

BYLAWS
NEW MANCHESTER BAND BOOSTER CLUB, INC.
A NON-PROFIT CORPORATION
2023-2024 School Year

	ARTICLES I Offices
1.01	Location The principle office of the corporation in the State of Georgia shall be located in the City of Douglasville, County of Douglas.
1.02	Mission and Objective Mission: The mission of New Manchester Band Boosters, Inc. shall be to support the activities and promote interest in the New Manchester High School Band and ensembles, hereafter referred to as the "Band." The Boosters shall not interfere in any way with the officials of the New Manchester High School Band nor the administration of the band program. Objective: The organization shall function as a non-profit organization and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code. The organization shall endeavor to raise and solicit funds for the NMHS Band program. All such funds raised or solicited by the organization shall be used exclusively for those programs, and all such funds shall be extended without personal gain to any member of the organization. There shall be no distribution of profits or funds directly to any member for use other than band business.
1.03	Membership Qualifications Booster membership is for any current or former parents and/or guardians and band directors of students currently enrolled or alumni of the band programs at New Manchester High School. Membership is open to non-parents by majority vote of the Executive Board.
1.04	Dues Annual membership dues of band booster parents will be for the school year commencing in August and ending in May of the following year. A member is considered to be in good standing upon payment of annual membership dues (\$25) as determined by the Executive Board.
1.05	Non-voting Membership Non-voting membership shall be open to anyone in the community interested in the development, promotion and support of The Band, its auxiliary, its activities and functions. The Executive Board may establish reasonable dues to the active membership to members of the community, including alumni.
1.06	Rights All the rights and privileges, including voting and the ability to hold office, will be given to members who have paid annual membership dues and are currently in financial good standing with both the school and the New Manchester Band Boosters, Inc.
1.07	Termination of Membership Booster Membership of the parent or guardian is automatically terminated upon graduation of the student from New Manchester High School or withdrawal from the band program. Refer to paragraph 1.03 for participation beyond graduation from the program. Membership of any booster can also be terminated by a majority vote from the Executive Board should a member of the boosters display conduct, behaviors, tempers and or actions deemed detrimental to the operations of the NMHS Band Booster Organization or NMHS Band program. Any member of the Boosters that is in violation of the above conduct policy may be expelled by a two-thirds vote of the Executive Board after the following steps have been taken: a. The Booster President meets with the member to discuss and resolve the situation.

	b. The Executive Board meets with members to discuss and resolve the situation. Note: Every member has the right to defend his/her actions to the Executive Board. A member who has been expelled or suspended from the Band Boosters for any cause may, upon recommendation of a member and approval by two-thirds vote by the Executive Board, be reinstated after a period of at least 2 band booster meetings.
1.08	Reinstatement The Executive Board, meeting in regular session, may, by the affirmative vote of two-thirds of the members of the Board, reinstate such former members to membership on such terms as the Executive Board may deem appropriate upon written request signed by a former member and filed with the Secretary.
1.09	Transfer of Membership Membership in this corporation is not transferable or assignable.
	ARTICLES II Meeting of Members
2.01	Regular Business Meetings (RBM) The monthly meetings shall be the second Tuesday of every month whenever feasible given the school and band calendar. Monthly meetings shall be for the purpose of event updates, volunteer schedule, monthly financial reports, fundraising, electing officers, committee chairs, and for the transaction of other business as may come before the boosters at large. If the election of chairpersons shall not be held on the day designated for any annual meeting, or at any adjournment thereof, the Executive Board shall cause the election to be held at a special meeting of the members as soon thereafter as possible.

