

By-laws Of the Blue Ridge High School Band Booster Club

Article I

Name and Purpose

Section I

The name of the organization shall be the Blue Ridge High School Band Booster's Club, Inc. (hereafter BRHSBB)

Section II

The BRHSBB is an organization comprised of students, parents, business, and community leaders who have a vested interest in the success of the band programs at Blue Ridge High School (hereafter BRHS). These programs include Color Guard, Concert Band, Jazz Band, Marching Band, Pep Band, Wind Ensemble, Winter Guard and Winter Percussion.

The primary purpose of the BRHSBB is to assist the Director of Bands in the development of excellence in music education, performance skills, and leadership in our students. The BRHSBB accomplishes this by providing financial, logistical, and moral support in a balanced fashion for all these programs and the students who participate in them. Organized for the purpose of assisting the band director to promote , encourage, and sponsor activities of the band, through the supplementing of existing financial programs and by any other means approved by the members.

Article II

Membership

Section I

Membership: Each parent of a band member is expected to be a participating member of this organization, however, membership will not be limited to; but shall include individuals, corporations or associations residing in or having interest in BRHS, there being only active memberships. Membership fee shall be set by the Executive committee.

Voting Rights: Each member in good standing (student dues are paid in full) shall be entitled to one vote on each matter submitted to a vote of the members.

Section II

Parents of all middle school band members are encouraged to participate.

Article III

Meetings and Officers

Section I

BRHSBB executive committee meetings will take place the first week of each month during the calendar year. The time and place will be determined and announced one month prior to the meeting. Additional executive board meetings may be called by the BRHSBB president as seen necessary.

At least four business meetings of the membership shall be held a year at which meetings a majority of those present and attending said meetings shall be sufficient for the transaction of any business, including the election of new officers in the spring meeting and amendments of by-laws.

Section II

If the club ceases to exist, the money should be turned over to BRHS.

Section III

The authority of this organization shall be vested in the Executive Committee composed of the Band Director, President, Vice President, Secretary, Treasurer, and Ways and Means Chairman. The above shall be elected from the membership at the regular April business meeting. All executive officers shall be eligible to serve 3 consecutive 1 year terms.

President: The President shall preside over meetings and look after the general welfare of the Boosters. He/She shall attend all committee meetings as an exofficio member.

VicePresident: The VicePresident shall preside over meetings in the absence of the President, and perform duties assigned to him/her by the President or Band Director(s).

Secretary: The Secretary shall record the minutes of all BRHSBB meetings and Executive Board meetings. He/She shall handle all business correspondence relating to

the Boosters, report minutes of previous meetings to the general membership, and file minutes for future reference.

Treasurer: The Treasurer shall keep all financial records of the BRHSBB, deposit money collected, issue checks, and report standings at each meeting. The Treasurer shall keep the general fund of the BRHSBB, and shall pay out of the funds only in such a manner as authorized by the BRHSBB. The Treasurer shall present a written statement of account at each meeting and other times when requested by the President. The Treasurer shall submit records at least once a year, at a time selected by the Executive Board for audit by the Audit Committee. The Treasurer will maintain a checking account requiring two (2) signatures on all checks. Signatures shall consist of the Treasurer and Vice President. Each year there shall be sufficient funds to support a \$2,000 carryover to offset expenses incurred over the summer and to support season start up expenses.

Section IV

Prior to the April business meeting a nominating committee composed of the Executive Committee plus two at large members selected by the President will prepare a list of nominations for officers. Additional nominations may be made from the floor.

Section V

The term of office of the officers shall be for a period of one year and until their successors are elected; however, they may be removed by recommendation of the Executive Committee, for cause, by $\frac{3}{4}$ of those present at said meeting.

Section VI

Committee planning meetings may be called whenever deemed necessary by the Executive Committee or by the President. The committee chairman may call planning meetings for their committee at their discretion.

Section VII

Executive Board Voting

- A. All issues will normally be voice voted at the monthly executive committee meetings and recorded in the meeting minutes. Each board position, excluding the band director(s), shall have only one vote per issue.

- B. Under special circumstances (i.e., a request from band director(s) that cannot wait for the next meeting or inability for all executive committee members to be present for a vote, or an emergency issue from an executive committee member) voting may be done telephonically or by email and recorded at the next executive committee meeting in the minutes.
- C. All votes performed by telephone must be followed up with a letter or email documenting date and time of conversation, items discussed, and what each vote was to be kept with the executive committee minutes.

