

WARNER ROBINS HIGH SCHOOL BAND BOOSTERS

CONSTITUTION AND BY-LAWS

PREAMBLE

The parents and friends of the Warner Robins High School Band program are dedicated to maintaining an organization to provide the band program with financial aid and support to further these objectives; we do hereby adopt this constitution and by-laws. For the purpose of this constitution and by-laws, the band program consists of the Marching Band, the Color Guard, and the Indoor Drum Line, the Concert Band, the Symphonic Band and any other groups deemed appropriate by the band director.

ARTICLE I: NAME

- A. The name of the organization shall be the WARNER ROBINS BAND BOOSTERS INC., hereafter referred to as the Boosters
- B. Mission Statement:
We support the Band Directors' efforts to provide the highest quality musical education, through advocacy, promoting community interest; and encouraging administrative, student, and parental involvement in all of the band programs.

ARTICLE II: PURPOSES AND OBJECTIVES

- A. To build and maintain an organization which will promote the activities of the Warner Robins High School band programs.
- B. To provide moral support to the Warner Robins High School band director(s) and students in the band program.
- C. To cooperate with the Warner Robins High School Administration and the Houston County Board of Education, through advocacy, to ensure the continued excellence of the band program.
- D. To foster a closer relationship between the parents, school and community in order to develop interest in the musical education of the students by encouraging the performance and appreciation of music.
- E. To provide chaperons for band trips and events
- F. To provide financial assistance in the purchase of uniforms, equipment, and in the support of extracurricular activities related to the band program.

ARTICLE III: MEMBERSHIP AND DUES

- A. All parents and guardians of band members enrolled in the band/auxiliary units in the music department and other friends of the band are eligible for membership.
- B. The term of membership shall be the same as the fiscal year of the BOOSTERS (ending at the May meeting).
- C. Annual dues for the BOOSTERS shall be established by vote of the BOOSTERS membership at the May meeting. Current Annual dues are \$10.00 per member.
- D. Lifetime membership shall be available for a one-time membership fee of \$100.00.
- E. Any person whose dues are current for the fiscal year shall be considered a member in good standing of the Boosters.

ARTICLE IV: ELECTED OFFICERS

A. POSITIONS

- The elected officers of the BOOSTERS shall consist of a President, a Vice President of Operations, a Vice President of Support, and a Vice President for Special Events, a Secretary, and a Treasurer. The Warner Robins High School Band director(s) shall be appointed an ex official member of the Executive committee.

B. TERM OF OFFICE

- 1. All officers shall be elected at the April meeting and serve for a term of one year, or until such a time as their duly elected successors are installed at the end of the May meeting.
- 2. No officer shall be eligible to serve more than two (2) consecutive terms in the same office.

C. QUALIFICATIONS FOR ELECTION

- 1. Must be a member in good standing of the BOOSTERS
- 2. Must have at least one child in the Warner Robins High School band/auxiliary units during the upcoming school year at the time of election.
- 3. Must indicate a willingness to serve if elected.

D. DUTIES OF THE OFFICERS

- 1. The duties of the PRESIDENT shall include, but not be limited to, the following:
 - a) Conduct/oversee all of the Band Booster Meetings
 - b) Oversee of the Budget, Nominating & Finance Committees
 - c) Be a liaison between the Band Booster Organization of the Band Staff in respect to their needs/concerns
 - d) Shall serve as Budget Committee Chairperson
- 2. The duties of the VICE PRESIDENT of OPERATIONS shall include, but not be limited to, the following:

- a) Assume the duties of the President in the event of his/her absence, resignation, and removal from office or inability to serve.
 - b) Have oversight of the following committees and functions of the Boosters
 - Chaperones
 - Uniforms
 - Auxiliary (Guard/Majorette/Dance Line)
 - c) Attend all Booster meetings
 - d) Keep and maintain a continuity notebook for future reference
3. The duties of the VICE PRESIDENT of SUPPORT shall include, but not be limited to, the following:
- a) Have oversight of the following committees and functions of the Boosters
 - Equipment Committee
 - Public Relations committee
 - Communications Committee
 - Hospitality Committee
 - Trip Planning and Coordination
 - Assist the Band Director in planning and coordinating any trip requiring overnight accommodations commercially procured transportation, meal stops or extended travel.
 - b) Serve as the Sergeant at Arms
 - Ensure order is maintained at all Booster meetings
 - Ensure proper decorum is maintained at all Booster meetings and events
 - c) Attend all meetings of the BOOSTERS.
 - d) Serve as the central point of contact for the Band Directors' daily needs.
 - e) Assume the duties of the President in the event the President and Vice President for Operations are not available to serve.
4. The duties of the VICE PRESIDENT of SPECIAL EVENTS shall include, but not be limited to, finding and assisting the best people to fill the lead/chair positions of the following events:
- a) Band Camp (July/August)
 - b) March-a-thon (August)
 - c) Heart of Georgia Marching Competition - (October)
 - d) Festival Clinic - (February or March)
 - e) Honor Band — (February)
 - f) Banquet (May)
 - g) Special Concerts (Various)
5. The duties of the SECRETARY shall include, but not be limited to, the following:
- a) Keep written minutes of all meetings of the Boosters in a book purchased by the Boosters and maintained for that purpose.

