

**BY-LAWS OF OCONEE COUNTY HIGH SCHOOL  
BAND BOOSTER CLUB**

**Article I: Name**

The name of this organization shall be "Oconee County High School Band Booster Club." In these by-laws this organization shall be called the Club.

**Article II: Constitution**

The Club exists as a voluntary association of its members. The constitution of the club shall consist of these by-laws and amendments.

**Article III: Purpose**

The purpose of the Club is to promote the development and continuation of superior band programs in the Oconee County School System and to help provide excellent musical opportunities for students in the school system and for members of the community.

**Article IV: Policies**

**Section 1:** To achieve its purposes, the Club will cooperate with band program director, school administrators, and the school board.

**Section 2:** The Club will seek to provide financial support and encouragement to the band program and its director. Club members will engage in various actions which promote the purposes of the Club.

**Section 3:** These policies shall govern the Club's activities.

- a. The Club shall be nonprofit, nonpartisan, and nonsectarian.
- b. The Club will cooperate with and obey school policies.
- c. The Club may cooperate with other organizations or agencies to fulfill its purposes.
- d. No person representing the Club shall make any financial or other binding commitment of the Club unless specifically authorized to do so by the Club.

**Article V: Membership**

**Section 1:** Individuals who support the purposes, who agree to obey the policies and abide by the by-laws of the Club, and who pay the required annual dues are eligible for membership in the Club, without regard to race, creed, color, religion, sex, or national origin.

**Section 2:** The Club shall conduct an annual enrollment of members, but members may join at any time. Annual membership will run from August 1 through July 31.

**Section 3:** Each year, by the April meeting, the executive committee shall propose and the Club membership shall approve the amount of membership dues for the next club year. Provisions may be made for family and individual memberships. In the case of family memberships, both spouses shall be eligible to vote as club members.

## **Article VI: Officers and Elections**

**Section 1:** The officers of the Club shall be *President, First Vice-President, Second Vice-President, Secretary, and Treasurer*, elected annually for a term of one year. One person shall fill each office. The executive committee will also include *two Members at Large*, one of whom shall be the parent of a band musician, and the other of whom shall be the parent of a member of a band auxiliary corps.

**Section 2:** All officers (*President, First Vice-President, Second Vice-President, Secretary, and Treasurer*) and the **Instrumentalist Member at Large** shall be elected no later than the April meeting and shall be installed at the May meeting. The **Auxiliary Member at Large** will not be elected until after auxiliary selection, but no later than September.

**Section 3:** A Nominating Committee, consisting of a chair and two additional members shall prepare a slate of nominations to fill all offices for the following year. This slate shall be presented to the Club at a regular meeting no later than April each year with the exception of the member at large for the auxiliary.

**Section 4:** An **election** of officers shall be held each year at a regular meeting no later than April. Nominations for any office or position may be made from the floor, provided prior permission of the person being nominated has been secured. If more than one person has been nominated for any position, a secret ballot election shall be held.

## **Article VII: Duties of Officers**

**Section 1:** The *President* shall preside at all club and executive committee meetings, shall appoint special committees as needed, shall keep membership informed, shall serve as chair of the executive committee, coordinate the activities of all committees, may serve as a member of any club committee except the nominating and audit committees, and shall cooperate with and assist the band director, school administrators, and school board officials.

**Section 2:** The *First Vice-President* shall preside in the absence of the president and shall assume all duties of the president if a vacancy occurs in that office. The First Vice-President serves as the chair of the Band Camp/Picnic Committee. This person will then appoint a chair assistant to help oversee the camp/picnic activities. The First Vice-President shall also serve as the chair of the Band Banquet Committee and serves on the fundraising committee.

**Section 3:** The *Second Vice-President* shall preside in the absence of the President and First Vice-President and shall assume all duties of the president if a simultaneous vacancy occurs in the offices of President and First Vice-President. The Second Vice -President serves as the chair of the budget planning committee, chair of the fundraising committee, and reports on the activities and needs of the fundraising committee.

**Section 4:** The *Secretary* shall keep minutes of all proceedings of club meetings and executive committee meetings. The Secretary shall keep such other records as may be determined by the Club, its officers or committees, and shall serve as the Club's **Parliamentarian**. The Secretary shall

ensure that the minutes of the present and previous years are available for reference at all club and executive committee meetings. The Secretary shall also maintain and make available at any meeting a current roster of the Club's members and a current copy of the Club by-laws. The Secretary shall serve as chair of the Membership Committee and will keep an accurate database of student/parent information. A disk with names and addresses to be used for mailing labels will also be available to any committee that needs it.

