

**HIGHLAND BAND BOOSTERS  
BY-LAWS  
INSTITUTED 5/2000  
REVISED 9/2005  
REVIEWED 3/06  
REVISED 4/11**

Article I: NAME AND OBJECTIVE

The name of this organization shall be the Highland Band Boosters, Highland Local School District Medina County, Ohio; herein referred to, in these by-laws, as Highland Band Boosters. Address: 4150 Ridge Road Medina, Ohio 44256

The Highland Band Boosters is organized for the purpose of promoting and providing financial and moral support for the benefit of the Instrumental Music Program.

Article II: POLICIES

Section I – To stimulate and maintain an enthusiastic community interest in the various phases of the Instrumental Music Department of the Highland Local School District.

Section II – To lend all possible support, both moral and financial, to the Instrumental Music Department of the Highland Local School District.

Section III – To build and maintain an organization of parents who help promote the general activities of the Instrumental Music Department.

Section IV – In the event of the dissolution of the organization, the assets shall become the property of the Highland Local School District.

Section V – The Executive Committee consists of the Officers of the Band Boosters and Band Directors.

Section VI – A Quorum of the Executive Committee or a regular Band Boosters Meeting consists of three (3) people and one (1) Band Director.

Section VII – Parliamentary Authority—“Robert’s Rules of Order” shall be the parliamentary authority on all matters not governed by the Bylaws of this organization.

Section VIII – Restrictions of officers: The President, Vice President of Ways & Means, Vice President of Membership, Secretary or Treasurer of this organization shall not be members of the same household.

Section IX– All monies spent will need to be pre approved at a regular Band Booster Meeting or an Executive Officers Meeting.

Section X – A yearly budget shall be prepared by the Executive Committee and newly elected officers for approval at the September meeting. Added or unexpected costs to the budget will be approved by a majority vote of members. Copies shall be distributed at the October meeting. This budget is a guideline.

Section XI – A copy of the Bylaws shall be distributed to all Executive Members with a copy of the budget attached at the September meeting. A copy of the Bylaws shall be kept in the Band Directors Office at all times and accessible to all interested Highland Instrumental Music members.

Section XII – The fiscal year of the Highland Band Boosters shall be from July 1 thru June 30.

Section XIII – The Order of Business at the regular meetings of the organization shall be as follows:

1. Call the meeting to order by the presiding officer.
2. Reading of the minutes of the previous meeting – correction or acceptance of same by voting members and placed in a notebook, along with the attendance of the meeting, for reference.
3. Treasurer’s report – acceptance of same by voting members and placed on file subject to audit.
4. Vice President Report (Ways and Means)
5. Vice President Report (Membership)
6. Uniform Room Report
7. Spirit Ware
8. President’s Report
9. Band Council President’s Report
10. Directors Report (3 Directors)
11. Old Business
12. New Business
13. Calendar Updates and Next Meeting date
14. Adjournment

### Article III: MEMBERSHIP

Section I – The active membership shall include parents/guardians of all students participating in the elementary, middle and high school Instrumental Music Department, Highland Local Schools, Band Directors, and all others within the Highland School District interested in the purpose and advancement of the Highland Band Boosters. No membership dues are required.

### Article IV: OFFICERS AND CHAIRPERSONS

Section I – The officers of this organization will be:

- A. President
- B. Vice President – Ways and Means
- C. Vice President – Membership
- D. Secretary
- E. Treasurer

Section II – Chairpersons of this organization will be:

- A. Uniform Room
- B. Cookie Moms
- C. Spirit Wear
- D. Chaperones
- E. Band Aid Parent
- F. Email Coordinator
- G. Website Coordinator
- H. Sunshine
- I. Instrument Trailer Parents
- J. Band Nurse/Doctor

#### Article V: DUTIES OF OFFICERS AND CHAIRPERSONS

Section I - The President shall preside at all meetings of the organization and the Executive Committee meetings and perform all such duties as are incidental of the office. The President shall be an ex-officio member of all functions. The President shall prepare an agenda prior to each monthly meeting and have copies available for each meeting. Shall organize Tag Day routes and drivers. During marching season oversee chaperones and assign a person to buy water and garbage bags for the away games and lemonade and cups for home games and paper towels. Prepare a roster of Officers and Chairpersons. Be responsible for reviewing and making sure all Job Description Sheets are updated as necessary and kept in a book for reference and a book kept in the Band Directors Office. Review and update Bylaw every two (2) years or as needed. The President shall serve a minimum of two (2) consecutive years and not more than five (5) consecutive years.

