

ETOWAH BAND BOOSTER CLUB

CONSTITUTION AND BY-LAWS

ETOWAH HIGH SCHOOL - ETOWAH MIDDLE SCHOOL

SUBMITTED July 13, 1992

AMENDED March 2007

**Revision of ARTICLE IV- Time and Place of Meetings,
Revision of ARTICLE V - Officers,
Revision of ARTICLE IX- FUNDS Section F: Scholarships**

ARTICLE I - NAME

The name of the organization shall be called the Etowah Band Booster Club.

ARTICLE II - PURPOSE

The purpose of this organization shall be as follows:

1. To lend moral and financial support to the Etowah High School and Etowah Middle School band programs.
2. To become better acquainted with the aims and practices of the Etowah High School and Etowah Middle School bands.
3. To enjoy the fellowship of other Band Booster members and all the members of the bands at both schools.
4. The Etowah Band Booster Club shall not as a club, enter into the administration of either schools, but shall act in an advisory capacity to both schools regarding the Band programs, and shall act as an agent to provide better communications and help establish good working relationships among the schools, the principals, the band director(s), the parents, and the school board.
5. To supply qualified chaperones and sponsors on band trips and other scheduled events.

ARTICLE III - MEMBERSHIP AND DUES

The membership shall be open to members of the Etowah High School Band, members of the Etowah Middle School Band, the parents of the band members of both the aforementioned school bands, band alumni, friends of the bands, and any other citizen who has interest in the band programs.

The dues shall be \$10.00 per family, per year, and shall be payable on admission of membership, and thereafter at the beginning of each year. The term of the membership shall run from September 1st through August 31st.

ARTICLE IV - TIME AND PLACE OF MEETINGS

Regular business meetings of the Club shall be held on the FIRST Thursday of each month at 6:00 p.m. The Executive Committee shall meet on the same night at 5:30 p.m. Special meetings of either the Club or the Executive Committee, may be called by the President, or the Vice-President, in case of the disability of the President. In case of an emergency, the President is hereby empowered to act in behalf of the Club, subject to these restrictions, or conditions:

1. That he or she, shall have contacted and obtained permission from 51% of the voting members present of the Executive Committee. AND
2. That he or she, shall hold a called meeting of the Club within two weeks of the action in order to obtain a ratification of the action.

ARTICLE V - OFFICERS

Officers shall consist of President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and 2nd Treasurer. These officers shall be nominated and elected from active parents and/or legal guardians of participating band members. The only exception to this would be if the nominating committee was unable to find an active parent to serve as treasurer, to hire someone to serve as treasurer of the band boosters, to be paid a nominal monthly fee that would be set at the beginning of the band booster year and noted in the monthly minutes of the business meeting. These officers shall be elected annually at the April meeting, be installed at the May meeting, and shall preside at the June meeting. These officers and the chairpersons of all standing committees (as provided in the By-Laws) shall constitute the Executive Committee, or Board of Directors. Ex-officio members of the Executive Committee shall be:

1. The Superintendent of Education of the Attalla City School System.
2. The Principals of both Etowah High School and Etowah Middle School.
3. The Band Directors).

Ex-officio members shall have a right to speak but shall not have voting privileges. The Band Directors) shall also serve as an ex-officio member of ALL committees.

ARTICLE VI - DUTIES OF OFFICERS A.

PRESIDENT:

1. Shall preside over regular and executive meetings.
2. Shall be familiar with the Constitution and By-Laws.
3. Shall follow Roberts Rules of Order during meetings and shall have power to enforce these rules.
4. Be spokesperson for the organization.
5. Work closely with the Band Directors) on band matters.
6. Work closely with all officers and committee chairpersons.
7. Have overall responsibility for ensuring the purpose of the organization is met.
8. Serve as Chairperson for the Executive Committee.
9. At the June meeting, after the Officers have been installed at the May meeting, and after having consulted with the other members of the Executive Committee, shall appoint all standing and special committee Chairpersons.
10. Shall be responsible for signing checks as well as the Treasurer and shall report any such checks to the Treasurer as soon as possible.

B. 1st VICE-PRESIDENT & 2nd VICE-PRESIDENT:

1. Temporarily assumes the duties of President in his or her absence or in the case of disability.
2. Encourage membership and be responsible for the annual membership drive.
3. Be responsible for obtaining, scheduling and assigning necessary chaperones from time to time, as necessary, for trips, band camps, or other events.
4. Assists the Band Director(s) in providing transportation for band functions.
5. Serves on Executive Committee.

