

# THE WARREN EAST HIGH SCHOOL BAND BOOSTER ORGANIZATION BYLAWS

## **ARTICLE I – NAME AND LOCATION**

The name of this Organization shall be the Warren East Band Booster Organization. It shall be located at Warren East High School.

## **ARTICLE II – PURPOSE/MEMBERSHIP**

### **Section 1. Purpose**

The objective of the organization shall be as follows:

- A. To promote the band programs at Warren East High School and Middle School.
- B. To promote any projects that will raise the funds that are needed for the band that are not supplied by the Warren County Board of Education.
- C. To support the band by attending performances & events of the program.
- D. To assist the band directors of Warren East High School and Warren East Middle School in any way possible, that will better the program, without interfering in their functions as band directors.

### **Section 2. Membership**

- A. The membership is open to all parents and/or guardians of any members of the Warren East Band Program, and any other interested party who expresses a desire to support and be involved with the activities of the band programs.
- B. All members will be expected to assist, as needed, in promoting and supporting the Organization's activities.

## **ARTICLE III – OFFICERS, QUALIFICATIONS, NOMINATION & ELECTION, TERM & DUTIES**

### **Section 1. Officers**

- A. The Organization officers shall be President, Vice-President, Secretary and Treasurer.

### **Section 2. Qualifications**

- A. Preferably a candidate for office will be a parent or guardian of a student within the Warren East Band Program.
- B. No member shall hold more than one Office at one time.

### **Section 3. Nomination and Election**

- A. Nominations shall be made from the floor during the March meeting and such nominees shall be entered on the slate. Nominations from the floor must receive one second.
- B. A majority vote of the members present at the Organization's April Meeting shall be required for election, which shall be by ballot. If

there is only one candidate for any office, the ballot for that office may be dispensed with and the officer elected via voice vote.

- C. In the event that no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, lot shall decide the election.
- D. Should a vacancy occur among the officers-elect between the time of election and installation, or no office receive a nomination per Subsection A, that office shall be filled by special election at the next Organization meeting. Nominations shall be made from the floor and all provisions previously outlined in this Section shall prevail.

#### **Section 4. Term of Office**

- A. Officers-elect shall assume office via a Transition Ceremony at the Organization's regular May meeting. At this meeting, outgoing Officers shall give their final reports and pass all documents relating to the Office to the incoming Officer.
- B. Officers shall serve terms of one year, or until their successors are elected to take office.
- C. All Officers shall service no more than two consecutive terms in the same office. Any officer serving six months or more in an office shall be deemed to have served one term.

#### **Section 5. Duties**

- A. The primary function of all Officers is outlined below.
- B. Additional duties not covered in this document shall be governed by the "Officer and Committee Duties" document.
  - a. This document may be amended as needed by 2/3 vote of the Membership present and voting at any regular meeting.
- C. The **President** shall:
  - a. Preside at all meetings of the Organization and the Board of Directors.
  - b. Be available as a liaison to all committees.
  - c. Perform other duties incidental to the office of the President.
  - d. Endeavor to serve the entire organization in a strictly impartial manner.
  - e. Be familiar with the Bylaws, Officer & Committee Duties and any policies provided by the Warren County Board of Education.
  - f. Keep the membership informed of all activities associated with the Booster Organization.
  - g. Keep the Band Directors fully informed on all matters concerning the Organization.
- D. The **Vice-President** shall:
  - a. Assist the President as needed.

