

# Official By-Laws of PCS Band Boosters, Inc.

A Nonprofit Corporation- IRS 501(c)(3) Public Charity Organization

Approved June 2026

## Article I: Introduction

### **Section I: Definition of Bylaws**

These bylaws set forth the rules adopted by PCS Band Boosters, Inc. to govern and manage its affairs. They supersede and replace all prior bylaws of the corporation.

### **Section II: Purposes and Powers**

The purpose of PCS Band Boosters shall be to exclusively support and enhance the educational and extracurricular programs of the Williams Intermediate School Band, Duran Junior High School Band, and Pell City High School Band. PCS Band Boosters, Inc., is a nonprofit corporation, tax-exempt charity organization under IRC Section 501(c)(3), 170(b)(1)(a)(vi). Its primary objectives are:

- A. To collaborate with the band director and school administration to identify and address the needs of the band program.
- B. To lend moral and financial support to the William Intermediate Band, Duran Junior High School Band and Pell City High School Band.
- C. To assist in funding and facilitating activities, events, and trips that enrich the band's educational and performance opportunities.
- D. To provide financial support for the band through fundraising, sponsorships, and donations.
- E. To enjoy the fellowship of other Band Boosters and all the Band members.

PCS Band Boosters, Inc. shall function solely for the charitable and educational purposes of supporting Williams Intermediate School Band, Duran Junior High School Band, and Pell City High School Band Programs, in compliance with the regulations governing 501(c)(3) nonprofit organizations.

## Article II: Offices

### **Section I: Principal Location**

- A. The principal place of business of this corporation in Alabama will be located at 1300 Cogswell Ave, Pell City, AL 35125. In addition, the corporation may maintain other offices either within or without the State of Alabama, as its business requires.

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## Section II: Location of Register Office/Mailing Address

- A. The location of the initial registered office of this corporation is PO Box 1652, Pell City Alabama 35125. Such office will be continuously maintained in the State of Alabama for the duration of this corporation. The Board of Directors may from time to time change the address of its registered office by duly adopted resolution and filing the appropriate statement with the State.

## Article III: Membership

### Section I: Eligibility

- A. PCS Band Boosters membership(s) is open to all parents, grandparents, and legal guardians of students participating in any of the Pell City Band Programs.

### Section II: Levels of Memberships

#### A. Voting Members

##### **Definition**

Voting Members are individuals who pay annual PCS Band Boosters membership dues and remain current on all required fees.

##### **Voting Eligibility Requirements**

To maintain voting status, a member must be considered *active*.

##### **Active Member Criteria**

An active member is defined as one who meets the following requirements:

##### **Meeting Attendance:**

Attends booster meetings throughout the 12-month period without missing two consecutive meetings, except in extenuating circumstances (such as death in the family, hospitalization, or severe illness).

##### **Participation:**

Participates in at least two-thirds (2/3) of all band functions that require PCS Band Boosters assistance.

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## B. Nonvoting Members

### Definition

Nonvoting Members are individuals who support the band programs but have not paid current membership dues and/or outstanding band fees from the previous year.

### Participation

Nonvoting Members are welcome and encouraged to remain involved in PCS Band Boosters activities. They may:

- Attend booster meetings
- Assist with band-sponsored events and activities

### Examples of Activities Include (but are not limited to):

- Concession stand clean-up day
- Family Night
- Football concessions
- Pell City Marching Festival
- Fundraising events
- Other activities organized by the booster club

## C. Honorary Membership

### Definition

Honorary Membership is granted to businesses and individuals who have supported the band through sponsorship.

### Status

Honorary Members are classified as nonvoting members.

### Review Process

The Board of Directors will review and update the Honorary Membership list annually.

## Section III: Membership Fees and Standing

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## **A. Membership Fees**

Annual membership fees are as follows:

- Individual Membership: \$25.00 (includes one (1) band booster t-shirt)
- Family Membership: \$50.00 (includes two (2) band booster t-shirts)

Fees are subject to revision prior to the start of each fiscal year.