- b) Attend all meetings of the Boosters.
 - c) Have oversight of the following committees and functions of the Boosters:
 - Membership
 - Correspondence
 - Database.
 - d) Prepare and present an abbreviated set of minutes of the previous meeting at the next monthly meeting.
 - e) Keep all records of the Boosters, except financial records, and pass them on to the duly elected successor.
 - f) Facilitate data transfer from the Membership Representative to the Database Representative. During high traffic times (April through September), weekly data transfers will be necessitated.
 - g) Work with Correspondence Representative to generate, print, and mail all Booster correspondence
 - h) Work with Database Representative to maintain the official roster of the Booster membership
 - i) Maintain and update, as necessary, a master copy of the Constitution and By-Laws of the Boosters.
 - j) Provide a copy of the Constitution and By-Laws to each officer and committee chairperson.
 - k) All other duties normally pertaining to this office.
6. The duties of the TREASURER shall include, but not be limited to, the following:
- a) Deposit promptly, in the name of the BOOSTERS and in the bank designated by the officers, all funds coming into his/her possession.
 - b) Maintain complete and accurate records of all funds received and disbursed.
 - c) Establish bank accounts at the discretion of the officers.
 - d) Make ledger books available to the Finance Committee for yearly audits (due 1 April) as required by the Constitution and By-Laws of the BOOSTERS.
 - e) Make the books available to the Finance Committee upon request at any time.
 - f) Provide all records and information on to his/her duly elected successor at the end of his/her term.
 - g) Make a monthly financial report available to the general membership at the regular meetings.
 - h) Attend all meetings of the BOOSTERS.
 - i) Assist in preparation of the budget.
 - j) Maintain an updated list of all assets of the BOOSTERS.
 - k) Keep separate deposit records from different projects for record keeping.
 - l) Keep a sub-ledger for each fluid-raiser.
 - m) Pay all invoices by check only.

- n) Insure all bills are paid in a timely basis.
- o) Maintain all invoices, in annual groupings, for a period of seven years.
- p) Insure all invoices have been assigned to the responsible party.
- q) Check invoices against statements for accounts payable.
- r) Balance checkbook against bank statement monthly.
- s) Sign all checks jointly with the one other Executive Committee member.
- t) All other duties normally pertaining to this office.

6.a STUDENT DATA MANAGER

- a) The Student Data Manager will be nominated by the Treasurer and confirmed by a majority vote of the Executive Committee.
- b) The Student Data Manager will serve from September 1st through August 31st
- c) The Student Data Manager will be a member in good standing with the Boosters and be a non-voting member of the executive Committee
- d) The duties of the Student Data Manager are as follows:
 - Assist the Treasurer in the maintenance of all funds deposited on behalf of the Students. These funds shall be referred to as the Student Accounts.
 - Provide receipts to parents for all Student Account payments.
 - Bill parents for outstanding balances.
 - Deposit promptly, in the name of the BOOSTERS and in the bank designated by the officers, all funds coming into his/her possession.
 - Be available at every general membership meeting to provide individual account balances to parents desiring the information.
 - Provide to the Treasurer, periodic status of all student accounts.
 - Maintain a continuity folder.
 - Assist the VP of Support with Student Data Management

ARTICLE V: MEETINGS

A. MONTHLY MEETINGS

Meetings will be held the 2nd Tuesday of each month, at 7:30p.m., except January.

B. SPECIAL MEETINGS

Called meetings may be held if the BOOSTERS membership is notified at least three days prior to the meeting.

C. QUORUM

Ten (10) members, to include at least two (2) officers of the BOOSTERS and a band director, shall constitute a quorum for the purpose of conducting business at any meeting.

