



**STANDING RULES OF
SPRAYBERRY BAND BOOSTERS ASSOCIATION, INC.**

(2525 Sandy Plains Road, Marietta, Georgia 30066)

March 1st, 2018

Article I. Responsibilities of the Officers of the Board of Directors

Section 1.01 President

- Chair the meetings of the Board and Association.
- Oversee the operation of each of the elected offices and committees to assure effective and efficient operation of the Association and its components.
- Act as liaison between the Association and the Band Director(s).
- Chair the “Budget Committee” which consists of the Band Director(s), President, Vice-President, Treasurer of Receipts, Treasurer of Disbursements (“R&D Treasurers”), Membership Administrator (“MA”), and Fundraising Chairperson(s).
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major expenditures) for the coming year for approval in March by joint Board of Directors.
- Along with the Band Director, Vice-President, R&D Treasurers and MA, confer with families who are in arrears on any band fees to ensure timely payment of all band fees.
- Work in conjunction with the Chaperone Chairperson(s) and the Band Director(s) in the planning of all trips.
- Along with the Band Director(s) and the joint Board of Directors coordinate Band Registration Day.
- Appoint and oversee General Committee Chairperson(s), including, without limitation:
 - Southern Invitational Committee
 - Senior Parent Committee
 - Stardust Committee
 - Middle School Liaison Committee
 - Band Camp Committee
- Along with the Band Director appoint the Nominating Committee Chairperson.
- Coordinate with communications Chairpersons(s) to make appropriate calendar updates throughout the year and update Association Membership with any information, which otherwise falls outside of the accountabilities of Board Officers and Chairpersons, as outlined in sections of Articles I, II and III of this document.

Section 1.02 Vice-President

- Perform the duties and exercise the powers of the President in the absence of the President.
- Assume duties of President in the event of a vacancy in office.
- Serve on the Budget Committee
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major expenditures) for the coming year in March by joint Board of Directors.
- Along with Band Director, President, R&D Treasurers, and MA, confer with families who are in arrears on any band fees to ensure timely payment of all band fees.
- Assist the President in the day-to-day business of the Association.
- Coordinate Band Registration Day with the President, the Band Director(s) and joint Board of Directors.
- Attend all Board, General Membership and special meetings throughout the year.

Section 1.03 Secretary

- Prepare and distribute minutes to the Board.
- Keep minutes of all Board and Association meetings available for reference as needed.
- Handle all correspondence of the Board, the Band Director(s) and the Association.
- Keep an accurate record of amendments to the By-laws and Standing Rules and distribute them to Board Members.

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- In February, submit a proposed budget for your office to the President.
- Update Board Members' Notebook and distribute to incoming Board when they take office.
- Create, maintain and distribute a Board Member contact list.
- Attend all Board, General Membership and special meetings throughout the year.

Section 1.04a Treasurer of Receipts

- Some background in Finance, Accounting or Bookkeeping is preferred for individual(s) elected to this position.
- Provide a monthly written report of the Association's financial status. The report should provide a list of assets, liabilities and monthly expenditures for the preceding month.
- Collect and receipt all moneys coming into the Association.
- Distribute monthly statements to all band parents/guardians (preferably by the 10th of the month).
- Maintain accurate records of Student Credit in accordance with Article IV of these Standing Rules.
- Serve on Budget Committee.
- Along with Band Director, President, Vice-President, Treasurer of Disbursements and MA, confer with families who are in arrears on any band fees to ensure timely payment of all band fees.
- In February, submit a proposed budget for your office to the President.
- Prepare a written report for distribution at each monthly Board meeting that reflects total fees due and collected.
- In conjunction with the Treasurer of Disbursements, ensure appropriate preparation and timely filing of all annual tax returns and any other federal or state mandated tax forms. This includes, but is not limited to, 1099 forms, Form 990, Business Personal Property Tax Returns, Business License Renewals, etc.
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major expenditures) for the coming year for approval in March by joint Board of Directors.
- Present Association budget, as approved, revised or amended by the joint Board of Directors, to the membership for approval at the March general membership meeting.
- Ensure delivery of the financial records, for current term of office, no later than May 31 for audit by an outside auditor selected and approved by the Board.
- Ensure that the records sent for audit are returned to the Association no later than June 30.
- Attend all Board, General Membership and special meetings throughout the year.
- Coordinate with the Communications Chairpersons(s) to:
 - Payment reminders are distributed to the Association members via electronic newsletters as appropriate