2.02	Special Business Meetings (SBM) Special meetings may be called by the President or the Executive Board in consultation with the president.
2.03	Place of Meeting The Executive Board may designate any place, either within or outside the State Of Georgia, as the place of meetings for any regular business meeting or for any special meeting called by the Executive Board. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be in the State of Georgia; but if all of the members shall meet at any time and place, either within or outside the State of Georgia and consent to the holding of a meeting, such meeting shall be valid without call or notice and at such meeting any corporate action may be taken.
2.04	Notice of Meeting Written, printed, electronic or verbal notice stating the place, day and hour of any meeting of members shall be posted not less than ten days before the date of such meeting, by or at the direction of the President, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or these bylaws, the purpose for which the meeting is called shall be stated in the posting.
2.05	Informal Action by Members Any action required by law to be taken at a meeting of the members or any action which may be taken at a meeting of the members may be taken without a meeting, if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

2.06	Quorum The members present at a regularly scheduled meeting of the Boosters and at least one Band Director shall constitute a quorum.
2.07	Proxies At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member or by his/hers duly authorized attorney-in-fact. No proxy shall be valid after eleven months from the date of its execution, unless provided in the proxy.
2.08	Voting by Electronic Device Where officers are to be elected by members or any class or classes of members such election may be conducted by electronic device in such manner as the Executive Board shall determine.
2.09	Budget An operating budget identifying fundraising projects and purposes for which the funds are being raised will be prepared by the Executive Board along with the Director of Bands and presented to the general membership in August of each year.
	ARTICLE III Executive Board
3.01	General Powers The affairs of the corporation shall be managed by the Executive Board.
3.02	Number, Tenure and Qualifications The number of officers shall be not less than seven (7) and may be any number greater as deemed necessary to conduct the business of the Corporation by the current Executive Board. Each officer shall hold office until the next annual meeting of members and until his/her successor shall have been elected and qualified. Terms of office correspond with fiscal year. At least one officer need not to be a resident of Georgia, but all officers must be members in good standing (e.g., dues) and actively participate on a Band Booster Committee.
3.03	Regular Meetings The Executive Board may provide by resolution the time and place, either within or outside the State of Georgia, for the holding of additional regular meetings of the Executive Board without other notice than such resolution. Non-Board members attending a regular meeting may only participate if placed on the agenda prior to the meeting. Provide Band Director(s) with the Executive Board minutes after each meeting.
3.04	Special Meetings Special meetings of the Executive Board may be called by or at the request of the President or any two Officers. The person or persons authorized to call special meetings of the board may fix any place, either within or outside the State of Georgia, as the place for holding any special meetings of the Executive Board called by them.

3.05	Notice Notice of any special meeting of the Executive Board shall be given at least one day previously sent by email, text, home phone or cell phone to each board member as shown by the records of the corporation by the Secretary or other Board member. Any officers may waive notice of any meeting. The attendance of an officer at any meeting shall constitute a waiver of notice of such meeting, except where a member attends a meeting for express purpose of objecting to the transaction of any business because the meeting is not lawfully called or concerned. Neither the business to be transacted, nor the purpose of any regular or special meeting of the Executive Board need be specified in the notice or waiver of notice of such meeting, unless specifically required.
3.06	Meeting Expectations Executive Board Members shall be expected to be active members. When a Board member fails to attend three (3) consecutive meetings without extenuating circumstances, or is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the Executive Board determines to be injurious to the organization or its purposes, the Executive Board may, by a two-thirds (2/3) vote, take such action as it determines appropriate. The Executive Board shall be empowered to appoint a replacement. Should the removed Executive Board member be an officer, the Executive Board may appoint a temporary replacement until the matter of filling the position can be addressed through the normal election procedure.
3.07	Quorum Unless otherwise provided in the resolution of the Executive Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
3.08	Manner of Acting The Executive Board present at a meeting at which a quorum is present shall permit the Executive Board to conduct business, unless a greater number is required by law or by these Bylaws to act.
3.09	Vacancies Any vacancy occurring in the Executive Board shall be filled by the Executive Board. Booster members elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.
3.10	Compensation Officers as such shall not receive any stated salaries for their services as a member of the Executive Board.
3.11	Voting Each member of the Executive Board shall have one vote and shall be a member in good standing with the Association (e.g., all dues up to date).
3.12	Special Elections In the event that the boosters are unable to come to a consensus and/or there are no nominations for any said position, it shall be at the discretion of the band director(s) to appoint positions to the executive board and/or committees as deemed necessary. Alumnae Boosters may be allowed to return and assist where needed, at the expressed discretion and permission of the band director(s)

