



**Merritt Island High School**

**Band Booster Organization, Inc.**

**Bylaws**

**Revision F**

**4/17/2019**

Contents

Article 1 – Name..... 3

Article 2 – Offices ..... 3

Article 3 – Mission Statement..... 3

Article 4 – Purpose ..... 3

Article 5 – The Association..... 4

Article 6 – General Meetings ..... 4

Article 7 – Quorum..... 5

Article 8 – The Board..... 5

Article 9 – Purpose and Duties of the Board..... 5

Article 10 – Election of the Board ..... 5

Article 11 – Terms of Office ..... 6

Article 12 – Election Eligibility..... 6

Article 13 – Insurance ..... 6

Article 14 – Board Meetings ..... 7

Article 15 – The Executive Committee..... 7

Article 15 – Duties of the Executive Committee ..... 7

Article 16 – Committees ..... 10

Article 16 – Duties of the Committee Chairs ..... 11

Article 18 – General Information ..... 14

Article 19 – Code of Conduct ..... 15

Article 20 - Dedication of Assets ..... 15

### **Article 1 – Name**

The name of this organization shall be Merritt Island High School Band Booster Organization, Inc., hereinafter the MIHSBBO, Inc.

### **Article 2 – Offices**

The principal office of the MIHSBBO, Inc. shall be located at 100 Mustang Way, Merritt Island, FL 32953.

### **Article 3 – Mission Statement**

To enhance the experience of all band students and provide an opportunity for others to enhance their quality of life by being part of the MIHSBBO, Inc. by participating in the “Purpose” of MIHSBBO, Inc.

### **Article 4 – Purpose**

The purpose and objectives of this organization are promoted through cooperation of parents, guardians, students, the community, faculty, and administrators of Merritt Island High School. These include the following:

1. Always keep the best interest of the students in mind;
2. Continually maintain an enthusiastic interest in the band program of Merritt Island High School;
3. Lend all possible support, including but not limited to, making a personal commitment to volunteer time in addition to providing moral and financial support to the Band Program of Merritt Island High School;
4. Cooperate with the Director and Staff of the Merritt Island High School band program, or any program sponsored by the MIHSBBO, Inc., and the Merritt Island High School administrators to promote the highest possible ideals in music education;
5. Participate and support the community and promote community awareness.

## **Article 5 – The Association**

### **Membership:**

To assist the students and Director in reaching their goals, each family is expected to conduct a minimum amount of fundraising/volunteering and event activities each year.

- A. General Membership: General membership shall consist exclusively of the parents or legal guardians of the participating students of the Merritt Island High School Band. Each parent member who becomes a member of the MIHSBBO, Inc. shall have a vote in all matters as provided for in these Bylaws. Voting members shall consist of general members, as determined by the Executive Committee, prior to the first General Membership meeting of the year.
- B. Associate Membership: Associate membership shall be open to all other family members: alumni, or parents of alumni. Associate members may hold board positions if nominated by a General Membership board member and the individual being nominated stays current on MIHSBBO, Inc. dues and volunteer requirements. The Board may also extend Honorary Associate membership to any persons who have contributed substantially to the purpose of the Organization.
- C. Director Membership: The Director of the Merritt Island High School Band shall be deemed a member of the Organization.

### **Compensation:**

MIHSBBO, Inc. members shall not receive any monetary compensation for their services. However, the Organization Board may elect to offer a gift or award for services rendered to any director, officer, or individual who made a meaningful contribution to the Organization.

### **Terms of Membership:**

The membership term will be for one year beginning the day after the final day of school as stated on Brevard Public School Calendar and ending on the day after the final day of school the following year.

## **Article 6 – General Meetings**

There will be two (2) General Meetings of the Organization held each year. The time and place of these meeting should coincide with the Prism Concert and the Spring Concert, when possible. If for unforeseen circumstances the meetings cannot be held at these times the President may reschedule for another time and place to be announced. If required, the President can call for a Special General Meeting upon giving seven (7) days advance notice of time and location.

