

Bearden High School Band Boosters By-Laws

Article I - Name

The name of this non-profit organization shall be the **Bearden High School Band Boosters**.

Article II - Objectives

The particular objectives for which this association is formed are:

1. To create a closer working relationship between students, parents, school, community and the band directors
2. To raise funds in order to provide financial support of the band.
3. To be an advocate in all matters and things pertinent to the band, and to remain within the jurisdiction of the school system and the band directors.

Article III - Membership

Membership in this association shall consist of the parents of Bearden High School band members, interested school patrons, band directors, and school principals. Position of Treasurer shall be appointed by the Executive Board to supportive patrons that can be alumnus parents or students.

Article IV - Officers

The officers of the association shall be President, President Elect, Vice President, Second Vice President, President Emeritus, Secretary, Treasurer, and Assistant Treasurer.

1. The **President** shall preside at all the meetings of the association. He or she shall chair the Band Board and Executive Board. He or she shall be a member ex-officio of all committees. The President is the Chairman of the Budget committee, which will consist of the President, the treasurer, and the band directors.
2. The **President Elect** shall perform duties of the President in his or her absence and act in an advisory capacity at all times. The President Elect shall assume the office of President in the year following his or her term as President Elect. In case of inability to serve or resignation of the President, the President Elect shall fill the unexpired term.
3. The **Vice President** shall act in an advisory capacity to assist the President and the President Elect. The Vice President is also responsible for keeping parents and the community informed of all band and booster association activities.
4. The **Second Vice President** shall act in an advisory capacity to assist the President and President Elect. The Second Vice President is responsible for acting as freshman liaison in order to orient freshmen students and their parents to the band and band boosters.
5. As the past President, the **President Emeritus** shall act as a consultant to the Executive Board. The President Emeritus shall not be required to have a band member.
6. The **Secretary** shall keep the minutes of all Executive Board and association meetings and make these available to the membership. The minutes will be maintained in accordance with regulatory requirements.

7. The **Treasurer** shall be responsible for:

- A. Receiving all money collected, issuing of receipts, and depositing funds in the established bank account. All monies collected shall be deposited in the name of Bearden High School Band Boosters.
- B. Disbursing funds at the recommendation of the band directors, board members or committee chairs as budgeted and approved by the executive board. Funds shall be disbursed according to the *Bearden High School Band Booster Funds Disbursement / Reimbursement Policy*.
- C. Maintaining the required financial records to comply with state and federal laws and to meet the needs of the organization.
- D. Providing general financial reports to the band directors, board members and general membership as requested. The scope and detail of financial reports shall be determined by the executive board.
- E. Providing statements of account standing to all members (parents/guardians) on a regular basis. The minimum frequency of statements shall be annually.
- F. 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.
- G. Completing and submitting all state and federal forms, reports and tax returns required as a nonprofit corporation of the State of Tennessee and United States.
- H. Maintaining a list of individuals authorized by the executive board to disburse money on behalf of the organization and validate their bonding. President, (1) Board Member (agreed upon by Board) and Treasurer are signers on the bank account.
- I. Submitting financial reports, support documentation and assistance as requested by the president for audit after each fiscal year ending on June 30th.

8. The **Assistant Treasurer** shall assist the Treasurer in performing his or her duties and perform those duties in his or her absence. The Assistant Treasurer position will be filled when deemed necessary by the Treasurer.

9. The **Bearden Band Board** shall consist of all elected officers, committee chairman, and directors. The Executive Board shall consist of all elected officers.

Article V - Committees

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

Article VI - Nominations and Elections

Officers of the association shall be elected at the regular Spring meeting and shall assume their duties at the beginning of July 1st.

At the March Executive Board meeting, a nominating committee of not less than three (3) members, including the directors, shall be named to present a slate of officers at the April Executive Board meeting. Officers shall be elected at the Spring general meeting. Nominations may also be made from the floor.

The term of office shall be one year or until a successor is elected. The officers must have a student in the band during his or her term in office. In the event that an officer's child terminates his or her membership in the band, that officer will no longer be able to serve, and the President shall appoint a replacement for the remainder of the term.

Article VII - Meetings

Regular meetings of the general membership shall be held in the Fall and the Spring. The Band Board shall meet at least quarterly. A quorum shall consist of members in attendance at a meeting. The officers of the association shall meet if necessary by the request of the President.

Article VIII - Amendments

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.

Article IX - Government

“ROBERT’S RULE OF ORDER, REVISED” shall govern this association in all cases to which they are applicable in so far as they are not inconsistent with these By-laws.