

# ***Pebblebrook Band Booster Handbook***



# PEBBLEBROOK BAND BOOSTER

## Parents/Band Members Welcome Letter

Welcome Pebblebrook band program band supporters. We are off to an outstanding start with this administration. During this past season, the PHS band program (Concert Band, Marching Band, and Jazz Ensemble) has participated in a series of events. Our past few weeks have allowed us to gain exposure and momentum, and the band is excited! We are too!!

During administration, our goals are to engage parental, community, corporate, as well as academic support. As a booster organization, we need **YOU**. We need your input, your skill, ability, and talent. We are the support system for the PHS band program.

Please join us as we continue this momentum as we start the 2009-2010 school year. Let us know how you can help...

Sincerely

Dr. Claudia Barnett, President  
Eric Holmes, Vice President



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# Pebblebrook Booster Club Committee

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Contact number

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**Treasurer**  
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**Fundraising (Chair)**  
E-mail address  
Contact number

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**Fundraising (Co Chair)**  
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**Food Committee (Chair)**  
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**Senior/Alumni Committee (Chair)**

**Evelyn Jenkins (alumni)**  
+ (Senior parent)

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## PEBBLEBROOK BAND DUES FOR 2009 -2010

Warm Ups /Shoes/T-Shirts/Cap/Ponchos	125
Food during Band Season	100
Transportation Costs	115
Holiday /Season Fees	50
Band Camp	165
<ul style="list-style-type: none"> <li>• Band Clinician</li> <li>• Continental Breakfast/Lunch</li> <li>• Juices/Water</li> <li>• Xeroxing /Supplies</li> </ul>	

TOTAL \$ 555\*\*\*

\*\*For payment, Money Orders *ONLY* (made out to: Pebblebrook Band Booster, with the purpose listed in the memo) will be the only form of payment accepted. **There is a NO CHECKS POLICY.**

### Band Fees Due Dates 2009

Marching Band fees due dates:

1<sup>st</sup> Payment: July 1 = \$141

2<sup>nd</sup> Payment: July 13 = \$138

3<sup>rd</sup> Payment: July 27 = \$138

4<sup>th</sup> Payment: Aug. 3 = \$138

Concert Band fees due date:

Oct. 2 = \$85

Send Money Orders *only* to Pebble Brook Band Program  
Send to P.O. Box 1968, Mableton, GA 30126

## ***STUDENTS & PARENTS RESPONSIBILITIES*** **2009 -2010**

- Parents & Students are responsible for the minimum required sale for current fundraising project, donations from individuals can be accepted as well to help raise the required amount
- Students (with the assistance of Parents) are responsible for participation in monthly and/ or quarterly fundraisers
- Parents and students are responsible for the collection of funds for their own funds and are to be placed in the safe located in Mr. Kirtdoll's office
- When Section fundraising is occurring, the section leader will provide a listing of all section members and the amounts that they have turned in. This will be cross referenced to the amount placed in the safe.
- Parents are responsible to actively serve on 1 committee
- Freshman, Sophomore & Junior parents are able to run for Executive board positions
- Senior parents are not allowed to be apart of the Executive Board if the term is for a 2 year service and will resign when their child graduates

**BAND DUES, STUDENT AND PARENTS REPSONSIBILITIES  
2009 -2010**

- Parent(s) must volunteer a *minimum* of 10 hours to the Band Program per year
- There will be several opportunities during the year to contribute to the Band Dues. Students and parents are responsible for the purchase of uniforms prior to Marching Band Season, Concert Band and Jazz band season and or all festival events. If this debt is not paid, there will be a charge and that will be given to the front office.
- There will be monthly events occurring during this year. A calendar of events will be available during the General Meeting and via email if necessary
- A contribution of at least one (1) case of water per year is requested (with child’s name marked on it for identification purposes)

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Receipt of Band Dues, Student and Parental Responsibilities

2009- 2010

Parent’s Name (print)

\_\_\_\_\_

Signature \_\_\_\_\_

Child’s Name (print /signature)

\_\_\_\_\_

Date \_\_\_\_\_

## PEBBLEBROOK CONCERT BAND FEES 2009 -2010

This year there is a charge for participation in the Concert Band of Pebblebrook High School. For the school calendar year the fee will be \$ 85.00

There will be 3 events in which the concert band will participate. This will be the Holiday Program and Festival twice in the Spring.

