

Holly Springs High School Band Boosters

Constitution and Bylaws

Article I - Name

- A. The name of this organization shall be called Holly Springs High School Band Boosters (HSHS Band Boosters).
- B. This document shall be known as the official Constitution and Bylaws.
 - 1. This Constitution and Bylaws are to be adopted on August 1, 2006 to be put into effect thereon.
 - 2. Any further amendments from this date (August 1, 2006) forward shall be made to this 2006-2007 Adopted Constitution and Bylaws.
 - 3. Amendments adopted April 14, 2008 to Article VIII Section C, Article IV Section B and Article IV, Section B.
- C. The location of the Holly Springs High School Band Boosters is 5329 Cass Holt Road, Holly Springs, North Carolina 27540.

Article II – Purpose

- A. To promote civic interest and support in the Holly Springs High School Band
- B. To assist financially and logistically, the band program beyond that allowed by the normal school music budget.
- C. To provide for continuous and meaningful communications between the organization's membership and the educational institute.
- D. This organization is not one that makes policy, disciplines students, or decides expenditures. That is the role of the Director of Bands, Principal, and the school system's administration.

Article III – Membership

- A. Membership shall be open, but limited to parents and/or legal guardians of currently enrolled and alumni band members of the Holly Springs High School Band.

1. Dues shall be ten dollars per family per school year. A family consists of up to 5 individuals living in the same household as parent and/or legal guardian. A membership card will be issued, and entitle the family to free admittance to concerts that cards are honored at. The holiday concert will traditionally be a can food drive for the needy in our community.
 2. These dues shall be paid upon entry into the organization prior to March nominations of Executive Board Officers.
 3. Each new member of the organization will receive a copy of the Constitution and Bylaws upon payment of dues.
 4. Amendments and/or revisions will be distributed to all members.
 5. Alumni to include graduate in good standing of Holly Springs High School Band program.
 - a. Exceptions are made at Band Director's discretion.
- B. The Principal, Assistant Principal's, and Director of Bands of Holly Springs High School are tenure members of this organization.

Article IV – Officers and Their Election

- A. Elected Officers of the organization shall be as follows:
1. President
 2. First Vice President
 3. Second Vice President
 4. Secretary
 5. Treasurer
- B. Method of Selecting Officers shall be as follows:
1. For consideration of elected office, member is to have a child currently enrolled in band program and child will have participated in such program for at least one year. (Exception in 2006-2007, inaugural year).
 2. A nominating committee formed by the committee chairperson and not less than three (3) members shall be formed in February of each year. This committee shall give nominations for each elected office to the booster organization at the March general meeting.

3. Members for recommendation will be contacted by the committee chairperson and must be present at the election meeting if they choose to accept the nomination, unless they are absent for military service or other good cause determined by the Band Booster President and Director of Bands.
4. Open nominations from the floor will occur annually during the March general meeting. Any general membership member must be present to be considered.
5. Confirmation of nominations and elections will occur annually during the April election/budget meeting.
 - a. Nominations/Elections Chairperson is to have current list of members to confirm nominees.
 - b. Booster members showing membership card as ballot elect officers. Each family shall be entitled to cast one vote per band student.
6. Newly elected officers shall assume their duties at the June general meeting. They will work with the previous officers to ensure a smooth transition and to appoint committees.
7. In the extreme circumstances where removal of an elected officer is required, the Director of Bands and/or the Principal has the right to do so at any time. See Article VI:Sec.E3

Article V – Duties of Officers

A. President

- Act as liaison between Director of Bands and Booster Organization
- Preside over all general and election/budget Band Booster meetings, and Executive Board.
- Appoint committee chairpersons upon recommendation from the Director of Bands and/or Executive Board.
- Prepare Meeting Agenda.
- Be ex-officio member of standing committees except the Nominating Committee
- Sign contracts on behalf of the organization with the Director of Bands approval.
- Perform all duties as indicated to the office.

