

**EAST HIGH SCHOOL BAND BOOSTERS BY-LAWS**

**CHANGE RECORD**

\*A - Addition M - Modification D - Deletion

<b>Version Number</b>	<b>Revision Date</b>	<b>Change Type</b>	<b>Section/ Item</b>	<b>Description of Change</b>
3.0	04.08.2015	M	3.1 & 6.1	Add the term "legal" to "guardian", making it "legal guardian"
3.0	04.08.2015	A	6.2.1	New section stating: Board positions may not be held by the same individual for a period longer than 2 consecutive years; the individual may run again after a year off the board so long as all other requirements are still valid.
4.0	08.23.2017	M		Adjusted the following sections, to remove passive voice: 4.3.2, 5.1.2, 5.2.3, 5.3, 5.4, 6.1.1, 6.1.3, 6.2.1, 6.3
4.0	08.23.2017	M	6.2.1	For situations where a replacement for a Board member cannot be put in place, change to read: Board members may hold board positions for a period not exceeding two consecutive years. If the individual still meets the requirements for holding a board position after a year off the board, the individual may run again. If a replacement member is not available, the Board member may remain in their position longer than the two year restriction, by means of special election.
4.0	08.23.2017	M	5.5	Change "annually" to read: periodically but no less than biennially
4.0	08.23.2017	A	10	Add new item 10, titled, "ISS Accounts"
5.0	03.01.2017	M	4.1	Change "...two (2) non-voting representative ..." to "...three (3) non-voting representative..."
5.0	03.01.2017	M	4.1	Add Student Body Representative to list of Representatives (non-voting)
5.0	03.01.2017	M	6.1.1	Changed to read, "The Band Director will submit the notification of elections and ballots to the Boosters at large, within one week following the April meeting, allowing two weeks for the election."
5.0	03.01.2017	M	6.1.1	Former 6.1.1 language moved to new 6.1.1.1
5.0	03.01.2017	M	6.1.2	New 6.1.2 (formerly part of 6.1.1) changed from, "Election and installation of Officers will occur at the annual meeting in May" to read, "Announcement of election results and installation of Officers will occur at the annual meeting in May."
5.0	03.01.2017	M	6.1.3	Moved to new 6.1.4 and now reads: Non-elected positions include the Band Director, the Color Guard Advisor, Coordinators (except as described in 6.1.3), and the student body representative
5.0	03.01.2017	M	Item 8	Change Item 8 – Properties to Item 9 - Properties
5.0	03.01.2017	A	Item 8	Add new Item 8, titled, "Booster Recognition"

## **EAST HIGH SCHOOL BAND BOOSTERS BY-LAWS**

---

THIS PAGE INTENTTIONALLY LEFT BLANK

---

## EAST HIGH SCHOOL BAND BOOSTERS BY-LAWS

---

### Item 1 - Name

The name of the organization will be the "East High School Band Boosters" ("Boosters").

### Item 2 - Purpose

The Boosters exists as an informal support group for both East High School Band and Color Guard students and the East High School Band Director.

These by-laws are subject for review annually, or as necessary.

### Item 3 - Membership

- 3.1 Active membership in the Boosters is open to all parents or legal guardians of East High School Band and Color Guard students. It is the expectation that all Booster members volunteer or fundraise in support of Boosters activities.
- 3.2 The Boosters will elect a board of officers, the Band Booster Board (see Item 4 and Item 6), to conduct the official business of the Boosters.

### Item 4 – Band Booster Board

- 4.1 The Band Booster Board ("Board") will consist of four (4) elected officer positions ("Officers"), three (3) appointed committee coordinator positions ("Coordinators"), and three (3) non-voting representative positions ("Representatives").

<b>Officers</b>	<b>Coordinators</b>	<b>Representatives (non-voting)</b>
President	Fundraising Coordinator	Band Director
Vice President	Volunteer Coordinator	Color Guard Advisor
Secretary	Technology Coordinator	Student Body Representative
Treasurer		

Non-voting representatives are not members of the Board but serve as student or Color Guard representatives to the Board. In this capacity, non-voting representatives can bring issues and items to the Board that requires Booster funds or support. Any issues or items requiring support or funds from the Boosters will require a majority vote by the Board.

- 4.2 Each Board position (minus the Band Director and Color Guard Advisor) accounts for one vote on the Board and each position carries equal status.
- 4.3 As needs arise, the Board may create additional Coordinator positions.
  - 4.3.1 A majority vote of the Board will be required to create additional positions.
  - 4.3.2 Replacement of appointed Coordinators can occur, for cause, with a majority vote of the elected officers at any time. The following will be the basis for a vote to replace:
    - Failing to properly conduct the business of the committee either directly or through failing to delegate as needed
    - Failing to keep the Board properly informed of activities or ongoing business
    - Failing to attend two or more consecutive Board meetings or more than three in a five month period
    - Any inappropriate conduct

