**BYLAWS OF TOWNS COUNTY**

**BAND BOOSTERS**

**Article I: Name and Purpose of Organization**

The name of this organization shall be “**TOWNS COUNTY BAND BOOSTERS”** In these bylaws, this organization shall be called the “Band Boosters”.

The purpose of this organization shall be:

1. To provide a service organization dedicated to the promotion and welfare of the band.
2. To promote the entire band program of Towns County Schools and to assist the director and school authorities in the development and expansion of an outstanding band program.
3. To foster Community spirit and unity concerning band programs and activities.
4. To encourage and render financial assistance to the Towns County Band and Colorguard, whether during the school year or during summer vacation. And to further the activities and travel of said band.
5. To create a broad-based interest in music study and band activities
6. To assist in the band functions when requested by the band director
7. To conduct its business within the guidelines of the Towns County School District policies.

**Article II: Members**

**Regular Membership:** Regular membership constitutes of those parents or guardians who currently have children participating in the band.

**Alumni Membership:** Alumni membership consists of those persons who have graduated from the band.

**Sustaining Membership**: Sustaining membership consists of those persons not qualifying for regular or alumni membership. Memberships in this organization shall be open to all who wish to show support for Towns County Bands.

**Article III: Officers, Qualifications of Officers and Committee Chairpersons**

The number of offices shall be the number fixed from time-to-time by a majority of the Executive Board, but shall be by recommendation of the Band Director. Adults selected for elected offices and appointed officer (hereinafter referred to as “Elected Officers”) must be a parent/grandparent/guardian of a current or former band student, be a member of the Band Boosters, in good standing with Towns County Schools and their community. All Elected Officers and Committee Chairpersons will serve at the pleasure, and in association and cooperation, with the Band Director(s) of the Towns County School System and will attend all Executive Board Meetings. Committee chairpersons will be appointed at a necessary time and will be responsible for the establishment of their committee as quickly as possible.

**Article IV: Nominating Committee Procedures, Requirements, Re-Election, Documentation, Term of Service, Resignation, Removal for Cause**

A Nominating Committee of up to three persons will be appointed by the President at the January meeting to select new officers. Nominees selected by the Nominating Committee, and submitted by write-in ballot, will be submitted to the Band Director for interview and approval. Once approved, these nominees will be voted on at the March meeting. The president may have a Co-President; the Vice-President may have a Co-Vice President and there may be two Treasurers.

Before acceptance of an Elected Officer, each candidate will have read and understood the responsibilities required of their position, and will be a member in good standing with the Booster Club. All nominates will be introduced at the February meeting, taking office in May, serving for one year at a time. Each term of office will be from May through April. All materials, documentation, records, receipts, and any other supporting documentation in the possession of any past officer will be transferred and delivered to the newly Elected Officer at an Executive Board meeting, to be held before the May general meeting.

Any person resigning from office must do so in writing, submitted to the President within two weeks of resignation. The Executive Board will appoint replacements. Any Elected Officer, Treasurer, Committee Chairperson, or Committee Member may be removed, with cause, at any meeting of the Executive Board. “Cause” shall mean (a) Conviction of a felony; (b) knowing participation in transactions or activities which could jeopardize the band members or Band Boosters.; (c) theft, embezzlement of funds of the Band Boosters with the funds or the assets; (d) failure to fulfill the responsibilities of the job or in some way not in good standing with the band or school The Executive Board will be responsible for appointment or a replacement.

**Article V: Executive Board: Description, Qualifications and Duties, Meetings of Executive Board, Executive Committee, General Meetings and Majority Vote:**

The Executive Board will consist of the President, Co-President (if appointed), Vice-President, Co-Vice-President (if appointed), Treasurer, Volunteer Coordinator, and Band Director(s); and will serve terms as stated in ARTICLE III above. The Executive Board shall meet at the direction of the President.

General Meetings will be called monthly by the President **two weeks previously** unless otherwise changed by the President and Executive Board. A simple majority of the Executive Board shall constitute a majority for the transaction of business at any meeting of the Executive Board.

**Article VIII: Budget**

A proposed budget will be presented by the band director to the Executive Board by the Officers at the April Executive Board Meeting and approved in the May General Meeting.

**Article IX: Amendments**

The Bylaws will be amended by a majority of the regular members in good standing who are present at any regular meeting of the Band Booster.

