on the Executive Board of Directors.

The Executive Board of Directors shall serve without compensation. The term of office shall be 12 months (+/- to the closest general membership meeting scheduled for the specific purpose of general elections) with a limit of 3 years (2 terms/school years) on any one board position.

In case there is a need for the replacement of an Executive Board of Director position mid-term, the Executive Board of Directors shall appoint a replacement for that position. The replacement shall remain on the Executive Board of Directors until that position comes up for re-election.

At the discretion of the KBB, the Executive Board of Directors may be renominated by the KBB members for the same office or a different office.

Only one person of any household may hold an elected office during any one school year. A member can only hold one office or committee chair position at a time.

A member of the Executive Board of Directors who has missed three or more consecutive KBB meetings may be removed by a simple majority vote of the Executive Board of Directors then sitting. A member of the Executive Board of Directors may resign at any time by written notice presented to the president.

All members of the Executive Board of Directors upon completion of their elected term shall transfer to their successors all documents and other property of the KBB after the KBB's annual/year-end meeting. If any member of the Executive Board of Directors resigns or is removed from their office, all documents and property of the KBB shall be returned to one of the active Executive Board of Directors immediately upon their resignation and/or removal from office.

To aid in the fulfillment of the KBB's purposes and duties, the Executive Board of Directors may appoint associations and create committees of those associations.

KBB's Executive Board of Directors and their assigned duties are as follows:

KBB President

- Supervises the business affairs of the KBB
- Casts deciding vote in case of ties
- Acts as chairman of the advisory board
- Presides over all KBB meetings, advisory board meetings, general meetings, and annual meetings
- Enforces the charter and bylaws of the KBB and subsidiary associations
- Serves as ex-officio on all committees except nomination committee
- Appoints ad-hoc committees as written in record of Executive Board of Directors' meetings, and appoints committee chair members for standing and ad-hoc committees
- Assists KBB vice president with special events in activities and duties
- Submits, reviews, and approves KBB activity approval forms to KBB officers and general membership at respective appropriate meeting(s)
- Supervises a routine financial review process
- Serves as liaison with schools and Knox County School System
- Serves a minimum of one school year

KBB Vice President

- Assists the KBB president in duties as assigned
- Oversees the committees found in Article 7
- Assists the Ways and Means coordinator
- Coordinates special event activities (e.g., awards banquets, picnics, concert activities, trips, etc.)
- Perform duties of KBB President in absence of the KBB President at all meetings
- Ensures that parliamentary rules of order as prescribed in Article XX are followed at all meetings
- Serves a minimum of one school year

KBB Secretary

- Records, maintains, and publishes (has as handouts, emails to KBB members, posts on website) minutes of the KBB Executive Board of Directors' meeting, general meeting, and annual meeting
- Reads minutes of the previous meeting at regular meetings
- Maintains current and historical versions of KBB charters, bylaws, and financial procedures
- Maintains personnel lists (including appropriate contact information) of KBB Executive Board of Directors, committees, committee chairs, members, associate members, and nonvoting members
- Publishes notices of meetings for Executive Board of Directors meetings, association meetings, band activities, fundraising activities, etc.
- Maintains latest edition of parliamentary rules of order as prescribed in Article XX
- Maintains and publishes/posts website and social media content
- Serves a minimum of one school year

KBB Treasurer

- Maintains detailed and accurate records of all receipts, expenditures, and budgets of the KBB, associates, and subcommittees
- Prepares and provides financial reports consisting of a financial period-to-period report comparing actual revenues and expenditures to budgeted revenues and expenditures as requested and at every meeting
- Presents detailed, itemized financial statement at every meeting of the KBB and other times as requested (these should be recorded in the meeting minutes)
- Makes distributions as authorized by the KBB in accordance with the budget adopted
- Has checks signed by two people (the president, vice president, or secretary)
- Writes, records, and signs all disbursements of KBB, its associations and fundraising activities
- Records and maintains records on donations received by KBB and its subsidiary associations and committees
- Prepares financial status of specific activities as requested
- Maintains the 501(c)(3) listing and necessary tax documents and files for KBB
- Prepares and reports in a timely manner federal and state employee withholdings and documents for instructional employees of KBB
- Follows established financial procedures of KBB in all transactions of the corporation
- Secures and maintains a post office box for KBB's use; a secondary key should be assigned to the president or vice president
- Maintain financial records of KBB for a period of 7 years from date of generation of subject records and have appropriate duplicate records
- Works with the Executive Board of Directors to complete and submit yearly taxes
- Has a collection of funds from events verified and counted by the treasurer and provides an accountability form; three members of the Executive Board of Directors (or specified designee) must count funds from events

KBB Ways and Means Director

- Plan, coordinate, and seek/assign volunteers and/or members to participate in fundraising activities and events
- Present to the Executive Board of Directors a listing of fundraising activities and events for approval
- Implement and monitor the fundraising activities and events
- Generate corporate and community sponsors for the KBB
- Work with the treasurer to ensure funds raised by the Ways and Means activities and events are designated in a separate account with its uses voted on by the Executive Board of Directors

Article 5: Subsidiary Associations

The Executive Board of Directors may create and name subsidiary associations of the KBB in order to fulfill the purpose of the KBB as stated in Article 2. The intent of the subsidiary associations is to more effectively meet the specific moral and material support needs of a segment of the KBB's student members or to provide specific specialized management of the KBB activities. The KBB Executive Board of Directors shall provide written guidance as to the subsidiary association's purpose. If deemed necessary, create its own bylaws, committee structure, and membership eligibility.