C. SECRETARY:

1. Shall keep minutes of all regular and Executive Committee meetings.
2. Shall keep accurate records of membership and be prepared to identify all members in good standing.
3. Handles all correspondence of the organization.
4. Maintains a copy of the Constitution and By-Laws, as well as any amendments, and shall provide a copy to members upon request, and read the Constitution and By-Laws and any Amendments at the June meeting.
5. Shall keep attendance at all meetings.
6. Serves on the Executive Committee.

D. TREASURER:

1. Shall keep an accurate account of all monies received and dispersed. Invoices and copies of all bills must be kept and filed monthly.
2. Deposit funds received in a bank in Attalla, Alabama, in the name of the organization.
3. Sign checks, along with the President, to be drawn on the Band Booster account.
4. Make a complete report of all receipts and disbursements, as well as the financial status of the club, each month, in writing.
5. Provide a written copy of the monthly financial report to the club secretary, to be incorporated into the minutes, and to be copied for each member attending the Booster meeting.
6. Oversee and report on the Uniform Account.
7. Supply all records for the end-of-year audit by the Auditing Committee.
8. Being the officer who has knowledge at all times of the financial status of the Club, shall be the liaison between the voting body and the Executive Committee concerning the financial status of the Club.

9. Control all financial transactions of the Club by the following methods:

- a. For any and all purchases, the Treasurer shall issue a purchase voucher for the specified amount. No purchase will be made without a certified voucher from the Treasurer.
- b. All purchases shall be paid for by check draft from the Club bank account established for that purpose. In the event an amount of cash is needed for a purchase or payment, a voucher will be obtained for the amount needed, a check will be written and cashed so that all expenditures are reflected and controlled by one account.
- c. Purchases made will be substantiated by an itemized statement or receipt, which shall be submitted to the Club Treasurer as soon as possible.

10. Supervise the counting of funds received from all home football games, fund-raisers, and concerts immediately following or as soon as possible after the event. All monies from the aforementioned events should be turned in to the Treasurer as soon as possible after the event for counting.

11. Serves on the Executive Committee.

E. 2ND TREASURER

To add to the officers the office of 2nd Treasurer to aid the 1st Treasurer in all dealings with the Band Booster Club.

ARTICLE VII - COMMITTEES

SECTION I

The following shall constitute the Standing Committees. Each committee chairperson shall select at least two (2) members, if possible, and shall report the selections to the membership.

1. Nominating Committee:

The Executive Committee shall appoint a Nominating Committee for the purpose of selecting a slate of officers. No less than five (5) active members should serve on this committee. The newly appointed Committee shall meet at their convenience and name at least one (1) candidate for each officer position. The nominated member should sign a statement to the Secretary stating that the nomination to an office will be accepted. Said statement will be presented at the April meeting. The Nominating Committee's report shall be made at the April meeting and, at that time, additional nominations may be made from the floor providing that each candidate nominated from the floor is present or shall have signed a Statement of Acceptance and said statement is presented at the April meeting. If a vacancy occurs in any office, the Nominating Committee shall present a replacement candidate at the following Club meeting for vote (all above requirements apply) or if an emergency exists, the Executive Committee may appoint someone to fill that office. The nominated member for an office should come from and consist of active working band parents.

2. Finance/Ways and Means:

A. Shall oversee all financial matters having to do with the Band organizations or Booster Club,

- B. Shall seek and plan ways of raising necessary funds for operation of the Club, and support of both band programs.
- C. The Treasurer shall automatically be a member of this committee, but shall not serve as Chairperson.
- D. Chairperson serves as non-voting member of the Executive Committee, (void if already on Executive Committee)

3. Publicity

- A. Responsible for publication of all regularly scheduled Club meetings in the local media.
- B. Responsible for publication of any other Band Booster or Band program events requiring media coverage.
- C. Chairperson serves as a non-voting member of the Executive Committee. (Void if Chair is already a member of the Executive Committee.)