3.13	Actions Any action required by law to be taken at a meeting of officers, or any action, which may be taken at a meeting of officers, may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by all the officers.
	ARTICLE IV Executive Board
4.01	The Elected Officers President, Vice President(s), Secretary, Treasurer, Co-Treasurer(2), Director of Revenue, Public Relations, and Events shall not be a school district employee working in administration or at New Manchester High School.

4.02	Tenure The tenure for officers including President, Vice President(s), Treasurer, Co-Treasurer(2), Secretary, Director of Revenue, Director of Public Relations, and Director of Events shall be up to three years in the same position. These terms should be staggered. A person can be re-elected into a prior position by majority vote.
4.03	Removal Any officer elected or appointed by the Executive Board may be removed by motion and majority secret ballot vote, at any meeting of the Board. Whenever the Executive Board deems the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer removed.
4.04	Resignation An officer may resign at any time by delivering written notice to the President. A resignation is effective when the notice is received unless the notice specifies a future date. If resignation is made effective at a future date and the President accepts the future effective date, the Executive Board may fill the pending vacancy prior to the effective date if the Executive Board stipulates that the successor does not take office until the effective date.
4.05	Vacancy A vacancy in any office because of death, resignation, disqualification or otherwise, may be filled by the Executive Board for the unexpired portion of the term.
	Article V Duties of Officers
5.01	President The President shall be the principal executive officer of the booster organization and of the Executive Board. He or she shall in general supervise and control all of the business and affairs of the band boosters. He or she may sign, with the Secretary and any other proper officer of the organization any contracts or other instruments which the Executive Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board or by these Bylaws. • Preside at all meetings of the organization • Resolve problems in the membership • Regularly meet with the treasurer of the organization to review the organization's financials and budget preparation with treasurer and band director. • Schedule annual audit of records or request an audit if need should arise during the year. • Appoint other committees as deemed necessary by the Executive Board..

	● Gather and disseminate information and announcements from the various committees and Band Directors to the parents when needed. ● Develop Executive Board nominations with Band Director(s). ● Work with the Athletic Director and school administration. ● Support and promote the band in all capacities.
5.02	Vice President In the absence of the President or in the event of his or her inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice President in order of their election) shall perform the duties of the President, and when so acting shall have all the powers subject to and all the restrictions upon the President, any Vice President or Executive Board. Other duties include: ● Assist the president with appointing and training of committee coordinators and make them aware of the requirements of their committee. ● Oversee the committee coordinators. ● Serve as chairman of the by-laws review committee. ● Send yearly donation solicitation communication to all band booster parents. ● Maintain a database of email addresses and phone numbers for all band parents and students. This database is for Band Director(s) and Executive Board use only.
5.03	Treasurer  The treasurer is the authorized custodian of the funds of the organization. If required by the Executive Board, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Executive Board shall determine. He or she shall have charge and custody of and be responsible for all funds and securities of the organization. The treasurer shall monitor the booster's Paypal account, bank card, bank account, CashApp, and bank reconciliation. ● Receive and give receipts for moneys due and payable to the organization from any source whatsoever, and deposit all such moneys in the name of the organization in such banks or other depositories. ● Keep an accurate and detailed account of all receipts and expenditures; preserve all vouchers, receipts, statements, and canceled checks according to Internal Revenue Code guidelines. ● Submit a report for approval at regular meetings of the Executive Board and general membership. This should include: balance on hand, deposits, and expenditures since the last meeting and the most recent bank statement. ● Request and maintain W9's for all staff members and provide 1099's at year's end. ● Keep calendar year financial reporting and prepare a form 990 tax return at year's end. ● Make disbursements by check as authorized by the Executive Board in accordance with the budget adopted by the band boosters. ● Recruit and train co-treasurer ● Ensure that all officers are signatures on the checking account. Ensure that all checks for non-budgeted items over \$1,000.00 have prior approval of the Executive Board, unless the expense is previously approved by the Executive Board or part of a contract stipulation (i.e for band trips). Approvals by two officers of the Executive Board for electronic payments will be maintained for amounts over \$1,000.00. ● Reconcile and ensure all bank statements are received and resolve any discrepancies with the bank immediately. ● Coordinate with the Director of Revenue on funds to be disbursed to student accounts. ● Coordinate an annual budget meeting with external CPA.

