

SHS BAND BOOSTER CONSTITUTION

Enacted in May 1994

Last amended on January 2006, January 2008, November 2008

Article I

This organization shall be known as the Shiloh High School Band Boosters' Association, hereinafter referred to as the Association.

Article II

Meeting of the Association will be held at Shiloh High School, Snellville, Georgia, or at such other place as shall be designated by the president and /or executive board.

Article III

The purpose of the Association is to provide assistance to the school administration in the promotion and development of the band program. Such assistance shall consist of but not limited to the following:

1. Supplementing the school budget for instruments, equipment, music, and band in terms of needs as defined by the Band Director and the Association.
2. Providing assistance at performances and other activities of the band and auxiliary units under the jurisdiction of Shiloh High School.
3. Providing a means of communication and planning for school personnel and boosters.

Article IV

The Association shall operate as a separate entity but will cooperate with the PTSA and Athletic Boosters and will observe all policies, rules, and regulations of the school.

Article V

General Membership shall be open all adults interested in promoting the band program. Membership, with voting privileges, shall be open to all adults interested in promoting the band program for annual voting membership fee of \$5.00 per year.

Article VI

Section 1. There shall be a minimum of four regular meetings during the school year.

Section 2. Special meeting may be called by the Executive Board as deemed necessary and by giving five school/work days notice to the membership. Emergency meetings can be called by the Executive Board at any time as needed. The general membership and voting membership will be provided as much notice as possible for an emergency meeting.

Article VII

Section 1. The elected officers shall consist of:

1. President
2. Vice President-Fundraising
3. Vice President-Administration
4. Secretary
5. Treasurer

Section 2. Officer duties

All officers shall:

- Attend scheduled and called meetings
- Schedule and attend sub-committee meetings
- Prepare reports for presentation at meetings.
- Prepare articles for newsletter
- At the expiration of his term, turn over everything in his possession belonging to the Association to his successor
- Be capable of sending and receiving email

President – The president shall be responsible for overall coordination of the Executive Committee and for the general health of the Booster/Student/Staff relationships. He shall preside at all meetings of the Association and enforce due observance of the Articles of the Constitution; decide all questions of order, sign all official documents that are adopted by the Association; and be an ex-officio member of committees. The President shall be responsible for volunteer and chaperone coordination and for encouraging membership in the band and booster organizations. He shall be responsible for assuring that the Association is represented at any required external meeting.

Vice President-Fundraising – The Vice President-Fundraising shall oversee revenue generation to assist in meeting the current year budget. He is responsible for recruiting and managing volunteers to manage individual fund raising projects.

Vice President –Administration – The Vice President-Administration shall be responsible for all internal communication. Responsibilities include but are not limited to email distribution list, phone-tree, and website (as required).

Secretary – The Secretary shall be responsible for Band Booster Meeting Minutes, Student/Parent database, flyers for fund raisers and all external correspondence. This position serves as a support to the VP Administration.

Treasurer – The Treasurer will manage all financial matters for the band excluding fundraising. He shall keep track of all monies received and all monies spent and pay no bills without proper authorization by the association or its officers constituting an executive committee or as approved in the annual budget. He must have access to a computer to track income, expenditures, prepare the Treasurer’s report for the Association meetings, and to prepare the Annual Budget.

Section 3. Election of officers shall be held at a regular meeting on a date determined by the Executive Committee during the school year and officers elected will serve from April 1 through March 31 to coincide with the planning and implementation of the following school year band program. No officer shall be eligible for more than four consecutive terms in the same office.

Section 4. The regular election of officers shall be handled as follows:

1. Nomination for officers shall be made by a Nominating Committee consisting of an uneven number of the membership. The Band Director shall be one member of this committee. The other members will be nominated and elected from the general membership at an Association meeting. The consent of each candidate must be obtained before the name is placed in the nomination by the Committee. Additional nomination may be accepted from the floor without prior approval of the nominee.
2. The Nominating Committee shall present a proposed slate of officers at a general meeting, preferably in January or February of the school year. These officers shall be elected by a simple majority vote of the eligible voting members present at the Association meeting.
3. Special elections may be held at any general meeting to fill vacancies which occur between regular elections. If a special election is to be held, a notice to this effect shall be communicated to the membership five school/work days preceding such election. Those members of the Association present at such meeting shall comprise a committee competent to nominate and elect an Association member to the vacant office.

Section 5. The president shall have the power to appoint such committees as he deems advisable for the welfare of the Association, and he shall have the power to dissolve such committees at any time.

Section 6. Executive Committee

1. The Executive Committee shall consist of the elected officers, the Band Director(s) and up to three student section leaders representatives at the Band Director’s discretion.
2. Annually, the Executive Committees for the current and future school year (with the input from committee chairs) shall prepare a budget for the upcoming fiscal year. The budget shall include an estimate of expenditures, by category, as well as a plan for the funds required to support the budget. This is to be presented to the general membership, for a vote, at the May (or end-of-year) general membership meeting.
3. The Executive Committee, by a simple majority of the members voting, may amend the Association budget as long as the total amount of the budget is not increase or decreased by more that 10% of the currently approved budget. If the amount of the budget is

increased more than 10%, such amendment shall be approved by a simple majority of eligible voting members present at any general membership meeting.

Article VIII

Section 1. No indebtedness shall be incurred in the name of the Association without the prior approval of the Executive Committee.

Section 2. The Executive Committee may establish policies and procedures for the operation of the Association. The members of the Association shall be provided copies on request. The policies and procedures may be amended by a two-thirds vote of the members of the Executive Committee present and voting at an Executive Committee meeting, provided the proposed amendments are submitted in writing to the membership of the Executive Committee at least fifteen days prior to the meeting. Policies and procedures must be in place with all required approvals by the end of the school year for the following school year.

Section 3. The Executive Committee is empowered to act on behalf of the Association. However, by a two-thirds vote of the eligible voting Association members present and voting at a general meeting, the eligible voting association members may override an action by the Executive Committee.

Article IX

For the transaction of any business of the Association a quorum shall be a simple majority of the eligible voting members at a general meeting.

Article X

This Constitution may be amended by a two-thirds vote of eligible voting members present at a general meeting providing notice has been given at the preceding meeting.

Article XI

Section 1. Notwithstanding any other provisions of these articles, this organization shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, or (b) an organization to which contributions are deductible under Section 170(c)(2) on the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

Section 2. In the event of dissolution, the residual assets of the organization will be turned to one or more school organization which themselves are exempt as organization, described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code.