

**Huntingtown High School Band Boosters
Constitution and By-Laws**

Article 1 – Name

This organization shall be known as the Huntingtown Band Boosters, hereinafter called the Band Boosters

Article 2 – Purpose

The purpose of the Band Boosters is to support and promote the objectives of the Huntingtown High School Student Band Program by providing personal services and fundraising activities to provide financial support not available through school funds. The Band Boosters shall have no salaried officers.

Article 3 – Membership

- A. Membership is open to any family member of a band student, the Band Director, the administration and staff of Huntingtown High School and community members who wish to support the organization and who agree to the stipulations of the By-Laws. Dues, as determined by the Executive Board, will be payable at the first meeting of the year.
- B. Membership shall commence on July 1st and terminate of June 30th.
- C. Any student involved in the band program for a minimum of one (1) year will become an Honorary Lifetime (non-voting) Member upon graduation.

Article 4 – Officers

- A. The officers of the Band Boosters shall be the President, Vice-President, Secretary and Treasurer, each of whom shall be elected by the general membership.
- B. The term of office shall be one year.
- C. Each officer shall perform his or her respective duties as outlined below.
 - 1. **President**
 - a. The president shall preside at all meetings of the Band Boosters and its Executive Board.
 - b. For all official Band Booster matters, the President shall service as the liaison between the Band Boosters, the Band Director, school administration and the community.
 - c. The President shall serve as official spokesperson for the Band Boosters/
 - d. The President may appoint committees to serve this organization.

- e. The President may at any time request a detailed report of any deposits, disbursements and the condition of the Band Boosters finances from the school administration.
 - f. The President shall be an ex officio member with full voting rights of all committees.
 - g. The President has the power to call a special meeting any time in the event of an emergency or in the interest of the entire Band Boosters organization.
 - h. The President shall perform all other duties incidental to this office.
- 2. Vice President**
- a. The Vice President in the absence of the President shall preside over the Band Boosters organization.
 - b. The Vice President shall be a member of the executive board with full voting rights.
 - c. The Vice President shall perform other duties that may be assigned by the President.
- 3. Secretary**
- a. The secretary shall maintain the records and minutes of the Band Boosters meetings and provide copies of the minutes to the membership.
 - b. The secretary shall be a member of the Executive Board with full voting rights.
 - c. The secretary shall maintain an up to date list of all officers, committee chairs and members including all pertinent contact information and their status.
 - d. The secretary shall provide an agenda to the membership prior to the regular meetings.
 - e. The secretary shall attend to all official correspondence and other related matters, as required or as requested by the President.
 - f. The secretary shall perform other duties that may be assigned by the President.
- 4. Treasurer**
- a. The treasurer shall keep an accurate account of all monies received and disbursed by the Band Boosters.
 - b. The treasurer and president must submit co-authorization for check disbursement of approved Band Booster expenses to the Principal or his/her designee.
 - c. The treasurer shall prepare and present a year-end financial report at the membership meeting in May.
 - d. The treasurer shall prepare and present monthly financial reports at each regular meeting.
 - e. The treasurer may at any time request a detailed report of any deposits, disbursements and the condition of the Band Boosters Finances from the school administration.
 - f. The treasurer shall be a member of the Executive Board with full voting rights.

Article 5 – Executive Board

- A. The Executive board shall consist of all elected officers. The Band Director and Principal shall serve as ex-officio members.
- B. The duties of the Executive Board are to oversee the operation of the Band Boosters and to conduct business for the Boosters as determined by the membership.
- C. The Executive Board shall meet when deemed necessary by the President or any two Executive board officers.
- D. A quorum must be present to vote on issues.
- E. The Band Director and Principal or his/her designee shall serve as voting members of the Executive Board.
- F. Each Executive Board member will have one vote.
- G. The Executive Board shall keep the membership informed of all actions and activities of the Board.
- H. The Executive Board shall conduct business in accordance with the Band Booster's By-Laws and Robert's Rules of Order.
- I. The Executive Board shall present the following fiscal year's budget to the membership by the monthly meeting in May.

Article 6 – Committees

A. Equipment and Transportation

- 1. The Equipment and Transportation Committee shall be responsible for all matters pertaining to loading, unloading, setting up and transportation of the band equipment.
- 2. The Equipment and Transportation Committee shall designate individuals who when towing the band equipment will be entitled to reimbursement at one and a half times the current federal standard mileage rate for business miles driven.

B. Ways and Means

- 1. The Ways and Means Committee shall develop and present ideas to raise funds at monthly meetings for approval.

2. Ways and Means Committee members shall chair all projects approved by the Boosters.
3. The Ways and Means Committee shall report the progress and outcome of all fund raising projects to the Boosters.
4. The Ways and Means Committee shall collect all monies and receipts to be submitted with a detailed report to the Treasurer.