---

## EAST HIGH SCHOOL BAND BOOSTERS BY-LAWS

---

### Item 5 – Board Operations

- 5.1 The Board will conduct business meetings to identify and vote upon activities or requirements to support of the Band / Color Guard students and the Band Director. These meetings will use Robert's Rules of Order Revised as a guideline for conducting the orderly flow of business at meetings.
- 5.1.1 The Booster meetings will occur at a scheduled monthly time unless the Board determines there is no business for the upcoming month.
- 5.1.2 All Booster meetings will be open to the public except where the discussion may involve sensitive issues. At such times, the meetings will not be open to the public and the only attendees will be the Board members.
- 5.2 A majority vote is required to determine and resolve all Booster business. All votes will be final and there shall be no provision for vetoing or overriding a vote, other than a new majority vote by the entire Board or as explained below.
- 5.2.1 The Boosters or any of its members may collaborate with other groups and agencies on behalf of the Boosters but any binding commitments require a majority vote of approval by the Boosters.
- 5.2.2 No work, projects or third-party agreements may occur in the name of East High Band Boosters without a majority vote and the written consent signed by either the President or Vice President of the Board. Written consent can be in the form of a letter or an email.
- 5.2.3 The Boosters shall not undertake any activities on behalf of the Band or Color Guard, without prior approval of the Band Director (for the Band) or Color Guard Advisor (for the Color Guard). As well, the Band Director or Color Guard Advisor may not allocate Booster funds or resources without prior approval and majority vote of the Booster Board.
- 5.3 The following quorum of the Booster Board must be present before the Board can conduct or vote on any official Booster business:
- President or Vice President
  - Majority of the Board. If the Board has:
    - 5 active members, 3 must be present
    - 7 active members, 5 must be present
    - 9 active members, 7 must be present
- 5.4 To avoid tie votes, the Board shall maintain an odd number of members. If the creation of additional coordinator positions does not accomplish this, then Board members, in the following order, will be required to recuse themselves from a vote until the Board reaches an odd number of voters:
- President
  - Vice President
  - Treasurer
  - Secretary

---

## **EAST HIGH SCHOOL BAND BOOSTERS BY-LAWS**

---

5.5 A person selected by, but not a member of the Board, will conduct an audit of the Booster's financial records periodically but no less than biennially. The audit will take place during the month of April with a report provided to the Boosters at the May meeting.

### **Item 6 – Board Elections**

6.1 Eligibility to hold an Officer or Coordinator position on the Board is limited to the parent or legal guardian of any students currently enrolled in the Marching Band, Concert Band, Jazz Band, Color Guard, or any other ensemble established by the Band Director.

6.1.1 The Band Director will submit the notification of elections and ballots to the Boosters at large, within one week following the April meeting, allowing two weeks for the election.

6.1.1.1 Upon a challenge for a position, the Board will conduct all voting by secret ballot and destruction of all ballots will occur following the voting. If there is no challenge to an Officer's position, a simple "show of hands" vote will occur to ratify the Officer to continue in their position.

6.1.2 Election and installation of Officers will occur at the annual meeting in May.

6.1.3 Appointment of Coordinators will be on a first come, first serve volunteer basis and will occur as needed. If more than one person volunteers for a position, the Board will hold an election to determine who will be the committee Coordinator.

6.1.4 Non-elected positions include the Band Director, the Color Guard Advisor, Coordinators (except as described in 6.1.3), and the student body representative.

6.2 The term of office for each position will be one year and is contingent upon the Officer or Coordinator's student maintaining enrollment in any Band or Color Guard activity. If the student does not maintain enrollment, the Officer or Coordinator will immediately vacate their office and a qualified replacement, identified by the Board, will assume the position and complete the current term of office.

6.2.1 Board members may hold board positions for a period not exceeding two consecutive years. If the individual still meets the requirements for holding a board position after a year off the board, the individual may run again. If a replacement member is not available, the Board member may remain in their position longer than the two year restriction, by means of special election.

6.3 A qualified person appointed by majority vote of the Board can fill a vacancy occurring in any office for the remainder of the term. A special election will take place if more than one individual desires to fill a vacated position.

### **Item 7 - Duties of Board Officers and Coordinators**

- **President**
  - Preside at Board meetings
  - Preside over all voting
  - Reach out to all Board members for topics to be discussed at Board meetings
  - Create and distribute a meeting agenda
  - Serve as primary point-of-contact for the Band Director

---

## EAST HIGH SCHOOL BAND BOOSTERS BY-LAWS

---

- **Vice President**
  - Shall perform the functions of the President when the President is absent
  - Responsible, in collaboration with the Volunteer Coordinator, for uniform maintenance, disbursement, alterations, fitting, organization and cleaning
  
- **Treasurer**
  - Responsible for custody of all funds and accounts belonging to the Boosters
  - Keeps full and accurate account of receipts and expenditures
  - Makes disbursements, as authorized by the Boosters
  - Presents financial statement at the regularly scheduled board meetings
  - Coordinates 501(c)3 status by submitting correct paperwork and tax forms
  - Oversees ISS's as needed and issues ISS reimbursement checks
  - Tracks fundraising goals and maintains "goal meters" for fundraising goals
  - Pays trailer license annually from general fund
  