B. First Vice President

- Act as Chairperson of the Transportation/Chaperone committee.
- Preside over meetings in the absence of Executive President.
- Assume responsibilities of absent board members during meetings.
- Perform other duties as indicated to the office of the President in absence of that officer, or disability of the President.
- Serve as Ex-officio between Executive Board and committees.
- Handle special projects assigned by the Director of Bands or President.

C. Second Vice President

- Act as Chairperson of the Ways and Means Committee.
- Preside at meetings in the absence of the President and First Vice President.
- Maintains all contracts and medical forms.
- Maintains accurate and up-to-date student and booster roster. Works in conjunction with Web Site Chairperson to make information available online.
- Perform other duties as indicated to the office of the President and First Vice President in the absence or disability of either officer.

D. Secretary

- Record attendance at all meetings involving this organization.
- Record minutes, decisions, and actions at all Executive Board and general membership meetings.
- Distribute and read minutes of previous meeting.
- Preserve all official records (minutes, treasurer reports, attendance reports, and letters).
- Conduct formal and necessary correspondence (thank you notes, sympathy cards, etc.)
- Works in conjunction with President and Treasurer on delinquent fees.
- Inform booster members of the meeting schedule.

E. Treasurer

- Collect all dues, fundraising, and donations.
- Keep financial records of the organization.
- Deposit all funds in the organizations account.
- Submit monthly financial statements for general membership and Executive Board meetings.
- Write all checks and pay bills of the organization.
 - All Checks must have the signature of two elected officers. All checks to staff members or other paid positions must include one signature of the Director of Bands.
 - Any single purchases of \$250 to \$500 must have Executive Board approval.
 - The majority of attending members at a general membership meeting must approve any major single purchase exceeding \$500.
- Work with Director of Bands to prepare projected annual budget for Executive Board approval.
- Report past dues/fees to President and Secretary.
- Maintain accurate records of student accounts.
- Present detailed account report at time of annual turnover to newly elected treasurer in June. (following tax report)
- Have all financial records available for third party review to be executed in April prior to newly elected officers taking office.
- The fiscal year is June 1 through May 31.
- Prepare and file required tax forms per IRS and NCDOR regulations.

F. Officer Requirements

1. An officer shall serve a one-year term.
2. The same family may hold no office for more than two (2) consecutive years.

3. No family may hold more than one (1) office during a year.
4. The officers will not be paid for their board service, although may serve the organization in another capacity and receive compensation.

Article VI – Executive Board

- A. The Executive Board shall be the governing body of the Holly Springs High School Band Boosters with powers to carry out the objectives of this organization.
- B. The Executive Board will consist of the elected officers, the Director of Bands, and the student band council president.
- C. The Immediate Past President of the Holly Springs High School Band Boosters and Principal of Holly Springs High School shall be ex-officio members of the Executive Board.
- D. Adding up to 3 At-Large members may expand the Executive Board by a vote of a majority of the board.
- E. Executive Board Requirements:
 1. A majority of the Board members present at the Board meeting shall constitute a quorum.
 2. Any Board member who cannot or does frequent board meetings, or does not adequately fulfill their obligations as outlined in their descriptions of office shall be subject to removal upon majority vote of the Executive Board.
 3. In the event of an Executive Board vacancy, the Executive Board shall nominate a replacement to be voted upon at the next general meeting.
 4. The Executive Board shall have full authority to manage this organization within the confines of these by-laws and the will of the voting members.
 5. All Executive Board members shall surrender all Holly Springs High School Band Booster records at the end of his/her term of office to his/her elected successor.

Article VII – Standing Committees

- A. The President upon the recommendation of the Director of Bands or general membership appoints all committee chairpersons. The Executive Board approves them.