## **Article 7 – Quorum**

In a General Meeting a quorum of the membership shall consist of at least ten (10) members, which must include at least one Executive Board member, with a majority (50% plus 1) vote required to pass any motion.

## **Article 8 – The Board**

### **Composition of the Board:**

The MIHSBBO, Inc. Board of Directors, hereinafter The Board, shall consist of the Executive Committee, ten (10) Committee Chairs (Uniforms, Fundraising, Events, Logistics, Volunteers/Chaperones, Concession/Hospitality, Media Services, Trip Coordinator, Space Coast Classic Chair and Buyer), the Band Director, and the Alumni representative.

**Board Alumni Representative:** Recognizing the vast knowledge gained from previous years' service, Board Members who wish to remain active after their student has moved on from Merritt Island High School are eligible for the Board Alumni Representative position. One Board Alumni Representative position is part of the MIHSBBO, Inc. Board of Directors, and the person filling this position serves a one-year term, concurrently with the other MIHSBBO, Inc. Board of Directors. This one-year term is renewable.

## **Article 9 – Purpose and Duties of the Board**

The purpose of The Board is to direct and manage all affairs of the Organization, including establishing goals and assumption of responsibilities that are necessary to the MIHSBBO, Inc.

- To assist and support the Band Director
- To transact the business of the Organization in keeping with the Organization's purpose
- To approve routine and non-routine expenditures consistent with the limits of the budget at monthly Board meetings. When it is not feasible to wait for next Board meeting, all purchases must be pre-approved by the Band Director, the President, and the V.P. of Finance.
- To present a report at the General Meetings of the Organization

## **Article 10 – Election of the Board**

At the January Board Meeting, the President will appoint a Nominating Committee composed of at least three (3) Board Members. The Nominating Committee will compile a list, from those who consent to serve, of eligible candidates for each position and present the list in the form of a ballot at the March Board Meeting for discussion and voting by those general members (as defined in Article 5 paragraph A) in attendance. Any positions left unfilled shall be identified and final selection completed no later than the April MIHSBBO, Inc. Board meeting. At the final General Meeting of the Organization (Spring Concert) the membership will be asked to ratify the panel of nominees set forth by The Board and Nominating Committee.

### **Article 11 – Terms of Office**

1. With the exception of the MIHSBBO, Inc. President, Vice President of Finances and the Trip Coordinator, the BBO, Inc. Executive Board and Committee Chairs shall each be nominated and elected for one-year terms.
2. The President, Vice President of Finances, and the Trip Coordinator are elected for two-year terms, with the exception of election year 2019. In order to offset the terms of the President and Vice-President of Finance, in 2019 the Vice-President of Finance will be elected for a single one-year term. Thereafter, this position will be elected for two-year terms.
3. New officers will start a transition period beginning on May 1 of the election year. This transition period includes training and guidance from outgoing board members. Transition period should not exceed the last day of school as set by Brevard County School Board. All financial accounts signature cards should be updated to reflect the new board members during this period.
4. As set by the Brevard County School Board, terms of office begin the day after the last day of school and end the last day of school of the next election year of that office.
5. A vacancy occurring in any office except President shall be filled for the unexpired term by a member who consents to serve and receives a majority vote of the remaining Board Members.
6. In the case of a vacancy in the office of the President, the 1<sup>st</sup> Vice President shall serve the remaining term of office.
7. In the event any officer or representative fails to attend three (3) Board Meetings or fails to perform the duties of his/her office, the Board may vote to remove the officer or representative at their discretion.
8. There are no limits on the number of terms a person may be elected to serve in the Organization.

### **Article 12 – Election Eligibility**

1. Each Candidate must be a Member of the Organization as outlined in Article 5.
2. Each candidate must have the proper Brevard County Public School Board volunteer level status.
3. Each candidate must be in financial good standing with the MIHS BBO.

