

**BEECH HIGH SCHOOL COMMUNITY BAND BOOSTERS  
ASSOCIATION, INC.**

Mailing address:  
P.O. Box 2982  
Hendersonville, Tennessee 37077-2982  
Phone (615) 264-6051

Physical address:  
3126 Long Hollow Pike  
Hendersonville, Tennessee 37075

**CONSTITUTION**

**AND**

**BY-LAWS**

**Incorporated 8-1-00  
Adopted 9-11-00  
Amended 9-12-05**

**Beech High School Community Band Boosters Association, Inc.**

**CONSTITUTION**

**ARTICLE I**

**NAME AND DEFINITIONS**

**Section 1: Name.** The organization shall be called Beech High School Community Band Boosters Association, Inc.

**Section 2: Definitions.** In the context of these articles, the following definitions shall apply:

- a. **Band Director (s):** The director(s) of the Beech High School Band.
- b. **Band Members:** All current and incoming musicians and auxiliary units of the Beech Community School Bands. Including all instrumentalists, field commander(s), Flag Corps, Color Guard, Rifle Corps, and Majorettes.
- c. **Band Parents:** The parents or guardians of all current and incoming Band Members.
- d. **General Membership:** All Band Parents and all voting members of the organization, as specified in Section 3 of the Constitution.
- e. **Standing Committees:** All committees, as specified in Article VII, Section 1, of the By-Laws, which function throughout a given year to implement the objectives of the organization as outlined in Article II of the Constitution.
- f. **Special Project Committees:** All committees which function as needed for specific projects that do not fall within the responsibilities of the Standing Committees.

## **ARTICLE II**

### **OBJECTIVES**

The organization shall function as a 501(c)(3) non-profit service organization with objectives as follows:

- a. To provide yearly and cumulative funds, supplemental to Board of Education allotments and student fees and dues, for support of the Beech High School Bands.
- b. To enlist financial and moral support within the community for the Beech High School Bands.
- c. To encourage, among parents and students at the elementary and middle school levels, an interest in the overall school music program and in private instrumental instruction, as preparation for participation in and support of band activities at the senior high school level.
- d. To work through all available educational and political channels for the establishment and maintenance of a supervised, coordinated music education program throughout the Beech community school system.
- e. To provide confidential financial assistance to deserving students, who, because of personal financial limitations, might otherwise be unable to participate in band training and activities.

## **ARTICLE III**

### **MEMBERSHIP, FEES, AND DUES**

**Section 1: Membership:** The following individuals and/or groups shall be eligible for membership:

- a. Band parents;
- b. Alumni, who shall include former band parents and former band members;
- c. Business and professional firms and/or individuals;

- d. Civic and social organizations and/or individual representatives;
- e. Other interested parties.

**Section 2: Working Membership:** All band parents shall automatically be considered Working Members of the organization regardless of whether they are Voting Members.

**Section 3: Voting Membership:**

- a. Voting Membership shall be contingent upon payment of annual fees and dues by band parents of current band members;
- b. In cases in which one paid membership covers two band parents in one family, each band parent shall be recognized as a Voting Member and each shall be entitled to one vote.

**Section 4: Associate Membership:** All members of the organization who are not defined by the provisions of Article III, Section 3, of the Constitution, shall be known as Associate Members and shall have no voting rights.

**Section 5: Fees and Dues:**

- a. Annual Fees and Dues – Annual Fees and Dues of a current band member shall be charged as set forth in Article I of the By-laws.
- b. Waiver of Fees and Dues – Fees and Dues may be waived for individual band parents in cases of legitimate financial stress. Waivers may be granted in confidence by the President upon the written recommendation of the Band Director.
- c. Non-payment of Fees and Dues – In the event a band member or his/her band parents have not paid the annual Fees and Dues, the band member shall not be entitled to participate in any activity financially sponsored in whole or in part by the organization. In these cases, the Finance Committee, together with the Band Director, may review the financial need of any such band member and determine if a scholarship will be provided by the organization in order to allow the band member to participate in all activities of the band. In such cases where a scholarship has been provided, the band parents of the recipient band member shall be afforded voting privileges.

