

# *Volunteer High School Band Boosters By-Laws*

Adopted December 20, 2007

## **ARTICLE 1: Name**

The official name shall be Volunteer High School Band Booster Organization, herein referred to as the Organization, or more commonly called Volunteer High School Band Boosters.

## **ARTICLE II: Statement of Purpose**

The purpose of the Organization shall be to recruit and maintain an active membership of band parents/families to support and encourage band student interest and participation in all aspects of the Volunteer High School Band Program. We will try to foster a sense of enthusiasm and cooperation, to help students accept responsibility for their own successes and/or failures in a good sportsmanship manner, whether on the performance stage or the competition field. When and where possible, we will try to offer financial assistance to the Volunteer High School Band Program, helping with the purchase of music, instruments, equipment/supplies, props, etc. The Organization itself shall be non-profit, non-partisan and non-sectarian. No individual shall benefit financially from his/her membership in the Organization. It shall not be a purpose of the Volunteer High School Band Boosters, as a group or any individual representative, to comment on, or interfere with the curriculum or discipline policies of Volunteer High School or the Band program. No officer, chairperson or other representative of this organization shall act as a mediator for any type of dispute between a band student/band parent/band family and the Director or any other school or county administrator. Those not willing to abide by this statement of purpose and the rules and guidelines of the Bylaws will be asked to relinquish membership for the welfare of the Organization and, more importantly, the students involved in the Band Program. The organization shall operate under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **ARTICLE III: Membership/Dues**

Membership shall be open to all band parents/families with an interest in supporting the purpose of the Volunteer High School Band Boosters as outlined in ARTICLE II. At the end of each fiscal year, the executive board will set a fee for annual Membership Dues. Payment of the Membership Dues shall place the family on the active membership roll and shall entitle parents/legal guardians to voting privileges and the right to run for any elected office of the Organization. While all band families are invited and encouraged to attend meetings of the Organization, only parents/legal guardians in those families that pay Membership Dues are considered Active Members. Only they are entitled to vote and hold elected Office in the Organization. The membership and fiscal year shall run from June 1 through May 31. Booster membership fees will be collected until September 30 of each year. Exception: New students enrolling during the school year will have thirty (30) Days after enrollment date to become Booster members.

**Honorary Membership:** Persons who have made outstanding contributions to the Volunteer High School Band Program may be nominated for honorary membership status. Honorary members shall be presented for election by the active members of the Organization upon recommendation of the Executive Board. Honorary membership shall be bestowed for the life of the individual or until said membership is terminated by the active membership of the Organization. Honorary members shall be required to pay no dues, and shall hold no voting privileges.

## **Procedures for all Officers and Committees**

All Officers should keep accurate written records of their activities during the year so that the valuable information they have gained can be passed on to their successors. It is important to keep a record of what has been done in years past to preserve a history of the Organization. Officers and Committee Chairs are expected to attend Executive Board meetings when possible. Officers and Chairs should not miss more than one-fourth of the scheduled Executive Board meetings. If an Officer or Chair is unable to attend, he/she should send a written report if there is news to share. Officers and Committee Chairs are also expected to write brief articles for the Band Newsletter, which will be going out monthly. All Officers and Chairs will be notified of Newsletter deadlines. If, at any time during the year an Officer or Committee Chair is unable to fulfill his/her duties, he/she should give written notice of intent to resign so that a replacement may be appointed. Committees should keep in close contact with the Officer designated as their liaison. If the Committee has questions, they should be referred to the liaison and/or the other Officers. All Committee Chairs should recruit as many members for their committee as possible. **No individual should feel that he/she has to do the job alone.**

#### **ARTICLE IV: Officers/Chairpersons**

The elected officers of Volunteer High School Band Boosters shall be the President, Vice-President, Secretary, and Treasurer. Officers shall be elected annually by the active membership. No individual shall serve more than three (3) consecutive years in the same office. Officers of the Organization shall serve without compensation, except for reimbursement of legitimate expenses, shall perform the duties of their Offices as described in these bylaws and share responsibilities in all areas of the Volunteer High School Band Boosters. Each officer must review and sign the VHS Band Booster Conflict of Interest Policy and the VHS Band Booster By-Laws.