**Article X: Rules of Order**

All Band Booster Meetings will hold strictly to the Robert’s Rules of Order, as long as they do not conflict with the rules of these bylaws. The Order of Business for each meeting shall be as follows:

1. Call to Order by the President
2. Reading of Minutes to be approved by a 2nd and vote
3. Reading of the Treasury Report to be approved by a 2nd and vote
4. Program Committee Reports (i.e. fundraisers)
5. Old Business
6. New Business
7. Call to Adjourn

**Article XI: Elected Officers Job Responsibilities**

**President and Co-President**

The President shall preside at all meetings of the Band Boosters, committees and act as a liaison between the Booster Club and the Band Directors. The scope of their authority is limited. They shall have no governing authority in making policies or rules without the approval of the Band Director. They shall prepare the meeting agenda and email the agenda to the executive officers for additions and/or corrections if there is no Vice-President elected.

**Vice-President**

The Vice-President shall preside over meetings in the absence of the president. They shall prepare the meeting agenda and email the agenda to the executive officers for additions and/or corrections.

**Secretary**:

The Secretary shall keep accurate and detailed records and minutes of all meetings and attend to the correspondence. These minutes and records should be delivered to the Executive Committee within one week. Minutes from the previous meeting will be read, published, and open for discussion at each Band Booster meeting. He/She will keep an up-to-date list of all Committee Chairpersons, their contact information, and the Band contact list of all band students and their parents (provided from the Directors and to be kept confidential).

**Treasurer***:*

The Treasurer(s) shall be appointed by the Executive Board to keep an accurate record of all General accounts, receipts, and disbursements and disperse the same with the approval of the Executive Board and Band Directors. A Second Treasurer may be appointed by the Executive Board to keep accurate record of any other accounts, receipts, and disbursements and disburse the same with approval of the Executive Board and Band Directors. The Treasurer(s) will co-sign all checks over $250.00 with two signatures, using another signee if needed. The Band Director(s) shall have a discretionary fund of $250.00 without prior approval. The Executive Board must approve all other disbursements. The Band Director(s) will establish an annual audit.

**Volunteer Coordinator:**

The Chairperson will coordinate personnel for any activities prepared by the Booster Club. They will also coordinate chaperones/medical personnel for events and trips. Helps to plan and organize social functions to maintain the moral and pride in the band. Such functions may include Family Night and Senior Recognition Banquet. The Volunteer Coordinator will coordinate meals that will be served when needed. (i.e. football games)

**Article XII: Committees and Chairpersons Job Responsibilities**

All Committee Chairpersons are responsible for attending or sending a report about the status of your committee work. All monies received by any Committee will be tallied and given to the Treasurer(s) promptly. No monies are to be obtained by any group. All monies will be counted, verified by the Treasurer, receipts obtained or deposited upon the directions of the Treasurer(s).

1. Publicity Committee: The chairperson will select a Committee whose purpose will be to promote the activities of the band, by advertising on radio, paper, etc.… Submitting noteworthy band news and photographs to local newsletters throughout the school year. All publications concerning the band will be approved by the Directors, prior to submission for publication. The Committee will be responsible for establishing a high visibility for the band in the community functions. The chairperson will establish a network to rely accurate, timely information to parents within the Band. This committee will be the liaison for the Band Director.
2. *Fundraising/Donation/Sponsor Committee: The chairperson will establish relationships among businesses and community members with the goal to provide resources and support for the band.(i.e. truck for equipment,*
3. *Transportation and Equipment: Coordinate Trailer and drivers for away games, competitions, and other events at Band Director’s discretion. This committee may also help with setup and breakdown of equipment before and after halftime shows, football games, and concerts.*
4. *Uniform Committee: The chairperson is responsible for coordinating with the band director in the ordering and purchase of uniform-related items, and the management and care of marching band uniforms. They coordinates efforts for the proper fitting of marching band uniforms, shoes, and hats. They are responsible for the issuance of these items at the beginning and the collection of said items at the conclusion of the marching band season. They oversee the minor alterations of uniforms that require attention. Maintains the organization of the uniform room. Keeps the uniform room stocked with last minute items such as black socks. Coordinates alongside the student uniform manager.*

**Article XIII: Bylaws**

These bylaws were reviewed in December 2017.

These bylaws are to be approved by the existing officers and a majority of the vote by the membership at the January 2018 meeting.