

# By-Laws of North Salem High School Band Boosters

Revised June 26, 2013

## I. Membership

- A. Members in good standing may express their opinions and vote upon matters before the general membership.
- B. Members in good standing who are also a parent or legal guardian of a student band or color guard member shall be eligible for elective or appointed office.
- C. To be in good standing a member shall abide by the organization's constitution, by-laws, rules and regulations.

## II. Meetings

- A. Regular meeting of this organization shall be held once a month during the school year.
- B. Special meetings may be called as necessary by the president.
  1. Special meetings may be convened upon one-week notification of the membership.
  2. Notification may be written and delivered via email, social media or by phone tree.
- C. A quorum of this organization shall consist of no fewer than 2/3 of members in good standing who are in attendance.

## III. Officers

### A. Election Procedures

1. The Nominating Committee shall present a slate of candidates for elective officers at the first March meeting
2. Additional candidates for elective offices of this organization may be nominated and seconded by the membership.
3. The election of officers shall take place during the first meeting in April. A simple majority of votes of a quorum shall elect officers.

### B. Duties of Elective Officers

#### 1. *The president shall:*

- a. Serve as chair of the Board of Directors
- b. Preside at regular and special meetings of the membership and Board.
- c. Ensure various committees are functioning effectively.
- d. Serve as the organization's liaison to school, community and business groups and those functions that would benefit the organization or the band and color guard.
- e. Have the authority to approve expenditures up to \$50.00 for organizational purposes.

#### 2. *The vice-president shall:*

- a. Assume all duties and functions of the president in the latter's absence or if otherwise unavailable.
- b. Serve as a member of the Board of Directors.
- c. Coordinate special projects as directed by the Board of Directors.
- d. Be a liaison to special committees.

#### 3. *The treasurer shall:*

- a. Keep full and accurate financial records of the organization.
- b. Pay all accounts payable.
- c. Prepare and present regular financial reports.
- d. Prepare and file all tax related reports.
- e. Serve on the budget committee.

- f. Serve as a member of the Board of Directors.

**4. The secretary shall:**

- a. Record and keep minutes of any and all meetings of the membership and the Board of Directors.
- b. Maintain a current membership list.
- c. Serve as a member of the Board of Directors
- d. Update the organizations letterhead.
- e. Create current year thank-you notes.
- f. Coordinate current year thank-you's to sponsors/contributors.

**C. Appointive Officers**

- 1. The Chairs of the standing committees shall:
  - a. Organize, coordinate and direct their committee and its members.
  - b. Delegate the fulfilling of the committee's responsibilities to its members.
  - c. Report accurate accounting of all expenditures and revenues to the treasurer.
  - d. Serve as members of the Board of Directors.

**D. Band Director**

- 1. The band director shall:
  - a. Have authority to spend up to the amount budgeted toward any budgeted item without board approval.
  - b. Have authority to spend up to \$150 for any miscellaneous non budgeted item with the approval of 1 board member.

**IV. Committees**

- A. The Standing Committees of this organization are Budget, Fundraising and Public Relations.

**1. The Budget Committee shall:**

- a. Act under direction of the treasurer.
- b. Prepare an annual budget according to established budgetary guidelines. Such guidelines shall be reviewed annually by the Board.
- c. Present the proposed annual budget to the Board of Directors at a meeting of the general membership.
- d. Following discussion of the proposed budget by the membership and Board, the final budget shall be approved by a majority of the Board.

**2. The Fundraising Committee shall:**

- a. Act under the direction of the appointed Chair.
- b. Formulate ideas and methods for raising money for the purpose of the organization.
- c. Identify and appoint appropriate members to run the various fundraisers.
- d. Remit proceeds to the organization's treasurer.
- e. Report its activities to the Board of Directors.

**3. The public relations committee shall:**

- a. Act under the direction of the appointed chair.
- b. Be responsible for the organization's newsletter and various flyers, announcements and use of the school auto dialer.
- c. Report all activities to the Board of Directors.
- d. Gather and maintain contact information for newspaper, radio, neighborhood associations and all other relative media

**4. Special Committees**

- a. Members of the nomination committee shall be appointed by the president in February.

- b. The Board of Directors may establish other special committees to fulfill necessary functions.

## **V. Amendments**

- A. By-laws of the organization may be amended as follows:
  1. Proposed amendment is presented at a regular meeting and motioned and seconded. The proposed amendment shall include its effective date.
  2. Motion to amend is approved by majority of the Board.
  3. Membership is duly notified of meeting to vote on proposal.
  4. Majority approval of a quorum of members is necessary for passage of an amendment.