The costs associated with these fees include Concert Band Uniform, and Truck Rental Transportation and Fuel Charges for the Spring Events.

TOTAL \$ 85.00

**These fees are due: October 2, 2009** and are separate from any other fees associated with the Band Program (including Marching Band and the Jazz Ensemble).

\*\*\*For payment, Money Orders *ONLY* (made out to: Pebblebrook Band PROGRAM, and in the memo: CONCERT BAND FEES) will be the only form of payment accepted. **There is a NO CHECKS POLICY.**

Again, Concert Band Fees are due: **Friday, October 2<sup>nd</sup>, 2009**

Send to:

Pebblebrook Band Program  
P.O. Box 1968, Mableton, GA 30126

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---- Receipt of Concert Band Dues, Student Responsibilities ----

2009- 2010

Parent's Name (print) / Date

\_\_\_\_\_

Signature \_\_\_\_\_

Child's Name (print /signature) Date

\_\_\_\_\_

## Pebblebrook High School Band Member Sponsorship Form



Hello, my name is \_\_\_\_\_ and I am a member of the 2009-2010 Pebblebrook High School Marching Band. I am asking you if you would assist me in covering the cost of participation for this upcoming school year. This exciting extracurricular activity will allow me to showcase my talent and ability to others as I participate and support our Football team (Pebblebrook Falcons) and various other events in which our band will play an active part. Your sponsorship of any amount will help to provide the funding that is necessary to ensure that we have an outstanding season.

I am seeking sponsors to aid in my goal for participation. A suggested amount of Sponsorship is \$50, but as previously mentioned, any amount would be greatly appreciated.

Sponsor's Name \_\_\_\_\_ \$ \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ \$ \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ \$ \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ \$ \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ \$ \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ \$ \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ \$ \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ \$ \_\_\_\_\_

Thanks in advance for your help, and I will keep you informed of our upcoming events throughout this school year.

Sincerely,

(Signature of the Child / Guardian)

# **Pebblebrook High School Band Booster Club**

## **Bylaws and Constitution**

### **Article I: Name**

This organization shall be known as Pebblebrook Band Boosters Organization, hereinafter referred to as the “PHS Band Boosters.”

### **Article II: Purpose and Objectives**

The general nature of the Club; its aims, objectives, transactions and purposes, shall be as a Service Organization dedicated to promote and support all Band and its auxiliary programs and activities, to create a better pupil, director and parent relationship; to assist Director in developing the best band in the Cobb County School System and to administer to the Bands financial needs.

### **Article III: Membership**

Membership shall be open to anyone interested in the development, promotion and supporting of The Band, its auxiliary, its activities and functions. An active membership role is required, Membership dues are \$5.00 per person per school year and are assessed for membership. The Band Director shall be an ex-officio member of the Band Boosters. All parents / guardians are required to participate for the success of the PHS Band Boosters organization, No members shall serve on multiple committees with the exception of Senior/Alumni on which their child is a part of the senior class. All members will aid in the solicitation of additional members for the success of the organization.

### **Article IV: OFFICERS AND DUTIES**

**Section 1:** The officers of the Band Boosters shall be **President, Vice President, Secretary, Treasurer and Assistant Treasurer three (3) Fundraising Chairpersons**, who shall be elected by the general membership of the Band Boosters.

**Section 2:** The elected Committee Chairperson shall be: **two (2) Communications, three(3) Fundraising, two (2) Transportation, two(2) Chaperones, two (2) Membership, three (3) Marketing, two (2) Food Co-Chairpersons, two (2) Uniforms, (3) Senior/ Alumni Committee and the Dance Team** who shall be elected by the general membership of the Band Boosters. \* For those committees that have more than a number larger than 1 Chair, the additional individuals will serve as co- chairs.