Section 1.04b Treasurer of Disbursements

- Some background in Finance, Accounting or Bookkeeping is preferred for individual(s) elected to this position.
- Help the Treasurer of Receipts, as needed, provide a monthly written report of the Association's financial status. The report should provide a list of assets, liabilities and monthly expenditures for the preceding month.
- Serve on Budget Committee.
- Along with Band Director, President, Vice-President, Treasurer of Receipts and MA, confer with families who are in arrears on any band fees to ensure timely payment of all band fees.
- Verify that all submitted expenses are accounted for in the budget approved by the Members of this Association.
- Maintain all insurance policies associated with the Association.
- Update and file Association's annual corporate registration with state for GA Secretary of State

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- In February, submit a proposed budget for your office to the President.
- In conjunction with the Treasurer of Receipts, ensure appropriate preparation and timely filing of all annual tax returns and any other federal or state mandated tax forms. This includes, but is not limited to, 1099 forms, Form 990, Business Personal Property Tax Returns, Business License Renewals, etc.
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major expenditures) for the coming year for approval in March by joint Board of Directors.
- Present Association budget, as approved, revised or amended by the joint Board of Directors, to the membership for approval at the March general membership meeting.
- Ensure delivery of the financial records, for current term of office, no later than May 31 for audit by an outside auditor selected and approved by the Board.
- Ensure that the records sent for audit are returned to the Association no later than June 30.
- Verify Sales Tax Exemption status each year with the Georgia Department of Revenue if the Association elects to apply for exemption.
- Attend all Board, General Membership and special meetings throughout the year.
- Coordinate with the Communications Chairpersons(s) to:
 - Ensure that updated financial forms and policies are maintained on the band website(s)

Section 1.05 Membership Administrator

- Organize and manage all band student registration activities and membership drives
- Maintain accurate listing of student and parent information within applicable database(s) to include, but not limited to most current address, email and telephone listing.
 - Along with Band Director, President, Vice-President, and R&D Treasurers, confer with families who are in arrears on any band fees to ensure timely payment of all band fees, or discuss alternatives and options as applicable for each specific case.
- In February, submit a proposed budget for your office to the President.
- Attend all Board, General Membership and special meetings throughout the year.
- Coordinate with Communications Chairperson(s) to Update on-line Calendar(s) and Notify Association membership about key events such as band registration, Board elections and General Membership meetings

Section 1.06 Terms of Office

President, Vice President, Secretary, Treasurer of Receipts, Treasurer of Disbursements, and Membership Administrator may be elected for unlimited terms of office provided it is approved by the Band Director.

Article II. Responsibilities of Standing Committee Chairperson(s)

Section 2.01 Chairperson(s) – Fundraising

- Obtain approval from the Band Director(s) and Sprayberry High School Administration for all fundraising activities.
- Serve on Budget Committee.
- In February, along with Budget Committee, prepare a proposed budget and establish annual budgetary constraints (definition of minor and major expenditures) for the coming year for approval in March by joint Board of Directors.
- Appoint subcommittee chairpersons no later than the June General Meeting for all Fundraising projects including, but not limited to:
 - Major Fundraising Projects
 - Concessions Coordinators
 - Local Sponsorship Committee
- Develop levels of sponsorships and sponsorship guidelines (i.e., timing for donations, recognition) Report monthly to the Board and the general membership.

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- In February, submit a proposed budget for your Committee to the President.
- Oversee the activities of all Chairpersons of any Fundraising subcommittees.
- Maintain a Notebook for each subcommittee.
- Those responsibilities outlined in Article IV of these Standing Rules.
- Attend all Board, General Membership and special meetings throughout the year.
- Coordinate with Communications Chairperson(s) to:
 - Update on-line Calendar(s) throughout the year with fundraising activities and events
 - Update Association Membership via electronic newsletters, website(s) and other digital media assets about regularly scheduled weekly/monthly/annual Fund Raising Activities

Section 2.02 Chairperson(s) - Equipment

- In February, submit a proposed budget for your Committee to the President.
- Under the guidance of the Band Director, set-up equipment training sessions for Men In Black
- Coordinate the following areas of responsibility:
 - Inventory
 - Transportation
 - Performance Support-Pit Crew, Men in Black
 - Band room Maintenance
 - General support to all Band committees
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.03 Chairperson(s) - Uniforms