**ARTICLE IV**  
**GOVERNMENT**

**Section 1: Officers:** Officers shall be elected for terms of one year, as follows: President, Vice-President, Assistant Vice-President, Recording Secretary, Communications Officer, and Treasurer.

- a. Each officer shall be the parent or guardian of a student who will be a band member during the term of office involved.
- b. Should any office become vacant, that vacancy shall be filled according to the provisions of Article III, Section 3a and 3b of the By-laws.

**Section 2: Executive Board:** The Executive Board shall be constituted as follows:

- a. Elected officers, with the President serving as Chairman
- b. Chairmen of all Standing Committees upon invitation by the President
- c. Band Director(s)
- d. Principals – Beech High School, T.W. Hunter Middle School, Knox-Doss Middle School (ex officio)
- e. Auxiliary unit liaisons.

**BEECH HIGH SCHOOL COMMUNITY BAND BOOSTERS ASSOCIATION,  
INC.**

**BY-LAWS**

**ARTICLE I**

**FEES AND DUES**

The annual Fees and Dues shall be as determined by the Finance Committee on a yearly basis.

**ARTICLE II**

**MEETINGS**

All meetings shall be conducted within the framework of accepted parliamentary procedure, and Robert's Rules of Order shall be the definitive authority for questions and procedure which cannot satisfactorily be resolved by the presiding officer.

**Section 1: General Membership Meetings:** General membership meetings shall be held on the first Monday of each month. Special meetings may be called at the direction of the President.

- a. Meetings may be cancelled or rescheduled for 'due cause' at the direction of the President,
- b. The general membership shall be notified of the time and place of each meeting, by mail, telephone, or e-mail, prior to said meeting,
- c. A minimum of ten percent of voting members plus two elected officers shall constitute a quorum.

**Section 2: Executive Board Meetings:** Executive Board meetings shall be held preceding the monthly meeting. Special meetings may be called at the direction of the Chairman.

- a. Meetings may be cancelled or rescheduled for 'due cause' at the direction of the President,
- b. A minimum of four Executive Board members shall constitute a quorum.

## ARTICLE III

### ELECTIONS

**Section 1: Nominations:** A Nominating Committee of five members shall be appointed no later than March of each year, and shall be responsible for recommending candidates for each elective office in accordance with eligibility requirements as specified in Article IV of the Constitution.

- a. The Nominating Committee shall consist of two members from the Executive Board, one of whom shall serve as chairman and three members from the voting membership appointed by the President and confirmed by the voting membership.
- b. Prior to submitting nominations to the voting membership, the Nominating Committee shall confirm, through direct contact with potential nominees, that those individuals are eligible, available, and willing to serve if elected in the capacities and for the specific terms of office involved.
- c. Nominations shall be submitted to the Voting Membership, in writing, at the April general membership meeting.
- d. Additional nominations may be accepted from the floor at the General Membership meeting in April.

**Section 2: Voting:** Voting for the election of officers shall be accomplished at the General Membership meeting in April, from nominations as provided for in Section 1 of this Article. Voting shall be by hand, voice, or ballot, at the direction of the President.

**Section 3: Term of Office:** Officers shall serve May 1-April 30 of each year.

**Section 4: Vacancies:**

- a. Should the office of President become vacant, the Vice-President shall automatically assume the duties of President. Should the office of Vice-President become vacant, the Assistant Vice-President shall automatically assume the duties of the Vice-President.
- b. Should the office of Secretary, or Treasurer, become vacant, that office shall be filled by election at the next General Membership meeting from nominations submitted by the Executive Board and from the floor.

## ARTICLE IV

### DUTIES OF OFFICERS

The duties of each officer shall include, but not be limited to, the responsibilities set forth in Section 1 through 5 of this Article.

**Section 1: President:** The President shall:

- a. Serve as executive director of the organization, with full power to enforce the provisions of the Constitution and By-laws, appoint committee chairmen, delegate responsibilities and recommend policies and procedures for successful realization of the objectives of the organization as stated in Article II of the Constitution.
- b. Preside at all General Membership meetings.
- c. Serve as Chairman and preside at all Executive Board meetings.