C. Public Relations

1. Historical Subcommittee
 - a. The historical subcommittee shall keep an ongoing permanent record of all activities of interest to the boosters. Such records shall be on display whenever possible.
 - b. The historical subcommittee shall construct and maintain a photo album consisting of the current years activities.
2. Publicity Subcommittee
 - a. The Publicity Subcommittee shall provide maximum exposure for all band activities through all media available.
 - b. The Publicity Subcommittee shall assist the historical subcommittee in gathering newspaper articles, pictures and programs.
3. Website Subcommittee
 - a. The Website Subcommittee shall be responsible for maintaining a website for the boosters with current information.

D. Marching Band

1. Band Camp
 - a. The Band Camp Subcommittee shall assist the band director in planning and overseeing band camp activities. Planning includes finance collection, refreshments/meals, etc.
2. Pit Crew
 - a. The Pit Crew Chair shall be responsible for securing individuals to act as pit crew during football games and competitions.
 - b. The Pit Crew shall assist in loading and unloading equipment at all events as well as helping to move the equipment onto and off of the field.
3. TOB
 - a. The TOB Subcommittee shall be responsible for organizing all activities regarding hosting a Tournament of Bands event.

E. Nominating

1. The Nominating Committee shall be appointed by the president and be responsible for presenting a slate of officers at the June membership meeting. The committee shall consist of at least three members. Membership shall be limited to those not currently serving as members of the Executive Board.

F. Scholarship and Awards Committee

1. The Scholarship and Awards Committee shall consist of at least three members. No member shall be an immediate family member of any student eligible to receive a scholarship.
2. The Committee shall make scholarship criteria and application forms available.
3. The Committee shall receive, score and select the graduating nominees for the annual Club scholarships.
4. At the regular May meeting, the Committee shall present to the membership, with a minimum of two (2) annual scholarship nominees for the Booster's approval.
5. The Committee will administer the band letter program.

G. Membership

1. The Membership Committee shall be responsible for annually proposing the membership fees for each membership category, to be finalized and ratified by the Executive Board.
2. The Membership Committee representatives, when possible, shall attend band activities in order to promote membership.
3. The Membership Committee shall keep a current membership list, available to the Executive Board and/or members upon request.
4. The Membership Committee shall provide all fees collected to the Treasurer on a monthly basis.

Article 7 – Meetings

- A. Regular meetings shall be held monthly at Huntingtown High School. The specific meeting time shall be determined at the first general meeting of the school year.

- B. The scheduled day and time of the regular monthly meeting may be changed by a majority vote of members.
- C. A minimum of 3 members in good standing present at a general membership meeting shall constitute a quorum.
- D. A majority of the Executive Board shall constitute a quorum for the purpose of conducting official business.
- E. Parliamentary Authority – Robert Rules of Order shall govern all deliberations of meeting or organizations unless otherwise specifically provided.

Article 8 – Elections

- A. At the May and June meetings, the floor shall be open for nominations for all Boosters officer positions for election at the June membership meeting.
- B. Officers elected at the June meeting shall begin their term at the July meeting.
- C. At the June meeting, all officers shall be elected by ballot.
- D. Each regular member shall be entitled to one vote in the election for the officers.
- E. All officer elections shall be decided by majority vote.
- F. Any elected office becoming vacant during the year shall be filled by a special election to be held at the next monthly meeting.

Article 9 – Finance – Budget

- A. The school shall hold and disperse all moneys. The Boosters will not open its own checking or savings band accounts.
- B. Prior to submittal to the school administration, the President jointly with the Treasurer shall submit authorization for any disbursement of Band Boosters funds.
- C. The Vice President in the absence of the President and Treasurer can co-authorize with another Band Boosters officer the disbursement of Band Boosters funds.
- D. The Band Boosters annual operating budget shall be based on and supported by fund-raising revenues from the previous year. A minimum of 3% of these revenues must be set aside for contingency purposes.
- E. Proposed financial commitments/expenditures by the band director must be submitted prior to the March monthly Band Booster meeting to be included with the annual budget.

- F. The annual budget is due to the body for approval prior to any financial commitments/expenditures or no later than the May monthly Band Boosters meeting, whichever occurs first.
- G. The band director must receive written approval from two officers prior to purchasing/ordering/financial commitment of any item/service payable by the Band Boosters. Any item/service purchased without required approval will not be covered by the Band Booster organization.

Article 10 – Amendments

- A. These bylaws may be revised or amended by a majority vote of members present at a regular monthly or special meeting.
- B. Amendments to these bylaws must be submitted for an initial reading in writing at least one month prior to the meeting at which they will be voted upon.
- C. No amendment shall be put to vote unless presented at the previous meeting.

Article 11 – Parliamentary Authority

Roberts Rules of Order, revised, shall govern this association in all cases to which they are applicable in so far as they are not inconsistent with these by-laws.