

BY-LAWS OF THE WARREN COUNTY R-3 BAND BOOSTERS

PREAMBLE

The objective of this association shall be to provide an organization for unified support of the Warren County R-3 School District **band** programs and to provide a vehicle for coordination of that support among the individuals forming the association.

ARTICLE I

The name of this organization shall be the **Warren County R-3 Band Boosters**.

ARTICLE II

MEMBERSHIP

- A. *Eligibility* – Any individual, 18 years of age or older, corporation or firm interested in promoting the Band program of the Warren County R-3 Public School System shall be eligible for membership in this organization.
- B. *Voting Membership* – All members in attendance shall be entitled to one vote at all meetings of the general membership.
- C. *Non-Voting Members* – The band directors from Black Hawk Middle School and Warrenton High School shall be non-voting members.
- D. *Compensation* – This is a volunteer organization and no officer or other member shall be entitled to any compensation or other remuneration for their efforts or activities in behalf of the organization.

ARTICLE III

OFFICERS AND STANDING COMMITTEE CHAIRS

- A. *Officers* – The organization shall have the following elected officers:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer

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- B. *Standing Committee Chairs* – The organization shall have the following appointed committees' chairs
1. Fundraiser Committee
 2. Uniform Committee
 3. Pit Committee
 4. Food Committee
 5. Historian Committee
 6. Parent/Class Liaison

ARTICLE IV

DUTIES OF OFFICERS AND STANDING COMMITTEE CHAIRS

- A. The President shall:
1. Give active direction to all Warren County R-3 Band Booster Programs and be responsible for the proper functioning of the organization.
 2. Preside at all meetings of the Executive Board and general membership of the organization.
 3. Act as liaison between the organization and school authorities.
 4. Act as spokesperson for the organization
 5. Be an ex-officio member of all boards and committees.
 6. Sign all legal and business documents necessary to the conduct of the business of the organization.
 7. Develop monthly agendas. If the President will be absent, this agenda will be provided to the Vice-President.
- B. The Vice-President shall:
1. Actively assist the President in directing all projects of the organization.
 2. Coordinate all special activities that are designed to encourage support of the band programs.
 3. Perform all duties of the President when the President is incapacitated or absent.
 4. Coordinate all fund-raising activities of the organization.
 5. Chair the Fund Raising Committee and appoint committee members to assist in the conduct of all fund raising activities.
 6. Act as a liaison between the officers and fundraising committee.
 7. Coordinate the fundraising activities, including determining materials needed and, set-up and clean-up of activities.
- C. The Secretary shall:
1. Make a record of the minutes of all booster meetings.
 2. Provide or distribute previously unapproved minutes at each meeting, sign and enter approved minutes in a permanent record. If the Secretary will not be at the meeting, a copy of the minutes will be provided to the President prior to the meeting.
 3. Maintain a list of all boosters present at each meeting.

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4. Develop a roster of all boosters at the beginning of each school year and distribute these to the officers and others who need them to properly discharge their duties.
5. Maintain a master copy of the By-Laws of the organization, including all approved amendments.
6. Sign legal and business documents necessary to the conduct of business of the organization.

D. The Treasurer shall:

1. Maintain a written account of all amounts received and disbursed in records that shall be and remain the property of the organization.
2. Maintain financial records as required by and make payments in accordance with provisions of the Financial Procedures required by Article VIII of these By-Laws.
3. Prepare and present financial reports at all general membership meetings and provide financial reports to the officers as requested.
4. Assist the Vice-President in the collection of monies raised in fund raising activities.
5. Relinquish the duties of treasurer to the member designated by the officers, during a serious illness or other emergency that renders the treasurer incapable of effectively discharging the assigned duties.
6. Prepare a year-end accounting of the income and expenses for the May meeting.
7. Provide monthly financial activity report. If the Treasurer will be absent, this information will be given to another officer prior to the meeting.

E. The Food Committee Chair shall:

1. Coordinate the food for the fall picnic and the spring banquet.
2. Coordinate the food for the winter concert.
3. Make recommendations to the officers for boosters to provide meals for band members during competitions and trips.
4. Coordinate water for band members at competitions and band camp where necessary.

F. The Uniform Committee Chair shall:

1. Keep complete and accurate inventory of uniforms.
2. Recommend to the Band Director the fees, which shall be assessed to pay for dry cleaning or unusual damage to attire items.
3. Coordinate uniform fitting for all band members as needed.
4. Coordinate uniform tailoring as needed.
5. Coordinate cleaning of the band uniforms with the Band Director.
6. Appoint a committee to assist with uniforms during competitions and home game performances.