**Section 2: Vice-President:** The Vice-President shall:

- a. Preside at General Membership and Executive Board meetings in the absence of the President.
- b. Serve as Special Projects Coordinator, assisting appointed Special Projects Chairmen with the formation, planning, and activities of their committees.

**Section 3: Assistant Vice-President:** The Assistant Vice-President shall:

- a. Preside at General Membership and Executive Board meetings in the absence of the President and Vice-President.
- b. Serve as an assistant to the Vice-President in coordinating special projects and serve as the Special Projects Coordinator in the absence of the Vice-President.

**Section 4: Recording Secretary:** The Recording Secretary shall:

- a. Keep accurate minutes of all General membership and Executive Board meetings.
- b. Prepare an agenda of unfinished business for each Executive Board meeting.

- c. Arrange for compilation and reproduction of a master list of all current and potential members of the organization, with correct addresses, phone numbers, and other pertinent information for distribution to officers and committee chairmen. Corrections, additions, and deletions concerning this list shall be announced, as available, at Executive Board meetings in order that all information may be kept current and accurate.
- d. Maintain a roster of each Standing Committee and Special Project Committee.

**Section 5: Communications Officer:** The Communications Officer shall:

- a. Prepare and reproduce a monthly Newsletter for distribution to the General Membership and arrange for the addressing and mailing of same.
- b. Prepare correspondence, fliers, promotional material, and other written material as requested for purposes of implementing and publicizing the activities of the organization.
- c. Prepare and/or approve all news releases on all activities related to the organization and the Band(s).

**Section 6: Treasurer:** The Treasurer shall:

- a. Execute all necessary bank documents for the proper transaction of organization business.
- b. Receive and keep an accurate record of all monies earned by and/or paid to the organization.
- c. Make regular deposits to the various accounts of the organization.
- d. Pay and keep an accurate record of all revenues, disbursements, and expenditures authorized by the budget process, as defined by Article V.f. of the By-laws. No other disbursements shall be authorized with the exception of expenditures from the Emergency and Unique Discretionary Fund as provided by Article VII of the By-laws. Any expenditure from the Emergency and Unique Discretionary Fund will be conditioned upon prior approval of the Band Director, Treasurer, and any two other officers of the Executive Committee. Such approval shall be later recorded by signatures of each approving officer and director on a written payment voucher and the expenditure shall be reported to the membership at the next scheduled membership meeting.
- e. Receive monthly bank statements and balance them against current records.

- f. Prepare a financial report for presentation of each General Membership meeting, with a copy to be appended to the minutes of each meeting.
- g. Advise the Executive Board of special financial problems and budget considerations which are in need of resolution or which may affect decisions relative to specific expenditures.
- h. Prepare a year-end report showing earnings from membership drives, special projects, and other specific sources; showing disbursements, by category, and showing total assets and liabilities of the organization. This report shall have been confirmed after an audit of the records by the Budget and Finance Committee, prior to the General Membership Meeting in February.
- i. To assist in maintaining appropriate accounting records, the Treasurer will make payment or provide reimbursement only upon presentation of a written payment voucher specifying the amount of the expenditure, the purpose of the expenditure, and the person requesting the payment or reimbursement.
- j. To assist in complying with IRS regulations, no payment shall be made to person(s) for services rendered in cash or by check made payable to cash. Contracts for services rendered should be secured beforehand.
- k. File all necessary forms with the Internal Revenue Service in order to maintain the tax-exempt status of the organization. File with the Secretary of State's office in the fourth month after the end of the fiscal year (Aug.30), an annual report in order to maintain the non-profit status.

## **ARTICLE V**

### **DUTIES OF THE EXECUTIVE BOARD**

The basic function of the Executive Board shall be to screen all business of the organization, assign priorities for the order of business to be acted upon, and prepare recommendations to the General Membership, so as to eliminate irrelevant discussion at General Membership meetings. The duties of the Executive Board shall include, but not be limited to:

- a. Formulation of new concepts, broad policies, operational procedures, and long-range plans, in keeping with the objectives of the organization as stated in Article II of the Constitution.

