

ANTHONY WAYNE BAND BOOSTERS BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Anthony Wayne Band Boosters, hereinafter referred to as the organization.

ARTICLE II: PURPOSE

It shall be the purpose of this organization to promote the instrumental music program of the Anthony Wayne School District. While the organization may have input for the band directors, all decisions regarding the functioning of the bands are made at the sole discretion of the directors and the school administration.

ARTICLE III: MEMBERSHIP

The members of the organization shall consist of the parents of students participating in the band program of the Anthony Wayne School District, band directors, and other persons interested in the purpose of the organization.

ARTICLE IV: OFFICERS

Section 1: Definitions

The officers of the organization shall consist of: President, Vice President, Secretary, and Treasurer. This group, along with the Anthony Wayne school band directors (Fallen Timbers Middle School, Anthony Wayne Junior High School, and Anthony Wayne High School) make up the Executive Committee of the organization. The role of the band directors in the organization shall be to provide input on operations of the organization.

Section 2: Nominations

Nominations for officers shall be made by a Nominating committee appointed by the President. The committee shall submit a slate of nominees to the Executive Committee not later than their May meeting. Additional nominations will be accepted from the floor at the June booster meeting. Only those members meeting the voting eligibility requirements outlined in Article VII may be nominated for an officer's position.

Section 3: Elections

Election of officers shall be held at the June booster meeting each year.

Section 4: Term of Office

The officers shall serve for a period of twelve (12) months beginning after the June booster meeting each year with the exception of the Treasurer, who shall serve for a period of twenty-four (24) months also beginning after the June booster meeting. No officer shall serve more than two (2) consecutive terms in the same office. The Vice President shall be the President-elect and shall assume the office of President upon completion of the term of Vice President. In the event that an officer cannot complete their term of office, a special election to fill the remaining term may be held at the next regular booster meeting.

Section 5: Duties of Officers

The duties of the officers shall be as follows:

The President shall call meetings as needed in addition to the regular booster meetings, preside at all meetings, appoint standing committee chairpersons, and appoint ad hoc committees as necessary to meet the needs of the organization.

The Vice President shall assume the duties of the President in the absence of the President and assist in any way to facilitate the President in carrying out the purpose of the organization. The Vice President shall assume the office of the President in accordance with Section 4.

The Secretary shall keep accurate records of all booster meetings, including member attendance; make and provide a report of the minutes at all booster meetings; and handle all assigned correspondence.

The Treasurer shall keep accurate records of all monies and other assets belonging to the organization, make and provide a report of the financial condition of the organization at all booster meetings, and deliver all financial information and records of the organization to a tax preparer. In addition, it is the responsibility of the Treasurer to act on all requests for advances and reimbursements as well as to determine when a proposed expenditure has not been budgeted for and will require approval by the membership by vote at a regular booster meeting.

ARTICLE V: COMMITTEES

All committees of the organization shall run in accordance with these by-laws.

Section 1: Executive Committee

The purpose of the Executive Committee shall be to set the agenda for the booster meetings and carry out the business of the organization between booster meetings. The four elected officers are eligible to vote in all Executive Committee matters. In the event of a tie, the high school band director will cast the deciding vote. In order to carry out the business of the organization, the Executive Committee shall involve committee members and others as they deem necessary.

The Executive Committee has the authority to spend up to \$ 2,000 of the organization's reserve fund per occurrence without a vote of the members in extreme or time-sensitive circumstances.

Section 2: Committee Appointments

Committees are appointed by the President with the concurrence of the Executive Committee and their duties shall be as directed by the President and the Executive Committee. All ad hoc committees shall exist for as long as is necessary to complete their purpose and shall be dissolved at any time by the President. The band directors may serve as ex officio members of and participate in any committee activities as is appropriate.

Section 3: Standing Committees

The Standing Committees exist in order for the purpose of the organization to be met. All of the Standing Committees shall report to the President and make regular reports to the membership at the boosters meetings.

The Standing Committees include:

- Band Banquet
- Booster Wear
- Chaperone
- Chicken BBQ
- Generals' Express
- Hospitality
- Nominating
- Scholarships

Showcase of Bands
Uniform
Videography
Website

The Band Banquet is usually held in the spring of each year for the purpose of honoring AWHs band students, especially graduating seniors. The Band Banquet committee is responsible to plan and host the annual banquet.

The Booster Wear committee is responsible to coordinate the sales of booster related wearables and other promotional items at home football games and other events as appropriate. While not specifically established as a fundraising activity, the Booster Wear committee shall provide any funds raised to the organization.

The Chaperone committee is responsible to coordinate chaperone needs for football games, trips, and other band events where they may be required. The Chaperone committee must work very closely with the band directors to ensure that school policies and procedures are followed and all chaperone approval requirements are met.

The Chicken BBQ is usually held in May of each year for the purpose of providing food during the District Band program. All AW bands typically perform at the event. The Chicken BBQ committee is responsible to plan and host the annual event. While not specifically established as a fundraising activity, the committee shall provide any funds raised to the organization.

