

By-Laws Cullman Band Boosters, Inc.

ARTICLE I: NAME, PURPOSE, AND POLICY

Section 1: Name

The name of this organization shall be "Cullman Band Boosters, Inc.", hereinafter referred to as the Club.

Section 2: Purpose

The purpose of this Club shall be to sponsor and/or support band activities which enhance the welfare and advancement of the Cullman City Schools Bands and assist them, their leaders, and the schools' administrations as requested. The Club shall sponsor fundraising projects in order to provide financial aid to the Bands as necessary.

Section 3: Policy

The policies of the Club shall be:

[A] To work harmoniously with all school officials and other personnel, band directors, parents, and students.

[B] To cooperate with all policies, traditional or otherwise expressed, that are in the best interest of the continued high degree of success of the bands.

[C] To use solely for the approved needs of the band, and all funds collected and/or otherwise assigned to the treasury of the Club.

[D] The Club, individually or through committee effort, shall first authorize official negotiations and/or expenditures by members of the Club.

[E] Other policies can be found within these By-Laws under the appropriate sections.

ARTICLE II: MEMBERSHIP

Membership in this Club shall consist of parents and guardians of the Cullman City Schools Band students, band directors, and as ex-official members, the principals (or principal's representatives of the city's schools).

However, anyone with good intentions may volunteer to assist the boosters (in the concession stand, etc), but may not hold any office, serve as a chaperone, vote on any booster matters, or handle any monies.

ARTICLE III: EXECUTIVE OFFICERS AND THEIR DUTIES

Section 1: Qualifications

To qualify as an Executive Officer of the Club, such person must have a son or daughter in one of the city school's bands or be the legal guardian of a band member. A legal guardian is defined as a person who has the legal authority (and the corresponding duty) to care for the personal and property interests of another person. The one exception will be the position of treasurer. The treasurer may be selected/appointed from outside of the band booster organization. If the executive board decides to hire someone outside of the organization for this position, it must be approved by the band directors of Cullman City Schools and a majority of the executive board. The executive board will decide on the compensation and length of term for this position no later than the April booster meeting each year.

Section 2: Executive Officers

The directors of the Club shall be:

President

1st Vice President

2nd Vice President

Secretary

Treasurer

Middle School Band Liaison

Section 3: Nominations

[A] Election of Board and Directors and committee chairpersons shall be by the Club membership.

A nominating committee of three [3] to five [5] members of this Club, appointed by the President during the regular

monthly meeting in January of each year, shall select a slate of a candidates for presentation to the Club membership at the regular monthly meeting in April, with the one exception noted in part [B]. Additional nominations can be made from the floor at this meeting.

[B] The nominating committee shall present a nominee for the Concession Chairpersons and concession scheduling at the March meeting. This office may be Co-chaired by two persons. Additional nominations can be made from the floor at this meeting. The Concession Chairperson and concession scheduling will be elected and then take office immediately.

Section 4: Election

Election of Directors and committee chairpersons shall be by a majority vote of the membership present. Voting shall be carried out by secret ballot, show of hands, etc. as decided by the President. The President shall then declare duty elected the candidates receiving the majority of the votes cast.

Section 5: Terms of Office

Officers shall be elected for a term of one year and in no case shall the same person for more than two consecutive terms hold any elective office, unless approved by the Executive Board.

Section 6: Vacancies

Vacancies occurring in the elective offices shall be filled either by appointment by the Executive Board or by the members of the Club present and voting at the next regular meeting. Vacancies shall be filled for a period to cover unexpired term of office.

