

Beech High School Community Band Boosters

By-Laws

Beech High School Band Boosters

3126 Long Hollow Pike

Hendersonville, TN 37075

Mailing Address:

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Hendersonville, TN 37077-2982

Incorporated 8-1-2000

Adopted 9-11-2000

Amended 9-12-2005

Amended 5-6-2019

Article I

Name

1. The name of the organization shall be the Beech High School Community Band Boosters Association, Inc.

Article II

Objectives

1. To provide yearly and cumulative funds, supplemental to any Board of Education allotments and membership dues, for the support of the Beech High School Bands.
2. To enlist financial and moral support within the community for the Beech High School Bands.
3. 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.
4. To work through all available education and political channels for the establishment and maintenance of a supervised, coordinated music education program throughout the Beech Community school system.

Article III

Membership

1. The membership shall include any band parent or other persons interested in the progress and development of the Music Departments of Beech High School Bands.
2. All Officers and members of the Board of Directors and appointed committee chairpersons must be registered members of the Band Boosters.

Article IV

Officers

1. The officers of the Band Boosters shall be:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Assistant Treasurer
 - f. Internal Operations Officer
 - g. Fundraising Officer
 - h. Communications Officer

- i. Immediate Past President

Article V

Officer Elections

Section 1: Nominations

1. 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 III.
2. The nominating committee shall consist of two members from the Executive Board, one of who shall serve as the chairperson and three members from the voting membership appointed by President and confirmed by the voting membership.
3. 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.
4. Nomination shall be submitted to the voting membership in writing at the April General membership meeting.
5. Additional nominations may be accepted from the floor at the general membership meeting in April.
6. Following the election, the new officers shall serve for a one-year term beginning June 1st through May 31st the following year.

Section 2: Voting

1. 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: Petition for Recall

1. A Petition for Recall of any elected officer may be submitted to the Executive Board by any member of the General Membership of the organization at any time.
 - a. 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 General Membership and submit signed petition at a General Membership meeting at which time the matter shall be brought to a vote.
- c. Once an elected officer has been recalled, he or 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 Article V Section 4 below.

Section 4: Vacancies

1. Should the office of the President become vacant, the Vice-President shall automatically assume the duties of the President.
2. Should any other office 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.
3. All persons nominated must be willing and able to serve.
4. Officers elected in a special election will serve until the end of the current term (ending May 31st).
5. A simple majority vote of members present at the meeting during which a special election is held, shall prevail.

Article VI

Duties of Officers

The duties of each officer shall include, but not be limited to, the responsibilities set for the in sections 1 through 9 of this Article.

Section 1: President

Serves as Chairman of Booster Board. Responsible for oversight of all officers and specifically Concessions and Tailgating Committees. The president is responsible for presiding over the board meetings, as well as presiding over the at-large booster club meetings. The President shall secure an overview of the budget report from the treasurer for each board meeting, which shall be distributed to the board, and an abridged version will be given to the booster club at large. The President shall be an ex-officio member of all committees. The President shall oversee the budget and work with the Fundraising officer to ensure the organization raises adequate funds to accomplish the tasks outlined in Article II "Objectives".

Section 2: Vice President

The Vice President will serve as an assistant to the President. The Vice President shall assume the duties of President in the absence of the President. The Vice President shall also solicit volunteers to fill vacant board positions. The VP shall also perform other duties as requested by the Band Directors.

Section 3: Secretary

Responsible for maintaining accurate minutes from both the board and at-large meetings as well as all band-related documentation, including contracts, medical forms, notarized documents and other paperwork. The secretary shall

oversee the secretarial committee and give a monthly report to the board from the committee. All minutes from both board and at-large meetings shall be publicized to the members at large.

Section 4: Treasurer

Responsible for handling all of the band's finances including both income and expenses as well as tax documentation. The Treasurer shall oversee the finance committee. The treasurer shall present the board with documented overview of the budget to actuals at the monthly board meeting. A summary overview of the budget report should also be given to the booster club at the at-large meeting. The Treasurer shall adhere to duties and safeguards outlined in the "Financial Control Policies and Procedures" guide adopted by the booster membership on 1/5/2016.