**President:** The President shall be the chief executive officer of the Organization and shall preside at all meetings of the active membership and the executive board. The president shall be the ex-officio member of all committees, except the Nominating Committee. The President shall represent the Organization at public and school meetings, and actively direct the affairs of the Organization, in accordance with the Statement of Purpose outlined in ARTICLE II, and any policies voted on by the Active Membership. The President shall serve, jointly with the Vice President, on the Funfest Committee and the Concessions Committee.

**Vice President:** The Vice-President shall be prepared at all times to perform the duties of the President in his/her absence and/or to perform other duties as assigned by the President. The Vice-President shall serve as Parliamentarian. The Parliamentarian shall maintain a copy of the current Bylaws, and have the available for reference at all meetings. The Parliamentarian shall also keep ready a copy of ***Robert's Rules of Order*** and become familiar with proper parliamentary procedures so that he/she is able to instruct the board and/or membership on how to conduct business of the Organization fairly and accurately. The Parliamentarian shall act as liaison to all committees, but shall only advise on proper parliamentary procedures. The Vice President shall serve, jointly with the President, on the Funfest Committee and the Concessions Committee

**Secretary:** The Secretary shall attend all meetings of the Executive Board and the membership. The secretary shall record minutes of all meetings. The Secretary shall prepare typewritten copies of minutes for the members of the Executive Board within two weeks of each meeting. The Secretary shall read the minutes of the previous meeting at the beginning of each new meeting, so that the minutes may be approved or amended as necessary. A separate, permanent record of minutes for Executive Board meetings and membership meetings shall be kept on file for each fiscal year. All files shall be passed on to the successor and kept as a record of the history of the Organization.

**Treasurer:** The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete record of all funds. The Treasurer shall keep accurate records in compliance with section 501 (c) (3) of the internal revenue code for tax exempt public charities. Fill form 990 at the end of fiscal year and complete form 1099 for contracted services at end of tax year. The records shall be kept in accordance to 501C-3 Non Profit Laws. The Treasurer shall prepare a financial report for all Executive Board and membership meetings. The Treasurer shall receive all funds due the Organization, and deposit same in the Volunteer High School Band Boosters account, which will be held in a banking institution approved by the Executive Board. The Treasurer shall be responsible for paying all bills of the Organization in a timely manner. The Treasurer shall handle, in conjunction with the Executive Board, any and all pertaining to the Volunteer High School Band Boosters Organization. The treasure shall prepare and file all necessary forms for Federal and State taxes. The fiscal year shall begin on June 1 and end on May 31 each year.

## **ARTICLE V: Executive Board**

Voting members of the Executive Board shall consist of the elected officers of the Organization. The Executive Board shall supervise, control and direct the affairs of the Organization in accordance with the Statement of Purpose in ARTICLE II; supervise the disbursement of Organization funds, and conduct all business of the Organization in accordance with the policies voted on by the active membership. Upon nomination and request, the Executive Board shall make recommendations for Honorary Membership for those individuals who have made outstanding contributions to the Volunteer High School Band program. Meetings of the Executive Board shall be held within one week prior to each membership meeting, at a time and place to be set by the President and the Band Director. A majority of the voting members of the Executive Board shall constitute a quorum at any duly called meeting. A duly called meeting shall be defined as one that all members have been made aware of. No meeting of the Executive Board should be held without the knowledge or presence of the Band Director. In the event a meeting must be held at which the Band Director cannot be present, the Secretary must receive a statement in writing from him giving permission for the meeting to go ahead without him. The President and/or the Band Director as need may call special meetings of the Executive Board.

