

# Advisory Board of Harrison High School Bands Bylaws

## Article I. Name and Purpose

**Section I. Name:** The name of this organization shall be the Advisory Board of Harrison High School Bands.

**Section II. Purpose:** The purpose of this organization shall be to set the standard and provide support for, advise and assist all instrumental music students.

## Article II. Election Procedure

**Section 1. Nominations:** Section Leaders, Captains and Advisory Board members may nominate anybody in the band for an Advisory Board office. Those nominating an individual must sign the nomination. The nomination must be seconded; the individual being nominated may be the one to second it. An individual appointed by the director of bands will accept nominations in the band room. A list of all nominations will be posted and the nominees who wish to be eliminated must tell the director of bands personally.

**Section 2. Elections:** Elections will be held at the end of the spring semester each year. A master list of all students involved in Marching Band, Jazz Ensemble, Wind Symphony, and all other band functions (RMPA, etc.) shall be compiled and kept in the band room. A person must be a student enrolled in an instrumental music class in order to vote.

**Section 3. Voting:** Ballots will be distributed to the section leaders of each section via their captain. These ballots will then be submitted to an appointee of the director of bands. The ballots will show the choices of the section. Each section will vote for 7 people, one for each position on the Advisory Board. After a section has cast their vote, the section shall be crossed off the masterlist.

## Article III. Offices

**Section I.** The of the Advisory Board shall include Drum Major/Chairperson, Producer/Publicist, Librarian/Freshman Assistant, Recruiter, Uniform Manager, Treasurer, Historian. The offices shall perform the duties described in the following section as well as any other requested by the band director or the Advisory Board.

### Section II.

A. **Drum Major/Chairperson:** Duties include serving as the board spokesperson, conducting the band, serving as the liaison between the band and the director, ensuring the organization is running smoothly and efficiently, calling and leading

- advisory board meetings, and serving as the liaison between the band and the band booster organization. Band booster meetings are required
- B. **Producer/Publicist:** Duties include working closely with the director, band booster organization, and any other organization to publicize band events and advertise performances via print, radio, and television
  - C. **Librarian/Freshman Assistant:** Duties include keeping the music library organized, catalogued and current, remaining in constant communication with the director of bands concerning the status of or any problems in the library, and acclimating new freshman or new students.
  - D. **Recruiter/Equipment Manager:** Duties include recruiting students from the district to join band, conducting and delegating band recruitment throughout the whole year. Duties also include taking inventory of instruments borrowed from students and making sure that all instruments are returned after student use.
  - E. **Uniform Manager:** Duties include overseeing the repair of uniforms, making sure uniforms only leave the uniform room for band functions, and being the ONLY person to check-in or check-out uniforms for performances. Also maintaining the uniform room at least monthly, preferably weekly.
  - F. **Assistant Drum Major/Treasurer:** Duties include assisting in distribution and record keeping of fund raisers, collection of band fines and lost items, and providing financial student input to the director of bands, band booster president, and the band booster treasurer. Also conducting the band if the drum major becomes unable to do so.
  - G. **Historian:** Duties include recording all band events, making sure records are accurate, staying on top of the schedule, recording meetings, and keeping photos, DVDs, and sound recordings of events.
- Section III.** In the event that a member or a person in office resigns, the advisory board may appoint a replacement. The band director may decide termination of a member. The advisory board may recommend termination of a member to the band director.

## **Article IV. Meetings**

- Section I.** Weekly meetings of the advisory board will be designated at the beginning of each semester.
- Section II.**
- A. All decisions are made by consensus.
  - B. Advisory board members are required to attend all meetings. A member that is unable to attend a meeting shall notify the band director and/or the drum major/chairperson in writing prior to the meeting.
  - C. Any member who is absent or tardy shall submit a written excuse to the advisory board before the next meeting. The advisory board shall decide if the tardy or absence is excused.
  - D. Any students from the instrumental music department are welcome to attend meetings to observe proceedings or communicate concerns. These students may not vote or speak on topics of general discussion.

## **Article V. Power to Amend**

**Section I.** The advisory board has the power to amend the bylaws at any time.

**Section II.** Amendments may only be proposed and adopted by a consensus vote of the board.