**Section 3:** The term of office is two consecutive years. An officer shall not serve two consecutive terms in the same office.

**Section 4:** Duties of officers:

**PRESIDENT** – The President shall supervise all activities of the Band Boosters. Call meetings as provided by these bylaws. Act as the official liaison among the Band Boosters, Pebblebrook High School administration and associated Booster Clubs. Oversee all Band Boosters position. Know the duties of all officers and committees. Require regular reports from each of them. Shall preside at the meetings of the general membership; preside at the meetings of the Board of Directors, Executive Board and at all Boosters meetings and functions. Solicit members and appoint chairpersons of the Standing Committee, appoint a Nominating Committee. Serve as an ex-officio member of all Standing Committees except the Nominating

Committee. Appoint as hoc committees as necessary. Represent the Band Boosters at external meetings and events. Endeavor to maintain unity and harmony within the Boosters and the Board. In the interest of the Band, the President should have a child who has the status of freshman, sophomore or junior status. In the event that the child is of senior status, the President will end their term when their child graduates. At that point, the existing Vice President shall complete the term (of the next year if applicable) for the President. \*\* A new Vice President is then to be elected by the General Body for the rest of the existing term.

**VICE PRESIDENT** – The Vice President shall assume the duties of the President in his/her absence. Suggest names to President for members of committees. Assist project Chairman to make sure that all projects are carried out successfully. Coordinate in conjunction with the Treasurer an audit of financial records. Perform all other duties as assigned by the President.

**SECRETARY** – The Secretary shall record minutes in triplicate retaining one copy in a binder as a permanent record, give one copy to the President so he may have written reminder of all activities, and give a copy to the Athletic Director for his/her file. The secretary shall record minutes of the general, Board of Director and Executive Board meetings, read the minutes of the previous meeting, keep an accurate list of all officers and committee chairpersons. Maintain an up-to-date list of the members showing current addresses, telephone numbers and email addresses in accordance with the privacy law currently in effect. Keeps a roll showing members present at each meeting. Furnish a copy of the By-Laws for each requesting member and perform all other duties as assigned by the President.

**TREASURER** – The Treasurer shall be responsible for collecting and depositing all monies for the Boosters in an account designated by the Band Boosters. Keep an accurate record and detailed account of all receipts and expenditures, preserve all vouchers, receipts, statements, and cancelled checks according to IRS Codes. Secure from school bookkeeper receipts and expenditures of Band Account maintained by the school. Submit a report at Executive Committee, Board of Directors, and General Meetings of the Band Boosters. This report should include balance on hand, deposits, and expenditures since the last meeting. Have care and custody of all funds, securities, and books of account of the Band Boosters. Disbursement from any such accounts of the Band Boosters shall be made at the direction of the Executive Board for the sole purpose of the financial support of the Band programs by means of checks signed by two officers designated by the President at the beginning of each term. Reconcile monthly bank statements. Set up a system to account for money collected for the band. Monitor budget and keep the Board of Directors apprised. Prepare and submit annually the appropriate forms to IRS. To serve as Budget and Finance Committee Chairperson. Submit names of five (5) persons to serve on Budget and Finance Committee. Submit recommendations of the Budget and Finance Committee for presentation to Boosters Club for approval. Perform all other duties as assigned by the President.

**ASSISTANT TREASURER**– The Assistant Treasurer shall include organization and oversight of, but not necessarily limited to assisting the Treasurer. The Assistant Treasurer shall be responsible for collecting and depositing all monies from the Fundraising Committee and all other committees in an account designated by the Band Boosters. Keep an accurate record and detailed account of all receipts and expenditures. Perform all other duties as assigned by the President.

**Section 5: EXECUTIVE BOARD:** The Executive Board shall be composed of the Officers of the Band Boosters, and the Director of the Band as ex-officio member. A quorum shall consist on fifty percent (50%) or more of the members of the Executive Board. The Executive Board shall have general supervision over affairs of the Band Boosters and take immediate action if warranted on items of importance. The Executive Board shall have the authority to remove any officer or committee chair by a majority vote of the Executive Board.