5.04	 Co-Treasurer The authorizer of the funds of the organization. He or she shall attend all meetings, assist the treasurer with various finances, handle deposits, etc. • Receive and give receipts for moneys due and payable to the organization from any source whatsoever, and deposit all such moneys in the name of the organization in such banks or other depositories. • Keep an accurate and detailed account of all receipts and expenditures; preserve all vouchers, receipts, statements, and canceled checks according to Internal Revenue Code guidelines. • Submit a report for approval at regular meetings of the Executive Board and general membership. This should include: balance on hand, deposits, and expenditures since the last meeting and the most recent bank statement. • Assist in tracking monies from concessions, fundraising, and events. • Provide appropriate reporting to the treasurer. • Assist in monitoring overall compliance with cash handling policy. • Attend monthly meetings with the treasurer to discuss financials.
5.05	Secretary The Secretary shall keep accurate minutes of the meetings of the members and of the Executive Board; Responsible for giving all notices in accordance with the provisions of these bylaws or as required by law; be custodian of the organization records and of the seal of the organization, and affix the seal of the organization to all documents. The Secretary should be well versed and familiar with the updated Robert's Rules of Order. • Keep a register of the post-office address of each member as furnished to the Secretary by the New Manchester High School District; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Vice President. • Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing. • Maintain an active "action items" list and report on those actions that are pending. • Create and submit all public relations and communications noted or provided by the booster club and work with the Director of PR. • Conduct and report on all correspondence on behalf of the organization. • Maintain Student database. • Maintain a current inventory of all physical assets.
5.06	Director of Revenue The Director of Revenue shall handle fundraising, sponsorship, and other revenue generating activities. The duties include, but are not limited to the following: • Oversight for planning preparation, and completion of all organized and ad-hoc fund raising programs. • Maintain sponsor tracking to include communication to band updates, thank you notes, event invites, etc. • Provide Sponsor list and/or logo for placement in Programs/Brochures and website. • Send copies of all programs and brochures to Sponsors with a cover letter. • End of year Thank You's (letters/photos/plaques). • Provide funding updates to the treasurer on a monthly basis. • Solicit sponsorship opportunities to individuals and businesses.

5.07	Director of Public Relations The Director of Public Relations is responsible for all things pertaining to but not limited to the band's public image. The Director of PR is required to work directly with the Director of Bands to ensure that the local media, administrators, etc. are aware of any and all awards, accolades, and honors the band and members receive. • Responsible for any and all publications, flyers, and/or notifications that pertain to the band; such as new business, current booster events, contest, and fundraising. • Responsible for maintaining and updating any and all social media. • Assist with the organization of school wide events, organization related promotional items. • Media communication and coordinate photography. • Assist with tracking volunteer hours and sign-ups using a database system.
5.08	Director of Events He or she will provide supervision for: all planning and preparation, facility scheduling and calendaring, technology requests, and implementation of all special events hosted or provided by the booster club. These events may create revenue but are generally not significant fundraisers. They would include, but not be limited to events such as banquets, Jaguar Classic, Registration, and senior events. • Provide event updates to the President on a monthly basis. • Recruitment of event committee and donations for each event. • Assist with preparation of End of year Thank You (letters/cards/plaques/awards) needed by Band Director(s) and for volunteers. • Attend monthly Executive Board and booster meetings. • Communicate or coordinate with the sponsorship committee.
5.09	All Officers Duties A. Deliver reports to the Executive Board or membership as requested or needed. B. Solicit volunteers to aid in the accomplishment of the duties of his/her office.
	ARTICLE VI Elections
6.01	Nominating Committee A nominating committee of three (3) members, appointed by the President in January, will make nominations for the Executive Board. The committee will submit a list of nominees by the end of February. The Vice President should be a member of this committee.
6.02	Voting Nominees shall be presented to the general membership for voting. Nominations may also be made at this time, provided consent of the nominees can be secured. The officers of the Executive Board shall be elected by majority vote of the members of New Manchester Band Booster general membership. Voting shall be as dictated by the President and Directors by secret ballot or virtual poll.