## **B. Membership Status and Revocation**

Membership may be revoked or terminated at any time for the following reasons:

- Misconduct
- Failure to meet volunteer participation requirements
- A student's withdrawal from the band program

## Article IV: Fiscal Year

Fiscal year is from Jan 1<sup>st</sup> until December 31<sup>st</sup>.

## Article V: Quorum

### **Section I: Quorum of Directors**

#### **Definition of Quorum**

A quorum is established when a majority of the directors are present.

## Article VI: Directors

### **Section I: Classification of Directors**

#### **A. Purpose and Authority**

The Board of Directors is responsible for managing the business and affairs of the Corporation, in accordance with applicable law, the Articles of Incorporation, and these Bylaws.

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## **B. Composition**

The Board of Directors shall include the following members:

- Executive Officers of the PCS Band Boosters (as described in Article VII)
- Director of Bands
- Associate and/or Assistant Director(s) of Bands
- Principals of the Junior High and High Schools
- Ex officio members
- Standing committee chairpersons

## **C. Authority for Expenditures**

The Board of Directors may approve unanticipated expenditures on behalf of the PCS Band Boosters when:

- Time constraints require immediate action; and/or
- Sufficient funds are available

Such expenditures must not exceed previously established financial limits set by the PCS Band Boosters.

## **Section II: Duties of Board Members**

### **A. General Responsibilities**

Board Members are responsible for conducting all necessary PCS Band Boosters business through their roles as Committee Chairpersons and by supporting band projects and functions throughout the year.

### **B. Collaboration and Participation**

Board Members are expected to:

- Work collaboratively as a team on fundraising activities
- Share in all Booster responsibilities
- Actively support and participate in band-related events and initiatives

### **C. Decision-Making and Oversight**

Board Members shall:

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- Review and approve plans presented by committees
- Approve gift selections for Band Directors and special occasions
- Review and approve Honorary Memberships on an annual basis

## **C. Advocacy and Communication**

Board Members will promote participation in PCS Band Boosters activities and ensure understanding of items approved by the Board.

## **Section III: Vacancies**

### **A. Filling Vacancies**

Vacancies on the Board of Directors shall be filled by appointment by the remaining Directors.

### **B. Term of Service for Appointees**

An individual appointed to fill a vacancy shall serve as a Director until a successor is elected by the membership. The election may occur at the next regular meeting or at a special meeting called for that purpose.

### **C. Eligibility Requirement**

Any individual appointed to fill a vacancy must be an active member of the PCS Band Boosters.

## **Article VII: Officers and Elections**

### **Section I: Elected Officer Qualifications**

#### **A. Eligibility and Term of Office**

To be eligible for an elected officer position, an individual must:

- Be a parent or legal guardian of a current band member
- Have been a Voting Member, as defined in the Membership Article III for at least one year

The elected officers of the PCS Band Boosters shall include:

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- President
- Vice President
- Secretary
- Treasurer
- Concession Chair

Officers shall serve a term beginning May 1 of the election year and ending April 30 of the following year.

## **B. Transition of Officers**

Outgoing officers are required to attend the first meeting of the new term to assist with the transition of duties and to complete any remaining business.

## **Section II: Elections**

### **A. Election Timing and Process**

- Nominations shall be held annually at the March meeting of the PCS Band Boosters.
- Elections shall be held annually at the April meeting of the PCS Band Boosters.

### **B. Nominating Committee**

The Nominating Committee shall:

- Consist of four (4) PCS Band Booster members
- Be appointed by the President
- Work in coordination with the Vice President, who serves as Chairperson

The Vice President shall notify members of the opportunity to express interest in serving and being considered for nomination. The committee will then prepare a recommended slate of candidates for each elected position.

### **C. Candidate Nominations**

- The Vice President will present eligibility requirements and the proposed slate of candidates at the nomination meeting.