Article IV

Committees

Section I

Committees shall include , but not be limited to:

A. Membership Committee

- a. The chairman of this committee shall be the Vice President and the committee shall include those members the chairman shall require to carry out its responsibilities.
- b. Must keep a current record of names, addresses, and telephone numbers of the membership.
- c. Maintain record of chairman and members of each committee.
- d. Actively initiate and maintain programs to increase membership.

B. Publicity Committee

- a. The chairman of this committee shall be the Secretary and the committee shall include those members the chairman shall require to carry out its responsibilities.
- b. Initiate publicity programs to keep the public informed of the many varied activities of the band.
- c. Initiate publicity through all mediums available encouraging public participation in concerts and programs presented by the band.

C. Liaison Committee

- a. Shall always include Band Director, school Principal, or designated representative; also Executive Committee.
- b. This committee shall be the communication and coordination link between the school and the membership.

D. Finance Committee

- a. The chairman of this committee shall be the Treasurer and the committee shall include those members the chairman shall require to carry out its responsibilities.
- b. The fiscal year will be a twelve month period starting May 1 and ending April 30.
- c. All bank accounts will be maintained at institutions insured by the FDIC or similar entity.
- d. All funds will be deposited in the organization's bank account.
- e. Disbursements will be made by check signed by the Treasurer and one other Executive member, as appointed by the Executive Committee.
- f. All bills and expenses will be paid in a timely manner.
- g. Maintain financial records.
- h. Any monies spent in excess of \$500 must be approved by the BRHSBB club.

E. Ways and Means Committee

- a. The chairperson(s) of this committee shall appoint a committee to include the number of members the chairperson(s) require to carry out its responsibilities.
- b. Initiate and supervise all fundraising activities.

F. Chaperones and Sustenance Committee

- a. The chairman of this committee shall be the President and the committee shall include those members the chairman shall require to carry out its responsibilities.
- b. Arrange for chaperones for all band performances and trips.
- c. Arrange for all sustenance requirements such as food, drink, first aid, etc...

G. Telephone Committee

- a. The chairman of this committee shall be appointed by the Executive Committee and the committee shall include those members the chairman shall require to carry out its responsibilities.

H. Social Committee

- a. The chairman of this committee shall be appointed by the Executive Committee and the committee shall include those members the chairman shall require to carry out its responsibilities.

- b. Work with the Band director, students, and other booster members to plan social activities for the band. They will be in charge of securing sponsors, food, buildings, and other necessary items for these social activities.
- I. Props & Pit Crew Committee
 - a. The chairman of this committee shall be appointed by the Executive Committee and the committee shall include those members the chairman shall require to carry out its responsibilities.
 - b. Work with the Band director to design, build and maintain props used during marching season.
 - c. Helps move the “pit” equipment on and off the field during field shows. This equipment is all of the large, stationary instruments on the field (marimbas, bass drums, speakers, sound carts, etc.).

Section II

The above committees shall consist of at least the chairman and two active members. The number to be determined by each committee.

Article V

To change a by-law there must be a 30-day notice to all members and voted in by $\frac{3}{4}$ of those present at said meeting.

Article VI

Rules

- A. BRHSBB shall be noncommercial, nonpartisan and nonsectarian.
- B. BRHSBB shall not discriminate in any fashion against any person, or on that person's association with another, based on color, race, national origin, religion, creed, gender, sexual orientation, disability; age, genetic composition, or any other protected classification.
- C. BRHSBB shall not have any input in, nor interfere with, the decision making prerogatives of the BRHS administration, the BRHS Director of Bands or the music faculty in relation to band activities, curriculum decisions, teaching, discipline, or any similar related functions.
- D. No officers or members of BRHSBB will be paid or receive any compensation or remuneration whatsoever from the organization.

- E. The name of the BRHSBB or the name of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the BRHSBB or the BRHS band program.

THESE BYLAWS WERE ADOPTED BY A MAJORITY OF THE MEMBERSHIP AT THE MEETING OF THE BAND PARENTS, PATRONS, AND ALUMNI ON MAY 13, 2022.

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Ways & Means Chairman: _____

Band Director: _____