### **Article 13 – Insurance**

Insurance is provided for MIHSBBO, Inc. Board members against liabilities asserted against or incurred by them in their capacity as Board members or arising out of their status as Board members, whether or not the MIHSBBO, Inc. would have the power to indemnify the Board member against such liability under the articles of incorporation, these bylaws, or provisions of law.

## Article 14 – Board Meetings

Board meetings will be held once a month during the academic year at a time and location that has been announced. Special meetings of the board may be called by the President and shall be agreed upon by both the Vice Presidents.

Any Organization member may raise an issue for discussion. Board members must make all motions and only Board Members may vote.

### Quorum of the Board:

In a board meeting, a quorum shall consist of at least a majority (50% plus 1) of the members with a majority (50% plus 1) vote of those present required to pass any motion.

## Article 15 – The Executive Committee

### Composition of the Executive Committee:

The Executive Committee shall consist of the President, the Vice Presidents, the Secretary, and the Treasurers. All Executive Committee members must have the proper volunteer level status as designated by the Brevard County Public School Board.

## Article 15 – Duties of the Executive Committee

POSITION & SKILLS NEEDED	DESCRIPTION
<b>President (2 Year Term)</b>  <i>Leadership</i> <i>Robert's Rules Meeting</i> <i>Oral Presentation</i> <i>Conflict Resolution</i>	<ul style="list-style-type: none"><li>• Must be an approved Brevard County Public School Board volunteer</li><li>• Preside at all meetings of the Association</li><li>• Direct the business of the organization</li><li>• Coordinate the work of the Board and Committees</li><li>• Give presentations at general meetings</li><li>• Execute the resolutions of the Board</li><li>• Be a presence at all events</li><li>• Greeter for all band families and bands at football games</li><li>• Check in with workers at events to ensure they have what they need</li><li>• Member of the Finance Committee</li></ul>

<p><b>Vice President of Finances (2 Year Term)</b></p> <p><i>Leadership Robert's Rules Meeting Good with Budgeting Good Teacher/Presenter</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Assist the President in his/her activities</li> <li>• Act as President in the temporary absence of the President</li> <li>• Ensure that all board members are familiar with By-Laws &amp; procedures</li> <li>• Provides oversight to the following committee chairs: <ul style="list-style-type: none"> <li>○ Fundraising Committee Chair</li> <li>○ Buyer</li> </ul> </li> <li>• Serves as Chair of the Finance Committee</li> <li>• Prepares and Submits IRS 1099-misc</li> <li>• Maintains files of W-9s</li> <li>• Files annual Federal IRS Taxes</li> <li>• Maintains and files annual Sunbiz report with State of FL</li> <li>• Work with Accounts Payable, Accounts Receivable and Student Accounts Treasurers as well as Logistics</li> <li>• Audit reconciliation report bank statements monthly</li> </ul>
<p><b>Vice President of Events</b></p> <p><i>Leadership Organization Planning/Scheduling Delegation Works well with others Leadership</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Shall assist in recommending and planning events and activities</li> <li>• Shall perform other duties as requested</li> <li>• Should be present at most events</li> <li>• Provides oversight to the following committee chairs: <ul style="list-style-type: none"> <li>○ Logistics</li> <li>○ Chaperone/Volunteer</li> <li>○ Events</li> <li>○ Concession/Hospitality</li> <li>○ Trip Coordinator Chair</li> </ul> </li> <li>• For Example: End of Year Banquet, Freshman night, Graduation Support, Space Coast Island Classic, Competitions, Parades, marching field trips, Concerts (Prism, Spring, etc.), Ice Cream Social, Band Open House, Solo and Ensemble, Band Dinner Fund Raiser, Class trip, Music Camps, Registration Nights, etc.</li> </ul>
<p><b>Treasurer of Accounts Payable</b></p> <p><i>Organization Attention to Detail Responsible &amp; Dependable Takes timely action Self-motivated</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Maintain digital copies of invoices, payments, reimbursement forms, and receipts</li> <li>• Shall make disbursements within the approved budget</li> <li>• Shall forward all original documentation to the Treasurer of Accounts Receivable</li> <li>• Communication with Accounts Receivable on bank balances and categorization of expenses</li> <li>• Assist Accounts Receivable with collection of funds as required</li> <li>• Monitor mailbox in the School front office</li> <li>• Order checks, stamps, or envelopes, etc.</li> <li>• Handles all student financial records with confidentiality</li> <li>• Member of the Finance Committee</li> </ul>