**Section 6: THE BOARD OF DIRECTORS:** The governing body of the Booster Organization shall be a Board of Directors, elected by the membership of said organization and deriving its power and authority thereof. The Board of Directors shall consist of the elected officers, and the elected committee chairpersons and the Band Director of Pebblebrook High School.

**The elected Officers shall be:** President, Vice President, Secretary, Treasurer, and Assistant Treasurer.

**The elected Committee Chairperson shall be:** Communications, Fundraising, Food Transportation, Chaperone, Marketing, Membership, Senior/Alumni, Uniform and Dance Team.

The Committee Chairpersons shall serve a two (2) year term and shall be nominated by the Nominating Committee and elected at the April general meeting.

Six (6) members of the Board of Directors shall constitute a quorum and the majority of those present shall be required for the passage or approval of any business coming before the board.

The Board of Directors has only one vote per position. If a person holds more than one position on the Board, that person shall have only one vote.

## **Article V: ELECTION OF OFFICERS**

**Section 1: Nominating Committee:** A nominating committee consisting of three (3) members, one of whom shall be named Chairperson, shall be appointed by the President at or before the January Band Boosters meeting. The President shall not serve on this committee.

**Section 2: Nominating Procedure:** The committee will submit the list of candidates for each office to the Band Boosters membership at the spring general meeting. Any active member may make additional nominations for any office from the floor at this meeting if those nominated agree to such nominations and provided that the person so nominated shall be otherwise qualified.

**Section 3: Elections:** The election of officers and committee chairperson shall take place at the regularly scheduled April Meeting and officers shall be installed and take office during the May scheduled meeting.

**Section 4: Term of Office:** The term of office shall be two years. No person shall hold the same office for two (2) consecutive terms.

**Section 5: Vacancy of Office:** The Board of Directors shall fill any unexpired term of any elected office by a majority of vote.

## **Article VI: STANDING COMMITTEES**

**Section 1: Standing Committees:** The Band Boosters standing committees shall be: Communications, Fundraising, Marketing, Membership, Food, Senior/Alumni, Transportation, Chaperones, Uniforms and Dance Team.

**Section 2: Duties of the Standing Committees:** The committees will perform such duties as outlined in the bylaws.

**Section 3: Ad hoc Committees:** The Band Boosters as hoc committees will be formed on a yearly basis. They shall be the Nominating Committee, the Budget & Finances Committee, Band Awards & Banquet Committee, Band Camp Committee and other as deemed necessary by the President and Executive Committee.

**Section 4: Duties of the ad hoc committees:** The duties of the ad hoc committees will be limited to the purpose for which the committee is formed.

**Section 5: Committee Chairperson shall:**

Attend all general boosters meetings.

Deliver reports as requested.

Solicit volunteers to aid in the accomplishments of the missions.

Maintain a guide/procedures book to pass to his/her successor.

**Section 6: Duties of Standing Committees:**

Are to fulfill the goals and requirements of the Committee. The end result will be the completion and success of the intended goals.

## **Communications**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting
- Maintain updated roster of Committee members, including email addresses
- Supply drafts and final documents created to the Executive Board prior to distribution
- Invite prospective band booster members to the initial kickoff meeting for the year in order to familiarize them with Pebblebrook Band organization and to seek new members for the upcoming year.
- Maintain an up-to-date telephone listing for all members; with Membership Committee.
- Establish a telephone sub-committee with the Membership committee for contacting and advising members of all Club activities.
- Establish and maintain Band Boosters website for the organization, along with the Membership and Marketing Committees.

## **Fundraising**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting
- Carry out approved fundraising ideas
- Solicit new partnerships ( Corporate and personal ) for the PHS Band Booster Organization
- Establish a Letter/Administrative sub-committee to share in the execution of the Committee goals( sponsorships)
- Maintain updated roster of Committee members, including email addresses
- Solicit written major fundraising projects and present them to the Board of Directors.
- Create timelines for each project and ideas from start to finish.
- Be responsible for carrying out assigned projects successfully to a conclusion.
- Shall be responsible for making sure that all proceeds from fundraisers are giving to the Assistant Treasurer/Fundraising Chairperson for deposit.

