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Final Version 2/18/10

SMYRNA HIGH SCHOOL
BAND BOOSTERS

CONSTITUTION

ARTICLE I – NAME AND PURPOSE

SECTION 1 – Smyrna High School Band Boosters: The name of this organization shall be the SMYRNA HIGH SCHOOL BAND BOOSTERS. It shall be a nonprofit organization incorporated under the laws of the State of Delaware.

SECTION 2 – Purpose: Smyrna High School Band Boosters is organized exclusively for charitable and education purposes.

The purpose of this corporation is:

- To Build and maintain an organization which will help promote the general activities of the Music Department at Smyrna High School.
- To lend all possible support, both moral and financial to the general music program in the school.

ARTICLE II – MEMBERSHIP

SECTION 1 – Eligibility for membership: The membership of this organization shall not be limited in number. The membership of this organization shall be open to any adult (18 or older) that has an interest in the progress and development of the Regiment of Red Marching Band. To remain a member in good standing dues obligation must be current and paid in full and members must attend 4 or more regular scheduled meetings and volunteer their time to the organization.

SECTION 2 – The Director of the Music Department of the Smyrna High School shall be an advisor to the organization and shall not be a voting member.

SECTION 3 – To be a chaperone on the Spring Trip, you are required to attend at least four (4) meetings and volunteer for at least three (3) activities. Activities include but are not limited to: 50/50, committees, loading/unloading the trailer, assisting with uniforms, fundraisers, chaperoning events, or donating items needed for activities. An activity does not include being an audience member of a sporting event or competitive event or performance.

ARTICLE III – OFFICERS

SECTION 1 – The officers of this organization shall be:

- President
- Vice President
- Secretary
- Treasurer

SECTION 2 – Board of Directors:

There shall be three (3) Directors

- Two (2) Directors with two (2) year terms
- One (1) Director with a one (1) year term

BY-LAWS

ARTICLE 1 – DUTIES OF OFFICERS

SECTION 1 – The President's duties are to preside at all meetings of the organization, appoint all committees and shall be an ex-officio member of all committees as well as the elections.

SECTION 2 – The Vice-President shall assume all the duties of the President in his/her absence and be a member of the Ways and Means Committee.

SECTION 3 – The Secretary shall keep the records and minutes of all meetings (regular, executive and special).

SECTION 4 – The Treasurer shall keep an accurate record of receipts and disbursements, showing each activity separately, as well as a complete record of all funds.

- The Treasurer shall maintain all accounts and all accounts shall be a dual signature account. All checks shall be countersigned by the President or Vice-President
- The Treasurer shall be responsible for completing all necessary IRS forms each year. The Treasurer is also responsible for paying the corporation tax to the state of Delaware each year.
- The Treasurer shall be an advisor to all committees.
- The Treasurer shall be required to prepare a financial report at the close of his/her term (1 year) and to file copies of this with the Executive Board and with such other internal or external groups or individuals as the Executive Board shall direct. The annual report shall become part of the permanent organization record.

SECTION 5 - The Board of Directors shall serve as an advisory panel to the Executive Board with voting privileges.

ARTICLE II – EXECUTIVE BOARD

SECTION 1 – The Executive Board shall be composed of the current officers of the organization and the Board of Directors.

SECTION 2 – The Executive Board shall have general supervision over the affairs of the organization.

SECTION 3 – The Executive Board shall meet prior to each monthly meeting.

ARTICLE III – MEETINGS

SECTION 1 – The regular meeting of this organization shall be held on the third (3rd) Tuesday of each calendar month beginning in August and ending in ~~May~~ of each school year, at time and place designated by the chair. The time and place is subject to change due to extenuating circumstances.

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~~SECTION 2 – Special meetings may be called by the President, Vice-President, Board of Directors or by request of any member with approval of the Executive Board.~~

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SECTION 2 – The annual meeting/banquet shall be held in the month of May. 1

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- An official meeting cannot be held without four (4) members of the executive board in attendance, it must include 2 officers (1 must be the President or Vice-President)

ARTICLE IV – STANDING COMMITTEES

SECTION 1 – There shall be the following standing committees:

- Financial (Ways and Means)
Duties to include fundraising activities and grant writing.
- Uniform Committee
Duties to include assigning uniforms, checking/repairing uniforms throughout the year and annual dry cleaning of them at the end of the year.
- Web-site Committee
Duties to include maintaining and updating the web-site.
- Equipment/Transportation Committee

Duties to include maintaining trailer and ensuring all equipment is secured in it upon transporting to games, competitions, etc.