## **ARTICLE VI: Committees**

**Standing Committees:** The standing committees of the Organization listed alphabetically shall be:

- Corporate Donation Committee – Chaired by the Treasurer
- Chaperone Committee – Chaired by the Vice President
- Equipment/Logistics Committee - Chaired by the Vice President
- Concessions /Hospitality Committee - Chaired by the President
- Membership Committee – Chaired by the Secretary
- Newsletter/Publicity Committee – Chaired by the Secretary
- Sewing Committee - Chaired by the President
- Volunteer Coordinator – Selected by the Executive Board
- Ways and Means Committee – Selected by the Executive Board

**Duties of Committees:** The duties of the Standing and Special Committees are outlined in the **Standing Rules and Procedures.**

## **Article VII: Meetings**

Membership meetings of the Volunteer High School Band Boosters shall be held on the third Thursday of each month. The President and/or the Band Director, as needed, may call special meetings. Only those who are on the active membership roll will be counted for a quorum vote. All band families will be notified of meetings and offered the opportunity to become active members by paying family membership dues at any point during the fiscal year. Active membership does not start until dues have been paid.

## **ARTICLE VIII: Elections**

The Nominating Committee, consisting of at least three (3) active members not currently serving as elected officers shall be appointed by the President and the Band Director following the January Executive Board meeting. The committee shall then seek nominees for the elected Officers/Chairpersons of the Organization. Eligible incumbent Officers/Chairs may be nominated for re-election. The Nominating Committee shall present a slate of Officers/Chairs to be nominated before the active membership prior to the February meeting. All nominees, those presented by the Executive Board, and write-in nominees will be featured in the newsletter mailed at the end of February. Officers of the Organization shall be elected at the March membership meeting. In the event there is more than one nominee for any Office voting shall take place by written ballot. The members of the Nominating Committee shall be responsible for counting any written ballots. In the event only one nominee has been presented for each Office it shall be in order to make a motion for acceptance of the slate. Officers are elected by a simple majority of the active members present and voting in the March meeting. No absentee voting will be allowed. The term for each elected Office/Chair shall be one year. Individuals may not serve more than three (3) consecutive years in the same Office. Officers shall be installed and begin their terms at the March meeting. The outgoing officers will act only in an advisory capacity until May 31.

## **ARTICLE IX: Removal from Office/Membership**

The Executive Board can bring forth a motion to remove an Officer/Member for failing to fulfill the duties of his/her position, or for behaving in an irresponsible, negligent manner that is deemed damaging to the Organization and the Volunteer High School Band program. The person being recommended for removal must be contacted and given the opportunity to explain his/her actions in person to the Executive Board members. After discussing the matter with the Officer or Member in question, a two-thirds majority vote of the Executive Board is required to move forward with the formal motion for removal. An officer will be removed from office if convicted of a crime and must step down immediately.

## **ARTICLE X: Filled Vacant Elected Positions**

If a vacancy occurs in an elected officer during the first two months of the fiscal year, June or July, the position will be filled by emergency nomination and election by the active membership at the September meeting. Appointment of the President and a two-thirds vote of the Executive Board will fill vacancies occurring after that time. An Officer who wishes to resign from his/her elected Office for any reason must submit his/her intent to resign in writing, and give the President thirty (30) days to find a replacement (except in the event of an emergency situation, sickness, death in the family, etc.)

## **ARTICLE XI: Amendments to the Bylaws**

The Bylaws may be amended at any regular membership meeting of the Organization. A two-thirds majority vote of the active members present and voting shall be required to amend any portion of the Bylaws. Amendments must be submitted in writing at the previous membership meeting, and the intent to amend must be published in the newsletter or mailed separately at least two (2) weeks prior to the meeting at which the vote is to be taken. The Bylaws in their entirety should be made available to any active member who wishes to have a personal copy.

## **ARTICLE XII: Parliamentary Authority**

*Robert's Rules of Order, Revised* shall govern the Organization when consistent with applicable rules set forth by the School Administration of Volunteer High School, Church Hill, Tennessee.

