

VETERANS BAND BOOSTER BYLAWS

ARTICLE I

Name

The name of this organization shall be the Veterans High School Band Boosters.

ARTICLE II

Purposes and Powers

Section 1: The purpose of this organization shall:

- (a) To promote the interests of the Veterans Band Program, as set forth by the Band Director;
- (b) To provide organized financial support and physical assistance on a permanent annual basis;
- (c) To stimulate and encourage helpful relationships among school officials, students, and members; and to foster among these individuals a spirit of cooperation, and understanding of each others function and responsibilities;
- (d) To acquire musical instruments and such other equipment as may aid and support the functions and operation of the band, and to donate said instruments and equipment to the Veterans instrumental music department.

Section 2: This Organization shall have all powers necessary to carry out the purposes of Section 1 of this Article.

ARTICLE III

Qualification for Membership

Section 1: This organization welcomes all people into its membership; however, voting privileges will be limited to parents of current members of the band.

ARTICLE IV

Officers

Section 1: The officers of this Organization shall be a President, Vice-President of Operations, Vice President of Revenue, Vice President of Special Events, Secretary / Communications Director and Co-Treasurers. Each officer must be a parent or guardian of a student who is actively enrolled in the band program at Veterans High School.

Section 2: Officers shall be elected by majority vote at the last regular meeting each school year. Each officer shall hold office for a term of one year, or until a successor has qualified.

Section 3: An officer may only hold a specific office for two consecutive years. Exceptions shall be approved by voting members present during regular scheduled booster meetings.

Section 4: A Flow Chart of responsibilities is found in Appendix A.

ARTICLE V

I. Duties of Executive Officers

Section 1: The President shall be the presiding officer of the Organization and shall have those powers and duties prescribed for presiding officers in Robert's Rules of Order. In addition, the president shall be the chief executive officer of the Organization and shall have the powers and duties to enforce the rules and regulations of the Organization, to supervise the execution of all orders of the Organization, and to supervise the other officers in the performance of their duties. He/She shall at all times be subject to the direction of the Organization. He/She shall have the right to vote on all questions before the Organization. The President will appoint committees as are necessary. The President is authorized to sign checks or obligate funds for the organization.

Section 2: The Vice President of Operations is responsible for supporting, overseeing and supervising the Equipment and Transportation Coordinator, Chaperone Coordinator, Uniform Coordinator, Volunteer Coordinator and the Roadie Team Leader. He/She is responsible for managing the follow-through of direct reports and ensure that all timelines and procedures are getting successfully implemented.

Section 3: Vice-President of Revenue is responsible for supporting, overseeing and supervising the Concession Stand Coordinator and Fundraising Coordinator. Direct and provide supervision for: all planning and preparation, facility scheduling and calendaring, technology requests, and implementation of all revenue generating and fundraiser projects and events hosted or provided by the booster club. These events create revenue to provide the booster club with necessary income to support the various enrichment and fee reduction needs of the booster organization budget.

Section 4. Vice President of Special Events is responsible for supporting, overseeing and supervising the Band Camp Coordinator, Christmas Party Coordinator, Catering Coordinator and the Miss VHS Coordinator. They will also direct and 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.

Section 5: The Secretary / Communications Director shall be the He/She is of all records of the Organization, except such as are assigned to the treasurer. They are responsible for supporting, overseeing and supervising the Charms Coordinator and Webmaster. The secretary is responsible for keeping accurate records of the proceedings of the Organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's bylaws. He/She shall be responsible for notification to the members of meetings of the Organization in a timely manner.

Section 6: Co-Treasurers (two persons) shall be the custodian of all financial records of the Organization. He/She shall maintain a record of all collections and deposits made in the Organization's bank account for all incoming funds. He/She shall pay out money from the Organization's funds for all authorized expenses. He/She shall keep a written record of all money received and expended for the Organization. He/She shall keep a file of all receipts and vouchers. He/She shall make a report to the organization of its financial condition each meeting, and this report shall be recorded in the minutes by the Secretary / Communications Director. The Treasurer is authorized to sign checks or obligate funds for the organization.