## **Marketing**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting
- Maintain updated roster of Committee members, including email addresses
- Have committee members available to sell “spirit gear”
- Seek personal and Corporate sponsors
- Secure Media advertisement ( verbal and non-verbal)

## **Food**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting
- Maintain updated roster of Committee members, including email addresses
- Supply food for Marching Band and Concert Band events.
- Supply food for approved fundraising
- Secure paper goods, hot chocolate and necessities for meals
- Plan menus for upcoming events
- Purchase food items
- Coordinate food distribution for students with Committee members

## **Membership**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting
- Maintain updated roster of Committee members, including email addresses
- Recruit new parents from the “feeder schools” and educate individuals about the Band Program and Booster Organization ( continuously during the year)
- Work closely with the Communication and Marketing Committees
- Maintain current and accurate listing of all PHS Band Booster members, along with Membership dues.
- Coordinate with Communications and Marketing Committee members to alert PHS Band Booster Members of upcoming activities; via phone, email, and or flyer.
- Professionally represent PHS Band Program and Booster Organization at outside venues
- Offer support to the Band Director and Assistant Band Director during recruitment & audition season
- Work with Marketing and Communications committee to develop a brochure to increase awareness and membership
- Make sure all PHS Booster Members are aware of duties and responsibilities
- Ensure that all membership related questions are answered
- Supply marketing ideas and techniques to the Executive Board for approval
- Work on launch of PHS Band Program to local community

## **Transportation**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting

- Alert the Executive Board Members of plans for transportation
- Maintain updated roster of Committee members, including email addresses
- Assist and load rental truck for transportation of instruments to and from events
- Seek corporate and personal sponsors, along with discounts and donations
- Establish relationships with local vendors such as: Auto Zone, NAPA, and independent Mechanics
- The Transportation Committee shall assist the Band Director in planning and implementing transportation plans. Coordinate with the Band Director and Athletic Director and Communications Chairperson(s).
- Arrange transportation for all trips, including away games, festivals, social events, etc.
- Arrange transportation of Band instruments.
- Furnish total cost of transportation to Treasurer and Asst. Treasurer to be presented to Board of Directors for approval.

### **Chaperone**

The duties of this committee are:

- The Chaperone Committee shall be responsible for the training, credentialing, and scheduling of chaperones for those band functions for which the Band Director determines chaperones will be required.
- Distribute and collect seat cushions at event.
- Establish a rulebook for “Chaperone Guidelines.”
- Arrange for supplies for all Band events, i.e., water, food and other necessities.

### **Dance Team and Committee & JADE Parents**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting
- Maintain updated roster of Committee members, including email addresses
- Supply a minimum of three (3) Chaperones per event; including home and away games and various activities.
- Have at least one parent from JADE on the Communications and Fundraising committees
- Ensure that all JADE parents are apart of the PHS Band Booster Organization and are current on their membership dues
- Each JADE Parent is to supply two (2) cases of water per JADE member per school year.
- Work in conjunction with the PHS Band Booster organization
- Arrange all necessities for Dance Team.
- Furnish a total cost of all Dance Team necessities to Budget and Finance Committee for approval.
- Arrange supplies for all Dance Team events and activities.
- Work in conjunction with the Chaperone Chairperson to arrange adequate supervision for the Dance Team.

### **Uniforms**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting
- Maintain updated roster of Committee members, including email addresses
- Responsible for the laundering of rain ponchos
- Distribute and collect official uniforms, after each event
- The Uniform Committee shall oversee the regular cleaning, repairs and fitting of uniforms for The Band.
- Insure that the Uniform Room is open and assistance available to handle uniform issues prior to all performances.
- Collect uniform money if required and submit to Treasurer.
- Create a uniform check out and return policies for all band members.
- Begin preparations for the following year (uniform style, materials, any changes, etc to be coordinated with the Board of Directors, Principal and Band Director.