## **Article XIII: Contracted Instructors**

This organization may contract individuals for the enhancement of the Volunteer High School Band Program. Referrals for these individuals may come from the Band Director or Booster Membership. The referred individual must submit a proposal for payment of services to the Band Booster Executive Board. The Executive Board shall present proposal at a meeting to booster membership for approval. Approval must be made by three-fourths majority vote of members present. The independent contractor will then sign a contract to this effect and shall also sign the VHS Band Booster Conflict of Interest Policy.

## **STANDING RULES AND PROCEDURES**

### **Band Dues**

Dues for the various programs Marching Band, Concert Band, Jazz Band, Color Guard, Winter Guard, and Indoor Percussion will be collected by the Organization and disbursed accordingly. Dues must be paid according to the payment schedule for each program. All band members are required to pay their dues on time. Any band member with an outstanding balance may be excluded from participation in band activities or scheduled competitions.

All band members are required to pay the assigned fees as designated in the handbook and student contract prior to any participation in band activities to include marching and performing in school activities, community activities or scheduled competitions.

A written contract will be provided by the Band Director for members of the VHS Band delineating appropriate fees required for participation in the band activities for the school year. Fees will be collected by the VHS Band Boosters organization and disbursed accordingly. Fees must be paid in full by the end of camp before your child can reap the benefits of the Band Program. School Band Fees will be collected by Director and paid directly to Volunteer High School.

## **Fund Raising**

The Band will be allowed to conduct fund-raisers to cover the costs of equipment and supplies purchased with funds raised on behalf of VHS Band which become property of VHS Band organization.

All on site fundraisers (ex. Car Wash. etc...) require an adult member of the band boosters present for the event and upon completion the funds are to be collected by an Executive Board member. All sales fundraisers money & or checks must be turned in to the Treasure before your child can participate in the next fundraiser.

Students may accumulate a portion of monies earned through fundraisers into a student account fund. (See Student Account Fund Policy for more information)

An adult over each fundraiser event will be checking each student for the appropriate clothing before the parents drop their child.

Band Booster funds raised during a school year will be used to support the following school year band activities and therefore will determine funds to be budgeted for the following year. All funds not used in a fiscal year will be held over for the next fiscal year

The band organization operates yearly on an approved budget based upon the previous year's earnings. Emergency situations arise requiring individual officers or band directors to spend band booster funds. Band directors are limited to \$200 emergency expenditure with the approval from an Executive Board member and Executive Board is limited to \$500 emergency expenditure upon concurrency of all board members. Any expenditure will require reports to the general membership in the next scheduled regular monthly meeting. Expenditures greater than \$500 will require an organizational vote prior to obligation and may require a special fund-raising event to cover the cost.

## **Executive Board Open Door**

The Executive Board may be approached by any concerned member. All formal complaints must be in writing with a signature and dated. No anonymous complaints will be accepted. A response from the approached Executive Board member must be made within 30 days of complaint.

## **DUTIES OF STANDING COMMITTEES**

### **Corporate Donation Committee**

The Treasurer shall chair the Corporate Donation Committee. Committee members shall be the President, Vice-President, Secretary and twelve (12) Volunteer High School Band Booster members in good standing. This committee will seek donations from the corporate community to help the Volunteer High School Band Program.

### **Chaperone Committee**

The Chaperone Chair establishes a list of volunteers to chaperone the various band events. He/she will assign chaperones to accompany students on all trips as requested by the Band Director. He/she shall have prepared a list of guidelines and expectations for all chaperones, which will be handed out before each trip. He/she will, with the help of members of this committee prepare a bus folder for each bus that will be taken on any trip. This folder will include trip permission and medical release forms for students riding each particular bus. All materials will be returned to the band office after each trip.

### **Equipment and Logistics Committee**

This chair will enlist parent and student volunteers to help with the loading and unloading of band equipment whenever the band travels. The Chair or a member of this committee may also be asked to drive the equipment truck for competition trips.

### **Concession /Hospitality Committee**

The Chair of this committee will enlist volunteers and coordinate the preparation of refreshments at various meetings, family picnics, concerts and other events during the year. Members of this committee will have water or other liquid refreshments available for the marching band at home football games and or competition trips. This committee coordinates welcoming and refreshments for visiting bands and guest as requested by the Band Director.