II. Duties of Coordinators

Section 1: Equipment / Transportation Coordinator shall be responsible for supporting, overseeing and supervising the loading and unloading of the band equipment trailer in an efficient and effective manner. He / She will assist in travel logistics for the band.

Section 2: Chaperone Coordinator shall be responsible for supporting, overseeing and supervising chaperones for all band travel events. He/She will compile and maintain a list of parents and volunteers to ride buses to all band events which include, but not limited to home and away football games, marching competition, LGPE and overnight band trips.

Section 3: Uniform Coordinator shall be the primary custodian of the marching band uniforms during marching season. He/She will assist in ordering and sizing bibbers, shoes, gloves, headgear and marching band jackets. He/She will be responsible for regular maintenance of the uniform which include, but not limited to alterations, cleaning, etc.

Section 4: Volunteer Coordinator shall be the custodian of all information regarding parent volunteers. They will assist in finding people to fill out the needs of the organization.

Section 5: Roadie Team Leader is responsible for assisting with the equipment for marching band such as, but not limited to loading and unloading the trailer, moving equipment on and off the field for halftime performances and competitions.

Section 6: Concession Coordinator is responsible for ordering, purchasing and maintaining the inventory of the concession stand. They will work closely with other coordinators to ensure the football concession stand is staffed appropriately.

Section 7: Fundraising Coordinator shall brainstorm and spearhead fundraising ideas to help raise revenue for the organization. They will maintain a calendar of various fundraisers throughout the school year.

Section 8: Band Camp Coordinator is responsible for logistics for band camp that include, but not limited to, meals for students and staff and ensuring all aspects of band camp are in order.

Section 9: Christmas Party Coordinator will be responsible for the end of season Christmas Party. They will ensure there are decorations, activities and food for this event.

Section 10: Catering Coordinator will organize all catering for the organization. This includes, but not limited to meals for band camp, meals for away games and competitions, meals for the Christmas party, etc.

Section 11: Miss VHS Coordinator will work with the designated school representative to ensure that all facets of the Miss VHS Pageant run smoothly. This includes, but not limited to securing all volunteers, decorations and support to make this event a success.

Section 12: Charms Coordinator will maintain the Charms Office Assistant platform. They will enter and maintain up to date student information.

Section 13: Webmaster will be responsible for all aspects of the website. This includes, but not limited to, keeping up to date information regarding all aspects of the band program.

ARTICLE VI

Vacancies

Section 1: Whenever the office of president is vacated by reason of death, resignation, or otherwise, the Vice President of Operations shall become president for the remainder of the unexpired term.

Section 2: Whenever a vacancy occurs in any other office, the vacancy shall be filled by the Organization by majority vote within 30 calendar days of the resignation at a meeting at which a quorum is present.

Section 3: A person may not hold multiple officer positions simultaneously.

ARTICLE VII

Meetings

Section 1: Meetings of the organization shall be held at such times and at such places as the President may designate. Regularly scheduled meetings are held in August, September, October (when needed), November, February (when needed), April and May. Section 2: Special meetings may be called by the President or Band Director whenever deemed necessary.

Section 3: Notice of each meeting shall be posted in the Band room and posted on the band website, when possible.

Section 4: A quorum for the transaction of business by the organization shall consist of the membership of the Organization present at a called meeting. A minimum of three officers must be present for business to be voted on.

Section 5: The Vice-President of Operations shall perform the duties and exercise the powers of the President in the absence of the President. If unavailable, the Vice President of Revenue will preside.

ARTICLE VIII

Committees and Division of Responsibilities

Section 1: The President (or Co-Presidents) may appoint special committee chairpersons as the need arises. Each special committee chairperson shall appoint committee members from the organization and the committee shall serve until the need for the committee no longer exists at which time the committee shall be dissolved. All officers may appoint such subcommittees as may be necessary to perform their assigned functions. The Band Director serves as an ex-officio member of all committees.