- **Secretary**
  - Records the minutes of all meetings; including but not limited to votes, decisions made, attendance and delegation of responsibilities
  
- **Fundraising Coordinator**
  - Coordinates volunteer activities at vendor locations (e.g. Wells Fargo and Sleepy Hollow)
  - Maintains and tracks ISS accounts
  - Coordinates volunteers for East High events (concessions)
  - Collects funds from events and turns them over to Treasurer for counting
  - Identifies new fundraising opportunities and presents them to the Boosters
  - Coordinates distribution and selling of fundraising items (e.g. bracelets, cards, magnets)
  - Appoints a grant writer to apply for a grant once a month
  
- **Volunteer Coordinator**
  - Solicits parental help for table staffing during registration, uniforms, trailer loading, percussion equipment moving, trailer hauling, transportation and other assistance as needed throughout the year
  - Coordinates support needs and activities at parades and competitions where food and beverages may be supplied by the Boosters to the Band and Color Guard members
  - Responsible, in collaboration with the Vice President, for uniform maintenance, disbursement, alterations, fitting, organization and cleaning
  
- **Technology Coordinator**
  - Communicates with parents and students, in cooperation with the Band Director, via electronic means by way of email, Infinite Campus, Google Survey, band website and all forms of social media
  - Facilitates recruiting opportunities at events using flyers and other hard-copy media
  
- **Color Guard Advisor**
  - Represents the interests of the Color Guard program

---

## EAST HIGH SCHOOL BAND BOOSTERS BY-LAWS

---

- **Band Director**
  - Represents the interests of the band program
  - Presents a tiered budget to the Boosters before the school year begins
  - Determines and identifies program needs
  - Has final approval for all band activities and events
  - Coordinates band trips and accompanying logistics for band activities and events

### **Item 8 - Booster Recognitions**

The Boosters will recognize band students in the following manners:

- **Senior Scholarships**

Each year, the Boosters will award scholarships to three seniors in the following amounts:

- \$300.00 to the top recipient
- \$200.00 to the 2<sup>nd</sup> recipient
- \$100.00 to the 3<sup>rd</sup> recipient

The scholarship amounts can be increased or decreased as the Boosters feel appropriate, following a majority vote for any differing amounts.

Written essays by the seniors and a blind audit by a third party, will identify scholarship winners.

- **Senior Bags**

Each year, the Boosters will create Senior Bags and hand the bags out to seniors at Senior Night. The contents of the bags will not be set other than a senior braid and a picture of all the seniors in uniform. The remaining items should be a mixture of fun items such as trinkets and silly string, and various candy and/or snacks.

- **Volunteer Rewards Cards**

The Boosters will provide a money card (e.g. AmEx, MasterCard) to band students who volunteer to fundraise (concessions, candy sales, etc.) or conduct work in support of the Band (vendor fair support, clean band equipment/band room, etc.). The basis of the reward will be the total time spent working to support Mr. Thering or the Booster's.

Card amounts (listed below) will be commensurate with the total hours volunteered, based on half hour increments (rounded up to the next hour):

- <5 hours<sup>1</sup> = No card
- 5 hours to 9.5 hours = \$10.00 card
- 10 hours to 19.5 hours = \$25.00 card
- 20 hours<sup>2</sup> = \$50.00

<sup>1</sup> Students with less than 5.0 hours volunteer time will have their time rolled over to the next year.

<sup>2</sup>A student cannot exceed 20.0 volunteer hours. If a student continues to volunteer after reaching 20.0 hours, they are no longer earning rewards.

Issuance of the cards will occur as follows:

- Non-band trip years: last concert of the year
- Band trip years: The week prior to leaving on the trip

---

## **EAST HIGH SCHOOL BAND BOOSTERS BY-LAWS**

---

### **Item 9 - Properties**

- 9.1 The Boosters will maintain a trailer fund with a minimum of \$500.00 for incidental needs related to trailer maintenance.
- 9.2 The Boosters will maintain a uniform fund for purchase and maintenance of uniforms.
- 9.3 In the event of the dissolution of the Boosters, the organization will turn all remaining assets over to East High General Fund.

### **Item 10 – ISS Accounts**

Prior to the 2014/15 school year, students were able to earn money in an Individual Student Scholarship (ISS) by working events at Wells Fargo Arena and Sleepy Hollow. As of the 2014/15 school year, those fundraising opportunities no longer exist and ISS accounts are no longer available.

For those students who had an ISS account prior to the dissolution of the accounts, the Boosters still maintain the balances in the account and the funds will remain available to the student up to the point the balances are exhausted or the student graduates. Upon graduation:

- If the student has a younger sibling currently enrolled in band or joining band the following year, the balance may roll over to that sibling.
- If the student does not have a younger sibling currently enrolled in band or joining band the following year, the balance of the ISS account will roll into the Booster General Fund and no longer be available to any student.