

**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. **Amended April 2010:** It is not the responsibility of this organization to make policy, discipline students, or decide expenditures. While it may be consulted on those matters, all final decisions rest with 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. **Amended April 2010:** Dues shall be ten dollars per family per school year. Dues must be paid to volunteer and vote within the organization.
 - 2. **Amended April 2010:** In order to be a voting member of the organization, dues shall be paid prior to April nominations of Executive Board Officers. Parents may **choose** to pay dues individually to each be eligible as separate voting members of the organization.
 - 3. **Amended April 2010:** A copy of the Constitution and Bylaws will be available to all members via the band website.
 - 4. Amendments and/or revisions will be distributed to all members via band website.
 - 5. Alumni to include graduate in good standing of Holly Springs High School Band program.
 - a. Exceptions are made at Band Director's discretion.
- D. The Principal, Assistant Principals, 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.
Amended April 2010: (Added) In the event that a committee cannot be formed, the sitting president will work with at least one current parent to recruit nominees for open board positions.
 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.
Amended April 2010: Booster members elect officers at the April General Meeting. Membership dues must be current and each paid dues allows for one vote.
 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 have the right to do so at any time. See Article VI:Sec.E3
 8. **Amended April 2010:** In the event that board positions are not filled, the Director of Bands and any current board members will work to find parent volunteers to help with the necessary duties to keep the band booster organization functioning. The Director of Bands may also work to find volunteers to fill the positions allowing for another election vote at a later date.

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.
- **Amended April 2010: Add** – Maintains all medical forms and up to date student and booster roster.

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.
- **Amended April 2010:** Contracts moves to secretary, Medical forms to first VP
- **Amended April 2010:** maintenance of accurate and up to date student and booster roster moves to first VP.
- **Amended April 2010:** Working in conjunction with web site chairperson to make information available online moves to secretary.
- Perform other duties as indicated to the office of the President and First Vice President in the absence or disability of either officer.
- **Amended April 2010: Add** – Is in charge of all fundraisers to organize and maintain records, properly collect funds which are turned over to treasurer, with accurate records of student activity in said fundraisers. May work with committees for individual fundraisers.

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.)
- **Amended April 2010:** “May work” in conjunction with President and Treasurer on delinquent fees.
- Inform booster members of the meeting schedule.
- **Amended April 2010: Add** – Maintains all contracts
- **Amended April 2010: Add** – Works in conjunction with web site chairperson to make information available online.

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.

Amended April 2010 The majority of attending members at a general membership meeting must approve an unbudgeted single purchase exceeding \$2500.

- Work with Director of Bands to prepare projected annual budget for Executive Board approval.
- **Amended April 2010:** Report past dues/fees to Director of bands and President.
- Maintain accurate records of student accounts.
- Present detailed account report at time of annual turnover to newly elected treasurer in June. (following tax report)
- **Amended April 2010:** Have all financial records available for third party review to be executed in the first quarter after the end of the fiscal year (June).
- 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 not 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 actives 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 actives 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 together, 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 actives 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. **Amended April 2010:** The Executive Board shall meet 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. **Amended April 2010:** These meetings will be held the second Monday of each month at 7pm 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. **Amended April 2010:** The Director of Bands, President, Second Vice President and Treasurer shall prepare a proposed budget for the next fiscal year by April of the current fiscal year.
- B. **Amended April 2010:** The budget proposed by the Director of Bands, Second Vice President and Treasurer shall be presented to the Full Executive Board by April/May 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 April/May 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-

Amended April 2010: Parents must notify Director of Bands, President, or treasurer, in writing as soon as a situation arises that prevents the timely payment of dues. A written agreement will be provided for both the parents and director to sign noting the terms of payment and /or financial aid. Financial aid will be awarded based on the ability of the booster organization to financially grant it, with the recommendation of the Director of Bands and review of the Executive Board. All aid or fee waivers must be requested and granted 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 in payment of fees rather than the individual student account. Any student and/or family that does not participate in fundraising activities will limit their chances to gain aid in the future.

G. Amended April 2010: Financial Aid is to be used only for dues/fees for Marching band, Indoor Season activities, classroom fair share or trips. They will not be issued for general items such as reeds, mouthpieces, repairs, shoes, clothing, shoes, banquets or 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.

Amended April 2010: Add: In the event of a past due balance for dues/fees, any amount accrued in the student's personal accounts from fundraising, will be applied to the past due balance quarterly, on or about October 31, December 31, and March 31st.

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 Amended shall have been give to the members.

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

Second Amendments voted on in April, 2010, and added to the body of the document.

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.