

**Constitution and By – Laws**  
Briarhill Band Booster Club  
August 16, 2007

**Constitution**

**Article I – Name, Purpose, and Limitations**

**Section 1**

The name of the organization will be the **Briarhill Band Booster Club**.

**Section 2**

The purpose of the band boosters will be the promotion and encouragement of the Briarhill M. S. Band Department, and to cooperate with the directors in every way possible for the development of the character and talents of the Briarhill M.S. band students.

**Section 3**

The band boosters will work at all times to cooperate with those in charge of the band program, and the school board to the extent that this department be brought up and kept at the highest degree of efficiency. The band boosters will not at any time attempt to dictate or direct the administrative activities nor control the policies of the schools, but will support established policies. The band boosters are a non – profit organization and all activities of the band boosters will be open and public.

**Article II – Membership**

**Section I**

The membership of the band boosters will consist of parents or guardians of students in the Briarhill M.S. Band Program. All parents or guardians must sign the Parental Agreement Form provided by the boosters.

**Section 2.**

All parents or guardians of Briarhill Band members are considered members of the Briarhill Band Booster Club.

**Section 3.**

Voting privileges will be limited to those band booster members consisting of parents or guardians of the Briarhill M.S. band students only. If there is not a majority vote on the Board, decision will be made by a general membership vote.

## **Article III - Meetings**

### **Section 1.**

Meeting dates of the band boosters will be scheduled on an as needed basis. There will be a minimum of 3 meetings per year. All general membership Booster meetings will be scheduled with 30 days notice to the parents or guardians. (With the exception of special meetings called by the President)

### **Section 2.**

Special meetings may be called by the President should the need arise.

## **Article IV –Executive Officers, Board and Elections**

### **Section 1**

The board will consist of the Executive Board, Band directors and a representative from Beginner Band, Concert Band and Symphonic Band

### **Section 2**

The officers of the Executive Board will be President, Vice President 1, Vice President 2, Secretary, and Treasurer

### **Section 3**

In April of each year, the president and band directors will appoint a nominating committee consisting of an odd number of members to select a slate of officers for the upcoming year. Nominees will be band booster members and will be presented to the members at the May meeting where further nominations will be taken from the floor. The officers will be elected at the May meeting and take office June 1<sup>st</sup>.

### **Section 4**

The term of office for all officers will be for one year beginning June 1 and ending May 31 of the following year. Members of the board may serve a maximum of two consecutive terms in the same office.

### **Section 5**

A husband and wife may be elected to serve jointly in a position on the Executive Board, but would only be allowed 1 vote for the position.

**Section 6**

Board meetings will be scheduled at convenient times so that the majority of the board members and the directors can meet.

**Section 7.**

Positions that become vacant on the board during the term will be filled from the membership and approved by the majority vote of the board.

**Article V – Committees****Section 1.**

There will be the following standing Committees:

- Hospitality (Under the direction of Vice President 2)
- Chaperone (Under the direction of Vice President 2)
- Fundraising (Under the direction of Vice President 1)
- Web Master/Communication

**Section 2.**

Other committees may be established, appointed by the President on a motion or the approved motion of the board.

## **By – Laws**

### **Article I – Duties and Powers of Officers**

#### **Section 1.**

The President will preside at all meetings of the band boosters and will be empowered to sign orders on the treasury. The President will serve as ex-officio member of all committees. The President will set and distribute an agenda for all meetings

#### **Section 2.**

The Vice President 1 will be in charge of fundraising activities and will oversee the fundraising committee. Vice President 1 will be empowered to sign on orders of the treasury.

#### **Section 3.**

The Vice President 2 will be in charge of Hospitality and Chaperones and will oversee those committees. Vice President 2 will be empowered to sign on orders of the treasury.

#### **Section 4.**

The Secretary will keep minutes of all meetings, handle all correspondence and will keep records of all activities of the band boosters to provide a permanent and accurate history of it. Secretary will be empowered to sign on orders of the treasury.

#### **Section 5.**

The Treasurer will have primary responsibility for depositing funds, writing checks and reconciling band statements, and oversee the finance committee. The Treasurer will also aid in the collection and counting of fundraising money and record keeping pertaining to each fundraising event. Such funds will be deposited in a bank designated by the board and will be reported at all meetings. The Treasurer will expend such funds only on the agreement of the approved budget. All checks will be signed by the treasurer and co-signed by an executive board member.

#### **Section 6.**

The outgoing board members, before leaving office, will provide for a review of the financial accounts. All records and a copy of the review will be provided to the incoming Treasurer within 30 days after taking office.

The President will appoint an audit committee of booster members to perform a yearly audit on the accounts. (The treasurer is not eligible to be a part of this committee.)

**Section 7.**

Any officer may resign by letter to the booster board. Such resignation will be considered effective upon the acceptance of the letter by the board.

**Section 8.**

Removal from office – any officer of the band boosters may be removed from office upon the recommendation of directors and the board members.

A majority vote of the board must approve removal from office

**Section 9.**

A special election may be called by the President to fill the unexpired term of any officer who is removed or resigns. If the office of the president is in question, the band directors may call for a special election.

**Article II – General Provisions**

**Section 1.**

The Constitution and By-Laws may be amended with directors' approval and a majority vote of the members at a meeting. The amendments must have been presented at a prior meeting or otherwise posted or distributed seven days in advance of the meeting. Any person proposing changes to the Constitution and By-Laws must be present when those changes are presented to the board and membership.

**Section 2.**

Members will constitute a quorum for the transaction of business in any regular meeting of the band boosters. A majority of the members of the board will constitute a quorum of that body.

**Section 3.**

The Band Directors and a member of the Executive Board will draw up a proposed budget to be approved by a majority vote of the band boosters on a yearly basis.

**Section 4.**

In the event that the band boosters are dissolved, all moneys left in the treasury will resort to the school band activity account.

Board Approval:

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President

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Vice President 1

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Vice President 2

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Treasurer

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Secretary

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Director of Bands