Regular maintenance expenses of the trailer must be approved by membership. Emergency expenses will be authorized by the President, Vice-President or Treasurer and brought to the attention of the membership at the next regular meeting.

- Membership
Duties to include recruiting new members, collecting membership dues and maintaining a roster of active members.
- Scholarship
Shall consist of a Chairperson, appointed by the President, and four (4) members. None of the committee members shall have a senior band member. They shall award a \$500.00 scholarship on the basis of the requirements set down by the committee to a graduating senior. This will be announced at the Annual Senior Awards Program in May.

Other temporary committees may be appointed by the President or Vice-President as needed.

ARTICLE V – PARLIMENTARY

SECTION 1 – The organization shall run by the rules contained in “The Everything Robert’s Rules Book” and Adam’s Media 2004. (The organization retains a copy)

ARTICLE VI – FINANCES

SECTION 1 – All requests for discretionary funds exceeding \$200 must be brought before the general membership for approval. The President or Vice-President may authorize the issuance of a check in an amount not to exceed \$200.00 without prior approval if the expenditure is immediately necessary to conduct the business of the organization.

SECTION 2 – Once the Treasurer is notified of a return check for insufficient funds, a call will be made to the individual immediately to let them know of the return check and ask them to make the payment within two to three (2-3) days. If no response to the phone call, a certified letter will be mailed and a response is expected within five (5) days. If no response to the letter within that time, court action will be taken. The first response for a returned check will be a suspension of acceptance of any checks from the individual for one year. Second offense will be a lifetime ban.

ARTICLE VII – DUES

SECTION 1 – Dues shall be \$5.00 annually.

ARTICLE VIII – QUORUM

Section 1 – Any member that is current on their dues is considered an eligible voting member for business conducted during a regular meeting (Privilege to vote in an election is defined in Article IX Sec III)

SECTION 2 – General members present at any properly announced general meeting shall constitute a quorum.

ARTICLE IX – ELECTIONS

SECTION 1 – A nominating committee (one (1) or more members) shall be appointed by the President at the regular February meeting each year with nominations due at the regular March meeting. Nominations may be made from the floor after the report of the Nominating Committee.

SECTION 2 – Officers are to be elected at the meeting in April for one (1) year term.

Board of Directors:

- Two (2) for two (2) year terms
- One (1) for one (1) year terms

SECTION 3 – Privilege to vote in elections will be open to all members in good standing for six (6) months who have attended four (4) meetings during the current school year.

ARTICLE X – VACANCIES

SECTION 1 - a. Shall be filled by making a request that a member who is in good standing assumes the position. Voting will be done by quorum.

b. The recommendation for removal of any officer or board of director shall be a simple majority vote of the Executive Board members. Following the recommendation for removal, notice in writing, including the reasons shall be sent to all Executive Board members. A special Executive Board meeting will be called to discuss these reasons at which time a vote shall be taken. A two-thirds (2/3) majority vote shall be required for removal from office. If the officer being removed contests the decision, the matter shall be brought to the general membership. A vote by the general membership shall determine if the officer is removed.

c. Officers are expected to attend all regular scheduled and non-scheduled meetings. Three (3) unexcused absences will result in dismissal from office. If unable to attend a meeting, the President must be contacted prior to be considered excused.

ARTICLE XI – AMENDMENTS

SECTION 1 – The Constitution and By-Laws may be amended by a two-thirds (2/3) majority vote if a quorum is present at any regular meeting. The amendments must be presented in writing at the preceding regular meeting of this organization.

ARTICLE XII – CHAPERONE POLICY (SEE ATTACHED)

ARTICLE XIII – DISSOLUTION

SECTION 1 – In the event of the dissolution of the Smyrna High School Band Boosters, all remaining assets shall be given to the current Smyrna High Band Director to use for the Smyrna High School Band program. All remaining funds in the student account shall be transferred to the Smyrna High School for the continuation of fundraising.