Section II – The Vice President Ways & Means shall attend all meetings and assume all the duties of the President in the President’s absence and will succeed the President in office in case of vacancy during a term. In the event of a vacancy of office the President, upon assuming the office of President, a new Vice President of Ways & Means shall be appointed by the Executive Committee and serve out the year. The Vice President shall perform the duties of serving as Ways and Means Chairperson and serve on the Executive Committee. The Vice President shall organize, promote and manage the fund raising events and shall keep records from fundraising and (ITA’s) Student Trip Accounts. Buy any fundraising items and perform other duties as assigned. Maintain an up to date Job Description. The Vice President shall be bonded and serve a minimum two (2) years and not more than five (5) consecutive years.

Section III – The Vice President of Membership shall attend all meetings and serve on the Executive Committee and serve as Membership Chairperson coordinating Patron Membership for Concert Programs for Band and Choir and send thank you cards to Patrons. Update volunteer forms and manage during band sign-ups, manage the Sam’s Club credit card, and organize lunch for first day of band camp. Buy and give out candy for Thursday Theme Nights. Organize Band Senior Night. Coordinate Senior photos for Band Banquet. Shall maintain an up to date Job Description and other duties as assigned. The Vice President of Membership shall be bonded. The Vice President of Membership shall serve a minimum of two (2) years and not more than five (5) consecutive years.

Section IV – The Secretary shall attend all meetings of the organization and serve on the Executive Committee. The Secretary shall maintain accurate records of all meetings of the organization and of the Executive meetings and maintain the Organization Minutes Book. The

Secretary shall read the minutes from the previous meeting and prepare copies of these minutes for the Band Booster Meetings. The Secretary shall give the Treasurer a copy of the minutes for her records. Shall maintain an up- to -date Job Description and other duties as assigned. The Secretary shall serve a minimum of two (2) years and no more than five (5) consecutive years.

Section V – The Treasurer shall attend all meetings of the organizations as well as all functions of the organization handling monies and keep an accurate record of all receipts and expenditures showing each activity separately. Cash shall be counted immediately at the conclusion of an event in the presence of two (2) people. This process should be documented on a cash reconciliation form signed by both counters, and deposited in the bank or night depository when necessary. All checks should be immediately endorsed with the Band Boosters endorsement and “for deposit only” with the account number of the Band Boosters. The Treasurer shall be responsible for the collection of all bills and receipts. All checks shall require only one signature of the Treasurer or Band Director. The Treasurer can authorize expenditures up to \$500.00 without prior approval. Any regular expenditure over \$500.00 must be presented at a regular meeting and approved by a majority vote before being considered as an authorized expenditure. If a bill needs to be paid and was not voted on at a regular meeting, it can be approved at an Executive Meeting, or by a vote of two (2) Officers and a Band Director before the next schedule meeting. The Treasurer or any other Officer should not be allowed to invest, transfer or spend any money without approval. The Treasurer shall serve on the Executive Committee. Shall maintain an up- to- date Job Description and other duties as assigned.

Payments: Invoices and bills received for payment shall be marked with the date paid, the amount paid, and the check number. Invoices should be matched up with the receipt or invoice, etc., and signed by the individual receiving or requesting the goods and service purchased. All invoices, bills, etc., shall be forwarded to the Treasurer as soon as possible. Records shall be accounted, recorded and prepared for tax detail with fiscal year ending June 30 of current year. This position shall be bonded and serve for a minimum of two (2) years and no more than five (5) consecutive years.