6.03	Petition In the event a petition requesting a recall of any officer and signed by at least one-third ($\frac{1}{3}$) of the membership of the New Manchester Band Booster is delivered to the President, Vice President, Secretary, or Band Director, the membership shall be notified of the recall petition prior to the next general membership meeting, which is at least seven (7) days from the date of such delivery, at which time a secret ballot vote shall be held. If the vote is affirmative by a majority of the members present and voting, the officer shall be immediately recalled.
	ARTICLE VII Committees and Division of Responsibilities
7.01	Committees of Members (Boosters) The Executive Board, by resolution adopted by a majority of Executive Board in office, may designate and appoint one or more committees, each of which shall consist of two or more booster members, which committees, to the extent provided in said resolution shall have and exercise the authority of the Executive Board in the management of the corporation. However, no such committee shall have the authority of the Executive Board in reference to amending, altering or repealing the Bylaws; electing, appointing or removing any member of such committee or any Executive Board officer of the corporation; amending the articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceeding therefore, adopting a plan for the distribution of the assets of the corporation; or amending, altering or repealing any resolution of the Executive Board which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereof of authority shall not operate to relieve the Executive Board, or any individual booster member, of any responsibility imposed on it or him by law.
7.02	Other Committees Other committees not having and exercising the authority of the Executive Board in the management of the corporation may be designated by a resolution adopted by a majority of the booster members present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation and the President of the corporation shall appoint the members thereof. Any members thereof may be removed by the person or persons authorized to appoint such member whenever, in their judgment, the best interests of the corporation shall be served by such removal.
7.03	Committee Coordinators The committee coordinators shall be merchandising, uniforms, concessions, media/marketing, alumni affairs, volunteer/chaperones, and parent liaison. The actions of the coordinators of the Standing Committees in the execution of their duties are accountable to the president.
7.04	Responsibilities The actions of the coordinators of the Standing Committees in the execution of their duties are accountable to the President or Vice President. Coordinators duties of the standing committees shall perform such duties as outlined in the description and from time to time assigned by the President or Vice President. • The coordinators shall attend monthly board meetings and give at least one report a month • They shall solicit volunteers to aid in the accomplishment of the missions of their committee • Submit a list of needs and any revenue projections to the Treasurer and Director of Revenue prior to preparation of the budget for the upcoming year.

7.05	Merchandising This position reports to the Director of Revenue. The major duties include, but are not limited to the following: • Oversee/manage the purchase and sale of all organization related promotional items (i.e., t-shirts, hats, sweatshirts, etc.). • Attend and set up at all events in which merchandise will be sold.
7.06	Uniforms This position reports to the Assistant Band Director. The major duties include, but are not limited to the following: • Inventory, maintain, and issue attire • Oversee/manage the purchase and sale of uniform parts and inventory. • Assist with fitting and alterations of attires • Organize and clean uniform storage • Responsible for dry cleaning
7.07	Concessions This position will report to the Director of Revenue. The major duties include, but are not limited to the following: • Maintain and operate all aspects of the concession stand including picking up orders, inventory, cleaning, staffing for all NMHS Band Boosters sanctioned events.
7.08	Media/Marketing This position will report to the Director of Public Relations. The major duties include, but are not limited to the following: • Take photos and videos of the band performances. • Upload and manage the footage digital file
7.09	Alumni This position will report to the Vice President or Director of Public Relations. The major duties include, but are not limited to the following: • Coordinate all alumni events • Maintain alumni parent database; • Provide content to PR for newsletter and website; • Communicate organization events including concerts, fundraisers, community events to alumni parents. • Conduct monthly check in with the Director of PR and Events.
7.10	Volunteer/Chaperones This position will report to the Director of Public Relations. The major duties include, but are not limited to the following: • Coordinate and communicate chaperone schedule for all student based events (i.e., camps, games, competitions, clinics, etc.) • Provide list of potential volunteers by area of volunteer interest to Director of PR • Assist Director of PR with schedule and conduct chaperone training. • Ensure a medical bag and adequate supplies are stocked for travel. • Maintain skill set and volunteer interest spreadsheet for membership • Attend monthly Booster meetings.