ARTICLE IV: DUTIES OF THE EXECUTIVE OFFICERS

Section 1: President

The president SHALL:

- Preside at all meetings of the Club and its executive committee
- Be an ex official member of all committees except the nominating committee
- Appoint standing and special committees not otherwise designated
- Perform all other duties inherent to the office
- Be liaison between the Cullman Band Boosters, Inc. and the Cullman Band Directors (add: and the schools' administration as needed)
- Work closely with the Club Treasurer to oversee club expenditures
- Shall hold one key to each lock used by the club such as concession stands, storage lock, safe, etc
- Assist treasurer counting moneys at the home games and other times as needed
- Shall be on any bank account or other account held by the Club such as SAMs club, Lowes, etc, along with the Treasurer and other appropriate boosters (concession chair, etc).
- Shall be the signature, along with the Treasurer's, required on each check written. The treasurer shall write and sign the check, then the check presented to the President to sign on the line under the treasurer as approval of the check. The President shall make his/herself available for this action as quickly as possible to allow for said check to be delivered to the payee within a reasonable time. A regular schedule may be arranged between the treasurer and president if both agree.

Section 2: First Vice President

The 1st Vice President (Ways and Means) SHALL:

- perform the president duties in his/her absence
- Be the advocate for the following Committees: Concessions, Fund Raising, Pride Store, Jazz Band Dance, and Stage Decorations)
- In the absence of the advocate committee chair, report on said committee at the Booster meeting.
- Be a liaison between these committee chairpersons, booster president and band directors.
- Assist treasurer counting moneys at the home games and other times as needed.

Section 3: Second Vice President

The 2nd Vice President (Administrative) SHALL:

- Be the advocate for the following committees: Transportation, Chaperone, Publicity, Uniforms, Equipment, Hospitality
- In the absence of the advocate committee chair, report on said committee at the booster meeting.
- Be a liaison between these committee chairpersons, booster president and band directors.
- Assist treasurer counting moneys at the home games and other times as needed.

Section 4: Secretary

The Secretary SHALL:

- Keep a correct and accurate record of all meetings of the band boosters.
- Attend to all correspondence as required by the President.
- Report at all regular meetings of the band boosters, minutes of the previously held regular meeting.
- Maintain up-to-date roster of executive officers and chairpersons.
- Be responsible for the maintaining the record for point system for the students and submitting this record to the directors when needed.
- Be responsible for the orderly transfer of all records to the succeeding Secretary.
- Assist treasurer counting moneys at the home games and other times as needed.

Section 5: Treasurer

The Treasurer SHALL:

- Receive all monies collected from any fund-raising activities or events together with a financial report from the chairman or person in charge of the event.
- Submit a financial report and status of all accounts to the Executive Board, the booster organization or as otherwise requested by the President. At each monthly Booster meeting, details (income/expense against budget) will be reported at the officer meeting, and the high-level details (checkbook balance, bank balance, and any important income or expense such as concessions, trip, etc) will be reported at the general booster meeting.
- Provide the accountant all necessary information each month to allow the finances to be reconciled and a report generated to present to the executive officers.
- Issue appropriate receipts for all monies transferred to others.
- Expend money only upon order of a quorum of the Executive Board or the Club.
- Present financial audit prior to the incoming Treasurer taking office.
- Work with the executive officers and directors to establish a FY budget to be voted on each April for the coming FY.
- Work with another officer or designated booster to count all funds prior to depositing said funds; there must be another officer or designated booster to count any and all monies collected or given to the treasurer.
- Retain one key to the concession stand, storage area of stand, and the safe in the storage area.
- Track income and expenditures against the approved budget and report this from the start of the FY to the date to the officer meeting date or as close as possible.
- Shall be on any bank account or other account held by the Club such as SAMs club, Lowes, etc, along with the President as a minimum, and other appropriate boosters as needed (such as concessions chair).
- Shall retain one of 2 bank debit cards as an alternative for making purchases. The other card will be held by the Cullman High School Band Director for use in ordering band items, but the treasurer should be made aware before making a purchase as a courtesy.
- Work with the accountant to put together the yearly report (due as soon after June 30th as possible), and quarterly reports, to the school.
 - Quarterly reports will include:
 - A copy of quarterly financial report from CPA
 - Other information required by or asked for by the school.
 - Yearly report will include:
 - Cullman City Schools Booster Organization Agreement
 - Names and title of booster organization executive officers with contact information
 - A copy of the booster organization by-laws (if changed)
 - A copy of the booster organization employer identification number from the IRS
 - A copy of the booster organization budget for that year
 - A copy of the fidelity bond for the treasurer
 - A copy of insurance policy to show current
 - A copy of the yearly financial report from the CPA
 - Other information required by or asked for by the school

- Shall be the signature, along with the President's (or other designated executive officer agreed upon by the executive board), required on each check written. The treasurer shall write and sign the check, then the check presented to the President (or other designated officer agreed upon by the executive board) to sign on the line under the treasurer as approval of the check. The President shall make his/herself available for this action as quickly as possible to allow for said check to be delivered to the payee within a reasonable time. A regular schedule may be arranged between the treasurer and president if both agree.