- b. In the absence of the President, temporarily assume the duties and powers of the presidency.
  - c. In the event of a vacancy in the office of the President, assume the duties and powers of the presidency until a special election can be held.
  - d. Perform such other duties as may be assigned by the Board of Directors or the Organization.
  - e. Be available as a liaison to all committees.
- E. The **Secretary** shall:
- a. Keep an accurate record of all Organizations and Board of Directors meetings.
  - b. Have custody of the Organization's By-Laws and other official documents.
  - c. Have available at all meetings up-to-date copies of the Bylaws and records of past meetings.
  - d. Perform such other duties as may be assigned by the Board of Directors or the Organization.
  - e. Conduct the correspondence of the Organization in accordance with direction of the President and/or the Board of Directors.
  - f. Following installation of Officers, file the names and addresses of the Officers with the High School Principal.
- F. The **Treasurer** shall:
- a. Have custody of all Organization funds, making disbursements only as authorized by the Organization, whether by specific action or by adoption of a budget to be administered by the Board of Directors.
  - b. Pay all approved bills promptly, by check.
  - c. Keep the books on a current basis and make a monthly written financial report to the Organization.
  - d. Prepare a detailed financial report for presentation at the Organization's Annual Meeting in May and a complete financial report for the period of the term office.
  - e. Prepare and deliver appropriate end of year forms to the WEHS Principal by June 25<sup>th</sup>.

**Section 6. Vacancy**

- A. In the event of a vacancy in any Office, the Board of Directors shall appoint from the membership of the Organization an officer to temporarily fill the position until a special election can be held.
- B. Once a vacancy has occurred, a special election shall be held using the same conventions as outlined in Section 3 of this Article.
- C. Any officer unable to perform the duties of the office for any reason shall submit a resignation in writing to the Board of Directors.
- D. In the event the Board of Directors determines in its sole judgment that any officer has failed to perform the duties of the respective office for a period of at least 45 days immediately prior to the taking of such

vote, the Board of Directors shall request the resignation of such officer from the respective office. If such resignation is not received by the Board of Directors within 10 days after such resignation has been required, the Board of Directors is empowered to declare the office vacant and such office shall be filled in accordance with the provisions of the By-Laws.

- E. All records pertaining to any office are the property of the Organization and must be transferred as directed by the Board of Directors within 10 days by the person vacating the office for any reason whatsoever.

#### **ARTICLE IV – BOARD OF DIRECTORS**

##### **Section 1. Composition**

- A. The Board of Directors shall be composed of the officers of the Organization, WEHS Band Director, and the WEMS Band Director.
- B. The Board of Directors shall supervise the affairs of the Organization in accordance with the wishes of the membership.

##### **Section 2. Meeting**

- A. Regular meetings of the Board of Directors shall be held monthly as determined by the Board of Directors. Special meetings may be called by the President or by a majority of the Board of Directors.

##### **Section 3. Quorum**

- A. At least three of four Officers & one of the Band Directors must be present at any meeting to constitute a quorum. A quorum being present, a majority vote shall constitute effective action.

#### **ARTICLE V – FINANCES**

##### **Section 1. Overview**

- A. All finances of the Organization shall be under the purview of the Treasurer.
- B. Separate checking accounts shall be maintained for the Warren East High School Band & Warren East Middle School Band.
- C. All payments made by the Organization shall be made by Check. No disbursements shall be made by any other method (cash, credit card, etc.)
- D. All Checks for both accounts shall be signed by the Treasurer and Booster President.
  - a. Should a conflict of interest arise that would not allow the President to sign checks, such duty shall be delegated to another Officer until the conflict of interest shall be resolved.
- E. Within the Warren East High School Band account, separate line-item funds shall be set up. These funds may be altered, added, or deleted by the Boosters by majority vote at any regular meeting. A non-inclusive list of these funds include:

- a. Indoor Percussion Ensemble Fund
  - b. Winter Guard Fund
  - c. Uniform Fund
  - d. Instrument & Supply Fund
- F. All remaining money not designated for a line-item fund will be included in the Organization's General Fund.

**Section 2. Spending Limits**

- A. The following spending limits shall be in place for the General Fund:
- a. Purchases up to \$300.00 may be authorized by the Band Directors and/or Treasurer.
  - b. Amounts of \$300.01 to \$999.99 must be approved by majority vote of the Board of Directors.
  - c. Amounts of \$1,000.00 and above must be approved by majority vote of the membership at a regular or special meeting.
- B. Monies shall be placed into line-item funds via student fees (ex. Indoor Percussion Ensemble, Winter Guard), fundraisers, or via majority vote of the Organization at a regular meeting.
- C. Once monies have been placed into a line-item fund, the Band Directors & Treasurer may authorize any purchase necessary from those funds.