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7.11	Parent Liaison The Parent Liaison (Parent Communicator) is responsible for all Band Booster communication to all Band Parents. Parent Liaison (Parent Communicator) is required to work directly with the Director of Public Relations to ensure that parents are aware of any and all events, itineraries, and meetings.
7.12	Term of Office Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease as a member thereof.
7.13	Chairman The person or persons authorized to appoint the members thereof shall appoint one member of each committee chairman.
7.14	Vacancies Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.
7.15	Rules Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Executive Board.
	ARTICLE VIII Contracts, Checks, Deposits and Funds
8.01	The Executive Board may authorize any officer or officers, agent or agents of the corporation; in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.
8.02	Checks and Drafts All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Executive Board or these Bylaws. In the absence of such determination by the Executive Board, such instruments shall be signed by the Treasurer or an Assistant Treasurer.
8.03	Deposits All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Executive Board may select.
8.04	Gifts The Executive Board may accept on behalf of the corporation any contribution, gifts, bequest or devise for the general purposes or for any special purpose of the corporation.
8.05	Transaction Approval Check requests from Band Director(s) and any other entity are to be submitted to the President and approved by the President. If the President is the requestor, the Vice President and Treasurer must provide a signature before a check can be approved.

8.06	Annual Audit An annual audit of the organization's financial records will be conducted prior to the end of each fiscal year by a separate independent auditing firm.
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	ARTICLE IX Books and Records
9.01	The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Executive Board and committees having any of the authority of the Executive Board and a record giving the names and addresses of the members entitled to vote and provide same for inspection on five days' written notice at the registered or principle office.
	ARTICLE X Fiscal Year
10.0 1	The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.
	ARTICLE XI Seal
11.01	The Executive Board shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed whereon the name of the corporation and the words "Corporate Seal of New Manchester High School Band Booster Club, Inc."
	ARTICLE XII Certificate of Membership
12.01	The Executive Board may provide for the issuance of certificates evidencing membership in the corporation, which shall be signed by the President or a Vice President, Secretary or an Assistant Secretary and shall be sealed with the seal of the corporation. All certificates evidencing membership of any class shall be consecutively numbered. The name and address of each member and the date of issuance of the certificate shall be entered on the records of the corporation. If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued therefore on such terms and conditions as the Executive Board may determine.
	ARTICLE XIII Waiver of Notice
13.01	Whenever any notice is required to be given under the provision of the Georgia Non- Profit Corporation Act or under the provisions of the articles of incorporation or the Bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XVI

Amendments to these Bylaws

14.01	A review of the by-laws shall be conducted every two years or as deemed necessary by the Executive Board.
14.02	After review by the President and an appointed Bylaws Review Committee, the bylaws of the New Manchester Band Booster may be altered, amended or repealed and new Bylaws may be adopted by a majority of the members present at any regular meeting or at any special meeting, if at least two days' written notice is given of an intention to alter, amend or repeal these Bylaws or to adopt new Bylaws at such meeting.
14.03	Any article or section affected by amendments shall be automatically revised upon the next printing of the bylaws and shall take effect immediately.