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- Additional nominations may be made from the floor, during the nomination meeting, provided the nominee meets all qualifications.
- Each nominee must give consent before being placed on the ballot

## **D. Voting Eligibility and Procedures**

- The Vice President shall review the requirements for Voting Member status prior to voting
- Voting will be conducted by secret ballot when more than one candidate is nominated for a position
- A majority vote of Voting Members present is required for election
- Votes shall be counted by the Vice President and the Band Directors. If the Vice President is a candidate on the secret ballot, a member of the Nominating Committee shall count votes in the Vice President's place.

## **E. Announcement of Results**

The President shall announce the election results at the conclusion of the meeting.

## **F. Attendance Requirement**

Voting must be conducted in person. Proxy voting shall not be permitted, and members must be present to cast a ballot.

## **Section III: Removal from an Elected Position**

### **A. Grounds for Removal**

An individual serving in an elected Board position may be subject to removal for any of the following reasons:

- Absence from two (2) consecutive meetings without extenuating circumstances (such as hospitalization, severe illness, or death in the family)
- Failure to participate in at least two-thirds (2/3) of required Booster activities
- Misconduct
- Disruptive or inappropriate behavior

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## **B. Approval Process**

Removal must be approved by at least seventy-five percent (75%) of the members of the Board of Directors.

## **C. Notification**

The Secretary shall provide written notice of the removal on behalf of the Board.

## **D. Filling the Vacancy**

Any resulting vacancy shall be filled in accordance with the established procedures for Board vacancies outlined in these bylaws.

## **Section IV: President**

### **A. Selection and Authority**

The President shall be elected by a majority vote of the Voting Members of the PCS Band Boosters and shall serve as the chief executive officer of the organization.

The President shall:

- Preside over all meetings of the Board of Directors and the general membership
- Provide general supervision and active management of the organization's business and affairs
- Ensure that all orders and resolutions of the Board are properly carried out

### **B. Responsibilities**

The President is responsible for:

- Presiding at all PCS Band Boosters meetings
- Appointing all committee chairpersons, subject to Board approval
- Promoting cooperation within the organization and among the band programs
- Calling meetings of the PCS Band Boosters when necessary or when requested

### **C. Committee Involvement**

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- The President shall serve as an ex officio member of all committees, except the Nominating Committee during the officer selection process
- The President-Elect shall participate on the Nominating Committee for the purpose of selecting committee chairpersons for the upcoming year

## **D. Executive Board Role**

The President shall serve as Chair of the Executive Board/Committee.

## **Section V: Vice President**

### **A. Role and Authority**

The Vice President shall perform the duties and exercise the authority of the President in the President's absence or inability to serve. If the President is unable to complete the term of office, the Vice President shall assume the Presidency, creating a vacancy in the office of Vice President.

### **B. Responsibilities**

The Vice President is responsible for:

- Serving as Chair of the Membership Committee
- Working with the Secretary to provide enrollment materials and promote membership across the Pell City Schools Band Programs
- Serving as Chair of the Nominating Committee, as appointed by the President
- Organizing the Nominating Committee to prepare a slate of qualified candidates for elected positions
- Presenting the ballot of candidates at the election meeting

### **C. Election Duties**

The Vice President shall:

Participate in counting votes alongside the President and Band Director

- Announce the election results to the membership

### **D. Executive Board Role**

The Vice President shall serve as a member of the Executive Board/Committee.

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## Section VI: Secretary

### A. Recordkeeping and Communication Responsibilities

The Secretary is responsible for maintaining accurate and complete records of the organization. Duties include:

- Recording minutes of all meetings
- Reading minutes at the subsequent meeting for approval
- Maintaining attendance records for meetings and volunteer activities to verify active member status
- Keeping the President informed of all correspondence
- Serving as the official correspondent for the PCS Band Boosters

### B. Membership Records

The Secretary shall maintain and prepare membership lists for all band program groups, including but not limited to:

- Marching band
- Concert band
- Jazz band
- Pep band
- Auxiliary
- Ensembles
- Drum line
- Winterguard
- Junior High bands
- Any additional band-related groups

All records shall be made available upon request.