Section 6: Middle School Band Liaison

The Middle School Band Liaison shall have full voting rights in all matters considered by the Board. The Middle School Band Liaison shall be receptive to input, ideas, comment, or complaints from the middle school constituency that they represent and shall be responsible for keeping their constituency informed of all Board activities.

Section 7: Removal

- Officers may be removed either with or without cause by at least two-thirds (2/3) of Officers present at the Meeting, providing a quorum is present. Vote shall be conducted by secret ballot.

Section 8: Vacancies

- If the office of any Officers becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the officers then in office may choose a successor who shall hold office for the unexpired term.

ARTICLE V: EXECUTIVE BOARD AND OFFICERS

Section 1: Executive Board Members

The Executive Board shall consist of the officers of the Club as designated in Article III, Section 2. Ex. official members shall be school principals of their designees and directors of the bands.

Section 2: Meetings and Quorum

Meetings of the Executive Board are to be held on call of the President, or a majority of the Club Membership. A majority of the Executive Board members shall constitute a quorum. When voting is necessary, each Board member shall have one vote. The President shall vote only in case of a tie vote.

Section 3: Officers

Officers meetings as described in Article VI will consist of the Executive Board and all Committee Chairs (and Co-Chairs if available). A majority of the Officers shall constitute a quorum. When voting is necessary, each member shall have one vote. The President shall vote only in case of a tie vote.

ARTICLE VI: CLUB MEETINGS

Section 1: Cullman Band Boosters, Inc.

The regular meeting of the Club times/dates/frequency are at the discretion of the Band Directors. These dates will be made known to the Club via the Band Handbook at the beginning of each school year.

When voting is necessary, the president shall inform the club of the item to be voted on, and ask the club for any comments or questions from the club at large. The club may offer their recommendation as a vote or opinion, but the final vote must be within the Officers, and each officer shall have one vote. The President shall vote only in case of a tie vote.

Section 2: Band Camp Meeting

A special meeting of the Club will be called in the summer prior to the annual Band camp. Usually the second Tuesday of July, followed by the first official booster meeting, usually the first or second Tuesday of August.

Section 3: Officers Meeting

The Officers shall meet one hour immediately prior to the regular scheduled meetings of the Club.

ARTICLE VII: AMENDMENTS

Proposed amendments to these by-laws shall be presented at a regular meeting one month prior to voting on the amendments. Amendments will be approved with a majority of the Club present and voting.

ARTICLE VIII: DISSOLUTION

In the event that the Cullman Band Boosters, Inc. is dissolved, all assets, including cash on hand and in the banks shall become the property of the Band Department of Cullman High School. Be it further understood that indebtedness the Cullman Band Boosters, Inc. at the time of dissolution shall be retired prior to turning over assets to the Band Department of the Cullman High School.

ARTICLE IX: PARLIMENTARY AUTHORITY

Robert's Rules of Orders, as revised shall govern all meetings.

ARTICLE X: FISCAL YEAR

The fiscal year of operations for the Club shall begin on July 1 and end on the last day of June.

ARTICLE XI: SEVERALBILITY

In the event that any provision of these BYLAWS is held invalid, all other provisions shall remain in effect.

Article XII - RESPONSIBILITIES OF CHAIRPERSONS AND COMMITTEES

Section 1: Responsibilities of Transportation Committee

Transportation Chairperson—

- Chairperson will schedule driver for Band Truck
- Chairperson will schedule driver for Drum Line Trailer (Contact local dealership (Typically Mitch Smith Chevrolet) for obtaining donated truck)
- Chairperson will schedule Bus Drivers for all traveling events
- Chairperson will provide maps and driving directions for all drivers (see Mr. Smith for these)
- Chairperson will make sure that all drivers know that they are responsible for filling vehicle with gas before leaving CHS and refilling tanks after events.

