

**BYLAWS OF**  
***The Hillwood Band Boosters***

**ARTICLE I**  
**NAME**

See the “Articles of Incorporation of the Hillwood Band Boosters.”

**ARTICLE II**  
**PURPOSE**

See the “Articles of Incorporation of the Hillwood Band Boosters.”

**ARTICLE III**  
**MEMBERSHIP**

1. The membership of this organization shall include any band member, alumni, parent, guardian, or other person interested in the progress and development of the Hillwood High School band program.
2. The annual membership fee is Five Dollars (\$5.00) per family.
3. Parents and guardians of band members, upon payment of membership fee and their student’s band fees shall be members in good standing and shall automatically be voting members. Band members shall automatically be non-voting members. Alumni and other persons interested in the progress and development of the Hillwood High School band program shall be welcome as non-voting members.

**ARTICLE IV**  
**OFFICERS AND ELECTIONS**

1. Officers shall be a president, one or more vice-presidents, one or more secretaries, and one treasurer, who are parents or guardians of band students.
2. No two officers can be from the same family. Two family members may share a position, for example Co-President, Co-Treasurer, etc. There will be only one vote per family in Executive meeting.
3. These officers shall be elected annually from nominations of the nominating committee and/or from any nominations from the floor.
4. Officers shall be nominated at the March meeting and elected at the April meeting and shall take office upon election.
5. In the event the office of president shall become vacant, the first vice-president shall become president. In the event any other office shall become vacant, it shall be filled at the next regular meeting by a majority vote of the membership present.
6. No officer shall hold the same office for more than two consecutive years.

**ARTICLE V  
DUTIES OF OFFICERS**

1. The president shall preside at all meetings of the Boosters, appoint all committee chairmen and special committees, and shall be an ex-officio member of all committees.
2. The first vice-president shall assume all the duties of the president in his or her absence and other duties as may be assigned by the president. The first vice-president shall be chairman of the Ways and Means Committee. The second vice-president if any, shall assume other duties as may be assigned by the president.
3. The secretary shall keep the membership records and minutes of all meetings and attend to the correspondence as requested. The secretary shall maintain and administer our public inspection file. If two secretaries are elected their duties shall be divided by corresponding and recording.
4. The treasurer shall receive all monies accruing to the Boosters and shall deposit same in an approved bank account under the name of the Hillwood Band Boosters. The treasurer shall keep an accurate and complete record of all receipts and disbursements. The treasurer shall be a member of the Ways and Means Committee.
5. The president shall be authorized to sign checks along with either the first vice-president or the treasurer; two signatures being required on all checks.

**ARTICLE VI  
EXECUTIVE BOARD**

1. The board of directors of the corporation, to be known as the Executive Board, shall consist of the president, vice-president(s), secretary (ies), treasurer, band director(s), and any committee chairpersons the president deems necessary.
2. The Executive Board shall have general supervision of the affairs of the Boosters, and shall meet at times determined by the president or by a majority of the Executive Board.
3. The Executive Board shall meet before each regular Booster meeting, and at other times as deemed necessary. A quorum shall be four (4) executive board members. A majority vote of the voting members present carries a vote or motion.

**ARTICLE VII  
COMMITTEES**

1. A Nominating Committee, if deemed necessary by the executive board shall consist of three (3) members, one appointed by the president and two (2) elected by the Executive Board at the regular January meeting. The committee shall make its report at the March meeting.
2. There shall be the following standing committee chairpersons appointed by the president: Membership; Telephone/Communications; Publicity; Chaperone;

- Transportation/Equipment; Hospitality/Banquet; Uniform; First Aid; and such others as the president shall find necessary. All committees shall submit their plans for projects to the Executive Board for approval prior to submission to the membership for final approval.
3. The Ways and Means Committee shall submit their plans for raising funds to the Executive Board for approval prior to submission to the membership for final approval. This committee will consist of parents of band students appointed by the Ways and Means Chairman.

### **ARTICLE VIII MEETINGS**

1. The regular meetings of the Boosters shall be held once each calendar month.
2. Special meetings may be called by the president or vice-president if all members are duly notified by mail, newsletter, telephone, or e-mail.
3. A quorum for all meetings shall consist of at least eight (8)-voting members present after members have been notified by mail, newsletter, telephone, or e-mail prior to the meeting and must include the president or a vice-president. A majority vote of the voting members present carries a vote or motion.

### **ARTICLE IX FUNDS**

1. All funds created under the sponsorship of the Boosters shall be deposited in a bank account approved by the Executive Board.
2. Approval of the Executive Board shall be required for the disbursement of any Booster funds.
3. A band camp budget shall be approved at the June meeting. A budget for the remainder of the year shall be approved at the September meeting by the Booster membership.
4. Expenditures not included in said budget may be approved by the Executive Board without the approval of the membership up to a maximum of \$200.00 provided funds are available.
5. The president and Treasurer or the band director(s) may approve up to \$25.00 expenditures without the approval of the executive board or membership, provided funds are available.
6. Between the April and June meetings, the in-coming officers and band director(s) will prepare the band camp budget and a proposed budget for the coming year and submit it to the membership at the June meeting.

**ARTICLE X  
FINANCIAL REPORTS**

1. The treasurer shall be required to prepare a monthly financial report, and an annual financial report. These reports shall become a part of the permanent records of the Band Boosters.
2. Copies of the above mentioned financial reports shall be filed by the treasurer with the Executive Board, the Booster membership, and with such other persons or groups as the Executive Board shall direct. The treasurer will file annual reports with the State of Tennessee, the Internal Revenue Service, and any other agencies as required.
3. An independent inspection of the financial statements shall be made in July or August of each year. The Executive Board shall select a qualified individual to conduct the inspection of the financial records. This report shall be given by the treasurer to the board and general membership in the first regular meeting of the next fiscal year. The fiscal year shall be from July 1 to June 30.

**ARTICLE XI  
ITEMS PURCHASED**

All equipment, uniforms and supplies purchased by this organization will immediately become the property of the Hillwood Band Boosters.

**ARTICLE XII  
AMENDMENTS**

Both the Hillwood Band Boosters Articles of Incorporation and the Hillwood Band Boosters Bylaws shall govern the Hillwood Band Boosters. Both may be amended by a majority vote of the membership present at any regular meeting. Amendments to either must have been presented in writing at the preceding regular meeting of the Boosters, or shall have been mailed to all members of record prior to the regular meeting of the Boosters.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2004

\_\_\_\_\_ Signature/date  
President

\_\_\_\_\_ Signature/date  
Secretary