

Harrison High School Band Booster Organization

2007-2008 Bylaws

Article I. Name, Purpose & Membership

- Section I.** The **name** of this non-profit organization shall be the Harrison High School Band Booster Organization also referred to as Band Boosters.
The **purpose** of the Band Boosters is to provide support to the Harrison High School Band and any such related auxiliary units associated with the band. The Band Boosters support shall consist of providing operating funds, volunteer services and organizational coordination as requested by the Director of Bands and/or chair to the Advisory Board.
- Section II.** **Membership** in the Band Boosters shall be open to band representatives, alumni, parents/guardians of band members currently enrolled in the Band and/or auxiliary units, the Director of Bands and any assistants and other persons interested in the progress and development of the Harrison High School Band program.
- Section III.** **Voting privileges** and elected offices shall be limited to parents/guardians of band members who have paid all band fees (when applicable) and are actively participating in the band program during the current academic year. Band members shall automatically be non-voting members. Alumni and other persons interested in the progress and development of the HHS Band program shall be welcome as non-voting members.
- Section IV.** **Meetings** for the general membership shall be held monthly or provisionally as needed during the year and will be held at a time and place designated by the Executive Committee.

Article II. Officers and Elections

- Section I.** All officers must have a student in the band or one of the auxiliary units.
- Section II.** The elected officers shall be the President, Secretary, Treasurer, and Ways & Means Chair.
- Section III.** The elected term shall be July 1 through June 30.
- Section IV.** There shall be a nominating committee composed of Band Booster volunteers and the Director of Bands. This committee will be formed in March and report the nominees at the April meeting.
- Section V.** Officers shall be elected at the May meeting.
- Section VI.** Vacancies occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the officers.

Article III. Duties of Officers

- Section I.** The President shall be the chief officer of the Band Boosters and have the following duties:
- a. Represent the Band Boosters at all external meetings and events as needed.
 - b. Preside over all Executive Committee and General Membership meetings.
 - c. Perform such other duties as may be assigned to him/her by the organization.
 - d. Prepare an end-of-year report to assist the incoming President.
- Section II.** The Ways and Means Chairperson shall oversee and administer all fundraising projects as well as:
- a. Oversee fundraising opportunities, including supervision of funds obtained from student fees, gifts and contributions, grants, proceeds from fundraising activities, student participation contributions, and special projects.
 - b. Seek corporate sponsorships.
 - c. Prepare and end-of-year report to assist the incoming Ways and Means Chair.
- Section III.** The Treasurer shall maintain financial records and keep a full and accurate account of receipts and expenditures as well as:
- a. Coordinate with the HHS Activities Office Financial Secretary deposits and student account balances prior to disbursement from accounts.
 - b. Present written financial reports for all accounts and funds to both Executive Committee and General Membership meetings.
 - c. Authorize disbursements from HHS Activities Account as designated by any officers or the HHS Director of Bands.
 - d. Follow disbursement procedures as designated and outlined by the Executive Committee. Procedure will include Disbursement Form completion with signatures by one officer and the HHS Director of Bands.
 - e. Prepare an end-of-year report to assist the incoming Treasurer.
- Section IV.** The Secretary shall record and publish minutes for all General membership meetings as well as:
- a. Keep a notebook of all minutes including notes taken during the meetings as well as a copy of the published minutes.
 - b. Assist the Director of Bands in filing applications for and coordinating Honor Bands and Solo and Ensemble.
 - c. Perform such other duties as may be assigned by the President.
 - d. Publish periodic Band Booster Newsletter.
 - e. Prepare and end-of-year report to assist the incoming Secretary.

Article IV. Committees

Section I. Executive Committee shall consist of all officers plus the HHS Director of Bands.

Section II. Ways and Means Committee

- a. Establish and coordinate all fund raising activities.
- b. Establish each year's initial budget.

Section III. Communications Coordinator

- a. Assist uniform manager as necessary
- b. Establish calling tree
- c. First contact for calling tree
- d. Organize volunteers
- e. Help insure uniform conformity and performance dress.
- f. Assist with last-minute preparations before each band performance.
- g. Supervise competition/performance food and beverage service.
- h. Coordinate instrument and equipment hauling and distribution.

All committees/coordinators shall keep an accurate record in writing of expenses, contacts, methods of operation and other important information. This should include both year-end and end-of-event report presented to the Executive Committee to aid the incoming chair for the following year.

Article V. Power to Amend

Section I. The Executive Committee has the power to amend the Band Booster bylaws at any time.

Section II. Amendments may only be proposed by a consensus vote of the Executive committee.

Section III. Amendments must be approved by a 2/3 majority vote of the general membership.