

BY-LAWS of the BINGHAM HIGH SCHOOL BAND BOOSTERS  
6 PAGES

ARTICLE I:           NAME

- A.     The name of this organization shall be the Bingham High School Band Boosters.

ARTICLE II:          MEMBERSHIP

- A.     Membership in the Bingham High School Band Boosters shall be open to all interested people who support the band.

ARTICLE III:         PURPOSES

The purpose of the Bingham High School Band Boosters shall be:

1. To provide moral and financial support to the Bingham High School Band Program and assist in the day to day operations as needed.
2. To encourage community support.
3. To work within the umbrella of the Bingham High School Band.

ARTICLE IV:         MEETINGS

- A.     Meetings of the general membership shall be held at least twice a year. Special meetings may be called as deemed necessary by either the Executive Board, by a petition of five members of the general membership, or by the Bingham High School Band Director. Meeting shall be coordinated through a member if the Executive Board.
- B.     A quorum of the general membership shall be a majority of the total membership present for general and special meetings.
- C.     Meetings of the Executive Board shall be held as often as necessary to conduct the affairs of the organization. Executive Board Meetings are open to the general membership.
- D.     A quorum of the Executive Board shall be a majority of the Executive Board Members present.

ARTICLE V:          OFFICERS, EXECUTIVE BOARD AND THEIR ELECTIONS

- A.     OFFICERS  
Officers shall consist of: President, Vice-President, Secretary, and Treasurer. The duties of the Officers shall be to act in behalf of the Executive Board between meetings.

B. EXECUTIVE BOARD

The Executive Board shall consist of the Bingham High School Band Booster Officers, the Bingham High School Band Director or a representative appointed by him, and the chairmen of standing committees. (The following standing committees are recommended but not limited to: Chaperones, Concert Coordinator, Uniforms, Publicity, Fund-raising, Socials, Jazz Dinner Dance, Equipment and Transportation, Color Guard Representative, Winter Drum-line Representative, and Freshman Representative). The Executive Board shall be to act as a steering committee for the organization.

C. ELECTIONS

1. Elections of the Executive Board shall be for one year.
2. Officers shall not be eligible to serve more than two consecutive years in the same office. If no other person is willing to serve, the President and Treasurer may continue for one (1) additional year. The President must have previous board experience.
3. Elections will take place in May.
4. The newly elected Board will assume their official duties following the close of the current school year.
5. All previous board members are responsible for the training of new board members taking over their positions.

D. NOMINATIONG COMMITTEE

1. In March of each year, the President shall appoint a nominating committee consisting of not less than three members of the general membership.
2. Any general member interested in serving as an Executive Board Member may contact the nominating committee to express interest in serving. A notice will be posted on the Band website to the general membership asking for nominations and giving a deadline for the nominations.
3. The nominating committee will have a list of candidates prepared for review in the Bingham High School Band Hall on or near April 15.
4. It is the duty of the nominating committee to present at least one name for the nominations.
5. The chairman of the nominating committee will present the slate of candidates and take nominations from the floor at the May General Membership meeting. Once the slate is closed, nominations are over, and the general membership present will vote by either raise of hand, if there is only one candidate per position, or by ballot. Candidates who receive the majority of the votes are elected.

E. VACANCIES

A vacancy occurring in any Executive Board position shall be filled for the un-expired term by a person elected by a majority vote of the Executive Board, notice of such election having been given on the Bingham High School Band website two (2) weeks prior to election. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of election.

ARTICLE VI: REMOVEAL OF OFFICERS

- A. A special meeting will be called of the general membership.
- B. A certified letter return receipt requested) shall be sent to the Executive Board Member under dispute by the remaining Executive Board seven (7) days prior to the special meeting.
- C. Removal of any officer must have approval of 2/3 vote of those members in attendance at the special meeting.

ARTICLE VII: DUTIES OF OFICERS

- A. PRESIDENT
  1. Preside over Executive Board meetings.
  2. Preside over general meetings and any special functions.
  3. Be the liaison between the Bingham High School Band director, the Bingham High School Booster Clubs and the Band Boosters.
  4. See to the day-to-day running of the Band Booster Organization.
  5. Coordinate with the Vice-President on which standing committee chairman to oversee.
- B. VICE-PRESIDENT
  1. Assume all duties of the President in the President's absence or inability of that officer to act.
  2. Shall serve notice of elections if the office of President is vacated.
  3. Shall assist the President in tasks deemed appropriate.
  4. Coordinate with the President on which standing committee chairman to oversee.
- C. SECRETARY
  1. Shall record the minutes of all booster meetings.
  2. Shall be in charge of all communication and correspondence with the general meetings including the phone tree and over-seeing the website.
  3. Shall be in charge of producing all forms and making copies as needed.
- D. TREASURER
  1. Keep a full and accurate account of receipts and expenditures.
  2. Request funds from Bingham High School Band Director and make disbursements as authorized by the President or the Bingham High School Band Director, in accordance with the budget adopted by the General Membership.
  3. Present a financial statement at every meeting of the organization.
  4. Make a full report of the previous year at the May General meeting.
  5. Have the accounts examined annually, or upon the change of the Treasurer by an auditing committee consisting of not fewer than three (3) members, who, satisfied that the treasurers annual report is correct, shall sigh a statement of that fact at the end of the report.

