

BYLAWS OF THE HIGHLANDS VARSITY BAND BOOSTERS

Article I - Association

Section 1. This Association shall be known as the Highlands Varsity Band Boosters.

Section 2. The objective of this Association shall be:

- A. To arouse and maintain constant enthusiastic interest and activities of the Highlands jazz band, concert band, color guard, drill team, honor guard, marching band members, and the band managers.
- B. To cooperate with and support the Supervisor of Music, Band Directors, School Administration, and the School Board.

Article II - Membership

Section 1. The membership of the Association shall consist of parents and/or guardians and/or custodians of any current member of The Highlands Varsity Band.

Article III - Voting

Section 1. The voting power of the Association shall be vested in those persons listed in Article II as well as the booster board. The Booster President will break a tied vote. (Robert's Rules)

Article IV - Officers and Chairpersons

Section 1. The officers shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and the Student Accounts Treasurer. All are to be elected by the members listed in Article II.

Section 2. The chairpersons shall be the Ways & Means Chair, Chaperone Chair, Senior Affairs Chair, Uniform Chair, Concessions Chair and other positions appointed by the President and approved by the officers. Chairpersons shall be appointed to a two year term.

Section 3. Each officer may be elected for one term. A term is defined as two consecutive years in the position for which he/she is elected.

Section 4. If an individual is appointed and/or elected to fill a vacated term, the individual filling the vacancy shall be eligible for a full term of office at the next period of elections

Section 5. All positions listed above are voluntary. No officer or chairperson shall receive financial remuneration for his/her service.

Section 6. Descriptions of the duties and responsibilities for all elected and appointed positions listed above are available upon request from the Executive Board.

Article V - Duties of the Officers

Section 1. A term of office for any elected position will be considered two consecutive years.

Section 2. The President shall preside over all meetings of the Association and work closely with all of the elected officers. The President is to keep the Vice President aware of all procedures and current activities to be fully trained to assume all duties of the president in his/her absence. The term of the Office of President is to exceed no more than one full term.

Section 3. The Vice President shall be elected as President-elect. This person does not automatically become President. The term of office is not to exceed more than one full term.

Section 4. The Recording Secretary shall keep records and minutes of all board and general meetings.

Section 5. The Corresponding Secretary shall attend to all correspondence.

Section 6. The Treasurer shall receive and deposit all funds and make monthly written financial reports to the membership at each regular meeting. He/she must have the co-signature of the President or Vice President on all checks and/or withdrawals. He/she shall submit proposed budget for the following year to the school district or superintendent. The term of office is not to exceed more than one full term and election will be held the year opposite the election of the Student Accounts Treasurer.

Section 7. The Student Accounts Treasurer shall be responsible for creating and maintaining all student accounts. He/she shall work closely with the Treasurer at the end of the school year and submit to the Treasurer a written report of student account balances. The term of office is not to exceed more than one full term.

Article VI - Finances

Section 1. An Annual financial report for the preceding fiscal year shall be filed at the September meeting for the Association by the Treasurer and an Auditing Committee that includes one representative from the Executive Board and two members from the Association at large.

Section 2. The Booster Board Members can approve, by majority vote, any non-anticipated expenditures up to \$500. For non-anticipated expenditures in excess of \$500, a majority vote by the Association is required.

Article VII - The Executive Board

Section 1. The Executive Board shall be comprised of the elected officers and chairpersons.

Article VIII - Meetings

Section 1. The regular meetings of the Association shall be published in the school calendar and held at least once a month during the school year.

Section 2. Changes in meeting dates defined above will be approved by the Executive Board.

Section 3. Special meetings shall be called by the President at any time.

Section 4. The Executive Board shall meet monthly approximately one week prior to the regular monthly meeting.

Section 5. There must be 50%+1 member of the board present at a board meeting in order to hold a vote.

Article IX - Elections

Section 1. A Nominating Committee shall be appointed by the President at the regular meeting in March. All persons nominated to an office must give their consent to serve if elected. An election will be held at the next to last regular meeting of the school year. Installation of officers shall take place at the last regular meeting of the school year.

Section 2. Election of the President, Vice President, Secretary, Corresponding Secretary, and Treasurer will occur in one year. Election of the Student Accounts Treasurer will occur in the opposite year.

Article X - Quorum

Section 1. Fifteen members including the board members and the Association shall constitute an official meeting.

Article XI - Authority-

Section 1. The rules that govern are based on Robert's Rule of Order.

Article XII - Amendments

Section 1. The bylaws shall be reviewed annually, revised as needed by the Executive Board, and submitted to the general membership for approval.

Approved by membership 5/8/2017

Revised 1/26/2015

Approved by membership 4/6/2015

Revised 5/30/2012

Approved by Membership 5/2012