



BYLAWS

Updated: December 2018

BYLAWS

of

Washington High School Patriots Band Boosters

ARTICLE I - Name

The name of the organization shall be the Washington High School Patriots Band Boosters.

ARTICLE II - Statement of Purpose

The purpose of the Washington High School Patriots Band Boosters shall be to encourage an enthusiastic interest in the instrumental music programs and auxiliary units of Washington High School through marketing, fundraising, public relations and community involvement efforts. In addition, the Washington High School Patriots Band Boosters shall encourage moral and financial support of the school's instrumental music programs and auxiliary units through attendance at programs and special events, participation in fund-raising events and advocacy on behalf of these programs. Through these activities the boosters shall support the efforts of all Washington High School Band Directors, instructional staff and other school officials toward the highest possible degree of music education.

ARTICLE III - Membership

The membership shall be composed of parents and/or guardians of all students participating in Washington High School Band Programs. Membership can also include alumni, alumni parents, and other community members who have shown a willingness and desire to support the Washington High School Band Programs. The Band Director and Assistant Director shall be ex-officio members of the Band Boosters but may not serve on the Board of Directors.

ARTICLE IV - Board of Directors

1. The Board of Directors shall have the following officers:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
2. The Board of Directors shall have a minimum of four meetings per year, although monthly meetings are recommended to keep parents aware of Band activities and plans. The President or Vice President may call for special meetings when necessary and every effort must be made to publicize any special meetings.
3. Officers will be elected at the regular June meeting of the Boosters.
 - A. Officers will be elected by a simple majority of members present.
 - B. Nominations for incoming board members will take place at the regular May Band Booster meeting.
 - C. In the event that a board member vacates their post in the middle of their term, the board has the option to call for a special election.
4. The term for the Board of Directors shall be July 1st through June 30th for a period of one year.

5. In order for a booster to be considered for a position on the Board of Directors, they must have a child currently in the WHS band program or have a child in the middle school band that plans on continuing in band at WHS. If the student chooses not to continue in the band program, the board member may continue through the end of the year.
6. Duties of the officers shall be:
 - A. President
 1. Preside over all meetings of the boosters.
 2. Appoint committees as needed
 3. Enforce these bylaws
 4. Supervise all activities of the Band Boosters
 5. Call meetings as provided by these bylaws
 6. Serve as an ex - officio member of all committees
 7. Convene a Budget Committee to prepare a budget for the coming fiscal year. This committee shall consist of a minimum of three members. An Incoming President and Treasurer, and incoming Treasurer (if applicable) shall be members of this committee.
 8. Ensure the treasurer is in compliance with all school financial policies.
 9. Perform all other duties pertaining to the office
 - B. Vice President
 1. Perform all the duties and exercise all the power of the president during his/her absence
 2. Assume duties as deemed necessary by the President
 3. Serve as Parliamentarian
 4. Coordinate an audit of student account records.
 5. Perform all other duties as assigned by the President
 - C. Secretary
 1. Keep minutes of all meetings of the booster club
 2. Respond to all correspondence as directed by the President
 3. Have charge of and keep a permanent report of all meetings, record minutes at all meetings
 4. Conduct official correspondence of the Band Boosters
 5. Act as publicity chairman
 6. Ensure that the principal and superintendent are invited to all band functions, including general Band Boosters meetings.
 7. Facilitate communication to the community via newspaper ads, web page, letters and other means.
 8. Use procedures that provide for the permanence of records
 9. Perform all other duties as assigned by the President
 - D. Treasurer
 1. Produce with the Budget Committee, and present for approval of the full board of directors, the annual budget.
 2. Account for funds received and disbursed
 3. Keep an accurate record and detailed account of all receipts and expenditures
 4. Submit a report of the balance on hand, deposits, and expenditures since the last meeting at Executive Committee and General Meetings of the Band Boosters.
 5. Turn over booster funds with appropriate accompanying paperwork to Washington High School.
 6. Request disbursements from Washington High School in accordance with the budget adopted by the Band Boosters.
 7. Ensure proper documentation is made for each transaction.
 8. Set up, and maintain a system to account for money collected for the band.
 9. Monitor the budget and keep the Board of Directors apprised

10. Deliver to his/her successor all books, approved and paid bills, plans and procedures
11. Perform all other duties as assigned by the President

Article V - Committees

Committees shall include, but not be limited to:

1. Publicity Committee
 - A. The chairman of this committee shall be the Secretary and the committee shall include those members the chairman shall require to carry out its responsibilities.
 - B. Initiate publicity programs to keep the public informed of the many varied activities of the band.
 - C. Initiate publicity through all mediums available encouraging public participation in concerts and programs presented by the band.
2. Fund Raising Committee
 - A. The chairman of this committee shall be appointed by the President and the committee shall include the Treasurer and those members the chairman shall require to carry out its responsibilities.
 - B. Initiate and supervise all fund raising activities.
3. Concessions Committee
 - A. Chairman appointed by the Band Booster President
 - B. Chairman is responsible for the operation of the concession stand
 - C. Chairman will work with the Treasurer to purchase food and supplies needed for successful operation of the concession stand.
 - D. Chairman will coordinate with the Treasurer to turn in all receipts for purchases and money brought in to the stand.

ARTICLE VI - Meetings and Quorum

Regular meetings of the Washington High School Patriots Band Boosters will occur on the first Tuesday of every month unless other arrangements are made in advance and communicated to the general membership. For general meetings of the Boosters a quorum is defined as at least two of the elected booster officers and at least one ex - officio member, including either the President or Vice President, and a minimum of six general members.

ARTICLE VII - Conflict of Interest

1. Officers and Chairpersons of the Board shall be deemed to stand in a fiduciary relation to Washington High School and shall discharge the duties of their respective positions in good faith and with that diligence and care which ordinarily prudent persons would exercise under similar circumstances in like positions.
2. If any Officers or Chairpersons shall have a direct or indirect interest in a transaction with the Boosters, such Officer will disclose the material facts of the transaction and the Officer's interest, and make it known to the Board (or, properly, present it before the Board). No such interested Officers shall vote on the authorization, approval or ratification of any such transaction in which such Officer is an interested party, but such Officer may participate in the discussions as an interested party, or if such participation is approved by the Board. For the purpose of taking action as described under this Section, the exclusion of the Officer or Chairperson interested in the transaction will not be deemed to affect the presence of a quorum established by such Officers presence. A majority of all Officers with no interest in this transaction shall be necessary to authorize, approve or ratify the transaction.

3. No transaction in which an Officer or Chairperson has a direct or an indirect interest shall be voided because of such interest on a Director's part if the requirements of subsection 1. are met, and either (1) the transaction was fair to the Boosters; or (2) the Board (or any committee properly considering such matter) authorizes, approves or ratifies the transaction.

ARTICLE VIII - Amendments to Bylaws

Proposed amendments to these bylaws must be noted in the minutes of two prior regular Booster meetings before being acted on by the membership. Changes to these bylaws must then be approved by a two - thirds majority of the quorum present at a regular meeting.