- Some experience with spreadsheets and inventory management may be helpful for individuals elected to this role.
- In February, submit a proposed budget for your Committee to the President.
- Check marching and concert uniforms frequently and repair (or coordinate repair as needed)
- Coordinate the following areas of responsibility:
 - Inventory – including purchase of replacement uniforms
 - Uniform Washing
 - Performance Support
 - Distribution and Collection
- Attend all Board, General Membership and special meetings throughout the year.
- Coordinate with Communications Chairperson(s) to ensure appropriate uniform-related notifications are distributed to the Associated membership

Section 2.04 Chairperson(s) – Communications

- Some background in web/graphic design or digital media communications may be helpful for individual elected to this role
- Within 30 days of assuming his/her role, the newly elected Communications Chair, in collaboration with the President and Band Directors, must change all applicable passwords to ensure appropriate security procedures.
- Maintain appropriate security controls and oversight of the Band's and Association's websites, social network pages, email accounts and other applicable digital media assets
- Monitor SBBA-owned websites, social network pages and other digital media assets for any potential breach of security or other inappropriate use of SBBA's websites/social media pages.
- Ensure monthly backup of all digital web and newsletter files.
- In the event of security breach or other inappropriate use of the SBBA's digital media assets, ensure timely notification of the Band Directors, School Administration and authorities, as required by the Cobb County Board of Education.
- Work with the Band Director(s) and the Board to ensure timely distribution of information to SBBA membership
- Coordinate with the Band Directors, Board Officers, Administration and various committee

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chairperson(s) to update:

- Band Calendar(s),
- Weekly newsletter(s)
- Photo Galleries
- Relevant content within websites and social media pages
- Publish the Sprayberry Band Handbook, By-Laws and Standing Rules on the Sprayberry Band website site or in print as needed.
- In February, submit a proposed budget for your Committee to the President.
- Maintain (or coordinate) regular updates of information, content (images, menus, links) within websites, social media pages and other digital assets, operated by SBBA
- Distribute email members notifications on behalf of various committee chairs.
- Appoint and oversee Committees to publicize and record band activities and accomplishments through electronic or printed newsletter, website, photography, local media and other means deemed appropriate.
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.05 Chairperson(s) - Chaperone

- Under the guidance of the Band Director(s) set up Chaperone Training sessions for all potential chaperones.
- Enlist adults to chaperone students at all band events as required by the Band Director(s).
- Ensure water is available for rehearsals, games and trips.
- Keep Med-Kits stocked and available for rehearsals, games and trips.
- Work with President, Vice-President and Band Director(s) in planning chaperone needs for Trips and Band Camp.
- In February, submit a proposed budget for your Committee to the President.
- Attend all Board, General Membership and special meetings throughout the year.
- Ensure Chaperones abide by the behavior policies as set forth in the Handbook and by the Band Director(s) and the Cobb County Board of Education.
- Coordinate with the Communications Chair to inform membership of the volunteer opportunities and chaperone events

Section 2.06 Chairperson(s) - Hospitality

- In February, submit a proposed budget for your Committee to the President.
- Appoint chairpersons and oversee band social events including, but not limited to:
 - Band Banquet.
 - Senior Reception.
- Preview Show Food (i.e., Picnic, Ice Cream Social).
- Mini Camp Meals.
- Food For Trips.
- Food For Away Games.
- Middle School Night Refreshments or meals.
- Receptions. □ Festival Workshop Meals.
- Festival Workshop Hospitality Suite for Staff, Chaperones, Equipment.
- Any other Special Events.
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.07 Parliamentary

- Ensure that procedures at Board meetings and general meetings comply with basic parliamentary procedure as set forth in Roberts Rules of Order, Newly Revised (“RONR”), and the By-laws and Standing Rules of the Association.
- Shall be non-voting member of the Nominating Committee, and shall oversee the election of officers.
- Determine the outcome of any floor vote during membership meetings.

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- Attend all Board, General Membership and special meetings throughout the year.
- On bi-annual basis, initiate and facilitate a review and maintenance of the Association Bi-laws and Standing Rules to ensure compliance with changes in State and Federal regulations, advancements in technology, and Band's financial position.
- Review proposed amendments to By-laws and Standing Rules prior to submission of amendment for vote by the Membership.