ARTICLE VI: PURCHASING

- A. Purchases by the BOOSTERS of instruments, instructional materials, uniforms, and other items for use by the Warner Robins High School band/auxiliary programs become the property of the Houston County Board of Education.
- B. Operating expenses for necessary purchases by committees shall be approved by two officers.
- C. All requests bill be submitted to the Executive committee in writing prior to expenditure
- D. Any Booster making a purchase of a single item in excess of \$200.00 in the name of the Boosters, shall submit a minimum of two bids to the Executive Committee prior to making the purchase.

ARTICLE VII: OFFICERS AND MEMBERS NOT TO BENEFIT

No elected officer or member of the BOOSTERS shall realize any financial benefit from dealings with the BOOSTERS.

ARTICLE VIII: ELECTION AND REPLACEMENT OF OFFICERS

- A. **NOMINATING COMMITTEE**
 - 1. The Executive Committee shall form a Nominating Committee two (2) months prior to the April meeting.
 - 2. The Nominating Committee shall consist of at least three Booster members in good standing.
 - 3. No more than one (1) member of the Nominating Committee shall be an officer.
 - 4. The Nominating Committee shall present a ballot with the names of at least six (6) CLUB members in good standing for the elected offices of the BOOSTERS, one individual for each office.
 - 5. All persons nominated must notify the Nominating Committee of their willingness to serve if elected.
- B. **OTHER NOMINATIONS**
 - 1. At the appropriate time During the March or April meeting, additional names may be placed in nomination for any or all elected officers.
 - 2. Any persons so nominated must notify the Nominating Committee during the March or April meeting of their willingness to serve if elected.
- C. **QUALIFICATIONS**

- All persons nominated for any office must meet the requirements detailed in ARTICLE IV, Section C.

D. VOTING

1. No voting will occur unless a quorum, as defined in ARTICLE V, Section C, is present at the meeting.
2. All voting for the elected officers shall be by secret ballot.

E. ELECTION

1. Election to office shall be by a majority of those members present and voting.
2. In the event no candidate receives a majority of the votes cast for a position, a run-off election shall be held between the two candidates receiving the greatest number of votes cast.

F. REPLACEMENT OF OFFICERS

1. Vacancies shall be filled by an announced special election. If the vacancy occurs in the office of the President, the Vice-President for Operations shall assume the duties of the President and a new Vice-President shall be elected.
2. An elected officer of the Boosters may be relieved of his/her office upon receipt of a majority vote of the Boosters if any of the following occurs:
 - a) Failure to attend 3 consecutive, regularly scheduled general membership meetings without just cause.
 - b) Failure to perform his/her duties of office.
 - c) Conduct which tends to cast a negative light on the students, staff, directors, administration or the WRHS Band program.
 - d) No longer has a child in the WRHS Band program
 - e) Any other situation deemed appropriate by the Boosters.

ARTICLE IX: STANDING COMMITTEES

Prior to May 30th, each officer elect shall solicit for chairpersons of the committees of which they have oversight, plus any additional committees deemed appropriate. Committees shall consist of not less than three members.

A. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of all elected officers, and the Band Director(s).
2. The Executive Committee meetings will be called prior to the regular BOOSTER meetings. The Executive Committee shall make recommendations to the membership for final approval on an as needed basis.

B. FUND RAISING COMMITTEE

1. The Fund Raising Committee shall be responsible for submitting plans and/or proposals for raising funds for the BOOSTERS to the Executive Committee.