**Section 5:** The *Treasurer* shall keep accurate records of the club's financial transactions, shall receive and disburse the club's funds as directed by the Club or executive committee, shall present a statement of account at every meeting of the Club, and at such other times as directed by the Club or executive committee, and shall cooperate with the auditing committee to make a full annual financial accounting at the May meeting. The Treasurer will also chair the Student Accounts Committee. No funds shall be disbursed without the approval of the Treasurer and either the President or Second Vice-President.

#### **Article VIII: Executive Committee**

**Section 1.** The executive committee shall consist of the officers of the Club, the band director, the auxiliary director and two members at large, one of whom shall be the parent of a band musician, and the other of whom shall be the parent of a member of a band auxiliary corps. The Principal of Oconee County High School may serve as an advisory member of the executive committee.

**Section 2:** The executive committee shall conduct all necessary business between meetings of the Club, shall make or approve all plans for the fulfillment of the Club's purposes, shall appoint committees, and shall, when vacancies in any office occur, direct the nominating committee to select a nominee for the office, and approve or reject such nominee. Upon approval of the executive committee, persons filling such vacancies shall immediately carry out their duties, pending confirmation of their election by vote of the membership at the next regular Club meeting.

**Section 3:** All actions of the executive committee shall be reported to the Club at the next regular meeting for approval by the Club.

**Section 4:** The executive committee may meet prior to each regular club meeting. Special meetings may be called by the President, band director, school principal, school system administrator, or to present emergency business by request of five club members.

**Section 5:** The presence of a majority of executive committee members shall constitute a quorum to transact committee business.

**Section 6:** The members-at-large shall ensure that the band's musician and auxiliary corps members are represented on the executive, fundraising and budget planning committees. The members-at-large shall also have the duty of attending school board meetings, reporting on school board actions to the executive committee and the Club.

## **Article IX: Meetings**

**Section 1:** The annual schedule of regular meetings for the following school year shall be recommended by the executive committee in time to be published on the school calendar for the following year. The club shall meet monthly during the school year unless a meeting is cancelled by the executive committee or a vote of the membership at a previous meeting.

**Section 2:** Special club meetings may be called by the President, Band Director, Executive Committee, or school officials.

**Section 3:** The membership in attendance and a majority of the executive committee will constitute a quorum for conducting business at any regular or special club meeting.

## **Article X: Committees**

**Section 1:** The executive committee shall appoint a Nominating Committee, Auditing Committee, Budget Planning Committee, Publicity Committee, Telephone Committee, Uniform Committee, Concessions Committee, Membership Committee, Band Banquet Committee, Student Accounts Committee, and such other committees as the Club or executive committee deem necessary or expedient to carry out the Club's purposes.

**Section 2:** Each committee chair shall report on the status of the committee and its work to the club. No committee shall be undertaken without the approval of the executive committee.

**Section 3:** Time will be allotted at each regular meeting for reports from the committees and discussion of matters affecting their work.

**Section 4:** Membership and duties of the club committees are:

- a. The ***Nominating Committee*** shall consist of a chair and two other members. It shall carry out its duties as described in **Article VI, Section 3**.
- b. The ***Auditing Committee*** shall consist of a chair and two other members, none of whom shall be officers or members of the executive committee. The duties of the audit committee are outlined in **Article XI**.
- c. The ***Budget Planning Committee*** shall consist of the Second Vice-President as chair, the two members-at-large from the executive committee and at least two other members. Soliciting information from the **Treasurer, Band Director, School Administrators**, and others as needed, the committee shall prepare a detailed budget projecting income, its sources, and disbursements. This budget shall be presented to the Club and approved for the coming year no later than the May meeting. The Budget Planning Committee shall also assist the band director in preparing and presenting requests for fundraiser approvals to the school board.
- d. The ***Publicity Committee*** shall consist of a chair and at least two members and shall have the duty of keeping members informed about meetings and information concerning the Club

and Band program. The committee shall also publicize the activities of the Club and the Band to the community at large.