G. The Pit Chairman shall:

1. Coordinate with the band director the transportation of equipment and uniforms to out-of-town events.
2. Coordinate with the band director the hauling of trailer to out-of-town events.
3. Coordinate with the band director the equipment set-up for pit during competitions and home games.

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H. The Historian Chairman shall:

1. Collect photos from the band activities throughout the year.
2. Submit quality photos to the band director for consideration as decorations in the band room.
3. Collect pictures for slide shows at the banquets.

I. The Parent/Class Liaison Committee:

A Parent/Class Liaison Committee composed of a parent representative from each class will help with communication between parents, band staff and the band boosters.

ARTICLE V

ELECTIONS, APPOINTMENTS AND TERMS OF OFFICE

A. *Elections*

1. All officers shall be elected by a majority vote at the April meeting of the general membership of the organization
2. All elected officials of the organization will take office at the conclusion of the May meeting of the general membership and shall serve for a period of one year thereafter or until a successor is elected.

B. *Appointments*

1. Appointed committee chairs shall appoint members to their committees, subject to ratification by the officers, at the August meeting.
2. Appointments to special committees by the officers or the President shall be announced at a meeting of the general membership.

C. *Terms of Office*

1. The term of office for Officers and appointed Standing Committee Chairs shall be one year and they shall be eligible for re-election. There are no term limits.
2. The term of office for appointed committee members shall be one year with no term limits.
3. If an officer or committee chair is not fulfilling their duties as defined in the by-laws, the following actions will be taken:
 - a. The officers will vote to take initial action at a monthly meeting.
 - b. The initial action is that another officer as agreed upon at the meeting will notify the officer or committee chair not fulfilling his or her duties.
 - c. At the following meeting, the officers will vote to replace or keep the officer or committee chair in question.

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ARTICLE VI

GENERAL MEMBERSHIP MEETINGS

- A. *Regular Meetings* – Regular meetings of the Warren County R-3 Band Boosters shall be held at 7:00 p.m. on the second Tuesday of each month, or on another date approved by the general membership, in the Band Room of the Warren County R-3 High School. Regular meetings will be held during the summer months as needed.
- B. *Special Meetings* – Special Meetings shall be called by the President upon the request of at least ten (10) members of the organization in writing at least ten (10) days prior to the date of the meeting.
- C. *Conduct of Meetings* – All business meetings of the organization shall be constructed in accordance with the rules contained in the current edition of Roberts’ Rules of Order, Revised, except in instances where these rules are inconsistent with the By-Laws or special rules of order that have been adopted by this organization.
- D. *Order of Business* – The normal order of business shall be
1. Call to order and welcome by the presiding officer.
 2. Member registration or roll call
 3. Minutes of previously unreported meeting (s).
 4. Treasurer’s report
 5. Report (s) of the director (s)
 6. Reports from Standing Committees
 7. Reports from Special Committees and other reports
 8. Unfinished/Old Business
 9. New Business and resolutions
 10. Adjournment
- E. *Voting* – A simple majority of votes cast by the members present and voting shall carry any resolution except a proposal to amend these By-Laws, which shall require the affirmative vote of two-thirds (2/3) of the members present as required by Article VIII of these By-Laws.

ARTICLE VII

FINANCIAL PROCEDURES

Financial Procedures – The organization shall have written financial and accounting procedures that shall:

1. Be developed by the officers and approved by the general membership.
2. Contain provisions for the receipt and disbursement of all funds, including the following specific requirements:
 - a. Any obligation or expenditure of the assets of the organization that does not exceed one hundred dollars (\$100) requires approval of the Treasurer and President.
 - b. Any obligation or expenditure of the assets of the organization that exceeds one hundred dollars (\$100) requires prior approval of a majority of the elected officers.

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- c. All disbursements of the funds of the organization shall be made by checks signed by two elected officers. Receipts or a copy of the bill will be kept for all expenditures.
 - d. Provide a copy of the bank statement at each meeting.
3. Contain the guidelines for the maintenance and reporting of all financial records.
 4. Contain a provision that the financial books and records of the organization be available for inspection or audit.
 5. Provide financial summaries as needed to develop a budget for the following school year.
 6. The fiscal year will run July 1 – June 30.

ARTICLE VIII

CHANGE OF BY-LAWS

Alterations or amendments of the By-Laws contained herein can only be made when presented in writing to the organization and thereafter adopted in the next regular meeting by a two-thirds (2/3) majority of the members present and voting.

ARTICLE IX

Dissolution of Organization

If the Warren County R-3 Band Boosters dissolves, any remaining funds will be disbursed to the Warrenton High School Band fundraising account.

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