### C. Executive Board Role

The Secretary shall serve as a member of the Executive Board/Committee.

## Section VII: Treasurer

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## **A. Financial Responsibilities**

The Treasurer is responsible for maintaining accurate and complete financial records of all PCS Band Booster funds. Duties include:

- Recording all receipts and expenditures
- Submit annual surety bond renewal.
- Submit monthly and quarterly expenditure reports to the PCHS bookkeeper.
- File federal tax return with PCS Band Booster CPA.
- File quadrennial AL Department of Revenue sales tax exemption filing.
- Providing a detailed financial report at each monthly meeting, including:
  - Bank statements
  - Itemized lists of all transactions, with amounts and purposes

## **B. Disbursement Procedures**

- All checks in excess of \$1000.00 must bear the signatures of two Executive Board officers unless prior approval has been granted in previous board meeting.
- No check in the amount of \$500 or more may be issued without prior approval from the Executive Board

## **C. Fund Handling and Accountability**

- The Treasurer, together with another officer or designated Board member, shall be responsible for counting and securing all funds following fundraising activities
- All financial records shall be made available upon request

## **D. Executive Board Role**

The Treasurer shall serve as a member of the Executive Board/Committee.

## **Section VIII: Concession Chair**

### **A. Operational Responsibilities**

The Concession Chair is responsible for overseeing the operation of all concession stands. Duties include:

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- Staffing (recruiting and organizing volunteers)
- Purchasing supplies and inventory
- Maintaining inventory levels
- Stocking and restocking concession items
- Ensuring proper cleaning and upkeep of all concession areas

## **B. Event-Specific Responsibilities**

- Oversee inventory purchases for the Pell City Marching Festival
- Coordinate concession operations for all applicable band events

## **C. Financial Coordination**

The Concession Chair shall work closely with the Treasurer to maintain accurate financial records of all concession-related purchases and transactions.

## **D. Executive Board Role**

The Concession Chair shall serve as a member of the Executive Board/Committee.

## Article VIII: Committees

### **Section I: Committee Chairpersons**

#### **A. Eligibility Requirements**

Committee Chairpersons must:

- Be PCS Band Booster members in good standing
- Be a parent, grandparent, or legal guardian of a student participating in the band program

#### **B. Role and Responsibilities**

Committee Chairpersons:

- Serve as members of the Board of Directors
- Work collaboratively with the Executive Officers to support band operations

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## **C. Selection and Term**

- Chairpersons are appointed by the elected President, subject to approval by the Band Director
- Terms of service run from May 1 of the appointment year through April 30 of the following year

## **D. Committee Structure**

- Band Directors shall serve as ex officio members of all committees
- The President may establish additional committees as needed to support band operations
- Only committee chair positions specifically identified in these bylaws shall be formally recognized

## **Section II: Budget Committee**

### **A. Composition and Purpose**

The Budget Committee shall consist of the following members:

- President
- Treasurer
- Concession Chairperson
- Band Director

The committee is responsible for developing and establishing the annual budget for the PCS Band Boosters, taking into consideration all aspects of band operations.

### **B. Reporting**

The proposed budget shall be:

- Presented to the Board of Directors in July
- Presented to the general membership at the regular meeting in August

## **Section III: Chaperone Committee**

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## **A. Purpose and Composition**

The Chaperone Committee shall consist of individuals selected by the Committee Chairperson in coordination with the Band Director. The committee is responsible for supervising students during band travel.