Section 2: The Executive Committee shall be composed of the President, Vice- President(s), Secretary, and Treasurer(s). The Executive Committee shall have full power to take action requiring expediency between regular corporation meetings. Expenditure of funds by the Executive Committee between regular meetings for non-budgeted items shall be permissible but in no case shall the expenditure exceed one hundred (\$100.00) per week or five hundred (\$500.00) between regular meetings. All actions taken by the Executive Committee between regular meetings shall be brought before the club members at the next regular meeting for their information. The incoming Executive Committee, in conjunction with the Band Director(s), shall be responsible for the proposed budget preparation for the upcoming club year. The proposed budget, in

expenditure priority order, shall be presented to the corporation membership after the installation of the incoming officers, at the regular May meeting for discussion and approval.

Recommended Committees

Section 3. The Events Committee shall be responsible for the planning, preparation, and completion of all organized special events, to be defined as Student Events and Community Events.

Section 4. The Fundraising Committee shall be responsible for the oversight of the planning, preparation, and completion of all organized and ad-hoc fundraising programs, to include Scrip and Corporate Sponsorship, including the naming of sub-chairpersons of any fundraising program including the purchase and sale of all band or guard related promotional items (i.e., t-shirts, hats, sweatshirts, etc.); and assist the President(s) in any way possible.

Section 5. The Public Relations Committee shall be responsible for ensuring that the instrumental music program is brought to the attention of the public at large in such a manner as to reflect credit and pride upon the activities of the bands, guard, and the instrumental music program through local newspaper announcements, newsletters, e-mail, web site, and other means; and through the sale of band merchandise; and assist the President(s) in any way possible.

Section 6. The Operations Committee shall be responsible for inventory, maintenance, issuance and return of student attire (including, but not limited to: uniforms, tuxedos, and formal dresses) and shall insure that the uniform needs are brought to the attention of the Executive Committee; the coordination and training of chaperones for organization sponsored activities that involve students in non-classroom events, such as: after school rehearsals, football games, parades, trips, concerts, festivals, competitions, band camps, fund raisers, etc; ensuring the presence of equipment, including but not limited to trucks, vans, etc. for moving equipment and instruments to various activities, and shall maintain track of such equipment and instruments until safely stored back at Veterans; coordinating the travel details for band trips, such as hotel accommodations, food, etc., and coordinate transportation to and from organization sponsored activities; and for maintaining contact with color and winter guard members throughout the year and keep members informed of all Band/Color and Winter Guard activities. The Director of Operations can also name coordinators and/or sub-Chairpersons of any operational event or issue as necessary, and assist the President(s) in any way possible.

Section 7. The Communications Committee shall establish a phone tree and/or an e-mail list in order to make all necessary calls and/or e-mails to parents to keep them informed of band activities, last minute changes, meetings, and events, maintenance of website, website updates, etc., management of student database; including the naming of sub-chairpersons for any communications needs; and assist the President(s) in any way possible.

ARTICLE IX

Nomination of Officers

Section 1: The president shall appoint a Nominating Committee. The Nominating Committee shall consist of a Chairperson and two members of the organization.

Section 2: The Nominating Committee shall meet at the call of its Chairperson to prepare a slate of candidates for the next meeting.

Section 3: The Nominating Committee shall announce its nominees to the members of the Organization prior to the end of year meeting. This can be done by posting in the Bandroom. Additional nominations may be made from the floor before elections are held. Nominations from the floor shall not require a second.

ARTICLE X

Rules of Order

Section 1: The rules contained in Robert's Rules of Order shall govern this Organization in all cases in which they are not in conflict with the Constitution, By-Laws, or special rules of this Organization.

ARTICLE XI

Order of Business

Section 1: The order of business for the meetings for this Organization shall be as follows:

- (a) Call to order
- (b) Reading of the Minutes of the previous meeting and their approval
- (c) Reports of Officers
- (d) Reports of Committees
- (e) Old Business
- (f) New Business
- (g) Adjournment

ARTICLE XII

Expenditure of Funds

The Band Director will submit a projected budget to the Boosters at the last meeting of the year. This can be used to plan fund-raising activities for the upcoming year.