### **Senior/ Alumni Committee**

The duties of this committee are:

- Have one (1) required meeting per month
- Meet as a Committee; additionally if necessary
- Record minutes and communications of this committee to the Executive Board to prior to the General Body Meeting
- Maintain updated roster of Committee members, including email addresses
- Actively recruit Alumni students to be present members of the PHS Band Booster Organization
- Creatively involve the senior parents to participate based on their child's status
- Secure discounted or donated items for senior gifts; haircut, nail salon, gift cards or certificates
- Locate alumni students and ask them to come back and speak to the students and provide financial support
- Seek scholarship opportunities with the Colleges

## **Article VII: MEETINGS**

**Section 1: Meeting Time:** The Band Boosters shall hold their regular meeting on the second Monday of each month. If cancelled or changed notification will be given no later than the Thursday before the meeting

**Section 2: Vote:** All members shall have voting privileges at the general meeting. Members must be present at a general meeting in order to vote. All members must be current in their child's band fees.

**Section 3: Quorum:** A quorum at the general Band Boosters meeting shall consist of the members in attendance.

**Section 4: Special Meeting of Members:** The President may call a special meeting at any time on his/her own initiative. Notice of the meeting shall be given to each member as is feasible prior to the meeting, and at said meeting there shall only be considered that business as is specified in the notice of the meeting.

**Section 5: Order of Business:** At all meetings of the Band Boosters, the order of business shall be as follows:

- Roll call of officers and call to order
- Reading and adoption of minutes of previous meeting
- Reading of any official communications
- Report of the Treasurer
- Report of the Board of Directors
- Report of Standing Committees
- Reports of Special Committees
- Unfinished business
- New Business
- Program, if any
- Adjournment

**Section 6: Meeting of the Executive Committee:** Meetings of the Executive Committee maybe called by the President on his/her own initiative whenever his/her judgment it may be deemed. The quorum at an Executive Committee meeting shall be three members. Members may vote in person, by email or by proxy.

**Section 7: Meeting of the Board of Directors:** The Board of Directors shall meet prior to the general meetings and as deemed necessary by the President. A quorum shall be a simple majority of the membership of the Board. There shall be one vote per position on the Board of Directors. A person holding multiple offices shall have only one vote. Members may vote in person, by email, or by proxy.

## **Article VIII: GOVERNANCE**

**Section 1: Additional Rules:** The Executive Committee may establish any additional rules and regulations deemed advisable and necessary.

**Section 2: Fiscal Year:** The fiscal year shall be July 1 – June 30.

**Section 3: Parliamentary Authority:** *Roberts Rules of Order* shall be the final source of authority on questions of parliamentary procedure and shall be used to govern all meetings.

**Section 4: Policy Compliance:** The Band Boosters will comply with and support Cobb County Board of Education and Pebblebrook High School policies and regulations in all functions.

## **Article IX: FINANCES**

**Section 1: Compensation:** Neither the officers, committee chairpersons, members serving on committees, nor any member of the Band boosters shall receive any salary or compensation for services rendered as such to the Band Boosters.

**Section 2: Contracts:** Only the President of the Band Boosters has the authority to execute contracts for a non-budgeted expense on behalf of the organization, and only with the approval of a majority vote of the Board of Directors.

**Section 3: Accounts:** Only the Treasurer/Asst. Treasurer, President and Vice President are authorized to establish bank accounts or other financial accounts for the Band Boosters and shall have prior approval with a majority vote of the Executive Committee.

**Section 4: Fundraising:** All fundraising shall be confined to methods established by the Band Boosters in accordance with Cobb County Board of Education policy.

**Section 5: Expenditures:** The only authorized expenditures are those directly related to budget line items. The Board of Directors prior to the any funds being dispersed must vote upon any unbudgeted expenditures and that amount is then to be incorporated in a revised budget.