4. Hospitality/Membership Concerns:

- A. Shall be responsible for gathering and maintaining a telephone team to represent each school.
- B. Each team will consist of two (2) or three (3) Club members who will be responsible for:
 - 1. Communication of any Band Booster information to all Booster members and/or parents of band members.
 - 2. Maintain an up-to-date phone listing of all Booster members and band students for both schools and provide a copy to the Band Directors) and each voting Executive Committee member.
 - 3. At least two (2) attempts will be made to contact each member by phone concerning Booster or Band events or other information.
 - 4. Will not be held responsible for phone messages left and not received.
 - 5. Shall be responsible for providing time of fellowship for the Club and/or Band members and parents.
 - 6. Shall report any sickness, death, or other hardships or calamities of the members of the Club or Band programs to the Booster Club for appropriate action:
 - a. The Boosters will authorize the Secretary to order flowers or other appropriate gift (not to exceed \$50.00) in the case of death in the immediate family of a Band or Booster member. (Immediate family includes a Father, Mother, Sister or Brother of the member.)
 - b. Cards may be sent for other family members (in instance of death) or for any other appropriate situation.

5. Concessions and Concession Stand:

A. Shall present a proposed concessions inventory and proposed budget, which shall include prices paid for concession items as well as prices charged for same items and a projected profit for sale of these items. The above mentioned report will be presented to the Finance/Ways and Means Committee at the July meeting each year for review and further presentation before the Voting body in August.

B. Based on the proposed inventory and resulting cost, a Purchase Authorization amount shall be set and voted on by the Voting body at the August meeting.

C. In addition to the initial inventory cost authorization, an amount not to exceed \$100.00 shall be authorized to the Concessions Committee on a one-time basis for the purchase of supplementary supplies bought on a normal basis. An additional specific amount may be authorized by a vote of the Voting body as deemed necessary.

D. After the last home football game, an inventory of concession supplies shall be supplied by the Concessions Committee and presented to the Club at the following Club meeting. Any items of inventory that cannot be carried over until the next football season will be made available to and priced for sale to the Club members or other group deemed appropriate.

E. Will be responsible for scheduling volunteers to work the concession stand for both schools' home football games.

F. Will turn over all funds raised to the Treasurer as soon as possible after the football game for counting.

G. Will be responsible for keeping the Concession Stand clean and in working order. Volunteers will be instructed as to proper handling of food, utensils and money and should not be allowed to work in the Concession Stand with known communicable diseases. Volunteers should be notified that they would need to stay, as necessary, after the ball game to help clean the stand and put away supplies.

H. The Concession Committee shall be responsible for winterizing the Concession Stand after the last home football game or as soon as all football games have ceased in which the concession stand will be needed.

6. Auditing Committee:

This Committee shall audit the Treasurer's records annually after the May meeting. The audit report shall be reported in writing at the July meeting.

7. Constitution, By-Laws and Handbooks Committee:

Shall be responsible for:

A. Creating and updating and/or presenting amendments to the Constitution and By-Laws of the Booster Club.

B. Having changes or amendments ready to report to the Booster Club meeting immediately following for discussion and then for vote on the next regular meeting.

C. Typing, printing and distributing to all paid Band Booster members and/or Band members.

8. Uniform Committee:

A. Distribution and collection of all Band uniforms.

B. Cleanliness and inspection of all uniforms when they are returned.

C. Repair or replacement of damaged uniforms.

Section II:

There shall be other such committees formed as the membership may deem necessary and shall authorize.

ARTICLE VIII - REQUESTS AND APPROPRIATE ACTION

Any person or agency seeking to do business with the Etowah Band Boosters Club, or making a request of the Club, shall do so by contacting the President prior to the meeting in which presentation is to be made.

ARTICLE IX - FUNDS

A. Band Instrument Purchase and Repair:

1. At any time deemed appropriate, the voting body may designate an agreed upon amount of funds available to the instrument repair fund which shall be kept in the Band Booster Account, but shall be reported separately by the Treasurer in the monthly financial statement.

2. All necessary repairs that exceed \$150.00 shall be presented to the Finance/Ways and Means Committee for review and presentation before the Voting body.

3. When a large expense resulting from an anticipated purchase or repair (if foreseen) shall be presented to the Finance/Ways and Means Committee as soon as possible.

B. Summer Program for Special Instructors or Other Needed Instruction:

1. Funds for the payment of services of Special Instructions shall be authorized by vote of the Voting body of the Club.

2. Request for funds shall be presented to the Finance/Ways and Means Committee at least three (3) months prior to the services being rendered.

3. Prior to payment being made to Special Instructors, the Attalla City Board of Education shall be notified and petitioned for assistance in the payment of these services.
4. Authorization for payment for Summer Program or other Special Instructors shall be based upon an assessment of the financial status of the Club at that time, and such status shall be reported to the Voting body.