Section 2.08 Guard Liaison(s)

- Coordinate with the Band Director(s), Guard Instructor(s) and Uniform Chairperson the purchase of all uniforms, shoes, gloves and accessories for Color Guard and Winter Guard.
- Coordinate repairs to all guard uniforms as needed.
- Coordinate with the Band Director(s), Guard Instructor(s) and Uniform Chairperson(s)
- Coordinate purchase or sewing of Flags.
- Coordinate with the Band Director(s), Guard Instructor(s) and Uniform Chairperson purchase of any guard equipment.
- In February, coordinate with the Guard instructor(s) the formation of a Color Guard budget and a Winter Guard budget and present them to the President.
- Coordinate with the Communications Chairperson(s) to ensure that all specific Guard-related activities, events, and announcements are appropriately reflected in the band Calendar(s), Guard-specific web pages and weekly newsletter(s)
- Attend all Board, General Membership and special meetings throughout the year.

Section 2.09 Percussion Liaison(s)

- Coordinate with the Band Director(s), Percussion Instructor(s), Uniform Chairperson(s) and/or Spirit Wear Chairperson(s) the purchase of any uniforms or accessories that may be needed for percussion outside of the primary band uniform.
- Coordinate repairs on all percussion instruments and uniforms as needed.
- Coordinate with the Band Director(s) and Percussion Instructor(s) purchase of any percussion equipment.
- Coordinate with the Communications Chairperson(s) to ensure that all specific Percussion-related activities, events, and announcements are appropriately reflected in the band Calendar(s), Guard-specific web pages and weekly newsletter(s)
- In February coordinate with the Percussion Instructor(s) the formation of a percussion budget and present them to the President.
- Attend all Board, General Membership and special meetings throughout the year.

Article III. Responsibilities of General Committees

Section 3.01 Middle School Liaison Committee

- Report to President or designee.
- Generate 7th and 8th Grade Data Base through the use of Middle School Information forms taken to the Middle Schools by the Band Director(s) in August.
- Make posters, announcements, and plan ways to involve the 6th, 7th, and 8th graders in our program throughout the year.
- Coordinate Middle School Night at a Football Game including any school planned pep rally.
- Send flyers, permission slips to the schools and mail letters to middle school parents regarding middle school night.
- Whenever possible, coordinate with the Marching, Concert and/or Jazz Band Director(s), Guard and Percussion Instructor(s) and Liaisons an exhibition performance at each feeder middle school some time during the school year.
- Coordinate with the middle school directors and high school Band Director(s) the 8th Grade Band

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Orientation Meeting in January and notify schools, students, and parents of the meeting.

- Coordinate with the Communications Chairperson(s) to ensure that specific middle-school-related website content, calendar events and relevant information is appropriately maintained and distributed via on-line newsletters
- In February, submit a proposed budget for your Committee to the President.

Section 3.02 Band Camp Committee

- Report to the President and Band Director(s)
- Organize all necessary subcommittees, materials, equipment and volunteers necessary to hold Head Start Camp.
- Organize all necessary subcommittees, materials, equipment and volunteers necessary to hold Pre Band Camp and Band Camp including Food and Activities
- Provide Hospitality Suite for Head Start Camp/Pre Band Camp and Band Camp Staff, Chaperones, Equipment
- Coordinate with the Communications Chair Person(s) to ensure that:
 - Band Camp-related dates and activities and requirements are appropriately maintained within Band Calendar(s) and timely distributed to the Association Membership via band website(s), social media pages and weekly newsletter in a timely manner
 - Band-camp photos and videos are displayed via band-owned Digital Media Assets in accordance with the rules as set forth in Article V of this document
- In February, submit a proposed budget for your Committee to the President.

Section 3.03 Nominating Committee

- Report to Band Director
- The Chairperson is selected by the Band Director and the President.
- The Nominating Committee will consist of 3-5 members with preference given to having at least 1 member from each returning grade.
- The Chairperson of the Nominating Committee will select the committee members and will communicate to the Membership the names, telephone numbers and/or e-mail addresses of the Committee members with the notice to call any committee member to relay their desire to hold an office.
- Any voting Member of the Association may submit the name of a qualified nominee to the Nominating Committee for consideration prior to the January General Meeting.
- The Committee will prepare a slate of nominees (“Recommended Slate”) to be presented to the Association at the January General Meeting.
- The Nominating Committee Chairperson shall call nominees informing them of their nomination for an office and of the responsibilities of that office.
- The Parliamentarian shall be a non-voting member of the nominating committee, and shall oversee the election of officers.
- All Nominating Committee discussions are confidential and will not be shared with anyone other than the Nominating Committee members and only members of the Nominating Committee may attend meetings of the committee.
- All Nominees are subject to the Band Director’s approval prior to the Election Meeting.