2. The Fund Raising Committee shall be in charge of fund raising drives once they have been approved by the Executive Committee with a majority of the members present at a regular meeting.
 3. The treasurer shall be appointed as an ex officio member of the Fund Raising committee
- C. FINANCE COMMITTEE
1. The finance committee shall consist of three members, excluding the Treasurer
 2. The Finance Committee shall perform an annual audit of the BOOSTERS financial records to be completed by the May meeting
 3. An independent, outside audit may be ordered by a two-thirds vote of the Finance Committee members
- D. UNIFORM COMMITTEE
1. The Uniform Committee will distribute, collect, and store any uniforms at the direction of the band director
 2. At the May meeting of the BOOSTERS, the chairperson of the Uniform Committee will report on the status of the uniforms
- E. EQUIPMENT COMMITTEE
1. The Equipment Committee will distribute, collect and store any equipment at the direction of the band director
 2. At the May meeting of the BOOSTERS, the chairperson of the equipment Committee will report of the status of the Equipment
- F. PUBLIC RELATIONS COMMITTEE
1. The public Relations Committee shall be responsible for all advertising and publicity for the BOOSTERS
 2. The Public Relations committee shall include at least one Middle School Liaison to each of the feeder Middle Schools
 - a) Each Liaison should be a Freshman or Sophomore parent with current or previous ties to the school they represent
 - b) The liaisons will attend several Middle School Band Booster meetings, concerts and other events to represent the Band and Boosters to the Middle School parents and students, explain policies and activities, and otherwise cultivate interest in the WRHS Band and Boosters
 - c) The Liaisons will assist the membership committee in recruitment of Middle School parents
 3. Provide the publicity focal point for Special Events
- G. MEMBERSHIP COMMITTEE
- The Membership Committee shall encourage parents, guardians, and friends of the band to join the BOOSTERS
- H. COMMUNICATIONS COMMITTEE
- The Communications Committee shall perform the following functions:
1. Telephone Notification:
 - a) Prepare and maintain an accurate telephone notification roster of all band members

- b) Notify all band members and parents/ guardians of all meetings and other necessary information as required
- 2. Web site maintenance: Maintain the official web site or have oversight of the web site if maintained by a third party
- 3. Newsletter: Ensure the newsletter is published on a monthly basis and distributed by the least expensive means possible
- 4. Maintain band owned two way radios for internal communications
- 5. Provide the Communications focal point for special events
- I. CONCESSION STAND COMMITTEE
 - 1. The Concession Stand Committee shall be responsible for planning, organizing and implementing the operation of the Concession Stand.
 - 2. The chairperson of the Concession Stand Committee shall maintain a copy of the procedures for handling the Concession Stand monies and purchases.
 - 3. The treasurer shall be an ex officio member of the Concession Stand Committee and shall receive all monies to be deposited in the BOOSTERS accounts.
- J. BUDGET COMMITTEE
 - 1. The Budget Committee shall prepare a budget for the next fiscal year. The proposed budget shall be submitted at the April meeting and approved at the May meeting.
 - 2. The Budget Committee shall consist of the Executive Committee, the Finance Committee Chairperson, the Fund Raising Committee Chairperson, and the Concession Stand Committee Chair person.
 - 3. The President shall serve as Budget Committee chairperson.
 - 4. Any committee can request funding from the Budget Committee if the requests are submitted in writing prior to a Budget Committee Meeting.
- K. HOSPITALITY COMMITTEE
 - 1. The Hospitality Committee is the primary focal point for all social events.
 - 2. The committee plans, prepares or procures and serves meals, snacks and refreshments as required for students, staff and parent volunteers' at all special events.
 - 3. Prepares reception area and hosts visiting dignitaries and officials at all special events.
 - 4. Prepares and mans a rookie parents' reception area at the preseason marching meeting and at Family Day at the end of Band Camp.
 - 5. Plans and executes the end of year banquet
 - 6. Provide the Protocol/Hospitality focal point for Special Events.
- L. LIMITATION OF COMMITTEES
 - 1. No committee may obligate the BOOSTERS in any way, financially or otherwise, without the approval of the Executive Committee.

2. BOOSTERS, acting in the name of the BOOSTERS, are expressly prohibited from interfering with the band director(s), the Warner Robins High School administration, and the Houston County Board of Education in the performance of their duties.

ARTICLE X: FISCAL YEAR

The Fiscal Year of the BOOSTERS shall be the calendar year June 1 to May 31.

ARTICLE XI: AMENDMENTS

A. PROPOSED AMENDMENTS

Amendments to the Constitution and By-Laws can be proposed by a written petition signed by ten BOOSTERS members in good standing submitted to the secretary.

B. TIME AND CONSIDERATION

1. Any amendment to the Constitution and By-Laws shall be presented to the Booster membership at the general membership meeting immediately following its submission to the secretary. It shall be voted on at the following month's general membership meeting.
2. Any amendment may only be adopted by a two-thirds vote of those present and voting at a meeting with at least a quorum of members present.

ARTICLE XII: VOTING

Unless otherwise provided herein, any votes taken in conducting business proceedings of the BOOSTERS shall be decided by a majority of those members in good standing present and voting at a meeting with at least a quorum of members present.

The foregoing Constitution and By-Laws were duly presented and adopted by members of the Warner Robins High School Band Boosters, in regular meeting, held on 13 May 2008, in Houston County, Georgia.