Terre Haute North Vigo Band Boosters

Article I – Title:

A. The name of this organization shall be the Terre Haute North Vigo Band Boosters. Hereinafter referred to as Band Boosters.

Article II – Objective

A. The objectives of this organization shall be.

1. This organization shall be operated as a non-profit 501 (c) (3) organization.

2. To provide financial assistance and other support for those projects that are suggested by the instructor or the membership and approved by the membership.

3. To encourage a positive working relationship between the band program, parents, school and community.

4. To assist the director in obtaining and maintaining facilities, equipment, voluntary manpower and resources for the band program.

Article III – Membership

A. The members shall consist of all parents of students participating in band activities

and any person who interest is to further the purpose of the organization.

1. The voting members of the organization will consist of the legal guardians of current band students.

2. There shall be no dues associated with membership.

Article IV – Executive Board/Officers

A. The following elected officers shall serve a term of one-year, beginning the monthly meeting in May through the monthly meeting in April.

1. President

2. 1st Vice President – Fundraisers/Finance

3. 2nd Vice President – Volunteers/Committees

4. Secretary

5. Treasurer

B. Elected officers must be a legal guardian of a band and/or colorguard student for the fiscal year in which they serve.

C. No officer shall hold more than 1 office at a time and shall not serve more than two (2) consecutive years in the same office. Exception may be made upon the recommendation of both the board and the Nominating Committee.

D. Officers serve without compensation and agree to deliver to their successors all office material within 30 days following elections.

E. The Executive Board will consist of the Terre Haute North High School Band Directors and the elected officers.

F. In the event an office becomes vacant due to resignation or in the event the officer’s band student leaves the band, a replacement shall be selected by a majority vote of the

Executive Board

G. Any elected officer may be removed from office by a recommendation of the Executive Board and simple majority vote by the voting members of the organization if the officer is not performing the said duties below to the satisfaction of the organization’s membership.

# V. Duties of Officers

A. President

1. Preside at all executive board and general meetings. The president shall enforce the bylaws and ensure that all activities of the officers and the organization are supporting the band as prescribed by the by-laws. The president will prepare an agenda for each meeting in cooperation with the band directors.

2. Serve ex-officio on all committees except the nominating committee. He or she will also serve as the chairman of the budget committee which will consist of the president, 1st VP, treasurer and the band directors.

3. Serve as the liaison among the band boosters, THN administration and associated Booster Clubs. The president shall assist the band directors as needed.

B. First Vice President - Fundraising/Finance

1. Perform duties of the president in his or her absence and act in an advisory capacity at all times. Upon the resignation of the president, the first vice president shall fill the office of president until a specialty election can be held.

2. Serve as the chair of the fundraising committee.

C. Second Vice President – Volunteers/Committees

1. Perform the duties of a public relations officer for the organization. This may include, but is not limited to: maintaining a website, maintaining social media, providing appropriate information to various media outlets, etc.

2. Form committees appropriate to the needs of the organization.

3. Appoint chairpersons of the committees as needed with the assistance and approval of executive board.

D. Secretary

1. Keep the minutes of all general and exec board meetings and make these available to the membership.

2. Handle all correspondence as necessary.

3. Maintain and correct list of all members and shall keep a copy of the by-laws.

E. Treasurer

1. The Treasurer shall maintain an accurate and permanent record of all receipts

and distributions of the organization.

a. Checking account(s) should be established with two authorized

signatures: Treasurer and President.

b. Two authorized persons shall sign all checks. Checks reimbursing an

officer may not be signed by that officer.

~~c. All expenditures are to be made by check.~~

c. All expenditures require board approval and two signatures.

d. All collected monies should be deposited as soon as practical.

e. Bank Statements should be mailed to the address maintained by the

organization so that they can be reviewed by the Executive Board prior to being given to the Treasurer.

f. Bank statements are to be reconciled monthly.

2. Treasurer reports will be published at every meeting detailing expenditures and receipts

3. As a member of the budget committee, support the preparation of an annual budget based on recommendations of the band directors, board members and committee chairs. The draft annual budget shall be presented to and approved by the Band Board prior to the end of the fiscal year. The budget will be presented to the general membership for final approval.

4. Annually prepare taxes for the organization.

# VI. Nominations and Elections

# A. At a January or February general meeting of the organization, a nominating committee will be elected. The committee will contain an odd number of members not less than 5. The Band Directors will serve on the committee as non-voting members. Two alternates may be elected. Members may not serve on the nominating committee if they were members of the nominating committee the prior year.

B. Officers will be elected at a general meeting in April and will assume duties in May.

C. While an officer may hold an office for a maximum of two years, that officer must be re-elected to that position by the general membership.

# VII. Meetings

A. All meetings of the organization including the Executive Board meetings shall be

governed and ruled by the Robert’s Rules of Order, latest edition.

B. The general meeting of the organization shall be held on the first Tuesday of each month from July to May beginning at 7 P.M. unless otherwise directed by the organization or the executive committee

C. Executive Board meeting shall be held at least once per calendar quarter unless agreed by the majority of the board that there is no business to address.

D. Quorum shall consist of the members in attendance at the meeting, a band director and 3 of the 5 officers.A simple majority of the members present and voting shall be sufficient to carry a motion.

## E. Order of Business for General Meetings:

1. Call to order

2. Acceptance of minutes

3. Treasurer’s report

4. Music directors’ reports

5. Committee reports

6. Old business

8. New business and member comments

9. Adjournment

# VIII. Committees

A. Standing committees shall be those deemed necessary for the preservation and well- being of the association. They may include Publicity, Uniform, Hospitality, Chaperone, Equipment, and others deemed necessary by the association President and Band Directors.

B. Committee Chairpersons shall be appointed by the 2nd Vice President with the approval of the executive board.

C. The band directors and president shall serve as a member of each committee. Committee members may be selected by the chairpersons with the assistance of the 2nd Vice President and band directors.

D. The fundraising committee shall be chaired by the 1st Vice President

E. The budget planning committee will consist of the President, Treasurer and band directors.

F. Committee chairpersons will prepare a report for every meeting.

# IX. Amendments

A. The By-laws may be amended by a two-thirds vote of the members present at the general meeting; provided a copy of the proposed amendments shall be available to

every member thirty (30) days prior to adoption of the proposed amendments.

X. Dissolution

In the event that the organization is dissolved, all monies remaining shall be given to Terre Haute North Vigo High School Extra Curricular Accounts for the use of the band department at the discretion of the current band director. Similarly, any property (e.g. uniforms, equipment vehicles, instruments, etc) will become the property of the Terre Haute North High School Band Program under the direction of the current band director.