The Generals' Express committee usually consists of the drivers and other helpers who work with the truck and trailer and is responsible for the use and maintenance of the mobile equipment. The committee must work very closely with the school administration to ensure that all applicable policies and procedures are followed and all driver approval requirements are met.

The Hospitality committee is responsible to coordinate the acquisition and distribution of water and other refreshments for football games, trips, and other band events as appropriate.

The Nominating committee (as defined in Article IV, Section 2) is responsible to develop and submit a list of suitable candidates for each of the open offices to the membership in accordance with the established schedule.

The Scholarships committee is responsible for managing the AW Band Booster scholarship program. Graduating seniors, with four (4) years of band service and attending either a two or four year college, are eligible to apply for the scholarship. The committee is responsible for: preparing and distributing the scholarship application, establishing appropriate submittal deadlines, communicating with the members of the senior class, appointing a "selection committee" to select scholarship winners, collecting completed applications and forwarding them to the "selection committee", and ensuring that the appropriate awards are made to the selected graduating seniors. The "selection subcommittee" is made up of members or former members who meet the following criteria: (1) has no student currently attending AWHs and (2) who is not related to any eligible senior. The "selection committee" is responsible to review the submitted applications and make selections based on the criteria established by the Scholarships committee. Once the Scholarships committee has been informed of the final selection(s), the "selection committee" is responsible to shred all applications. The Scholarships committee is also responsible to make recommendations to the membership regarding the number and value of annual scholarship awards. The Executive Committee may alter the amount of the scholarship(s) if financial conditions warrant.

The Showcase of Bands is usually held in September or October. The Showcase of Bands committee is responsible for planning and executing the annual showcase. The Showcase of Bands committee must work very closely with the band directors on the Showcase program itself. While not specifically established as a fundraising activity, the Showcase of Bands committee shall provide any funds raised to the organization.

The Uniform committee exists for the purpose of keeping accurate track of the AW Marching Generals uniforms, concert wear, and any other uniform related items. The uniform chairperson shall have a committee of workers to help maintain the uniform inventory.

The Videography committee is responsible to see that performances and other band events are recorded, as appropriate. The committee will work to provide a record of the HS and JH performances so that the: (1) band directors can use it as a review and improvement tool and (2) the organization can offer an annual video suitable for sale to the membership and the general public. The committee is responsible for the use and maintenance of the video equipment. While not specifically established as a fundraising activity, the Videography committee shall provide any funds raised to the organization.

The Website committee is responsible for ensuring that the organization's web presence is properly maintained and advising the organization on matters related to computer and communication technology that may be used to meet the organization's purpose.

Section 4: Accountability of Chairpersons

The chairperson of each committee shall report the plans and activities of their committee to the Executive Committee. No agreements, contracts, and/or other binding commitments may be entered into on behalf of the organization by any committee member without the concurrence and permission of the Executive Committee.

ARTICLE VI: MEETINGS

Regular meetings of the organization shall be held nine (9) times per year in the months of August, September, October, November, February, March, April, May, and June. These meetings shall be held on the first Monday of the month at 7 PM in the AWHS band room, or a place, date, and time that will be announced in advance.

Executive Committee and special membership meetings may be called as deemed necessary by the President with the concurrence of the Executive Committee.

ARTICLE VII: VOTING

Member voting eligibility will be dependent upon regular participation in the monthly meetings of the organization, with members participating in at least three meetings per year (on a rolling basis) being eligible to vote. Meeting attendance records will be kept by the Secretary. In all votes, the President will abstain from voting unless that vote is needed to break a tie. As regular members of the organization, the band directors have the right to vote in all formal decisions. The voting eligibility rules described above will take effect beginning with the August, 2016 regular booster meeting.

Member votes will be considered to pass when at least 51% of the voting members present and voting vote for the issue under consideration.

Any request for unbudgeted expenditures must be voted on by the membership. In order so that it can be included in the meeting agenda, any such request must be submitted in writing to the Executive Committee at least one week in advance of the monthly meeting of the organization at which the matter will be voted on.

The Executive Committee reserves the right to table any new business requiring a vote of the members until the next regularly scheduled meeting of the organization in order for proper evaluation.

ARTICLE VIII: FINANCIAL REVIEWS

The financial records of the organization shall be reviewed biennially by a suitable service provider authorized by the Executive Committee, to coincide with the end of the two-year term of the Treasurer. A letter report summarizing the findings of the review will be provided to the Executive Committee and shared with the membership at the next regular booster meeting after its receipt.

ARTICLE IX: AMENDMENTS TO BY-LAWS

The by-laws may be amended at any regular booster meeting by a two-thirds vote of the members eligible to vote who are present and voting, provided that a notice of the proposed amendment(s) has been given in writing at a previous boosters meeting. The by-laws shall be reviewed biennially by the Executive Committee or an ad hoc committee appointed specifically for this purpose in order to evaluate the operational effectiveness of said amendment(s).

ARTICLE X: PARLIAMENTARY AUTHORITY

Rules of parliamentary procedure and order contained in "Roberts Rules of Order", as revised, shall govern the proceedings of the organization to the extent that they are applicable and are not inconsistent with these by-laws.