1. They serve as liaisons between committee and Executive Board as attending required task related Executive Board meetings.
 2. Preside over necessary committee meetings and report back to the Executive Board and general booster membership.
- B. The standing committees of the Booster organization shall be as follows:
1. Nomination/Election – Current non-Executive Board Booster member. See Article IV:Section B. Responsible for selecting committee for the purpose of electing an annual Executive Board of officers. Makes presentation of nominations in February and oversees elections in April.
 2. Publicity – Communicate upcoming events to local businesses, schools, and media (print and visual) involving the Holly Springs High School Band and of this organization. Provide information to the school newsletter and school website.
 3. Guard – Coordinate with Director of Bands and instructor(s) to better promote the activity of guard. Coordinate with uniform committee chairperson for creation process of costume for marching band and winter guard. Coordinate with the Director of Bands and Second Vice President for approval of fund-raisers. (No independent fundraising is allowed).
 4. Historian – Responsible for photographing and recording the band's activities throughout the band year, including a possible scrapbook, and DVD's of band performances and events.
 5. Middle School Contact – Responsible for maintaining contact with band directors for the Holly Springs feeder middle schools, identifying rising 8th grade students who may attend Holly Spring High School, coordinating the Middle School Night in the fall, and coordinating, with the Director of Bands, visits to the feeding middle school bands in the spring. The contact will be responsible for ensuring communication of all appropriate band events to the middle school contacts. This person will also initiate contact with middle school parents who may be future Holly Springs High School Band Booster members.
 6. Pit Crew Chief – Responsible for organizing all field equipment placement and setup of percussion pit instruments and props at each band event. This includes both marching season and indoor season.
 7. PTSA Contact – Will attend Holly Springs High School PTSA regular meetings. Communicates activities of the Band Program and Booster organization and reports PTSA functions to the Booster Organization. May work on collaborating projects.
 8. Social Committee – In charge of arranging any social event involving the Holly Springs High School Band. Examples include picnics, bowling get togethers, movie night, dci night, etc. Also responsible for obtaining corsages for special band events.

9. Transportation Committee – Coordinates necessary parental assistance and safe transportation for all band activities on and off campus. Provides for any special needs that may arise. Shall aid in loading and/or hauling instruments and shall use its best efforts to find adequate insurance to protect members of the Holly Springs High School Band and chaperones and to protect Holly Springs High School and this organization from liability.
10. Uniform Committee – Responsible for inventory, maintenance, and distribution of uniforms and accessories. Maintains cleanliness and order of uniform room.
11. Ways and Means Committee – Coordinates with the Director of Bands and Second Vice President to promote Holly Springs High School Band with programs that will raise funds for the organization. All Band Booster fund raising will have at least one adult committee member handling cash control at all times. Funds from events will be counted by the attending committee member and given to the Treasurer to be recounted, and then deposited into the organization's account.
12. Web Site Committee – Maintains the band web site.

Article VIII – Meetings

- A. The Executive Board shall meet at 6:00 PM on a day one week prior to the general meeting at a location to be announced.
- B. The General meeting of the membership will be conducted monthly.
 1. These meetings will be held the first Monday of each month at 7:00 P.M. In the Holly Springs High School Band Room or other designated location.
 2. In the event the Monday is a holiday; the meeting will be scheduled for the following Monday.
 3. Meetings will be posted on the band calendar, school calendar via web site and band web site. In case of called emergency meetings, telephone notification may be used as well.
 4. All business at each meeting shall have an agenda and be conducted according to Robert's Rule of Order.
 5. Special Consideration may be given to the Director of Bands or Administration in discussions concerning school policy.
- C. The Election/Budget meeting of the membership will take place in April. The main purpose of this meeting will be to elect the officers and approve the budget for the next year.

1. Notice of the time and place of the annual meeting shall be by email and posting on the Band booster web site and/or school web site.

Article IX – Budget

- A. The Director of Bands, President, Second Vice President and Treasurer shall prepare a proposed budget for the next fiscal year by February of the current fiscal year.
- B. The budget proposed by the Director of Bands, Second Vice President and Treasurer shall be presented to the full Executive Board by March and shall be approved by a two-thirds majority of the total board. The proposed budget shall be presented to the general membership by the March general meeting.
- C. The proposed budget as approved by the Executive Committee shall be presented at the Election/Budget Meeting in April for discussion and vote. The proposed budget shall be approved by a two-thirds majority of the members present at the meeting.