Section 3.04 Southern Invitational Committee

- Report to President and Band Director(s).
- Organize all necessary subcommittees, materials, equipment and volunteers to put on a respectable marching band contest as outlined in the Southern Invitational Planning Guide.
- Coordinate with the Communications Chairperson(s) to:
 - Ensure that the date for the Southern Invitational is on the school calendar as soon as you are appointed.
 - Review and update content of the Southern Invitational website(s), Social media Pages web

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calendars and newsletters with relevant announcements and content

- In February, submit a proposed budget for your Committee to the President.
- Provide an itemized accounting of all expenses and income to the Board within 60 days following the conclusion of the Southern Invitational.

Section 3.05 Senior Parent Committee

- Report to President and Band Director(s).
- Coordinate Senior Night Activities with the Cheerleader and Football Sponsors.
- Oversee Senior Gift to the School.
- Select with input from senior students Band Camp Activities and Theme Days and coordinate organization and running of the chosen events with the Band Camp Committee.
- Coordinate the Senior Activities at Banquet, including but not limited to:
 - Senior Awards.
 - Collection of senior pictures for Band Banquet video
 - Work with Audio/Visual Committee and Band Banquet Committee in production of the Band Banquet video.
- In February submit a proposed budget for your Committee to the President.

Section 3.06 Various Sub-Committees accountable for large volumes of financial transactions

- Appointed by the President and approved by Band Director(s).
- Applicable to all committees, which run special programs outside of the general fundraising activities, where activities involve large volumes of financial transactions (Cash or Credit).
- Includes (but not limited to) programs such as SCRIP and Spirit-wear.
- Report to the President, Treasurers and Band Director(s).
- Maintain accurate accounting for all transactions and receipts in accordance with the SBBA bylaws and Cobb County Board of Education guidelines.
- Provide monthly accounting of all financial transactions to SBBA Board.
- Work closely with the President and R&D Treasurers to turn over funds to the appropriate SBBA accounts and apply funds to student accounts (where appropriate)
- In February submit a proposed budget for your Committee to the President.

Section 3.07 Budget Committee

- The Budget Committee shall consist of the Band Director(s), President, Vice-President, Treasurer of Receipts, Treasurer of Disbursements, MA, and Fundraising Chairperson(s).
- Collect and compile proposed budgets for each board position, standing committee & general committee.
- Prepare a proposed budget and establish annual budgetary constraints including definition of minor and major expenditures for the coming year.
- Assist Committee Chairperson(s) in preparing proposed budgets for activities throughout the year.

Article IV. Student Credit

Section 4.01 Purpose The purpose of student credit is to provide band students with a means of earning money to pay for uniform fees, trips, and other band activities that must be financed by the imposition of fees and as a means of providing incentives for student participation in projects designed to raise money for the organization.

Section 4.02 Allocation All monies collected from any Association fundraising shall be distributed 80% to student credit and 20% to the General Fund, unless the Board approves a lower General Fund allocation.

Section 4.03 Accounting The Chairperson of each project which provides student credit must submit a report

to the Fundraising Chairperson which shows:

Report A: The total student credit earned by the project. Report B: A report of student credit which shows the student credit earned by each student and whose total agrees with Report A above. The Fundraising Chairperson shall provide a copy of Report A to the R&D Treasurers and a copy of Report B to the MA.

The R&DTreasurers must maintain a separate accounting within the Association's financial records of student credit. The funds within this accounting shall not be available for the Association's use for any purpose except as stated in Article IV, Section 1 above. The total funds in this accounting must be reconciled with the funds shown by the MA on a monthly and yearly basis.

The MA must maintain a record of student credit for each band student. As each Fundraising project is completed Report B shall be used as the basis of crediting each student's account. If any student is in arrears on any fees the MA shall automatically apply any funds in student credit to the arrearage after notifying the member that the transfer will be made. It shall be the MA's responsibility to provide a record of total withdrawals from the account to the R&D Treasurers for each activity. The activity in the account must be reconciled with the R&D Treasurers on a monthly and yearly basis.

At the conclusion of each term of office it shall be the responsibility of the R&D Treasurers and MA to review each student's account. Seniors may use remaining funds on the Band Banquet. Upon request a student may transfer remaining funds to the account of a younger sibling including any eighth grader who intends to join the band the following year. The credit remaining in the account of any graduating senior and any other student who had no activity in the preceding year shall be totaled. The MA shall advise the R&D Treasurers to transfer this amount to the Association general fund.

Section 4.04 Specialized Services At times, certain specialized services may be required to assist the band. If a band parent possesses the specialized skills or licenses for these services they may be compensated in student credits in an amount pre-approved by the Membership.