<p><b>Treasurer of Accounts Receivable</b></p> <p><i>Organized</i>  <i>Attention to Detail</i>  <i>Responsible &amp; Dependable</i>  <i>Takes timely action</i>  <i>Self-motivated</i>  <i>Works well with others</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Responsible for monthly reconciliation of bank account</li> <li>• Keep full and accurate books of account containing originals of all deposits, invoices, reimbursement forms and receipts</li> <li>• Will collect all payments</li> <li>• Keeps an updated record for activities and Events expenditures on payables and receivables</li> <li>• Will handle NSF checks issues</li> <li>• Monitor the Band’s bank account</li> <li>• Maintain Band PayPal account</li> <li>• Monitor MIHS Email account</li> <li>• Email digital copies of deposit records and reconciliation report to Treasurer of Accounts Payable for digital archiving</li> <li>• Create and document an accurate record of student financial transactions: including fees, rentals, trips and fundraising</li> <li>• Handles all student financial records with confidentiality</li> <li>• Member of the Finance Committee</li> </ul>
<p><b>Treasurer of Student Accounts</b></p> <p><i>Organized</i>  <i>Attention to Detail</i>  <i>Responsible &amp; Dependable</i>  <i>Integrity</i>  <i>Works well with students</i>  <i>Confidentiality</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Furnishes a balance statement to parent or student in a timely manner</li> <li>• Sets up payment plans</li> <li>• Handles end of the year transfers or when students leave the program</li> <li>• Set up and communicate written financial aid plans to include volunteer hour plans</li> <li>• Monitor fulfillment of the required volunteer commitments for students/families on financial aid</li> <li>• Assist with student account issues</li> <li>• Provide support as needed to students and parents</li> <li>• Handles all student financial records with confidentiality</li> <li>• Member of the Finance Committee</li> </ul>
<p><b>Secretary</b></p> <p><i>Organized</i>  <i>Attention to Detail</i>  <i>Communication</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Reports to the President</li> <li>• Records and maintains the minutes of business meetings</li> <li>• Responsible for all correspondence for the Association</li> <li>• Update current and input new student information into Charms</li> <li>• Thank You Notes</li> </ul>

<p><b>Finance Committee</b></p> <p><i>Responsible for the financial oversight of the organization</i></p>	<ul style="list-style-type: none"> <li>• Consists of: <ol style="list-style-type: none"> <li>1. Vice President of Finances (Chair)</li> <li>2. President</li> <li>3. Treasurer of Accounts Payable</li> <li>4. Treasurer of Accounts Receivable</li> <li>5. Treasurer of Accounts Student Accounts</li> <li>6. Secretary</li> <li>7. Band Director</li> </ol> </li> <li>• Reviews Band Financial Aid applications</li> <li>• Review and process trip scholarships.</li> <li>• Works with Trip Coordinator Chair and Travel Company on trip planning and in determining process for verifying registered students are in good standing</li> <li>• Determine band budget for coming year and present to board for approval</li> </ul>
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### **Article 16 – Committees**

The President may create committees and liaison positions, both standing and temporary, that he/she deems necessary to meet the objectives and carry on the work of the Organization. The committees and liaisons will serve for one fiscal year, or the length of the project. Members may return for subsequent terms. The committee chairperson is responsible for filing a report of his/her respective committee at each Board Meeting when the committee is active. Any committee chairperson responsible for a committee where monies are collected is responsible for coordinating with the Account Receivable Treasurer to ensure proper collection of funds along with appropriate documentation. A list of committees, liaison positions, and their descriptions shall be maintained as part of these Bylaws and shall be updated each year as needed. Nine (9) standing committees shall exist (Uniforms, Fundraising, Events, Logistics, Volunteers/Chaperones, Concession/Hospitality, Media Services, Trip Coordinator, Space Coast Classic Chair) and the Chairs of these committees will be elected and have voting rights as Board Members.