Section 5: Assistant Treasurer

Responsible for the record keeping of student fees in the Charms system. The Assistant Treasurer shall send monthly statements to members by the 10th of each month. The Assistant Treasurer shall present a monthly overview report to the Board of total fees collected and the total fees due to date. Asst. Treasurer will be the primary contact for members regarding the status of fees paid. The Assistant Treasurer will also help oversee the Finance Committee in conjunction with the Treasurer.

Section 6: Fundraising Officer

Shall oversee the efforts of the Band Boosters to raise sufficient monies for the successful operation of the organization. The Fundraising Officer will work closely with the President to identify and develop fund-raising opportunities which will maximize the receipt of funds produced by students and members of the Band Booster organization. Special care should be taken to ensure that the demands on those participants' time, talents, and energies are not overly taxing or burdensome. The Fundraising Chairperson shall also work closely with and be accountable to the organization's Treasurers to ensure the proper handling and accounting of funds appropriated to and derived from the efforts of the committee. The Fundraising Officer shall oversee Fall Fundraiser Committee and Spring Fundraiser Committee. The Fundraising Officer shall give a monthly report to the board from each of the committees he/she oversees.

Section 7: Internal Operations Officer

Responsible for handling all matters internal for the organization. The Internal Operations Officer shall oversee the Sewing Committee, Uniform Committee, and the Field Committee. The Internal Operations Officer shall give a monthly report to the board from each of the committees he/she oversees.

Section 8: Communications Officer

Responsible for all communications between the band members as well as public forum. Shall oversee the Communications and Sunshine Committees and provide a monthly report to the board. The Communications Officer will handle oversight of the website as well.

Section 9: Immediate Past President

Responsible for providing guidance to the new President and Board for a one-year term. The Immediate Past President is an advisory-only positions with no voting privileges. The Past President will help ensure reasonable continuity in the operating of the Band Boosters from year to year. This position only exists if the Immediate Past President is not serving on the Board in another position.

Article VII

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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. The Executive Board shall have general supervision of the affairs of the Band Boosters.
8. The Executive Board shall meet monthly prior to each general Band Boosters meeting to determine the business to be transacted at the general meeting.

Article VIII

Meetings

1. The number and date of meetings shall be determined by the Board of Directors each year. General membership meetings should be held at least monthly, with the exception of June and July.
2. Special meetings may be called by the President.

Article IX

Standing Committees

1. The number and type of committees shall be determined by the Board of Directors each year.
2. Each committee shall have a chairman, as decided by the committee at their first meeting of the year.

3. Committees should have as many members as the chairman deems necessary.
4. The chairman will submit ideas, plans, projects, etc., to the Board of Directors for approval before implementation.
5. The Band Directors and the Booster President shall be ex-officio members of all committees.

Article X

Financial Reporting and Accounting

1. All members, Directors, Executive Board Members and Committee Members are required to strictly adhere to the Financial Controls Policies and Procedures, adopted and approved on January 5, 2016.
2. A copy of the Financial Controls document should be distributed via email or hard copy to the general membership at least one time per year.
3. The Financial Controls document should be kept with all other Important Documents and made available for review by request.

Article XI

Dues

1. The yearly membership fee shall be determined by the Board of Directors and the Finance Committee with input from the Band Directors each year.

Article XII

Quorum

1. A minimum of ten percent of the membership plus two elected officers shall constitute a quorum.

Article XIII

Authority

1. The rules contained in Robert's Rules of Order, Revised shall govern the Band Boosters in all cases in which they do not conflict with the rules of the Band Boosters.

Article XIV

Amendment Procedures

1. The By-Laws of the organization may be amended by vote of the General Membership at any General Membership meeting according to the following procedures:
 - a. Amendments shall be proposed, discussed, and approved in draft form at General Membership Meeting at least one month prior to the meeting in which voting is to take place.
 - b. Copies of the approved drafts of proposed amendments shall be distributed to the General Membership at least four days prior to the meeting in which the voting is to take place.

- c. A two-thirds majority vote of the General Membership present and voting is required for passage.

Article XV

Fiscal Year

1. The fiscal year of the Band Boosters will be June 1st through May 31st.