Article X – Financial

- A. To be an award winning organization requires money. Funding for the Holly Springs Band Boosters Organization relies on the student's families and community financial support and shall include band student fair shares. A fair share ensures that each member's family is assisting equally in the advancement of the band program financially. The Executive Board will agree upon designated fair share payment schedules based upon budget projections. All families are expected to meet their obligations on time.
- B. To help offset the financial obligations of the band program and to assist in the level of burden on individual families, several fundraising projects will be ongoing throughout the year. Fundraising money earned shall go towards future expenses and cannot be applied to current fees of which no money exists in a student's account.
- C. The amount of fees that are to be paid by each student through Fair Share will be determined and presented at the April election/budget meeting. Fees shall be payable within fifteen (15) days of due date.
- D. Failure to pay fees in a timely manner will result in the student not being in good standing with the Holly Springs High School Band Program. Special circumstances and other criteria will be at the Director of Bands discretion.
- E. No student will be denied participation in the Holly Springs High School Band Program for monetary reasons, provided they and their family contact the Director of Bands whenever a concern arises. Financial aid will be available for student needs upon the recommendation of

the Director of Bands and review of the Executive Board. The Director of Bands should obtain request for fee waiver. Fee waivers must be requested annually.

- F. When financial aid is granted, it is expected that the student and their parents participate in fundraising activities as much as possible. Any funds earned will go into the band booster's account to pay off fees rather than the individual student account. Any student and/or family that do not participate in fundraising activities will limit their chances to gain a waiver in the future.
- G. Fee waivers are to be used only for Trips and Marching Band /Indoor Season Activities. They will not be issued for general items such as reeds, mouthpieces, repairs, shoes/gloves, and banquets or other special events.
- H. It is the intention of the Director of Bands to award a scholarship to a graduating senior, based on funding. A special committee will be formed to discuss this and vote on the student qualified for the award. A student who is recommended may not have their parent serve on the scholarship committee.
- I. Each student will have an account maintained by the treasurer to use for financial means while a member of the Holly Springs High School Band. Money will never be disbursed to the student in the form of cash or check, unless a refund is determined to be in order by the Director of Bands or Treasurer. Rather, money earned in the account through fund raising, can be applied to a student's fair share or other trips and expenses involving the Holly Springs High School Band. The student or parent shall request the use of these funds by submitting either an e-mail or written request to the Treasurer. Please make sure to allow sufficient time for these requests to be processed.
- J. Funds in the student's account are maintained for the duration of the student's involvement in the band program. All balances carry over from one year to the next. Upon the conclusion of the students graduating year, or if a student chooses to leave the band program, their accounts will be disbursed as follows:
 - 1. Pay off all debt to the Holly Springs High School Band
 - 2. May be transferred to a sibling in the Holly Springs High School Band program if requested by the parent.
 - 3. If student is leaving the Holly Springs High School Band Program for another band program in Wake County, they should contact the Director of Bands. Dialogue will be initiated by the Director of Bands and transferring school as to determine disbursement.
 - 4. Other than indicated above, remaining funds go to the general fund.
- K. In the case of any financial dispute, all concerns should be brought to the attention of the Director of Bands.

Article XI – Amendments

These bylaws may be amended by a two-thirds vote of attending members at any general meeting of the organization, provided that at least one month's written notice of such proposed amendment shall have been give to the members.

Amendments adopted April 14, 2008 to Article VIII Section C, Article IV Section B and Article IV, Section B.

Article XII – Dissolution

In the event this organization is disbanded or fails to exist, all assets of the organization will become property of the Band program of Holly Springs High School, and will be under the care of the Director of Bands to be supervised by the school Principal and/or Assistant Principal until a new organization is or can be established.