

FAIRMONT SENIOR HIGH SCHOOL
BAND BOOSTERS, INC.
CONSTITUTION AND BYLAWS

Revised April 5, 2017

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Article I - Name

The name of this non-profit organization shall be the Fairmont Senior High School (FSHS) Band Boosters, Inc.

Article II - Purpose

The objective of this organization is to provide funding and support to the Fairmont Senior High School Band program, and to encourage interest and pride in the Fairmont Senior High School Band program in its feeder schools and in the community.

Article III - Membership

The membership of the Fairmont Senior High School (FSHS) Band Boosters, Inc. organization shall consist of all parents or guardians of students currently participating in the Fairmont Senior High School Band. For voting purposes, the student must be actively participating in the program on the date of the vote. Booster members must be present to vote.

No members of the FSHS Band Boosters shall be personally liable for the debts, liabilities, or obligations of the FSHS Band Boosters Inc.

Article IV - Band Boosters Board

The Booster Board shall consist of the President, Vice President, Treasurer, Assistant Treasurer, Secretary, Uniform Coordinator, Media Coordinator, and up to five additional elected at-large members. Each Board member will serve a one-year term. To be eligible to serve as President, Vice President, or Treasurer, a person must have served on the Booster Board for at least one year. Persons will be ineligible to serve on the Board if they are an immediate family member of the Band Director. No more than one person from any family may serve concurrently on the Board. The Band Director will serve as an ex-officio member. Any Board member missing three regularly scheduled monthly meetings (except for illness or job-related absences) may be replaced by the President appointing a replacement for the unexpired term. The President may also appoint replacements to fill any other unexpired terms that occur during the year.

Duties of the Board:

Under the leadership of the President and in coordination with the Band Director, the Board will be responsible for all business of the organization. Board members are expected to be active in Band fundraising efforts.

Voting:

A quorum shall be 50% of the current Board members plus one. Board members must be present to vote at regular or special meetings. Board voting may be conducted by electronic means for specific time-sensitive issues as defined by the President; results of any electronic voting will be

noted in the minutes of the next regular or special meeting. Electronic voting shall not be permitted for Board elections. The President votes only to break a tie.

Article V - Duties of Officers

Duties, responsibilities, and powers of the **President** are:

- Represent the FSHS Band at all external meetings and events, when possible.
- Preside over all Board and Booster meetings.
- Serve as the principle contact between the Boosters, Band Director, and FSHS Administration.
- Appoint the chairperson and members of all committees.
- Appoint Board members to fill any unexpired terms of Board members who voluntarily resign or are replaced for not fulfilling their responsibilities as mentioned in Article IV.
- Coordinate with chairpersons of fundraising events.
- Oversee fundraising opportunities, supervision of funds from fees, gifts, contributions, grants, activities, all student participation, and special projects.
- Submit fundraising activities and dates to FSHS Administration for authorization to proceed.
- Vote on any issue only to break a tie.
- Call a special meeting when necessary.
- Sign checks.
- Prepare an end-of-year report to assist the incoming President.

Duties, responsibilities, and powers of the **Vice President** are:

- In the absence of the President, accept and discharge all the responsibilities of the President's office.
- Prepare an end-of-year report to assist the incoming Vice-President.

Duties, responsibilities, and powers of the **Treasurer** are:

- Maintain financial records and keep a full, detailed, and accurate account of receipts and expenditures.
- Collect all funds after each event.
- Be responsible for the safekeeping of all funds, making timely and accurate deposits.
- File and pay all fees in a timely manner.
- Make purchases for events and supply needs.
- Sign financial documents when needed.
- Ensure that two signatures are required on each check written; the Treasurer, Assistant-Treasurer, and President may sign.
- Coordinate student account balances with the Board before disbursement of funds.
- Maintain up-to-date records of all transactions and give a monthly report of the financial condition to the Board.
- Maintain the post office box as the legal address of the FSHS Band.
- Sign checks.
- Prepare an end-of-year report to assist the incoming Treasurer.

Duties, responsibilities, and powers of the **Assistant Treasurer** are:

- Assist the Treasurer in all FSHS Band Booster business.
- Sign checks.