**Section 3. Reimbursements**

- A. There may be times that members must purchase goods & services for the band program. These items may be reimbursed by the Organization if deemed appropriate & necessary for the band program.
- B. In order for a person to be reimbursed, said person must submit a Reimbursement Form to the Treasurer along with original receipts for items purchased.
- C. Reimbursements shall be broken into single purchases/items and subject to the following spending limits:
- a. Up to \$300.00 – approved by the Treasurer
  - b. \$300.01 to \$999.99 – approved by majority vote of the Board of Directors
  - c. \$1,000.00 and above – approved by majority vote of the Organization at a regular meeting.
- D. Reimbursements may be denied if deemed unnecessary for the band program. Reimbursements may only be denied by majority vote of the Board of Directors (up to \$999.99) or majority vote of the Organization (\$1,000.00 and above).

#### **Section 4. Audits**

- A. An audit may be requested of the Organization's financial records at any time by a majority vote of the Board of Directors or majority vote of the Organization at a regular meeting.
- B. An audit shall automatically occur upon the resignation or removal of a Treasurer. This does not cover the expiration of a Treasurer's term.
- C. If not otherwise specified, an audit shall include one calendar year of the Organization's financial records.
- D. When an audit has been requested, an internal audit shall be undertaken by the Board of Directors and must be completed within 30 days. If any discrepancies are found in the records that cannot be reconciled, the Board of Directors may authorize an external audit conducted by an outside source.
- E. A written report must be made of any Internal Audit by the Secretary and presented to the membership upon completion of the Audit.

### **ARTICLE VI – MEETINGS**

#### **Section 1. Regular and Annual Meetings**

- A. Regular meetings of this organization shall be held once per month. A schedule of regular meetings shall be published at the beginning of the school year.
- B. If deemed advisable, the date of the scheduled meeting may be altered by majority vote at the preceding meeting or by the President if after the preceding meeting.
- C. Additional meetings shall be called by the President, if needed, in order to settle urgent business.

#### **Section 2. Quorum & Voting**

- A. Ten members, not including the Directors & Staff, shall constitute a quorum and allow votes to be taken. If a quorum is not made, no votes may be taken.
- B. If a quorum is met, a majority vote shall constitute effective action.
- C. All items for a vote must be made into a concise motion by a member and seconded by another member prior to any votes being taken. Votes must be taken on any item motioned and seconded.

### **ARTICLE VII – DISSOLUTION**

- A. In the event of dissolution, abandonment, or termination of the Warren East Band Boosters, all monies in the HS Band Account shall be transferred to Warren East High School & all monies in the MS Band Account shall be transferred to Warren East Middle School to be placed in accounts for use by the respective band programs.

### **ARTICLE VIII – AMENDMENTS**

#### **Section 1. Bylaws**

These Bylaws may be amended by any of the following methods:

- A. Written proposal of amendment by a member of the Organization. Amendments proposed in this manner must be submitted to the membership in writing at one regular meeting and cannot be approved/denied until the following regular meeting.
- B. The creation of an ad-hoc Bylaws Committee by the membership for the purpose of bylaw revision & editing. This committee shall consist of one Band Director, the Secretary, and three non-Officer members of the Organization. This Committee may make alterations to the Bylaws and present at the next regular meeting for an immediate vote.
- C. Grammatical, punctuation and correlation corrections which in no way alter the intent of the Bylaws or amendments shall be made by the Bylaws Committee, subject to the approval of the Board of Directors.
- D. Editing changes in the Organization Bylaws necessitated by amendments to the Bylaws shall be effected by the Rules and Bylaws Committee (This Committee will be appointed as needed by the Board of Directors), subject to:
  - 1. Approval of the Board of Directors
  - 2. Notification of membership

Revised April 18, 2012