

Graham High School Band Boosters By-Laws

The mission of the Graham High School Band Boosters is to support the GHS Band. We will offer financial support through fund-raising activities and provide adult volunteers to assist the GHS band students and directors.

These by-laws are written to help the GHS Band Boosters accomplish this mission and to maintain the boosters as a consistent and organized group.

- I. Any person over the age of 18 may be a member of the GHS Band Boosters. No membership dues are required. Being a “member” means only that a person attends a meeting or helps with a booster activity.
- II. The GHS Band Boosters will meet on the 2nd Thursday of each month at 7:00 PM. If needed, the Executive Board will meet before the general meeting, or at any other time it becomes necessary.
- III. The GHS Band Boosters will maintain a minimum of 4 officers which will include a President, Vice-President, Secretary, and Treasurer. Other offices such as an additional secretary or additional vice-presidents may be added whenever needed.
- IV. Committees may be organized and formed as the need arises. Committee chairpersons will be selected by the GHS Band Booster officers. Recommended committees would include Ways & Means(fund-raising), Calling, Chaperones, Band Camp, Tail-Gating, and Uniform committees.
- V. The GHS Band Booster officers will make up the Executive Board.
- VI. A nominating committee comprised of a minimum of 3 band boosters will be selected by the Executive Board and will not include any current Band Booster officers. This committee will be selected before the April Band Booster meeting and will present a slate of at least 4 officers at the April meeting. Sitting Band Booster officers may be nominated to remain in their office unless that person asks that their name be withdrawn.

- VII. Band Booster officers will be elected at the May meeting. In addition to those nominees selected by the nominating committee, nominations may be made from the floor at this time. If nominations are made from the floor, elections for those offices will be by secret ballot. If no nominations are made from the floor, elections will take place by voice vote. Officers will be elected by a simple majority of those present at the May meeting.
- VIII. Band Booster officers may be removed from office for any reason deemed necessary by a $\frac{3}{4}$ majority vote of the other Band Booster officers. If a $\frac{3}{4}$ majority of the remaining officers is not a whole number, always round up to obtain the number of votes required.
- IX. If an office is left vacant for any reason, it must be filled as soon as possible. Nominations will be made at a Band Booster meeting and election will be by simple majority of those present at that meeting.
- X. All fund-raising activities must be approved by simple majority vote of the Band Booster officers. They must also be approved by the Tazewell County School Board.
- XI. The GHS Band Boosters will prepare a budget in June of each year. The fiscal year for this budget will run from July through June of the following year. The budget should be based on prior experience, plans for the current year, and requests from the band director. After approval by a simple majority of the officers, the budget will be approved by a simple majority of those present at the July meeting. This meeting is traditionally a picnic at the Graham Recreation Park.
- XII. If expenditures for a budget item have reached the budgeted amount and additional expenditures are required, or if expenditures for a non-budgeted item become necessary, approval for these additional expenditures must be made by written request. Any requests should include the amount of the expenditure and a justification for the expenditure. These additional expenditures must be approved by a simple majority vote of the Executive Board members present at that meeting and then by a simple majority of those Band Boosters present at that meeting.
- XIII. A scholarship in the amount of \$500 will be presented to a graduating senior as a one-time award. The scholarship will be named the James H. Jones Scholarship and the recipient will be chosen by the band directors. A Miss Margie Award of the Heart will be presented each year to a senior who will be selected by the band directors and whose dedication in the band program has made a difference. This award is presented in honor of Margie Smith, a former Band Booster whose dedication also made a difference.

- XIV. Any change to these by-laws must first be approved by a 2/3 majority of the Executive Board members present and then by a 2/3 majority vote of those band boosters present at that meeting.

These by-laws were approved by a unanimous vote of the GHS Band Booster Executive Board on April 3, 2003 and by a 2/3 majority vote of boosters present on April 10, 2003.

Additions to By-Laws

May 13, 2004

- XV. If an officer misses 4 consecutive meetings, that officer will automatically be removed from his/her position and replaced according to the guidelines set forth in Article IX of the by-laws.
- XVI. Band students are allowed to earn money for band activities (band camp, trips) by participating in fund-raisers which are sponsored by the Band Boosters. A percentage of the profit of each individual fund-raiser not to exceed 50% will be designated as going to student accounts. This percentage will be decided on by the Band Booster Executive Board. A separate sub-account is kept for each band student by the Band Booster treasurer. The funds remain in the Band Booster checking account. This is a privilege offered by the Band Boosters for band students.
- XVII. The Graham High School Band Boosters is a non-profit organization and operates under strict guidelines to remain non-profit and therefore tax exempt. Student accounts are kept for the reasons stated in Article XVI; that money cannot be treated as income to the student. Therefore, money cannot be disbursed from the account to the student. If a graduating senior, who has remained in the band until the end of his/her senior year, has a balance in his/her account, he/she will be given the option to transfer that balance to another band student's account or to have it return to the general Band Booster account. If a student leaves the band before the end of his/her senior year and has a balance in his/her account, that balance will return to the Band Booster general account. It is assumed that these balances are a result of participation in fund-raising activities. If a parent of a student of any grade level has paid into the account and then the student does not participate in the activity which was paid for by the parent, a refund will be given at that time, conditional upon cancellation dates for that activity.
- XVIII. In order to maintain and increase our savings so that enough money will be available when uniforms are purchased again, between 5% and 10% of the profit from each fund-raiser will be transferred to the savings account. This percentage will be decided upon by the Executive Board.

XIX. Money in the savings account can only be spent if agreed on by a special vote. The Executive Board must agree by simple majority vote and then it must be approved by simple majority vote of those present at that meeting.

These additions to the By-Laws were approved by the Executive Board on May 13, 2004 and then were approved by those present at the general meeting on May 13, 2004.

Article XVII was amended by approval of the Executive Board on June 9, 2004 and then by approval of those present at the general meeting on June 10, 2004.