All Drivers—

- Check with chairperson for keys, instructions, directions, where to gas up, where band stops for food, etc.
- Fill vehicle tank before and after performances.
- Bus drivers must sweep vehicle after ALL events.
- Remove all trash from vehicle.
- Volunteers drivers for the band truck or band trailer will need to file a volunteer sheet prior to driving for the first time.
- Drivers for the band truck and trailer will need to be approved by the Cullman City Schools Board so that they can be placed on the school systems insurance policy.

See “Volunteering and Participation Policy” in the back for more information

Section 2: Responsibilities of Chaperone Committee

Chaperone Committee—(PLEASE ARRIVE AT ALL EVENTS AT LEAST 60 MINUTES BEFORE DEPARTURE OR PERFORMANCE!)

- Chairperson will schedule chaperones for ALL games and competitions.
- Chairperson will coordinate with Uniform Chairperson to assure all needed items are added to chaperone bag.
- Committee volunteers will be responsible for putting out seat covers, cleaning seat covers, and rolling them up after games.
- Chairperson will see that covers are returned to Band Truck at away games and concession stand at home games.
- Chairperson and committee will arrive early before games to hand out plumes in the band room.
- Chairperson and committee will take up plumes after band returns from half-time show.
- Chairperson and committee will hand out water to band after the national anthem and after half-time.
- Committee will make sure plume bags, chaperone bag, and extra hats are loaded onto the Band Truck. (Equipment Chairperson is responsible for coming to the Uniform Room to get these items.)
- Chairperson will check to make sure water coolers are prepared and loaded onto truck for away performances. (Concession Chairperson should have these prepared and ready for loading.)
- Committee is responsible for checking buses for anything left by students.
- Chairperson is responsible for purchasing (Paid by Boosters) rain ponchos and hand warmers for the season. Also, for packing and having ready for equipment committee to pick up.
- Keep a list of the chaperone volunteers for each event. Turn in this list to the Points System Chairperson.

See Article XIII "Volunteering and Participation Policy" for more information.

Section 3: Responsibilities of Uniform Committee

Uniform Committee—(PLEASE ARRIVE AT ALL EVENTS AT LEAST 60 MINUTES BEFORE DEPARTURE OR PERFORMANCE!)

- Issue uniforms for marching season and concert season.
- Maintain uniforms at all games, competitions, and public performances.
- Be aware of how uniform should be worn and provide this assistance to students before performances.
- Secure required repairs, parts, and cleaning for uniforms as needed.
- Provide missing uniform pieces at all performances.
- Chairperson will coordinate with Chaperone Chairperson to assure all needed items are added to chaperone bag.
- Committee will hand out and take up plumes for football program pictures.
- Collect uniforms at the end of each season.
- Uniform chairperson is responsible for making sure all needed uniforms parts, repair supplies, etc. are added to chaperone bag.
- Uniform chairperson is responsible for getting chaperone bags, plume bags, extra uniform and hat ready to be picked up and loaded.
- Uniform chairperson will clean and organize Uniform Room as needed.
- Uniform chairperson or designated committee member will fit Percussion Ensemble for uniforms during band camp.

See Article XVI "Uniform Policy" for more information.

Section 4: Responsibilities of Equipment Committee

Equipment Committee—

- Chairperson will arrange for transporting band equipment to all performances.
- Chairperson will ensure the Band Truck and Trailer are in good working order and have had all required maintenance prior to the start of Marching Band season each year.
- Chairperson and committee will help students load, unload, and secure all equipment on Band Truck.
- Chairperson will drive to concession stand and load water/drink coolers and seat covers onto the Band Truck for all “away” marching performances. (Concession Chairperson should have these prepared.)
- Chairperson will pick up chaperone bags, plume bags, and extra uniform and hat from Uniform Room and load onto Band Truck.
- Chairperson is responsible for loading, unloading and setting up drum major’s podium and will remove from field after performance.
- Chairperson and committee will work with percussion instructor to set up front ensemble percussion equipment at all marching performances.
- Keep a list volunteers for pit crew for each event. Turn in this list to the Points System Chairperson.