**Section 6: Purchases:** Members other than officers may act as agents in the purchase of authorized materials and/or services on behalf of the organization but only with specific approvals of the President and/or Treasurer beforehand. If unapproved expenditures, or expenditures not deemed made under extenuating circumstances by the Executive Committee, are submitted for reimbursement, then the Executive Committee has the right to deny the reimbursement for expenditures.

**Section 7: Dissolution:** In the event that the Pebblebrook High School Band Boosters should be dissolved for any reason, all inventory and money belonging to the organization will go to Pebblebrook High School for its use in the band program.

**Section 8: Payments: No checks will be allowed for any payment.** If a check is accepted by a Member, the Member has the responsibility of converting the payment into cash or Money order form, The PHS Band Booster Executive Board Member will return the supplied check to the Member for either of the two (2) methods of payment.

**Section 9: Band/Concert Fees:** The payment of Marching Band and/or concert band fees are mandatory and require full payment by time specified by the band booster club. If payment is not received by due date, a hold will be put on the Band member account until payment is received in full. The hold consists of not providing the band student with a marching/concert band uniform, not providing report cards and not allowing the student to graduate.

## **Article X: FUNDRAISING PROJECTS**

**Section 1:** All projects sanctioned by the Band Boosters must have approval from the Board of Directors and approval from the Athletic Director prior to implementation.

**Section 2:** All revenues from projects will be the property of the Pebblebrook Band Booster Organization and must be submitted to the Treasurer or Assistant Treasurer immediately. All checks and money orders are to be made payable to Pebblebrook High School Band Booster. Cash money is to be officially receipted.

## **Article XI: LIMITATIONS OF POWER**

This Booster Organization is organized to promote and support all Band programs of Pebblebrook High

School and activities related thereto, and not for profit or pecuniary gain and shall have no capital stock and no stockholders.

No part of the property of said Organization and no part of any earnings of the Organization shall insure to the

benefit of or be distribute to its members, officers, directors, or other private persons, except that

the Club shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and misdistributions in furtherance of the purpose set forth in Article II hereof.

The Club shall have the right to acquire, own, hold, use, lease, mortgage, pledge, sell or convey,

or otherwise dispose of both real and personal property, tangible or intangible, and make purchases and alienations of the same; to maintain bank accounts, checking and savings, to issue

bonds, notes, receipts and obligations, not for the purpose of trade or profit, but for the purpose of promoting the objects of said Pebblebrook High School Band Booster Club,

together with all necessary and incidental rights thereto, to have the right and authority to enforce good order, to receive donations, subscriptions, dues and contributions to promote the purposes and objectives of said Club.

Also to exercise all other rights and powers authorized by law as may be suitable and not inconsistent with the law, nor violate of private rights, nor inconsistent with the profit nature of the Organization.

**Article XII: AMENDMENTS**

**Section 1: Amendment Process:** Any proposed changes in the Constitution and By-Laws must be presented as follows:

1. Such proposed change may be brought before the Board of Directors for consideration and presentation to the membership at the next regular or called meeting of the membership.

**OR**

2. Such proposed change may be presented to the membership at a regular or called meeting for consideration but no action shall be taken thereon until the next regular or called meeting.

In all cases, any changes in the Constitution or By-laws must be voted upon by the membership and a majority of those voting shall prevail.

**Article XIII: OTHER BY-LAWS**

**Section 1:** All activities of this club shall be coordinated by the President with the Principal of Pebblebrook High School and in accordance with the policies of the Cobb County Board of Education.

**Section 2:** Only parents/guardians and alumni parents/guardians in good standing shall be allowed to vote or hold office in The Booster Organization. The exception being prospects seeking membership in good faith. Voting parents/guardians **MUST** be current in their child's band fees and PHS Band Booster Membership.

Section 3: Marching band parents are responsible for bringing (2) cases of water per school year.

**Article XIV: APPROVAL**

The Bylaws of the Pebblebrook High School Band Booster Organization have been amended and adopted for the upcoming 2009-2011 terms, and shall be in effect from this date forward. Upon approval by the general membership, these bylaws supersede all previous bylaws.