Duties, responsibilities, and powers of the **Secretary** are:

- Record complete minutes for all meetings.
- Process all incoming and outgoing correspondence.
- Update and maintain the Bylaws as voted on.
- Update and maintain the FSHS Band calendar with the Band Director.
- Prepare an end-of-year report to assist the incoming Secretary.

Duties and responsibilities of the Board Members: **Media Coordinator:**

- Administer FSHS Band Social Media accounts.
- Assist the Band Director to coordinate and maintain accurate and current information on the FSHS Band website as requested.
- Solicit and collect photographs of Band events taken by Band members and their families for FSHS Band promotional use.
- Coordinate with chairpersons, Board members, and the Band Director to help promote the FSHS Band in local media.
- Prepare an end-of-year report to assist the incoming Media Coordinator.

Duties and responsibilities of the Board Members: **Uniform Coordinator:**

- Maintain and coordinate all pieces of the uniforms.
- Measure, fit, and assign uniform & bibbers to all Band students.
- Maintain or ensure repair of uniform racks.
- See that all uniforms are properly hung, accounted for, and put away after each function.
- Coordinate the care and maintenance of all uniforms.
- Coordinate with the Guard instructor and Guard Captain on items in need of repair or that need to be purchased.
- Maintain a record of all student uniforms and purchases throughout the year.
- Prepare an end-of-year report to assist the incoming Uniform Coordinator.

Article VI - Meetings

The Board will hold scheduled meetings throughout the year and the Boosters will hold scheduled meetings during the school year to conduct the business of the organization. Meetings will be held in the FSHS Band room unless otherwise designated and announced. The President, giving three days' notice, may call special meetings of the Board or Boosters. The May meeting will be the annual meeting of the Band Boosters and special efforts will be made to encourage all Booster members and Band members for the upcoming year to attend. Any Booster member or Band member is welcome to attend and observe any Board meeting. The Board reserves the right to go into executive session to discuss matters involving student or personnel confidentiality.

Article VII – Nominations and Elections

Three weeks before the elections, the President will announce the opening of nominations and distribute information on Board roles and responsibilities. Nominations received and accepted will be presented to the Boosters and voting for officers and Board members will take place at the April Boosters meeting. Additional nominations may be made from the floor, provided the nominee is present to accept the nomination. Booster members eligible to vote will include parents or guardians of students participating in the FSHS Band at the time of the election and not scheduled to graduate during the current school year.

- After nominations for all officer positions are closed, voting will be by secret ballot and for one office at a time, in the following order: President, Vice President, Treasurer, Secretary, Assistant Treasurer, Uniform Coordinator, and Media Coordinator.
- Following election of officers, and after all nominations for at-large positions are closed, up to five at-large members will be elected on one ballot. If there is a tie for a fifth at-large seat, only four at-large members will be elected.
- Ballots will be distributed individually to eligible voters.
- The Band Director, assisted by two witnesses, will tabulate the results and each will sign a copy of the results. Witnesses must be either Booster members in good standing, not running for election to the Board or in the immediate family of a candidate for the Board, and/or representatives of the Fairmont Senior High School Administration. Eligible Booster members interested in serving as a witness will place their name in consideration by writing it on a slip of paper; names will be collected and two names will be chosen randomly from the submitted names prior to balloting.
- New officers and Board members will be seated at the May meeting.

Article VIII - Budget

The FSHS Band Boosters, Inc. operates on a fiscal year of July 1 to June 30. The Board is responsible for preparing and approving the FSHS Band Boosters, Inc. annual budget. Once the budget is approved by majority vote of the Board, it is the responsibility of the Board to operate the organization within budget.

Article IX – Parliamentary Procedures

Robert's Rules of Order shall govern meetings in all cases where they are applicable and are not in conflict with these Bylaws.

Article X - Amendments

Draft amendments to the Bylaws will be circulated to all Booster members at least thirty days prior to Board consideration in order to provide a comment period. The Board will review and consider comments received prior to voting. Bylaws may be amended by a three-fourths vote of the total Band Board. The voting may be done at any regular or special meeting, provided Board members have been advised at least three days in advance that it will be on the agenda.

Article XI - Adoption and Ratification of the Bylaws

The foregoing bylaws were properly amended and adopted, April 5, 2017.