Subsidiary associations, their committees, and members are responsible to the KBB and are to comply with the charter and bylaws of the KBB in all intents, activities, obligations, and financial reporting.

The KBB Treasure shall act as treasurer on behalf of all subsidiary associations.

Article 6: Nominations and Elections

The KBB members are to nominate candidates for future open positions on the Executive Board of Directors.

Nominations will be made at the February KBB meeting, with elections held in the March KBB meeting. Nominees receiving an overall simple majority of the votes cast (in person) will be declared the winner. Results of the election will be shared at the conclusion of the meeting, and the secretary will share the results via email, website, etc.

Article 7: Committees

The KBB Executive Board of Directors appoints chairpersons of standing and ad-hoc committees, whether the committee resides under the KBB or an association of the KBB.

The Executive Board of Directors appoints and disbands ad-hoc committees, both those under the KBB or under a subsidiary association of the KBB. An ad-hoc committee is to be active for a specific purpose within the guidance under Article 2, Purpose, and is to operate within the KBB charter and bylaws.

The following are standing committees of the KBB:

- Ways and Means Committee
 - Leads and coordinates all fundraising and donation activities of the KBB (representing band, color guard, and majorettes) and its associations, including the writing and requesting of grants
- Concessions Committee
 - Operates and maintains concession stands, equipment, and supplies
- Chaperone Committee
 - Coordinates chaperones for band, color guard, and majorettes
- Uniform Committee
 - Distributes, maintains inventory, and, when necessary, provides means for repair or replacement of school's band, color guard, or majorette uniform and related accessories
 - Collects uniforms and accessories from all band, color guard, and majorette members at the end of the season
- Pit Crew Committee
 - Transports instruments and necessary equipment to and from games and competitions
 - Helps move instruments and equipment on and off the field
- Events Committee
- Band Camp Committee
 - Supplies ice water for the students for the two weeks of band camp
 - Provides/arranges for refreshments for the second week of band camp

Article 8: Board of Directors

The Board of Directors shall appoint chairs to each committee listed in Article 7. The committee chair or designee must report to the Executive Board of Directors at each meeting and shall take an active part in the KBB meetings. Meetings are to be scheduled at the discretion of the KBB President.

Article 9: General Meetings

General meetings are open to all active, associate, and student KBB members and shall occur on the first Tuesday of each month, weather permitting.

Article 10: Annual Meeting

A meeting specifically to nominate and elect the Executive Board of Directors shall occur during February each year. Business activities of the general meeting may be discussed at the annual meeting or postponed until the next general meeting at the discretion of the KBB President.

Article 11: Personnel

Upon approval of the Executive Board of Directors, the KBB may solicit and secure the services of independent contractors to assist with instruction in the Karns area schools' instrumental music programs, color guard and majorettes, provided funding provisions are included in the

KBB's annual budget. Responsibility for determining services provided by independent contractors is to be coordinated with the Karns High School Band director. Applicable federal and state documentation and notification will occur by the KBB.

Employment policies regarding proper behavior, conduct, ethics, discipline, non-discrimination, dismissal of, etc. shall follow the current policies and practices of Knox County Public Schools.

Article 12: Finances

The KBB's overall purpose with respect to financial activities is to solely support the financial well-being of the Karns High School Band instrumental music programs, color guard and majorettes by:

- Providing funds for capital expense items
- Supplementing routine operational expenses by means of a direct transfer of funds to the appropriate school account/fund
- Providing a mechanism to allow collection and transfer of funds to offset participation fees of band, color guard, and majorette students

KBB is not responsible for any financial obligation outside the scope of those specific items listed on the KBB Activity Approval Form.

The following list describes the allocation of funds:

- A. The Executive Board of Directors will assume the responsibility of working with the Karns High School Band director to balance the proposed budget while remaining cognizant of revenue expectations from fundraising events and anticipated revenue from student sponsorship of respective band, color guard, and majorette programs.
- B. Once the budget is balanced and approved by the Executive Board of Directors, the president will submit the budget to the general membership for ratification at the July meeting of the KBB. The budget will be ratified by a simple majority vote of the members present at the meeting.
- C. If the Executive Board of Directors is unable to project revenues or expenditures beyond the fall season, an interim budget may be submitted to KBB for ratification for the fall season only. A second approval will be sought for the entire budget at the monthly meeting of the KBB.
- D. The Executive Board of Directors may make changes to the approved budget for necessary expenditures provided the amount does not exceed or decrease by 20% of the budgeted amount per line item and is offset by adequate revenue or adjustments to the budget. Augmentations in excess of or decreases of 20% must be approved by a simple majority vote of the KBB membership.