Percussion Ensemble Equipment Committee—(preferably parents of percussion players)

- Chairperson will coordinate with percussion instructor for loading and placement of all percussion equipment before, during, and after performances.
- Should relay information to committee members.
- Should be familiar with contest rules and setup and relay such to committee.
- Chairperson should be able to attend all performances and be familiar with placement of percussion equipment for performance.
- Committee will assist students as needed with moving equipment.
- Committee is also responsible for setting up half-time show.

Section 5: Concession Stands Chairperson

- Chairperson is responsible for scheduling Booster members to staff the stand and clean up after each game and organizing the pre-season cleanup of concession stands before the 1st scheduled event of the season, and the after-season cleanup.
See Article XV for Concession Stand Policy

Section 6: Hospitality Chairperson

- Chairperson is responsible for all banquets, parties, receptions and all other social activities that the Boosters may wish to sponsor.

Section 7: Scheduling/Publicity Committee

- Chairperson is responsible for providing adequate staffing for the concession stands at all events. The committee is responsible for all advertising of all band functions by email/newsletter or telephoning members etc. Committee is responsible for communicating with local media to promote band concerts and other events.

Section 8: Fund Raising Chairperson

- Chairperson is responsible for fund raising events organized by the band boosters, (i.e.

band discount cards, other fundraisers).

See Article XVII for Policy

Section 9: Big Band Jazz Dance Chairperson

- Chairperson is responsible for the annual Ballroom Dance to include decorations and refreshments.

Section 10: Color Guard Chairperson

- Chairperson is responsible for the Color Guard and their helpers. Workers in this committee might be called upon to sew flags or provide assistance as needed.

Section 11: Majorette Chairperson

- Chairperson is responsible for the Majorettes and their helpers. Workers in the committee might be called upon to provide assistance in assembling props.

Section 12: Dance Line Chairperson

- Chairperson is responsible for the Dance Line and their helpers. Workers in the committee might be called upon to provide assistance in assembling props.

Section 13: Directory Chairperson

- Chairperson is responsible for an updated Directory to include a listing of each band student, Booster Committees, Boosters By-Laws, Officers, and Committee Chairperson and other pertinent information.

ARTICLE XIII: VOLUNTEERING AND PARTICIPATION POLICY

Section 1 – Chaperones

- Stay with any group of which they are chaperoning (such as when away on a trip (New York, Orlando, Away Games, etc)
- Abide by the appropriate code of conduct as outlined in the Band Handbook
- Be a booster member of good standing

Section 2 – Concessions Volunteers

- Stay in the stand once there. No leaving to watch the game or the band unless authorized by the concessions lead.
- If working a window, ask the treasurer or other officer assisting with monies for change as needed, or to pick up any over flow monies as needed. Do not take the money from the tray yourself and leave the window.
- Do not allow or invite anyone into the stand that is not authorized to be there unless it is an emergency.
- Must follow all the health codes set forth by the state of Alabama

Section 3 – Traveling (away games, contests, etc)

Chaperones and Pit Crew who are riding with the band in either the buses, band truck or truck pulling the band trailer:

- No smoking.
- Drivers (not bus drivers) must be sure to fill out and return the drivers form before the first time driving.

This form will be kept on record for the duration of time the driver continues to drive, and a new one will not be needed each year.

- Any riders must have permission to ride by:
 - Buses- Chaperone Chair
 - Band Truck and truck pulling Band Trailer-
 - The Driver and Pit crew chair (if rider working pit crew)
 - The Driver and Chaperone Chair (if rider working as chaperone)
- Those wishing to ride, but not hold the status of booster must get special approval from:
 - The band director and booster president for overall approval
 - The driver (if either the Band Truck or the truck pulling the Band Trailer)
 - The chair of the chaperones (if asking to ride the bus) or chair of the Pit crew (if riding either the band truck or truck with band trailer)
- Persons allowing unapproved persons to ride, and those unapproved persons riding, will be asked to correct the situation or may be immediately dismissed from further interaction with band events.

