

**CHARLESTON COUNTY SCHOOL OF THE ARTS  
MIDDLE SCHOOL BAND BOOSTERS  
BY-LAWS**

**I. ORGANIZATION AND MEMBERSHIP**

Charleston County School of the Arts Middle School Band Boosters is an organization created to provide direct support to the Charleston County School of the Arts Middle School Bands. Every parent and child in the middle school bands are members of the Charleston County School of the Arts Middle School Band Boosters.

**II. MEETINGS**

A. General Meetings - There will be 2 general meetings of the Charleston County School of the Arts Middle School Band Boosters. The meetings will be held at intermission of the Fall and Spring Middle School Band concerts. Special meetings may be called on an as needed basis and will be communicated to parents by the Vice President of the Middle School Band Booster Board.

B. Board Meetings – There will be monthly board meetings during the school year and meetings, as needed, during the summer. Meetings will be communicated by the Vice President of the Middle School Band Booster Board.

**III. BOARD MEMBERS**

A. Method of Election - Officers of the Charleston County School of the Arts Middle School Band Booster Board (“board”) shall serve in a volunteer capacity. Vacancies for board seats will be communicated to parents by the Vice President of the Middle School Band Booster Board. A slate of officers for the next school year will be presented for election at the General Meeting at the Spring Concert. If a vacancy is not filled by the slate or occurs during the school year, a seat may be filled by a vote of the Board.

B. Officers and Duties

1. **Band Director** – The Middle School Band Director will be a non-voting member of the Board.
2. **President** - The President will set the agenda for board meetings, preside over board meetings and general meetings, represent the Middle School Band Boosters on the Principal’s Cabinet, appoint members to committees, and have signing authority for financial transactions.
3. **Vice-President/Communications** – The Vice President will serve as a liaison between the Board and parents and fill in for the President when needed.
4. **Treasurer** – The Treasurer will be responsible for maintaining the finances of the Middle School Band Boosters, generate a semi-annual financial report, maintain bank statements, maintain a record of payment of fees, and have signing authority for financial transactions.

5. **Secretary** – The Secretary will produce minutes of each board meeting and provide a draft of the minutes to the President and Vice President for review prior to distributing to the other Board Members.
6. **Fundraising Chair** – The Fundraising Chair will be responsible for planning and executing fundraisers for the Middle School Band Boosters and providing financial information regarding fundraisers to the Treasurer.
7. **Uniform Coordinator(s)** – The Uniform Coordinator(s) will be responsible for sizing students for uniforms, ordering casual and formal uniform attire, and sewing sashes for the girls formal uniform. There will be up to two Uniform Coordinator seats on the Board. At least one of the Uniform Coordinators must be available during the school day to size for uniforms.
8. **Volunteer Coordinator(s)** – The Volunteer Coordinator(s) will be responsible for coordinating volunteers for Band Booster events and maintaining a record of Fair Share Hours. There will be up to two Volunteer Coordinator seats on the Board.
9. **Trip Coordinator(s)** – The Trip Coordinator(s) will be responsible for coordinating all trips taken by Middle School band students for band events. There will be up to two Trip Coordinator seats on the Board.
10. **Event Coordinator/Oyster Roast Chair** – The Event Coordinator/Oyster Roast Chair will be responsible for coordinating social events and the Oyster Roast for the Middle School Band. There will be an Oyster Roast Committee chaired by the Event Coordinator/Oyster Roast Chair.
11. **Webmaster** – The Webmaster will maintain a website for Charleston County School of the Arts Middle School Bands.
12. **Equipment Transportation Coordinator(s)** – The Equipment Transportation Coordinator(s) will be responsible for transporting band equipment. There will be up to two Equipment Transportation Coordinator seats on the Board.

C. Term of Office - The term of office shall be for one year beginning on the first day of summer vacation, with the option of serving more than one term, if desired.

#### IV. FINANCES

A. Band Fees - The Middle School Band Fee is a fee set by the Middle School Band Director on an annual basis. This fee covers many of the necessary expenses in running a band of excellence. The fee is expected to be paid either in one payment at the beginning of the school year or in four installments. If you choose to make four payments, the first installment is due by 15 Aug; the second installment is due by 15 Sept; the third installment is due by 15 Oct; and the final installment is due by 15 Nov. Fees should be paid by check with your child's name clearly written in the memo section. Checks should be made payable to SOA MSBB and mailed directly to the Treasurer. Should a student withdraw from SOA prior to the first 60 days of school; a partial refund will be granted. Students who qualify for Free lunch may have their fee waived. Please understand that failure to pay this fee in full will result in me/my child NOT attending any

off campus trips or performances. In the event of financial hardship, you MUST notify the Band Director, MS Booster President, or the MS Booster Treasurer immediately and request assistance. Please acknowledge and understand that assistance MAY be given on a case-by-case basis after thorough review and executive board voting. Final report card will not be issued until band fees have been paid in full.

B. Instrument Fee - For percussion students and students using school-owned instruments, a fee of \$50/year is required for rental. This fee can be paid in full or in two payments, one \$25 installment at the beginning of each semester. It is expected that routine maintenance of the instrument be performed during use. As instruments are used for many years in the program, your instrument will be inspected by the Band Director and should be returned in the same condition in which it was loaned. Students must have the school owned instrument in good working condition at the end of the school year. Non-compliance will result in the student's final report card being withheld until the instrument is returned in the same condition it was loaned.

C. Fundraising Opt-Out - Participation in fundraisers is mandatory. A Fundraising Opt-Out Fee of \$200/student is offered to those who do not wish to participate in fundraising at the minimum level required. The opt-out must occur before the first fundraiser begins. If you choose to opt out of fundraising, you do not receive any of the fundraising benefits (i.e. coupon books or tickets to events).

D. Financial Report – A financial report will be presented by the Treasurer on a semi-annual basis around the end of each semester.

E. Annual Audit - An annual audit will be done by a member of the SOA Middle School Band Boosters other than the Treasurer at the end of each school year.

## V. VOLUNTEERING

A. Fair Share Volunteer Hours - The goal of the Fair Share Hours program is to encourage each family to participate in and benefit from their student's band program. By participating in the program, you are not only role modeling, but, you are contributing to the future success of the music program, building relationships and supporting your child's success. Each family is responsible for volunteering 5 hours for 2 parent households and 2.5 hours for single parent households. (These hours are regardless of the number of students in your family participating in band). A cumulative record will kept for each family by the Volunteer Coordinators. Volunteer hours are maintained on an honor system. Anytime you are working on SOA MS Band Business (some examples are attending board/parent meetings, chaperoning, driving equipment to competitions, and coordinating activities), your time counts for your Fair Share Hours. Your volunteer time will be recorded by the volunteer coordinators. If you volunteer outside of requested volunteer opportunities, just communicate your times to the volunteer coordinators. If you are unable to complete your volunteer hours, you may buy out your hours at \$10.00 per hour. Volunteer hours not completed by the end of April will be billed in May.