ARTICLE XIII

Amendments

Section 1: These By-Laws may be amended by majority vote at any regular meeting; PROVIDED, that the amendment was submitted in writing at the previous regular meeting and posted in the VHS band room and the Band website for the previous 30 days.

ARTICLE XIV: RECALL

SECTION 1. In the event a petition asking for a recall of any officer, and signed by, at least, 10 members is delivered to the President(s), or Vice-President(s), or Secretary, the officer in question and the membership shall be notified of the recall petition prior to the next regular 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 office shall be immediately recalled.

SECTION 2. In the event of a recall of the entire slate of officers, the Band Director(s), as ex-officio member of the Board of Directors, shall preside over the election of a new slate of officers at the same meeting.

End of By-Laws

Standing Rules

I. Uniform Regulations and Care

II. Student Accounts

a. An account will be created for each family that has a student(s) in the band program. All disbursements and receipts of funds will be updated in the accounts monthly. All funds will be held in a bank account and should be reflected in the books of the Treasurer. Said accounts will be maintained by the Treasurer (Co Treasurers).

III. Treasury Guidelines

a. Normal business guidelines will be followed in that a fee will be assessed on all NSF checks. After two NSF check occurrences, future payments may be required to be paid by certified funds for the remainder of the school year.

b. When a payment is received all outstanding student debts are cleared first.

c. The Treasurer(s) will issue statements on a monthly basis to those members who owe monies to the band program.

d. Hardships - the Treasurer(s) will present to the Band Director known cases of hardship for a decision based on current hardship policy.

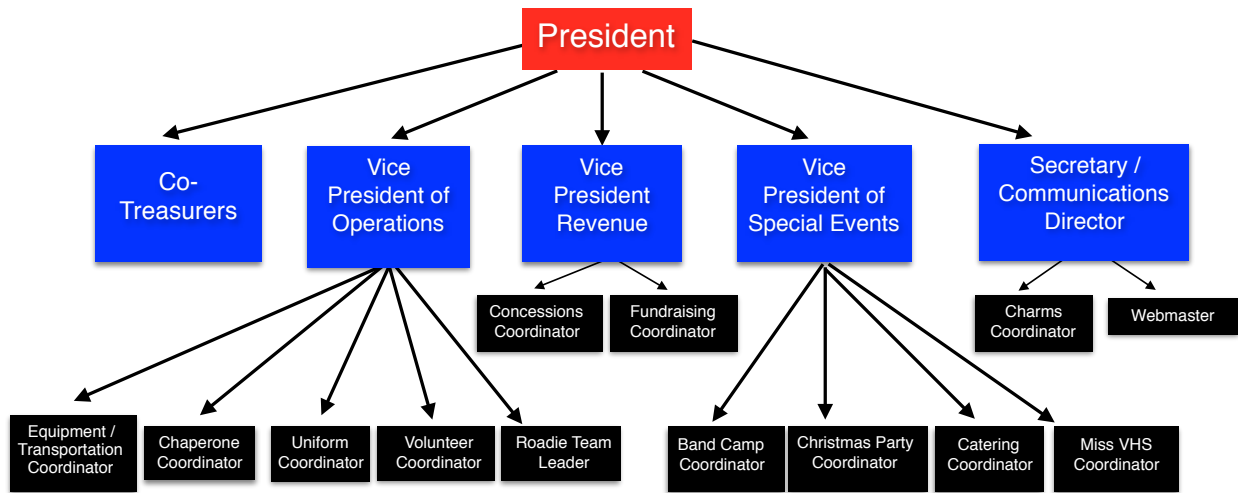
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Approved: May 11, 2017

Appendix A



The Executive Committee will consist of the President, Vice President of Operations, Co-Treasurers, Vice President of Revenue, Vice President of Special Events and the Secretary /Communications Director.