#### **Committee Chairs**

All Committee Chairs must be an approved Brevard County Public School Board volunteer.

#### **Working Group Leads**

Working Group Leaders will be selected to serve at the discretion of the Board and be assigned to corresponding Committee Chair or Board positions. These are not limited and may be created as needed. Examples: Web – Secretary, Bucket Drops – Fundraising, , Announcer – Events

## Article 16 – Duties of the Committee Chairs

POSITION & SKILLS NEEDED	DESCRIPTION
<p><b>Uniforms Committee Chair</b></p> <p><i>Organized</i> <i>Responsible &amp; Dependable</i> <i>Works well with students</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Provides status on the Uniform Committee at each Board meeting</li> <li>• Promptly submits monies collected to the Accounts Receivable Treasurer</li> <li>• Submits appropriate documentation to the Accounts Receivable Treasurer</li> <li>• Available before all performances where uniforms will be worn</li> <li>• Responsible for compiling and distributing Freshman Welcome packages (shoes, shirt, bag, water bottle, etc.).</li> <li>• Oversee the Student Uniform officers</li> <li>• Oversee and perform alterations</li> <li>• Oversee washing process</li> <li>• At end of season, submit list of washers to Accounts Receivable Treasurer</li> </ul>
<p><b>Fundraising Committee Chairs (2 positions)</b></p> <p><i>Motivating</i> <i>Persuasiveness</i> <i>Organized</i> <i>Detailed</i> <i>Researcher</i> <i>Forward Thinking</i> <i>Outgoing</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Provides status on the Fundraising Committee at each Board meeting</li> <li>• Reports to the VP of Finance</li> <li>• Executes all planned fundraising service and sales activities</li> <li>• Supports the Events Chair on all fundraising events</li> <li>• Coordinates with the Accounts Receivable Treasurer for collection of money</li> <li>• Submits appropriate documentation to the Accounts Receivable Treasurer to include credits to student accounts, etc.</li> <li>• Collects order forms or documentation for specific fund raisers</li> <li>• Distributes purchased products (i.e., candy, cookie dough) to students who then deliver to customers</li> <li>• Will assist Accounts Receivable Treasurer in counting money as needed</li> <li>• Handles any discrepancies with order forms or monies collected</li> <li>• Fill out paperwork for any/and all fundraisers</li> <li>• Research best fund raisers</li> <li>• Coordinate Fundraisers with Front Office</li> </ul>
<p><b>Events Committee Chair (2 positions)</b></p> <p><i>Management</i> <i>Motivating</i> <i>Delegation</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Provides status on the Events Committee at each Board meeting</li> <li>• Reports to the VP of Events</li> <li>• Implements planned events as directed by VP of Events.</li> <li>• Assign committees for events as necessary.</li> <li>• Coordinate with Volunteer Chair for all available resources that are required.</li> <li>• Coordinate with Fundraising Committee Chairs for any fundraising events</li> <li>• Coordinate with Finance Committee for support of fundraising events</li> </ul>

