

SODDY-DAISY BAND BOOSTERS BY-LAWS

Adopted July 8, 1980
Revised March 4, 1996
Revised June 7, 1999
Revised February 2, 2004
Revised February 7, 2005

Article I Name

The name of this organization shall be Soddy-Daisy Band Boosters.

Article II Purpose

The purpose of this organization shall be to promote the interest of the band and to assist in supplying the needs of the band. It will strive to involve parents, friends, and students from a wide segment of the community. The primary concern shall be to promote the common good of the band and all of its participants. Working in harmony with the total school program and other school and community support groups, it will seek to provide fine bands for our schools and communities.

The band director is the sponsor of this organization. His support is paramount for the organization to exist.

The ultimate goal of our organization is to support our band director who has the final authority in any undertaking or decision made by our organization.

Article III Meetings

- Section 1 Regular meetings shall be held at 7:00 P.M. the 1st Monday of each month.
- Section 2 Special meetings may be called by the President upon approval by the band director.
- Section 3 All organizational meetings shall be held in the bandroom unless otherwise specified.

Article IV Membership

- Section 1 Parents/guardians of all band members shall automatically become regular booster members.
- Section 2 The duties of regular members may include but not be limited to voting, holding offices, chairing committees and other supportive roles.
- Section 3 Only parents or guardians of current band members may hold an office of the executive committee. Any active band booster in good standing will be allowed to vote and/or chair a committee.

Article V Officers

NOTE: No Hamilton County Dept. of Education employee may serve in a capacity that would require writing or signing checks for the organization. *ADDED*
2-7-05

The officers of this organization shall be as follows:

President

He/she shall work in harmony with the band director and booster members to promote the interest of this organization and to strive to promote a positive image in our school and community. It shall be the duty of the president to perform all duties usually prescribed to this office to include but not be limited to:

- a. coordinates the work of the officers and committees of the organization in order that the goals of the organization be promoted
- b. act as ex-officio member of all committees except nominating and audit committees
- c. preside at all meetings of the organization
- d. call the members to order
- e. announce the business before the assembly in the order in which it is to be acted upon or present a written agenda
- f. state and put to vote all questions which are regularly moved or arise in the course of the proceedings
- g. announce the result of the vote
- h. protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them
- i. allow brief remarks when undebatable motions are pending, if he thinks it is advisable
- j. restrains the members when engaged in debate within the rules of order

- k. enforce on all occasions the observance of order and decorum among the members
- l. inform the assembly, when necessary, on a point of order or practice pertinent to pending business

1st Vice President

It shall be the duty of 1st Vice-President to:

- a. perform the duties of the president during his/her absence
- b. act as an aide to the president
- c. be a member of the Audit Committee
- d. be Chairman of the Finance Committee
- e. assume administrative details delegated to him/her by the president
- f. co-chair the fund raising committee which is responsible for planning, developing and coordinating fundraising and finances

2nd Vice President

It shall be the duty of 2nd Vice-President to:

- a. represents middle school parents and students in all matters pertaining to the band
- b. serves as coordinator of middle school events
- c. perform the duties of the president in order of his/her office
- d. shall assume administrative details delegated to him/her by the president
- e. co-chair the fund raising committee which is responsible for planning, developing and coordinating fundraising and finances
- f. in the absence of the Parliamentarian, shall assume his/her duties
- g. The 2nd Vice President will work with the 3rd Vice President (student accounts), Guard Representative and Band Director to contact guard and band member's parents and guardians via e-mail, written note, telephone calls, or other as deemed necessary to bring the student's accounts current. Any account not collected or arrangements made to date will be followed up by the President and 1st Vice President for further assistance.

The 2nd Vice President will also work with the President, 1st Vice President and 3rd Vice President to write off student accounts which are deemed uncollectible. Accounts written off will be reported to the Board by the 2nd Vice President for documentation purposes and for Board and Band Director's Use Only.