- e. The **Telephone Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall assist the publicity committee, the officers, and the executive committee by making contacts as are needed to communicate with club members or others.
- f. The **Uniform Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall be responsible for the care, repair, inventory, issuance and storage of band uniforms and shall work with the band director and students to fulfill its task. The committee will inventory band uniforms at least twice yearly upon committee's issuing uniforms to band members and upon return. The committee will also assist in the acquiring, exchanging, and issuing of auxiliary corps uniforms and accessories.
- g. The **Concessions Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall be responsible for the planning and operations of the stadium concession stand and shall assist in providing food or beverages for other band program activities as necessary. The committee's monthly reports shall include a listing of expenditures and revenues.
- h. The **Membership Committee** shall consist of the Secretary as the chair, and as many additional members as are deemed necessary. The committee shall be responsible for conducting the annual membership drive. The committee will promote membership and recruit members among band parents, school supporters, and the community at large. The secretary will also maintain current records as described in **Article VII Section 4**.
- i. The **Band Banquet Committee** shall consist of the First Vice-President as chair and as many members as are deemed necessary. The committee shall be responsible for planning and conducting the annual club banquet, working with the band director to appropriately highlight the presentation of awards to band members.
- j. The **Student Accounts Committee** shall be chaired by the Treasurer. The Treasurer will seek the help of an assistant chair. This person will be responsible for maintaining student account records. Student withdrawal forms will be made available in the band room for account withdrawals approved by the band director for band related expenses.

**Student account** is defined as a rendering of monies credited to a student via earned monies from band activities such as fundraisers, donations, etc. Money can be debited from a student's account for unpaid student participation fees and other unpaid band expenses.

**This is a "draft" only account.** This account may not be used for withdrawals payable to the student, except upon approval of the band director for band related expenses documented by receipts. Monies are carried over from one year to the next with the exception of the student's senior year. Senior students may transfer leftover monies to a fellow underclassman band student, which can include younger siblings. Any monies

remaining in a student account after a student graduates will revert to the general band booster funds.

The assistant chair will be the liaison from student to Treasurer. Fundraising Committee members and the Secretary shall provide the assistant chair of student accounts with any and all information needed to keep the student account records accurate. The student account records will be made available for everyone to review by posting them in the band room.

- k. The ***Band Camp-Picnic Committee*** shall consist of the First Vice-President as chair. If needed, he/she will then appoint a chair assistant to help oversee the camp-picnic activities. This will involve pre-registration of all camp participants. This person will also make available such records as health forms and emergency numbers. This person will also be responsible for purchase of picnic food/supplies and enlist as many people as deemed necessary to set-up, cook, serve and clean up.
- l. The duties of ***Special Committees*** shall be noted in the club minutes at the time such committees are appointed or elected.

#### **Article XI: Financial Audit**

The Audit Committee shall ensure that a professional quality audit of the Club's financial records is conducted each year, and that the results of the audit are reported or made available to the club at the May meeting. If requested by this committee, the Club or executive committee shall provide financial resources for carrying out this task.

#### **Article XII: Parliamentary Authority**

The Club shall be governed by these by-laws. Where they do not apply, the current edition of Robert's Rules of Order shall govern the Club.

#### **Article XIII: Voting**

**Section 1:** Members must be present at meetings and their annual dues must have been paid prior to the meeting to be eligible to vote.

**Section 2:** A quorum for voting shall be the same as a quorum for meetings as stated in **Article IX, Section 3**.

**Section 3:** Voting at any meeting shall ordinarily be by voice or by a show of hands, but a roll call or secret ballot may be requested by a member or held at the discretion of the President and must be held when more than one person is nominated for a position (**Article VI, Section 4**).

#### **Article XIV: Amendments**

**Section 1:** These by-laws may be amended by a positive two-thirds vote of the members present at any regular meeting or at a special meeting called for that purpose, provide that the quorum is present, and that a written copy of the same shall have been distributed at the meeting.

**Section 2:** Members proposing an amendment or any change to these by-laws shall present them in writing to any officer during a meeting. After discussion of the merits of the proposed change a vote will be taken according to the regulations of Section 1 of this article.

**Section 3:** If an amendment or change of the by-laws is approved by the vote of the Club as outlined in Section 1 of this article, the amendment or change becomes effective immediately.

**Section 4:** The date of the adoption of any amendment or change to these by-laws will be recorded both in the minutes of the Club and on the official copy of the by-laws maintained by the secretary.

**Article XV: Dissolution:**

If the Club should disband or be dissolved, any assets remaining shall be distributed to the school(s) **to be used for the high school(s) band program(s).**

Revised May 2003

Jana Thompson, President  
Ruth Ann Hinton, First Vice President  
Connie Delay, Second Vice President  
Pam Gauld, Secretary  
Jerry Norris, Treasurer  
Kim Boucher, Member at Large  
Evelyn Knauft, Member at Large