<p><b>Trip Coordinator Chair</b>  <i>Management</i>  <i>Motivating</i>  <i>Delegation</i></p>	<ul style="list-style-type: none"> <li>• Provides status on the Trip Committee at each Board Meeting</li> <li>• Reports to the VP of Events</li> <li>• Determines possible destinations with Band Director and BBO</li> <li>• Establishes trip criteria with Band Director and BBO</li> <li>• Solicits proposals from travel agencies</li> <li>• Work with the Finance Committee and travel agency to develop rules that ensure students are in good financial standing</li> <li>• Reviews proposals with BBO and determine selection</li> <li>• Provides trip information to parents and students</li> <li>• Coordinates itinerary and rooming lists with travel agency</li> <li>• Coordinate with Fundraising Committee Chairs and Events VP for any fundraising activities</li> <li>• Work with Volunteer Coordinator to determine chaperone volunteer status</li> <li>• Provide training for trip chaperones</li> <li>• Work with Buyer and Accounts Receivable for purchase of trip t-shirts or any other needed items</li> </ul>
<p><b>Logistics Committee Chair</b>  <i>Management</i>  <i>Can Do Attitude</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Provides status on the Logistics Committee at each Board meeting</li> <li>• Reports to the VP of Events</li> <li>• Identify and coordinate necessary transportation equipment/parking required for each event</li> <li>• Pick-up, drive and drop off necessary transportation equipment <ul style="list-style-type: none"> <li>1. Assist students and volunteers in loading and unloading</li> </ul> </li> <li>• Obtains water from concessions and provides both Water and ice for visiting bands at the football games</li> <li>• Move equipment on night of games</li> <li>• Move equipment for special events</li> </ul>
<p><b>Volunteers/Chaperone Committee Chair</b>  <i>Management</i>  <i>Organization</i>  <i>Persuasiveness</i>  <i>Motivating</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Provides status on the Volunteer/Chaperone Committee at each Board meeting</li> <li>• Reports to the VP of Events</li> <li>• Creates and sends out Sign-up requests for each event</li> <li>• Confirms volunteers' status with school</li> <li>• Print and/or email volunteer lists for President, Vice President of Events, Concession/Hospitality Committee Chairs and Student/Parent Ambassador for each event</li> </ul>

<p><b>Concession/Hospitality Committee Chairs</b> <b>(3 positions)</b></p> <p><i>Management Organization</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Provides status on the Events Concession/Hospitality at each Board meeting</li> <li>• Reports to the VP of Events</li> <li>• Clean and secure all concession supplies and equipment</li> <li>• <b>Buyer/Shopper for concession/events:</b> <ol style="list-style-type: none"> <li>1. Purchase all foods and supplies associated with concession. (Sam’s, Walmart, etc.)</li> <li>2. Work with Coordinators to ensure all product and food is purchased</li> <li>3. Coordinate food and drink donations</li> <li>4. Ensure drinks, food, snacks are stocked prior and during games/events</li> <li>5. Responsible for coordination with drink supplier (Pepsi) <ul style="list-style-type: none"> <li>▪ Place orders</li> <li>▪ Ensure usage by expiration date</li> <li>▪ Handle credits/issues with drink supplier (Pepsi) <ul style="list-style-type: none"> <li>• Work closely with Treasurer of Accounts Payable</li> </ul> </li> </ul> </li> <li>6. Place orders for outside vendors (Pizza etc.)</li> <li>7. Purchases water for visiting bands</li> </ol> </li> <li>• <b>Coordinator – Front End</b> <ol style="list-style-type: none"> <li>1. Set Up Concession for each game/event</li> <li>2. Assigns Volunteers to locations –</li> <li>3. Ensure customers are waited on in a timely fashion</li> <li>4. Manage cash in coordination with Accounts Receivable</li> <li>5. Ensure clean up at the end of the games/events</li> </ol> </li> <li>• <b>Coordinator – Back End</b> <ol style="list-style-type: none"> <li>1. Set Up Concession for each game/event (bring out grills, set up tents, etc.)</li> <li>2. Organize which foods will be grilled and how much will be cooked for each game/event</li> <li>3. Assigns volunteers to locations – grill, wrappers, etc.</li> <li>4. Oversees cooking and wrappers to ensure proper quantity of food is prepared based on attendance of game/event</li> <li>5. Work with Logistics regarding water for the stadium (ice for each game stadium and concession)</li> <li>6. Monitor propane (grills) and purchase when necessary</li> </ol> </li> </ul>
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<p><b>Media Services Committee Chair</b></p> <p><i>Tech Savvy</i> <i>Creative</i></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Communicates to parents through various means such as Charms, Web page, etc.</li> <li>• Web Page Maintenance</li> <li>• Administrator of Facebook page</li> <li>• Updates BBO positions on Web Page as needed</li> <li>• Shall keep and maintain all general mailing lists and databases in a safe and secure place.</li> <li>• A direct link to any social media working group leads</li> <li>• Ensure forms on Web Page are up to date</li> <li>• Maintains Weekly Notes and/or Newsletter</li> </ul>
<p><b>Space Coast Classic Chair</b></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Responsible for organizing the Space Coast Classic with the assistance of the Band Director and Events Coordinator</li> <li>• Coordinate with Fundraising Committee Chair on vendors and program</li> <li>• Assign sub-committees as needed</li> </ul>
<p><b>Buyer</b></p>	<ul style="list-style-type: none"> <li>• Must be an approved Brevard County Public School Board volunteer</li> <li>• Provides status on purchases at each board meeting</li> <li>• Reports to the VP of Finance</li> <li>• Responsible for purchasing band items <ul style="list-style-type: none"> <li>○ For example: Practice shirts, show shirts, trip t-shirts, water jugs, garment bags, gloves, ponchos, polos, flip folders, backpacks, music, etc.</li> </ul> </li> <li>• Assists in taking inventory of regular items</li> <li>• Responsible for obtaining housing for band judges/instructors as necessary</li> <li>• Submits all purchases to include vendor name, address, telephone number and costs to Accounts Payable and Accounts Receivable</li> </ul>