3rd Vice President

The duty of 3rd Vice-President is to:

- a. be responsible for Student Affairs
- b. make themselves available to the students and to be an advocate for the student. Confidentiality will be maintained with the best interest of the student in mind.
- c. be sure health form for each student is current and available to the person responsible for taking them on band trips
- d. assume administrative details delegated to him by the president

Secretary

It shall be the duty of secretary to:

- a. record the minutes of all meetings of the organization and the Executive Committee and present such at the next meeting
- b. keeps an accurate roster of the names of members and the names and addresses of officers and committee chairpersons
- c. attend to the general correspondence of the organization as directed by the president
- d. serves notice of the meetings when necessary
- e. serve notice of all important questions requiring previous notice before action
- f. keeps a current copy of the band calendar
- g. be in charge of all communications
- h. disburse information to phone committee and publicity chairperson as needed
- i. prints and distribute newsletter each month or as often as advisable to each booster family

Treasurer

It shall be the duty of treasurer to:

- a. receives and disburses all funds of the organization
- b. report receipts and disbursements specifically provided for in the budget, as deemed necessary, without prior approval of the Executive Committee
- c. makes sure accounts receivable box is secure at all times
- d. record and deposit receipts at least 2 times a week and more often as needed

- e. maintain a petty cash box containing \$25.00 which shall be kept in the accounts receivable box to be replenished as needed for miscellaneous supplies, mailings, etc.-- a record shall be kept of all disbursements and receipts
- f. to maintain a cash receipts and a cash disbursements book indicating date and source of revenues and expenditures
- g. maintains and utilize checking account
- h. use checks requiring the signature of the treasurer and one other executive officer
- i. only authorized persons shall have authority to purchase or make other expenditures in the name of the organization

Financial Secretary

It shall be the duty of financial secretary-to:

- a. keeps accurate record of each student's account which is available to parent and student when requested-confidentiality is a must
- b. have envelopes for receipt of money available to anyone at all times
- c. return same envelopes filled out by student or parent with stamp of receipt as their record of payment
- d. makes parents aware that if fees are delinquent, that funds deposited to a student's account will be used to satisfy the overdue fees first.

Parliamentarian

The duty of Parliamentarian is to:

- a. assures and/or corrects other officers in the proper procedure in carrying out the duties of their office
- b. maintain an atmosphere conducive to properly conducting the business of the organization at all times
- c. maintain proper guidelines by which the nominating committee is to conduct their business
- d. sees that Robert's Rule of Order pertaining to parliamentary practices is followed if they are not inconsistent with the by-laws or the special rules of order of this organization
- e. chair nominating committee and appoint two members to serve
- f. chair amendments committee
- g. in absence of parliamentarian, the second vice president shall assume the duties of the parliamentarian

Article VI Executive Committee

- Section 1 The executive committee shall consist of all elected officers and the band director.
- Section 2 The executive committee shall have the authority to act on behalf of the membership on all items which might arise, when in the opinion of the executive committee, it is not expedient to call a special meeting of the membership, nor to hold the action until the next regular meeting of the membership.
- Section 3 The executive committee shall meet prior to the September meeting of each year for the purpose of reporting a budget to be submitted at the September meeting.
- Section 4 Any business needing to be brought before the organization should be reported to the president prior to the scheduled meeting.
- Section 5 Any executive committee member whom does not fulfill their positions Duties may be asked to resign.
- Section 6 There shall be no conflict among Executive Committee members portrayed to the general membership. All executive committee meetings could pertain some confidential discussions and committee members should be able to speak freely without worrying who will challenge them on their opinion.

Article VII Committees

The president shall appoint special committees from time to time as shall be deemed necessary or advisable, or when requested to do so by the membership.

The chairpersons of the standing committees will be voted on at the same time our officers are elected. Standing committees may be added or deleted as need arises.

Chairpersons are not to collect money for items disbursed, but will put a list of students receiving items in accounts receivable box weekly in order that the treasurer may charge their account. Our present standing committees and their duties are:

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| Concession Stand | Chairperson is to be in charge of all phases of the concession stand-- menu, obtaining food and supplies, clean-up, obtaining workers for cooking and serving as well as maintenance, etc. He or she shall also be held accountable for all concession funds. |
| Telephone Tree | Chairperson shall be in charge of organizing telephone tree and relaying messages to all band parents and/or students as instructed. All information shall be submitted to the secretary for consideration before it is given to the telephone chairperson. |