ARTICLE VII: DUTIES OF OFFICERS CONT.

- E. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII: DUTIES OF THE EXECUTIVE BOARD

- A. CHAPERONE CHAIRMAN
  1. Shall be over finding and training chaperones for band functions including home games, competitions, concerts, and trips.
  2. Shall appoint any volunteers needed to assist them in their duties.
  3. Shall assume any duties assigned at the beginning of the year.
- B. COLOR-GUARD REPRESENTATIVE
  1. Shall be the liaison between the Color Guard Instructors, the Board, and the parents of the Color Guard.
  2. Shall perform any duty the Color Guard Instructors need.
  3. Shall appoint any volunteers needed to assist them in their duties.
  4. Shall assume any duties assigned at the beginning of the year.
- C. EQUIPMENT/ TRANSPORTAION CHAIRMAN
  1. Shall work with all equipment including the Band trailer insuring arrival at all competitions and shows.
  2. Shall appoint any volunteers needed to assist them in their duties.
  3. Shall assume any duties assigned at the beginning of the year.
- D. FRESHMAN REPRESENTATIVE
  1. Shall be the liaison between the Freshman Band Instructors, the Board, and the parents of Freshman.
  2. Shall work with the Fund-raiser Chairman in getting the Freshman involved in earning money for their accounts.
  3. Shall appoint any volunteers needed to assist them in their duties.
  4. Shall assume any duties assigned at the beginning of the year.
- E. FUND-RAISING CHAIRMAN
  1. Shall be over all general and student fund-raising.
  2. Shall appoint any volunteers needed to assist them in their duties.
  3. Shall assume any duties assigned at the beginning of the year.
- F. PUBLICITY CHAIRMAN
  1. Shall coordinate with the board and publicity needed for up-coming events through flyers, new letters, posters, and /or Bingham High School Band website.
  2. Shall work with the media in promoting the purposes of the organization.
  3. Shall work with Alumni as needed.
  4. Shall appoint any volunteers needed to assist them in their duties.
  5. Shall assume any duties assigned at the beginning of the year.

- G. SOCIAL CHAIRMAN
  1. Shall coordinate the lunch at all competitions.
  2. Shall be the buyer/purchasing agent of supplies needed for the Boosters.
  3. Shall appoint any volunteers needed to assist them in their duties.
  4. Shall assume any duties assigned at the beginning of the year.
  
- H. UNIFORM CHAIRMAN
  1. Shall be responsible for alterations, repairs, shoes, T-shirts, garment bags, jackets, booster shirts, staff shirts, or any other uniform related items.
  2. Shall appoint any volunteers needed to assist them in their duties.
  3. Shall assume any duties assigned at the beginning of the year.
  
- I. WINTER DRUM-LINE REPRESENTATIVE
  1. Shall be the liaison between the Drum-line Instructors, the Board, and the parents of students on the Winter Drum-line.
  2. Shall help assist the Drum-line Program as needed.
  3. Shall appoint any volunteers needed to assist them in their duties.
  4. Shall assume any duties assigned at the beginning of the year.
  
- J. JAZZ DINNER DANCE CHAIRMAN
  1. Shall choose menu, table decorations, and general decorations for Dinner.
  2. Shall help in advertising of event.
  3. Shall appoint any volunteers needed to assist them in their duties.
  4. Shall assume any duties assigned at the beginning of the year
  
- K. CONCERT CHAIRMAN
  1. Shall coordinate all chaperones for concert.
  2. Shall help in advertising concerts.
  3. Shall appoint any volunteers needed to assist them in their duties.
  4. Shall assume any duties assigned at the beginning of the year
  
- L. The Executive Board will determine what Chairman positions are needed to promote the purposes of the organization for each year prior elections in May.

ARTICLE IX: FINANCES

- A. All operating expenditures must be approved by the Executive Board.
  
- B. A minimum of \$25.00 must be left in the band booster account at the end of the school year.
  
- C. All monies shall be counted by two persons not related to each other and witnessed by their signatures.
  
- D. All merchandise orders and monetary commitments must be approved by the Executive Board.
  
- E. All contracts entered into for the band boosters require signatures of the President and the Bingham High School Band Director. NO BLANK CONTRACTS WILL BE SIGNED!

ARTICLE IX: FINANCES CONTINUED

- F. There shall be an audit of the books at the end of the school year and upon any change of the Treasurer by an auditing committee consisting of not fewer than three (3) members which have been appointed by the President.

ARTICLE X: AMENDMENTS

- A. Notice of amendments must be given two weeks prior to the General Membership Meeting where the amendments will be presented to the membership to be voted upon.
- B. These By-laws may be amended by a two-thirds vote of the majority of the general membership present.
- C. These By-laws shall remain in effect for the life of the organization or until such time as they have been revised.

ARTICLE XI CONCLUSION

This concludes the By-Laws of the Bingham High School Band Boosters.