**Article 18 – General Information**

**Fiscal Year** – The fiscal year of this Organization will begin on July 1<sup>st</sup> and conclude on the following June 30<sup>th</sup>.

**Parliamentary Authority** – Roberts Rules of Order Newly Revised in Brief will govern the Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws. Meetings shall be run by Roberts Rules of Order Newly Revised in Brief.

**Amendments** – From time to time, the Board may provide such Bylaws for the conduct of business and the carrying out of its purposes as deemed necessary. These Bylaws may be amended, altered, or rescinded by a vote of the Board. The Bylaws will be reviewed, revised where necessary and adopted every four years.

**Disclosure** – No member or employee of the Organization shall at any time give out news releases or information that purports to represent a position of the MIHSBBO, Inc. unless prior consent has been given by the Director, President, or the Executive Board majority. Additionally, no persons shall print, distribute, and/or design any marketing items without the Director, President, or Vice Presidents’ approval.

### **Article 19 – Code of Conduct**

As a member of the Merritt Island High School Band Booster Organization and a representative of the MIHS Band Program you agree to:

- Keep the Board’s primary focus on the best interest of the students.
- Respect the confidentiality of privilege information.
- Conduct yourself in a respectful and courteous manner when in the presence of students and at all band events (football games, Board meetings, concerts, camp, etc.).
- Do not use profanity in the presence of any student.
- Respect student and parent dignity; verbal or physical behaviors that are considered harassment or abuse will not be tolerated.
- Making racial, religious, age, sexual-orientation or gender-related slurs, or derogatory comments will not be tolerated.
- Be a strong advocate for the Board, the Band, and the School. Encourage parents to participate and volunteer in band activities.
- Listen carefully and with courtesy when other people have the floor and are speaking during meetings.
- Refrain from using social media to post negative comments against the Band and any member of the Band organization. Concerns should be dealt with internally.
- Refrain from using board position to benefit yourself, family members, or business associates.
- Members are responsible to ensure that this Code of Conduct is followed and are expected to report any inappropriate actions or behavior to an Executive Board Member.
- Membership may be terminated by resignation of a member, or by a majority vote of the board (as stated in these By-Laws) for violations of this Code of Conduct.

### **Article 20 - Dedication of Assets**

Upon the dissolution, termination, or winding up of the corporation, assets shall be turned over to Brevard County School Administration via Merritt Island High School Administrative offices located at 100 Mustang Way, Merritt Island Florida 32953-3150. This shall be done in accordance with the laws set forth in the State of Florida Statue 617 Corporations Not for Profit.