### **Membership Committee**

The Secretary, as chair of this committee, communicates with all band families and encourages membership in the Organization. He/she should be knowledgeable about the purpose, goals and objectives of Volunteer High School Band Boosters, and be willing to share that knowledge with other organizations and interested persons who might be willing and able to help with those objectives. This chairperson should take roll at all membership meetings, and greet new guests who have not yet joined. He/she should be in contact with the Treasurer to keep an up-to-date list of band families that have paid membership dues and are on the active roll. This list should be available at all meetings for voting procedures.

### **Newsletter/Publicity Committee**

The Secretary publishes a monthly band newsletter. The Secretary may use input and assistance from all other committees and student groups in the production of the newsletter. Maintains communications with the community through the news media by publicizing items of interest, activities and upcoming events of both the band and the Organization as directed by the Band Director and/or the President.

### **Sewing Committee**

This chairperson shall recruit volunteers to help with fitting students for marching uniforms, color guard uniforms, winter guard uniforms, marching flags and winter guard flags. This committee is responsible for fitting, replacing, repairing, storing and issuing uniforms as requested by the Band Director. This committee shall prepare uniforms to be sent to the dry cleaners, and check uniforms in on their return. The chair or designated committee member will travel with the band to all competitions and/or stage performances, taking along mending tools, spare parts and accessories. The Chair and/or designated committee member shall keep an up-to-date inventory of all uniforms and accessories, and will report to the Band Director near the end of the year concerning needed replacements or additions.

### **Volunteer Coordinator**

The person who fills this position will keep a current and updated list of all volunteers who are willing to help out the Volunteer High School Band Boosters in any way. He/she will distribute lists of names and phone numbers according to interest and the areas volunteered for. The Volunteer Coordinator will work with the Executive Board and all other committees to help find volunteers to fill any needs that the band might have.



### **Ways and Means Committee**

This committee is responsible for determining various methods of raising funds. The Chair shall enlist a minimum of four (4) committee members in addition to him/herself. Members of this committee will meet independently of the Board as needed to discuss plans for fund raising activities. Each member should be willing to be in charge of at least one project during the fiscal year. The Ways and Means Chair will work closely with the Treasurer to determine how much money must be raised in order to meet the needs of the Annual Budget. The Ways and Means Chair shall present plans for fund raising activities on a quarterly basis. This committee is required to get written permission from a parent/legal guardian of each student at the beginning of the school year in order that the student might be allowed to participate in fund raising activities. If a parent will not sign the agreement, which is required by Hawkins County Schools, the student will not be allowed to participate.

### **DUTIES OF SPECIAL COMMITTEES**

The Executive Board as needed may establish special committees with limited duties and time of service. All other special committees of the Organization will be given written instructions on how to carry out their projects as they arise. All special committees will be under the direction of the Executive Board.

### **Audit Committee**

The Audit Committee shall consist of a minimum of three (3) active members appointed by the President and the Band Director with the approval of the executive Board. The Audit Committee members should be in place three months prior to the end of the fiscal year, and available to audit the books sometime between July 1 and the date of the July meeting. The Treasurer must make him/herself available to answer any questions the committee might have. The Audit Committee shall report to the Executive Board its findings. If the Audit Committee feels that there is a problem or question about the Treasurer's books it will recommend to the Executive Board that the books go to an accountant for further audit. If no problem or questions are found, the Executive Board can move to approve the Audit Committee's report without further action.

### **Nominating Committee**

Members of the Nominating Committee are to seek out conscientious and concerned active members of the Organization who would be willing to serve as elected Officers. Members of this committee should familiarize themselves with the Bylaws, the duties of the Officers and the goals and objectives of the Organization. This knowledge will help them to choose qualified candidates, and give them the information they need to share with potential nominees. Upon finding nominees for all four (4) offices, the committee will make a report to the Executive Board, naming the slate for the upcoming year. Although this committee works only a short period during the year, their task is very important to the continued success of the Organization.