

**HILLSBORO HIGH SCHOOL BAND BOOSTER CLUB  
CONSTITUTION AND BY-LAWS  
HILLSBORO HIGH SCHOOL**

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**AMENDED [Date]**

**SUBMITTED September 26, 2006**

**ARTICLE I - NAME**

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

**ARTICLE II - PURPOSE**

The purpose of this organization shall be as follows:

1. To lend moral and financial support to the Hillsboro band programs.
2. To become better acquainted with the aims and practices of the Hillsboro bands.
3. To enjoy the fellowship of other Band Booster members and all the members of the bands.
4. The Hillsboro Band Booster Club shall not, as a club, enter into the administration of the school, but shall act in an advisory capacity to the school 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 Hillsboro Bands, the parents of the band members, band alumni, friends of the band, and any other citizen who has interest in the band programs.

The dues shall be \$5.00 per person, 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 August 1<sup>st</sup> through July 31<sup>st</sup>.

**ARTICLE IV - TIME AND PLACE OF MEETINGS**

Regular business meetings of the Club shall be held on the SECOND Tuesday of each month at 7:00 p.m. The Executive Committee shall meet on the same night at 6:00 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, President-Elect, Vice-President, Secretary, Treasurer, and **Historian**. \*These officers shall be nominated and elected from active parents and/or legal guardians of participating band members. These officers shall be elected annually at the May meeting, be installed at the June meeting, and shall preside at the July 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 Hillsboro School System.
2. The Principals of Hillsboro Schools.
3. The Band Director(s).

Ex-officio members shall have a right to speak but shall not have voting privileges. The Band Director(s) 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 Director(s) 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 July meeting, after the Officers have been installed at the June 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. PRESIDENT-ELECT:**

1. Shall attend regular and executive meetings.
2. Shall be familiar with the Constitution and By-Laws.
3. Shall be familiar with Roberts Rules of Order during meetings.
4. Work with President to fully understand the President's duties so that the transition from President-Elect to President will proceed smoothly.
5. Work closely with all officers and committee chairpersons.

**C. 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.

**D. 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 July meeting.
5. Shall keep attendance at all meetings.
6. Serves on the Executive Committee.

**E. 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 Eagle Bank in Hillsboro, Missouri, in the name of the organization within five business days.
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. Supply all records for the end-of-year audit by the Auditing Committee.
7. 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.
8. 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.
9. Supervise the counting of funds received from all fund-raisers and events 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.
  10. Serves on the Executive Committee.

## **F. HISTORIAN**

1. Serves as the custodian of the Club's past, gathering and recording the present to preserve it for the future by documenting the trajectory of the group by taking pictures, writing anecdotes, and collecting memorabilia.
2. Takes pictures of and/or videotapes the rehearsals and performances.
3. Keeps copies of the tickets, flyers, programs, letters of acknowledgement, newspaper articles, and any other materials that might be interesting as documentation of the bands and Booster Club.
4. Recommends to the Executive Committee and web master what historical information would be appropriate for the band's website and public consumption.
5. Keeps a list of Band Booster officers and committee heads from the past.
6. Responds to official requests for archival/historical records and information.
7. Serves on the Executive Committee.

## **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 May meeting. The Nominating Committee's report shall be made at the May 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 May 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 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 and/or e-mail team to represent 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 and provide a copy to the Band Director(s) and each voting Executive Committee member.
  - 3. At least two (2) attempts will be made to contact each member by phone or e-mail 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. Auditing Committee:**

The Treasurer's records shall be audited annually after the June meeting by this Committee. The audit report shall be reported in writing at the August meeting.

**6. Uniform Committee:**

- A. Distribution and collection of all Band uniforms.
- B. Cleanliness and inspection of all uniforms when they are returned.
- C. Recommend 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 Hillsboro 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. 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 Hillsboro Band Booster Club.
- 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.

**B. Expenditures:**

Any officer or member shall not spend more than \$50.00 with a cap of \$100.00 without a vote of the attending membership at any meeting or without approval of at least three Band Booster Officers.

**C. Band Booster Scholarships:**

Band Booster awards and scholarships will be determined through a committee to be formed at a later date.

**D. Insufficient Funds**

If a check is returned to the booster club for insufficient funds, a \$35 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:
  - 1. Active working booster parents and/or legal guardian with a district approved background check (hereby referred to as a Level 1 Chaperone); or
  - 2. Active working booster parents and/or legal guardian without a district approved background check (hereby referred to as a Level 2 Chaperone), and is accompanied by a Level 1 chaperone.
- B. Non-band member students shall not be allowed to ride on band buses.
- C. Equipment managers as designated in writing by the Band Director(s) shall be considered a band student and shall be allowed to ride the band buses.
- D. 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 Hillsboro 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 (pending contingency).

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

This Constitution and By-Laws were approved by the Band Booster Club members. This supersedes all previous copies.