Section VI - Uniform Room Chairperson shall be available to attend Band Camp in August of each year ( approx. 12 days). In conjunction with the Executive Committee and Band Directors or at a regular meeting recommend the purchase of uniforms or any Band uniform purchase including dry cleaning. Coordinate Band Sign Up sheets and order spats, gloves, T shirts, bow ties, summer & winter hats, sweatshirts, and concert wear. If a vendor change is required they must obtain at least three (3) quotes, such as dry cleaning etc. An alphabetical list of students needs to be emailed to Band Director and officers. Handle any monies for students that did not sign up and for any supplies sold. The monies along with an Inventory sheet will be given to the Treasurer at the end of each week. Find people to help with Uniform Room duties. Fit each student in a Uniform and hat. Maintain the uniforms (sew, press, clean, etc.,) arrange dry cleaning to go out and come back in, putting uniforms back into garment bags after dry cleaning. Maintaining inventory of the Uniform room. Shall maintain an up to date job description and other duties as assigned.

Section VII - Cookie Moms – One person will be in charge of finding 2 or 3 other moms that will make phone calls for cookies. This includes cookies and helping with Lunch the first day of Band Camp, home games, and other events throughout the year. These Cookie Moms will attend all home games. Will set up, serve and clean up.

Section VIII - Spirit Ware Chairperson sells Band Spirit Ware items at all home games. Pick up the Spiritware from the Uniform room, set up and clean up afterwards. Inventory sheet to be filled out each game as items are sold. Monies should balance with the inventory sheet. Count

the money and give to the Treasurer or Band Director. Inventory should be taken before the season starts and at the end of the season.

Section IX - Chaperones need to arrive when the Students arrive for all games. Stay in the hallways to keep order, or help load the Instrument Trailer. Make sure to get bus assignment before departure to an event. Keep order on the bus. At the games, walking students to and from the bathroom, rove around during third quarter to keep an eye on our students. Walking beside or behind the band to pick up drum sticks, hats, etc., that may drop and to keep the crowd away from the band. Help maintain order in stands during an event.

Section X - Band Aid Parent coordinates and supervises over the Band Aids at Band Camp, at practice, and at the games. They must be a parent to a current band aid. They ride the bus with the Band Aids. Band Aid requirements: Must be in 7<sup>th</sup> or 8<sup>th</sup> grade, be in Band or have an older sibling in the High School Marching Band.

Section XI – Sunshine person sends cards, orders flowers, or sends contributions to parents of students or guardians. Flower and contributions will be limited to \$50 dollars.

Section XII – Instrument Trailer Parents load and unload the instruments into the trailer for each event, e.g. football games & band shows. Report any damage or needed upkeep to the Band Director or President.

Section XIII – Band Nurse/Doctor carries the medical forms and medical kit to each event, maintains medical kit, gives medical attention when needed. Maintains an up to date job description.

Section XIV – Email Coordinator will maintain the distribution list of who gets notification of current events surrounding the Highland Instrumental Music programs. Participants may come from sign up day and or website inquiry. They will be required to attend the booster meetings to keep informed on what is going on and also periodically receive requests from officers to send out information as needed. During marching season weekly email blasts are coordinated with schedules of the students requirements.

Section XV – Website coordinator is responsible for maintaining and updating the Band’s website in a professional manner and in accordance with school regulations. They will be required to attend booster meetings to keep current on events, schedules, etc so the website is kept as current as possible. Additional information postings may be received from officers during the year to post and maintain.

## ARTICLE VI – OFFICERS AND CHAIRPERSONS AND THEIR ELECTIONS

Section I – The Officers of this organization shall be a President, Vice President of Ways & Means, Vice President of Membership, Secretary, and Treasurer.

Section II – Officers shall assume their duties at the close of the general meeting in the month of June and shall serve a minimum of two (2) years. No person shall serve more than five (5) consecutive years in the same office, unless the office cannot be filled.

Section III – There shall be a nominating committee consisting of three members, one from the Executive Committee, one from the organization, and one Band Director.

Section IV - In March of each year, the nominating committee shall select one eligible person for each office to be filled. This person or persons selected for Office should read the Job Descriptions prior to the position being filled. The selection shall be reported at the general meeting in April, at which time additional nominations may be made from the floor. Voting shall take place immediately following. In the event of multiple nominations of one office, a secret ballot will be held in lieu of a verbal vote.

Section V - New Officers shall review the By-Laws before they take office in June. Any Officer or Chairperson can be replaced as deemed necessary by the Executive committee and Band Directors for failure to perform the obligations of the office or if there are conflicts.

Section VI Chairperson needs to bring nominations for any position, to the Executive Committee to decide who is the best person for the job and will be voted on at a regular meeting.