Summer Band	Chairperson shall be responsible for whatever duties the band director bestows upon them including but not limited to providing water and other drink as well as limited first aid to maintain the overall well being of the student.
Fruit Sale	Chairperson shall be in charge of promoting fruit sale, collecting order forms, ordering and delivery of fruit, and disbursement of fruit.
Publicity	Chairperson shall be responsible for all publicity pertaining to the band. Information shall be cleared through the secretary and inform the public in a positive manner about our band program and its accomplishments as well as those of individual students.
Chaperons	Chairperson shall be responsible for coordinating parents to chaperone all band activities. He/she shall communicate with the band director and relay all rules set by the band director pertaining to the duties of a chaperone.
Trips	Chairperson shall assist the band director in preparing for trips.
First Aid	Chairperson shall be responsible for maintaining the first aid kit and replenishing supplies as well as making sure the kits are carried on all band trips. Supplies should be disbursed by qualified persons. Shall also assist the 3 rd Vice-President in maintaining the health forms.
Golf Tournament	Chairperson shall be in charge of the golf tournament.
Uniforms	Chairperson shall be responsible for maintaining, sizing, cleaning, and disbursement of uniforms and accessories. Bids should be taken every year from area cleaners. Selection of cleaner to care for our uniforms should be based upon price and service.
Guard	Chairperson shall be responsible for activities pertaining to the guard. He/she should strive to maintain good communication between the guard and all other phases of the band.
Equipment	Chairperson shall be responsible for the equipment being where it is supposed to be at all times and shall assist the band director in assigning and collecting school horns and repairing equipment. He shall maintain an inventory of band equipment.
Field Maintenance	Chairperson shall be responsible for the maintenance of the practice field: seed, mow, paint, etc. He shall also be responsible for purchasing and maintaining of supplies.

Long Range Planning	This committee shall, along with the band director, discuss and set goals for the organization as well as determine how we will work toward accomplishing those goals.
Nominating	This committee shall be formed no later than April meeting. The committee is responsible for polling the members of the booster organization to see who is interested in serving as an officer. At least one nomination for each office should be agreed upon by the committee and presented for consideration at the May meeting.
Event Refreshments	Chairperson shall be responsible for the planning and obtaining refreshments at events where it is agreed to, have such--for example: after school practices, during and after ball games, trips, and competitions.
Audit	Chairperson shall seek bids for an independent audit which should be done soon after June 30 of each year. A quick audit should be done by chairperson or designated person quarterly.
Winter Guard Event	Chairperson shall assist and be supportive of guarddirector.
Competition Committee	1 st & 2 nd Vice Presidents to co-chair. Ensures, invitations are sent out by mid April for the next Competition. Full committee should be established by the first band meeting after the new officers are installed.

All committees will work with and under the direction of the executive board and according to the wishes of the band director.

Article VIII Election

- Section 1** Annual election of officers shall be held at the regular meeting in the month of May. Election shall be made by a majority vote of those members present and voting. In the event more than two candidates are nominated for the same office and no candidate receives a majority vote on the first ballot, the first ballot shall serve to eliminate all but the two candidates receiving the higher number of votes and another ballot shall be called immediately to select one of the two remaining candidates. Officers shall be installed in June and take office in July with May and June being a time for training and transition. All candidates for office should be active in the booster organization and in good standing. He/she should be willing to work in a positive manner for the betterment of our organization.
- Section 2** The membership in good standing shall elect a nominating committee consisting of not less than three members eligible to vote, one of which is the parliamentarian, one month prior to the election. The committee shall select one or more members for each office to be filled and present those names to the membership on or before the election date. Additional nominations may be made from the floor.

Article IX Voting

Voting shall be by show of hand or by written secret ballot whichever is deemed necessary for the circumstance.

Article X Annual Report

The booster organization shall submit an annual report to the school of activities and involvement with the school.

Article XI Notice

Verbal note to band members with instructions to give such notice to their parents, and written notice placed upon the bulletin boards in the school, shall constitute notice to all members. A telephone committee shall be appointed to relay information when deemed necessary by the band director, executive committee or secretary.

Article XII Amendments

These By-laws may be amended at any regular or called meeting provided that notice shall be given at the most prior meeting that such amendment shall be proposed at the meeting. The notice shall include the nature of the proposed amendment.

Article XIII Rules of Order

Robert's Rules of Order (Revised) shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

Article XIV Uniforms

The uniforms are the property of the band and must be kept in the band department unless approval of remove them has been granted by band director. The maintenance and cleaning to uniforms will be overseen by the uniform committee unless otherwise granted. However, parents and students are responsible to see that no harm comes to the uniform while in the possession of the student, in which case, the student will be asked to pay for damage to uniform.

Article XV Chaperones

We will adhere to all rules set forth by the Hamilton County Department of Education. At this time, there is to be one chaperone for each 10 students. Chaperones are to be agreed upon by the students, band director, and chaperone committee.

Article XVI Special Considerations

This organization is prohibited from paying employees of the Hamilton County Department of Education directly. This is per Hamilton County Department of Education guidelines. Their payment will be coordinated through the school office. *ADDED*

2-7-05