- b. Consideration of specific suggestions, criticism, requests for funds, fund raising proposals, committee problems, and other matters requiring direct action by the Executive Board, or recommendations from the Board for action by the General Membership.
- c. Evaluation of progress reports from committee chairmen, with resolution of current problems through delegation of specific responsibilities, recruitment of additional personnel and/or services, and revision of operational procedures, if necessary.
- d. Preparation of an agenda for each General Membership meeting, to include all old business, new business, relevant committee reports, and announcements of interest to the General Membership.
- e. Coordination, during the months of April and May, of the transfer of the government and operation of the organization to the incoming Executive Board, with clarification of all records, procedures, and ongoing business.
- f. After consultation with and input from the Band Director, and upon the recommendation of the Budget and Finance Committee, to prepare and propose to the General Membership in March, a budget for operational purposes for the following academic year to be voted upon at the April General Membership meeting. It shall further be the duty of the Executive Board to insure that the Budget and Finance Committee quarterly reviews the previously approved budget and makes recommended modifications as circumstances dictate, to be approved by the General Membership before such modifications become effective.

## **ARTICLE VI**

### **STANDING COMMITTEES**

**Section 1: Committees:** The following Standing Committees shall be organized yearly, to function from May through April:

- a. Telephone
- b. Hospitality and Awards
- c. Ways and Means
- d. Auxiliary Unit Liaison
- e. Budget and Finance
- f. Any others, deemed necessary, by the Executive Board.

**Section 2: Reports:**

- a. Plans and verbal progress reports of each Standing Committee shall be presented by the respective chairman at each monthly meeting of the Executive Board, and at General Membership meetings when appropriate.
- b. Plans and verbal progress reports of each Special Project Committee shall be presented by the Special Projects Coordinator (Vice-President) at appropriate meetings of the Executive Board, or (and) by the respective chairmen at General Membership meetings when appropriate.

**ARTICLE VII**

**FUNDS**

**Section 1: Operating Fund:** The Operating Fund shall consist of all net receipts of the organization and shall be used to defray the operating expenses of the organization as provided by Article V.f. of the By-laws.

**Section 2: Emergency and Unique Discretionary Fund:** The Emergency and Unique Discretionary Fund shall be funded by the allocation of ten percent (10%) of the Fees and Dues as determined in accordance with Article 1 of the By-laws. In the event any funds remain in the Emergency and Unique Discretionary Fund at the end of April in any budget year, the Budget and Finance Committee, at its next quarterly meeting, will review and recommend a disposition of the Fund to the General Membership for vote at its meeting in May of each year by either reallocating it to the Operating Fund or retaining it for the following Budget year, as additional monies for the Emergency and Unique Discretionary Fund.

**ARTICLE VIII**

**PETITION FOR RECALL**

A Petition for Recall of any elected officer may be submitted to the Executive Board by any Voting Member(s) of the organization at any time.

- a. Said petition shall require the affirmative vote of not less than two-thirds members of the Executive Board in order for removal of the elected officer in question to be effected.

- b. Should the petition not receive the approval of the Executive Board, the petitioner(s) may then obtain the signatures of not less than one-third of the Voting Members of the organization, and submit the signed petition at a General Membership meeting, at which time the matter shall be brought to vote.
- c. Once an elected officer has been recalled, he/she shall be immediately notified in writing, and the vacancy thus created shall be filled by election at the next General Membership meeting, in accordance with the provision of Article III, Section 4 of the By-laws.

## **ARTICLE IX**

### **AMENDMENTS**

The Constitution and By-laws of the organization may be amended by vote of the Voting Membership at any General Membership meeting according to the following procedure:

- a. Amendment(s) shall be proposed, discussed, and approved in draft form at a General Membership meeting at least one month prior to the General Membership meeting at which voting is to take place.
- b. Copies of the approved draft(s) of the proposed amendment(s) shall be distributed to the General Membership at least four days prior to the General Membership meeting at which voting is to take place.
- c. Passage shall require two-thirds (66%) of the Voting Membership present and voting.

Amended 9-12-05 – office of Assistant Vice-President added.