### Article VII – MEETINGS

Section I - Meetings of this organization shall be held on the 4<sup>th</sup> Tuesday of each month during the school year, except for the months of August, November and EXCLUDING December. Unscheduled school closings on the 4<sup>th</sup> Tuesday,-- the meeting can be rescheduled another day by the Executive Committee and the Band Directors. Emails and posts to the web site will be made so regular attending members are informed of the new meeting date.

Section II - The purpose of meetings is to keep members informed about Band and Booster activities, to vote on the budget and expenditures, to vote on related motions, to discuss new ideas, and to maintain an open channel of communications.

Section III - The Band Director, President and Treasurer shall draw up the budget to be presented at the May Meeting each year.

Section IV - The President may call special meetings, executive meetings or any necessary meetings.

Section V – Membership is required to vote. Attendance is required to vote.

### Article VIII – FUNDS

Section I - The Money Market Fund shall be maintained. These funds shall be used to buy additional or to replacement old marching band uniforms.

Section II - Checking account. When we have large fundraiser deposits, we deposit our money into the Money Market account and transfer funds into our checking account as needed or into a Certificate of Deposits as needed. These transfers need a majority vote at our regular scheduled meetings or by a vote of two (2) Officers and a Band Director if needed before our next scheduled meeting.

Section III - Certificate of Deposits can be bought as necessary, with approval of a majority vote from members at a regular scheduled meeting, or by a vote of two (2) officers and a Band

Director , if needed before our next scheduled Booster Meeting. In the event of pre approval, if the pre determined rate is higher or equivalent, redeposit can be made for a better rate.

Section IV - Renewal or withdrawal of Certificate of Deposits must be voted on in a regular Band Booster Meeting by a majority vote, or by a vote of two (2) or more Officers and a Band Director, if needed before the next scheduled Booster Meeting.

Section V - The Treasurer or any other Officer or the Band Directors will not be allowed to invest, transfer, or spend money without a majority vote at a regular scheduled meeting, or by a vote of two (2) Officers and a Band Director if needed before our next scheduled Booster Meeting. The only exception will be renewal of deposits.

Section VI – Fiscal Procedures to pay vendor/invoice when due. On check amounts over \$500.00 this must be voted on in a regular Band Booster Meeting by a majority vote or by a vote of two (2) Booster Officers and a Band Director, if not already in the budget, if needed before the next scheduled Booster Meeting.

Section VII – Non Sufficient Funds (NSF), any NSF checks or stop payment on checks will be paid by the person issuing the check.

#### Article IX – REVIEW AND AMMENDENTS

Section I - The Treasury Books shall audited every two (2) years or with the change of the Treasurer , by a third party firm who will be chosen by the Executive Board and the Band Director. There must be signed report by the reviewer.

Section II - The Polices of the By-Laws may not be eliminated. Sections may be amended, added, or deleted by the majority vote of the members present.

Section III - By-Laws should be reviewed every (2) two years by the Executive Board of Officers and the Band Director . Any change can be presented and voted on at a regular meeting.

#### Article X – VICKI GUZI MEMORIAL FUND

In Memory of Vicki Guzi a Memorial Fund has been set up. Each year the Band Directors will decide on a deserving Senior who will receive a \$500.00 Saving Bond. Criteria will include the following: The Senior must be in Marching Band for 4 years, shown outstanding leadership, demonstrated a positive reflection in Marching Band and volunteering at events.

#### Article XI - BAND SCHOLARSHIPS

Section I - The Band Boosters will award 2 Scholarships at the Band Banquet in May.

One Scholarship for \$1000.00 will be for Senior of the year. Criteria for Senior of the year: accumulate 100 Band points by their Junior year and four (4) years in Highland High Instrumental Music. The essay is submitted blind to Administrators, Teachers and Directors. The other Scholarship for \$500.00 is for Marcher of the year and is chosen by the Band Directors.

## Article XII – Record of Amendments

### **RECORD OF AMENDMENTS**

#### **April 25, 2006**

Article II Policies, Section VI, VII, VIII, IX, XIII - added

Article IV Section II, H Band Nurse - added

Article V Section VI added info, Section XII - added

Article XIII Record of Amendments – added

#### **April 01, 2011**

Article V Section XIV, XV - added