## **B. Chairperson Responsibilities**

The Chairperson shall:

- Provide committee members with emergency procedures
- Ensure all members are informed of applicable School Board policies

## **C. Eligibility Requirements**

To qualify as a chaperone, individuals must:

- Be active PCS Band Booster members
- Have a current background check on file as required by the Pell City School System.
- Read and signed the Chaperone Handbook
- Demonstrate prior participation in Booster activities, including but not limited to:
  - Clean-up day
  - Family Night
  - Football concession operations

## **Section IV: Concession Committee**

### **A. Purpose and Responsibilities**

The Concession Committee consists of PCS Band Booster members who work under the direction of the Concession Chairperson. The committee is responsible for supporting concession operations and related activities, including:

- Operating both main and auxiliary concession stands
- Providing meals during Band Camp
- Managing concessions for JV and 7th/8th grade football games
- Coordinating Friday night band dinners
- Providing refreshments for visiting bands and the Band of Gold

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## **B. Volunteer Staffing**

Committee members shall assist in recruiting and organizing volunteers for various roles, including:

- Service windows
- Runners
- Beverage preparation
- Food preparation and wrapping
- Dishwashing
- Cooking
- Cleanup

## **C. Supply Coordination**

Individuals assigned to specific areas are responsible for:

- Monitoring inventory and supply levels
- Notifying the Chairperson of supply needs prior to each event

## **D. Cash Handling**

- All funds collected during events shall be counted after each event by the Treasurer and another Board member
- Student volunteers are prohibited from cash handling.

## **E. Reporting and Coordination**

The Chairperson shall:

- Work with the Treasurer and President to communicate supply needs
- Submit receipts for all purchases
- Provide feedback on operations, including areas of success and opportunities for improvement

## **Section V: Marching Festival Committee**

### **A. Leadership and Purpose**

The Annual Pell City Marching Festival shall be planned and coordinated by two (2) Chairpersons.

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## **B. Committee Composition**

The committee shall consist of:

- Members of the Board of Directors
- Additional individuals designated by the Chairpersons

## **C. Planning and Budget Responsibilities**

The Chairpersons are responsible for:

- Planning and organizing all aspects of the festival
- Operating within the approved budget
- Identifying and coordinating any additional funding needs

## **D. Approval Process**

- All festival plans must be submitted to the Board of Directors for review and approval
- Once approved by the Board, plans shall be presented to the PCS Band Boosters membership

## **Section VI: Uniform Committee**

### **A. Purpose and Responsibilities**

The Uniform Committee is responsible for the management and distribution of band uniforms. The Chairperson shall:

- Coordinate volunteers to distribute uniforms during band camp, at a time designated by the Band Director
- Maintain accurate records of all issued uniform items, including hats, coats, pants, and other assigned pieces

### **B. Maintenance and Alterations**

The Committee shall:

- Perform repairs and alterations as needed
- Ensure uniforms are properly fitted and maintained throughout the year

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## **C. Cleaning and Care**

The Chairperson shall:

- Arrange for uniform cleaning prior to picture day and the first football game
- Schedule additional cleanings as needed, within the approved budget

## **D. Organization and Tracking**

The Chairperson shall:

- Prepare dressing room or section lists to help section leaders identify assigned uniform numbers quickly
- Work with section leaders and Uniform Managers to ensure all uniforms are accounted for after band events

## **Section VII: Transportation and Equipment Support**

### **A. Purpose and Responsibilities**

The Transportation and Equipment Support Committee is responsible for coordinating the transport of large instruments and props to and from competitions, parades and football games.

### **B. Loading and Unloading**

The Chairperson and committee members shall:

- Work with students to load equipment and props prior to events
- Assist with unloading equipment and props following all events

### **C. Sideline Organization**

The Chairperson, committee members, and students shall:

- Organize and maintain equipment and props on the sidelines during football games and competitions

## **Section VIII: Auxiliary/Winterguard Committee**

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## **A. Purpose and Coordination**

The Chairperson shall work closely with the Auxiliary/Winterguard Sponsors and the PCS Band Booster Board to support the needs of the auxiliary programs.

## **B. Program Support**

The Committee shall:

- Support activities of the majorettes, colorguard, dance line, and winterguard
- Assist with coordinating uniforms, flags, accessories, and other program needs.
- Coordinate with the Treasurer on financial oversight of the auxiliary and winterguard programs.