C. Fund Raisers:

1. Expenditures for items to be sold or given as prizes through Fund Raiser projects shall be authorized by the Voting body of the Club.
2. NO debts will be incurred for any reason without first being approved by the Voting body.
3. An admission fee will be paid by each person attending any fundraising project produced by the Etowah Band Booster Club, The only exception being the free admission of one (1) parent of any child who is a contestant in the Baby Blue Devil contest, the judges of nay contest, or any special guest specifically designated for an event.
4. All monies collected from fund raising events, concessions, gifts, donation, etc. shall be turned over to the Treasurer as soon as possible. The Treasurer shall issue a signed receipt for the exact amount received. It shall be the responsibility of persons turning money over to obtain a receipt.

D. Expenditures:

Any officer or member shall not spend more than \$100.00 with a cap of \$300.00 without a vote of the attending membership at any meeting or without approval of at least 3 Band Booster Officers.

E. Uniform Fee:

Will not be refunded for any reason except if band student withdraws from program prior to wearing uniform.

F. Band Booster Scholarships:

A scholarship in the amount of \$500.00 will be awarded to the John Phillip Sousa Award winner. A scholarship in the amount of \$250.00 will be awarded to the Outstanding Senior Award winner. These recipients will be chosen by the Band Director and announced in the spring. The awards will be presented to the winners in the form of a check from the Band Boosters account and will be made put to the University or College, or other school of the student's choice. In the event the winners of the above/mentioned awards do not plan on attending school after graduation, the scholarship will not be awarded and will be forfeited. When the student enrolls in his/her choice of schools, the student will notify the Band Director, Band Booster President and/or Treasurer and the check will be issued to the school. The student shall have a time limit of (6) six months after graduation to present the college/university enrollment papers to the Band Boosters for payment. After that time, the scholarship will no longer be available for payout.

G. Insufficient Funds

If a check is return to the booster club for insufficient funds, a \$25 service charge will be imposed.

ARTICLE IX - CHAPERONES

A. Chaperones should consist of at least one (1) Band Booster officer. After officers, chaperones will consist of active working booster parents and/or legal guardian. Non-band member students shall not be allowed to ride on band buses.

B. Equipment managers as designated in writing by the Band Directors) shall be considered a band student and shall be allowed to ride the band buses.

C. Band Directors' spouse and children shall ride the band bus. The children of a band director shall ride the band bus ONLY if the children attend school in the Attalla City School district.

ARTICLE X - AMENDMENTS

This Constitution and By-Laws may be amended by 51% majority vote of the membership present and voting at any business meeting. Any amendment must be presented in writing at a regular business meeting and cannot be voted upon until the next regular meeting after presentation.

All prior copies of the Etowah Band Boosters Constitution and By-Laws are hereby obsolete and are to be replaced with this copy.

The Band Booster Club members approved this Constitution and By-Laws. This supersedes all previous copies.

Article IV-Time and place of meetings

AS IS NOW:

Regular business meetings of the Club shall be held on the SECOND Monday of each month at 6:30pm.
The Executive Committee shall meet on the same night at 6:00pm.

TO BE CHANGED TO:

Regular business meeting of the Club shall be held on the FIRST Thursday of each month at 6:00pm. The Executive Committee shall meet on the same night at 5:30pm.

As Is Now:

ARTICLE V - OFFICERS

Officers shall consist of President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and 2nd Treasurer. These officers are nominated and elected from active parents and/or legal guardians of participating band members.

To Be Re-Worded As:

ARTICLE V - OFFICERS

Officers shall consist of President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and 2nd Treasurer. These officers shall be nominated and elected from active parents and/or legal guardians of participating band members. ***The only exception to this would be if the nominating committee was unable to find an active parent to serve as treasurer, to hire someone to serve as / treasurer, to be paid a nominal monthly fee that would be set at the beginning of the band booster year and noted in the monthly minutes of the business meeting.** These officers shall be elected annually at the April meeting, be installed at the May meeting, and shall preside at the June meeting. These officers and the chairpersons of all standing committees (as provided in the By-Laws) shall constitute the Executive Committee, or Board of Directors. Ex-officio members of the Executive Committee shall be:

As Is Now:

F. Band Booster Scholarships:

No monetary scholarships will be awarded for John Phillip Sousa Awards or Outstanding Senior Awards. Plaques may be given instead and announced at the Spring concert at the discretion of the band director. All past awarded scholarships, if not honored within one year of being announced, will not be awarded with monetary funds.

To Be Re- Worded As:

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