

**SOUTH PAULDING HIGH SCHOOL BAND BOOSTERS
BY-LAWS**

ARTICLE 1

A. NAME

Sec. 1 The name of this organization shall be South Paulding High School Band Boosters, hereinafter referred to as the Band Boosters.

B. PURPOSE

Sec. 1 The purpose of the Band Boosters is to arouse and maintain enthusiastic interest in the various phases of the Band Program of South Paulding High School.

Sec. 2 To lend all possible support, both moral and financial, to the Band Program of South Paulding High School.

Sec. 3 To cooperate with those in charge of the Band Program of South Paulding High School.

Sec. 4 To build and maintain an organization of parents and persons which will help promote the general activities of the Band Program of South Paulding High School.

Sec. 5 It is expressly understood that the Band Boosters in no way will interfere with operation and administration of the Band Program of South Paulding High School.

C. MEMBERSHIP

Sec. 1 The membership of the Band Boosters shall include any parent or any person interested in the progress and development of the Band Program of South Paulding High School.

D. OFFICERS

Sec. 1 The officers of the Band Boosters shall be: President, Vice-president, Assistant Vice-president, Secretary and Treasurer.

E. DUTIES OF THE OFFICERS

Sec. 1 The President shall preside at all meetings of Band Boosters, appoint all committees and shall be an official member of all committees.

- Sec. 2 The Vice-president shall assume all the duties of the President in his/her absence and act as chairman of the Ways and Means Committee.
- Sec. 3 The Assistant Vice-president(s) shall assist the Vice-president in all his/her duties.
- Sec. 4 The Secretary shall keep the records and minutes of all meetings and attend to correspondence.
- Sec. 5 The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds.

F. AMMENDMENTS

- Sec. 1 The constitution and By-laws may be amended by two-thirds majority vote of the members present at any regular meeting.
- Sec. 2 The amendment must have been presented in writing at the preceding regular or called meeting of the Band Boosters.

ARTICLE 2

A. THE EXCECUTIVE BOARD

- Sec. 1 The Executive Board shall be composed of the officers of the Band Boosters, the band directors of the South Paulding High School Band, and the heads of all standing committees.
- Sec. 2 The Executive Board shall have general supervision of the affairs of the club.
- Sec. 3 The Executive Board shall meet prior to regular meeting each month to determine the business to be transacted at the regular meeting.
- Sec. 4 At least one Band Director or representative appointed by the Band Director shall be present at all executive and regular meetings.
- Sec. 5 The Executive Board shall have responsibility for setting long range goals, such as but not limited to acquiring major equipment, replacing uniforms, planning major trips and generating sponsorship for the South Paulding High School Band.

ARTICLE 3

A. MEETINGS

- Sec. 1 The regular meetings of the Band Boosters shall be held at 7:00pm on the third Monday of each month. Meetings which fall on school holidays or days when school is not in session will be held on the fourth Monday of the month.
- Sec. 2 Special meetings may be called by the President.

ARTICLE 4

A. HANDLING OF FUNDS AND PROJECTS

- Sec. 1 The funds of the Band Boosters shall be deposited in a bank account approved by the Executive Committee and shall be subject to disbursement by checks signed by any of the following; President or Treasurer, up to the amount of \$3,000. Anything over this amount requires the signatures of both of the above.
- Sec. 2 All project expenditures shall be made only upon the authority of the Executive Committee and the Band Directors.
- Sec. 3 Any item(s) purchased using funds from the Band Boosters account shall become the property of the South Paulding High School Band.

ARTICLE 5

A. STANDING COMMITTEES

- Sec. 1 There shall be the following standing committees: Ways and Means, Uniform, Publicity, Communications, Chaperon, and other committees as the Executive Board shall determine.
- Sec. 2 The Ways and Means Committee shall consist of 5 members who shall submit plans for raising funds to the club for approval. The Vice-president shall be the Chairman and the Treasurer shall be a member of the Ways and Means Committee.
- Sec. 3 The Uniform Committee shall consist of 3 members who shall be responsible for the inventory and upkeep of the uniforms.
- Sec. 4 The Publicity Committee/Director shall attend to all advertising, publicity, and correspondence with the press.

- Sec. 5 The Communications Committee shall attend to notification of officers and directors of the Executive Board meetings and members of the Band Boosters of the regular meetings and upcoming events.
- Sec. 6 The Chaperone Committee shall arrange for chaperons for all away functions.
- Sec. 7 The Band Directors of South Paulding High School Band shall be ex-officio members of all committees.

ARTICLE 6

A. VACANY IN OFFICE

- Sec. 1 Should a vacancy in an office occur during the year, it will be filled by action of the Executive Board.

ARTICLE 7

A. ELECTIONS

- Sec. 1 A Nominating Committee shall be appointed by the President and the regular March meeting each year. The Committee will return with nominations for all offices at the regular April meeting. Nominations may be made from the floor after the report of the Nominating Committee.
- Sec. 2 Officers are to be elected at the regular April meeting and installed at the May meeting. Officers will enter directly into their duties after they are installed.
- Sec. 3 All elected officers will hold office no more than two consecutive years.

ARTICLE 8

A. VIOLATION OF BY-LAWS

- Sec.1 Violation of any portion of these By-laws will result in arbitration hearings involving School Administration, Band Directors, involved Band Booster member and a member of the Executive Committee as specified by the School Administration who is to act arbitrator.