## **C. Fundraising**

The Committee shall:

- Plan and coordinate fundraising efforts to support auxiliary and winterguard programs

## **Section IX: Prop Crew**

### **A. Purpose and Planning**

The Chairperson shall work with the Band Directors and Executive Board to:

- Plan prop designs
- Develop and manage budget needs for the upcoming season's show

### **B. Construction and Maintenance**

The Committee shall:

- Assist in constructing props
- Maintain and repair props throughout the season

## **Section X: Hospitality Committee**

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## **A. Purpose and Oversight**

The Chairperson shall oversee band-hosted special events, including but not limited to:

- Marching Festival hospitality room
- Jazz Night
- Senior Night
- Coordinated budget with the Treasures and approval of the Executive Board.
- Other related events

## **B. Event Support**

Committee members shall assist the Chairperson in:

- Planning, organizing, and coordinating all hospitality-related activities

## **Section XI: Feed the Band Committee**

### **A. Oversight**

This committee shall be overseen by the PCS Executive Board.

### **B. Responsibilities**

The Board, in coordination with the committee, shall provide meals and refreshments for students and staff, including but not limited to:

- Band Camp meals and snacks
- Friday night band dinners
- Third-quarter snacks for the Band of Gold
- Water for visiting bands during varsity games
- Water for the Band of Gold during varsity games
- Water for DJHS Band during Thursday night games
- Meals for DJHS Band during Thursday night games
- Any additional student food or beverage needs throughout the season

## **Section XII: Ways and Means Committee**

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## **A. Fundraising Oversight**

The Chairperson is responsible for coordinating, reviewing, and recommending fundraising activities to the Executive Board and Band Directors.

## **B. Fundraiser Execution**

The Committee shall:

- Organize and carry out all approved fundraising activities

## **C. Compliance and Approval**

The Chairperson shall:

- Work with the President to obtain required fundraiser documentation
- Ensure all fundraising policies and guidelines are followed

## **Section XIII: Scholarship Committee**

### **A. Oversight**

The Scholarship Committee shall be overseen by the current PCS Executive Board and the Band Directors.

## Article IX: Scholarship

### **Article IX: Scholarships**

#### **A. Award Overview**

Each year, the PCS Band Boosters may award up to two (2) scholarships to eligible band students. Scholarships are presented at the annual Band Banquet, and the award amount is determined by the Board of Directors.

#### **Section I: Eligibility Requirements**

To be eligible for a scholarship, applicants must:

- Be a graduating senior enrolled in the band program
- Plan to attend an accredited college or university

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- Intend to pursue a major or minor in music and/or participate in a music program and/or marching band at a college or university.

## **Application Requirement**

- A completed application must be submitted to the senior counselor's office by the established deadline

## **Section II: Selection Process**

### **A. Review of Applications**

- All applications shall be reviewed by the Scholarship Committee
- If needed, the Counselor's Office may assist in the selection process

### **B. Announcement of Recipients**

- Selected recipient(s) will be reported to the counselor's office
- Recipients will be notified and publicly announced at the Band Banquet

## **Section III: Payment of Scholarship**

### **A. Distribution of Funds**

- Scholarship funds will be issued directly to the student in the form of a check upon verification of enrollment

### **B. Proof of Eligibility**

Recipients must provide:

- Proof of enrollment in an accredited college or university
- Verification of participation in the institution's music program

## Article X: Amendments

### **Section I: Amendments**

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## **A. Review of Bylaws**

To ensure continued effectiveness and support of the band program, these bylaws shall be reviewed every three (3) years.

## **B. Amendments Between Reviews**

Amendments may be proposed and adopted at any time, prior to the scheduled review period.

## **C. Proposal Process**

- All proposed amendments must be presented to the PCS Band Boosters Board of Directors and Band Directors at a Board meeting for discussion

## **D. Approval Process**

- A majority vote of the Board of Directors at the following Board meeting is required to adopt any proposed amendment