ARTICLE XIV: Conflict of Interest Policy

Section 1- Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's Cullman Band Boosters, Inc (Organization) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Cullman Band Boosters, Inc. or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2- Definitions

1. Interested Person - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Cullman Band Boosters, Inc. has a transaction or arrangement,
 - b. A compensation arrangement with the Cullman Band Boosters, Inc. or with any entity or individual with which the Organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3 - Procedures

1. Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the conflict of Interest
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a

- person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonable possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable, in conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigations warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4 – Records of Proceedings

The minutes of the governing board and all committees with board delegated power shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, and action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to where a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5 – Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6 – Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy.
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7 – Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic review shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8 – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors, if outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE XV: CONCESSION STAND OPERATION AND POLICY

Section 1 – Health Code

- a. All those volunteering to work in the concessions stands must follow all health code rules set forth by the state and federal regulations.
- b. The club will hold for its own use, a SERVSAFE certification. This certification will be acquired by one or more officers, and renewed as required. (The SERVSAFE certification is currently not required to operate our concession stand) We will only implement this as an organization if it becomes required again in the future.

Section 2 – Standards of Practice

- a. General volunteering a. Once signed in at the stand to work, you may not leave the stand to watch the game, etc. unless special permission is given by the stand chairperson
- b. Working to prepare food (before and during)
 - a. It will be required to have volunteers to come before the event to prep, work at the event, and then clean up after the event
- c. Monies
 - a. The treasurer and/or other officer will be in charge of bringing the start money to the stand and maintaining moneys at the windows during the event, then counting and depositing all moneys at the end of the event. Exact records are to be kept of all moneys brought into and out of the stand.
- d. Stadium clean up
 - a. Volunteers are needed to clean the entire stadium at the end of each game. It will take about 10 volunteers about 30 minutes to complete this job.
- e. Storage of equipment
 - a. Grill (small) and frying equipment will be kept in the cage area under the steps to the press box, and secured with a lock
 - b. All gas tanks will be kept in the tank storage at the back of the stand and secured with a lock
- f. Beginning of season preparations
 - a. See attachments for checklist (original is held by an officer)
- g. End of season closeout
 - a. See attachments for checklist (original is held by an officer)
- h. During season info
 - a. See attachments for checklist (original is held by an officer)

Section 3 – Cullman City School Policies

- a. The club will observe all school policies and rules while on school grounds.

ARTICLE XVI: UNIFORM POLICY

The Band Director and Uniform Chairperson will announce policies at the beginning of each season (Marching and concert). These policies include but are not limited to:

- Uniforms are required to be maintained in a responsible manner to include keeping them clean, unwrinkled and performance ready.
- Uniforms will be returned by the due date announced by the director and chairperson.
- Persons not returning uniforms by the end of the year must pay for a replacement.
- If any part of the uniform is missing upon return, said parts must be paid for at that time. The chairperson will have the price list.
- Uniforms must be returned cleaned from the dry cleaners. Those that are not will be charged a \$20 cleaning fee upon return.

ARTICLE XVII: FUNDRAISING POLICY

The band is allowed fundraising per school policy. Typically, these occur:

- Visual Ensembles (color guard, dance line, majorettes) in the summer months.
- Band Card Fundraiser from end of July through first week of October.

- Jazz Band and Percussion in the spring.

Any other times or fundraiser events must be preapproved through the Band Director and the School.

ARTICLE XVIII: PRIDE STORE OPERATION AND POLICY

Section 1 – Inventory

- A select inventory is kept up for the pride store. Additional inventory will need to be approved by the officers. Inventory worth is to be turned into the Treasurer for the accountant's use each year.

Section 2 – Pricing

- Pricing is set so that the club will make a small revenue on each item. Pricing can be changed, but consulting the treasurer will be required to ensure items are not sold at a loss.

Section 3 – Storage

- During the football season items are stored within the Pride Store, and labeled. During off season, items are to be stored in the storage facility.