The following list describes the approval of expenditures:

- A. All expenditures other than normal operating expenses of the KBB (as outlined in the annual budget) shall be approved by the Executive Board of Directors in consultation with the Karns High School Band director and must be an approved line item in the annual budget.
- B. Purchases of band equipment not exceeding \$300 may be made by the Karns High School Band director subject to reimbursement without the approval of the Executive Board of Directors as long as they are an approved line item in the annual budget.

- C. Purchases not exceeding \$1,500 and receiving a simple majority vote by the Executive Board of Directors may be accomplished without the approval of the general membership as long as they are an approved line item in the budget.
- D. Purchases less than \$300 and not listed as an approved line item in the budget must be approved by a simple majority vote. Purchases more than \$300 and not listed in the budget will require a majority vote at the next general meeting.

School Cash Online

- All fair share sponsorships will be paid directly to the associate student body.
- The disposition of the school cash online funds is governed by the official School Cash Online rules and is not to be commingled with KBB funds.

Financial Procedures

The KBB treasurer shall prepare a monthly financial report for the KBB and subsidiary associations as applicable. Annual reports should be prepared for each as well. The financial report shall consist of a financial period-to-period report comparing actual revenues and expenditures to budgeted revenues and expenditures (typically a report reflecting anticipated expenses and revenues compared to the budgeted expenses and revenues for the previous month and the same for all previous months-to-date in the current fiscal year). Copies of the aforementioned reports shall become part of the permanent records of the KBB. Reports shall be made available for each member at every general meeting.

An annual budget shall be prepared by the end of the KBB's current fiscal year for the next fiscal year. The KBB's fiscal year shall start on July 1 of each year and end June 30 of the succeeding year. As much as reasonably possible, the annual budget is to reflect planned income and disbursements of the KBB, its associations, and committees. The completion and approval of the KBB Activity Approval Form(s) shall be the primary method to consolidate and approve the annual budget. The annual budget can be amended by a simple majority vote of voting members present at the general meeting that a budget amendment is presented for discussion and approval. Items not included in the annual budget are to be approved by a simple majority vote of voting members present at the general meeting in which the subject item is presented for discussion and approval.

The KBB Activity Approval Form is to be completed, submitted, and approved by KBB officers during the budgeting process for KBB or at least 60 days before the start of the subject activity. Activity is defined as any monetary collection/transfer, fundraising, or revenue-generating activity that requires financial accountability and processing by KBB. If the activity has not been approved by the KBB general membership as included in the KBB annual budget, the activity must be submitted to the KBB general membership for consideration and approved at a KBB general meeting within the 60 days before the start of the activity. No purchase or financial commitment is to occur without the approval of both the KBB officers and the KBB general membership. KBB is not responsible for any financial obligation outside the scope of those specific items listed on the activity form.

Securing a financial/debt agreement by KBB can occur only with the approval of the Executive Board of Directors and by a simple majority vote of voting members present at the general meeting that a financing/debt agreement is presented for discussion and approval.

During each fiscal year, an independent review shall be completed in accordance with the requirements set forth in the *501 Nonprofit Corporation Guidelines* or if the Executive Board of

Directors have questions. An independent audit may be performed if a simple majority of the KBB members vote for an audit to be completed.

All disbursements for the KBB and its subsidiary associations and committees shall be made by written check or a bank-issued credit card. All funds generated by the KBB activities shall be deposited in the Home Federal KBB account by the treasurer or another member of the Executive Board of Directors.

Financial records shall be maintained for a period of 7 years from date of record generation and maintained by the treasurer.

Article 13: Amendments

The KBB charter and bylaws may be amended or repealed at any general or special meeting of the KBB provided that:

- A. The proposed change(s) are either read and/or provided in writing pat the prior general meeting OR
- B. The proposed change(s) are provided to the voting within at least 5 days prior to the subject general meeting AND
- C. A simple majority vote of the voting membership present at the next scheduled meeting, assuming a quorum approves the change

Amendments to the KBB financial procedures shall be generated by the KBB Executive Board of Directors and approved by the unanimous vote of the directors.

The bylaws should be reviewed by the KBB Executive Board of Directors annually.

Article 14: Rules of Order

All meetings shall follow [*Robert's Rules of Order*](#).

Article 15: Club Dissolved

In the event that the KBB is dissolved, all proceeds and assets will become the sole property of the Karns High School Band.