

Saint James Trojan Band Boosters By-Laws

Article I – Name

The name of this organization shall be the Saint James Trojans Band Boosters.

Article II – Objective

Section 1. The objective of this organization shall be to assist in the development, maintenance and enhancement of a balanced program of music education at Saint James School, which will enrich the school curriculum and provide support for school activities and result in a sustained effort toward better musicianship and music appreciation by the students.

Section 2. The objectives shall be accomplished by assisting the Band Director with specific duties at his or her request; supporting the bands by encouraging students to practice; attending their performances when possible; seeking funds to be used in meeting these objectives and in supplementing funds assigned to the Band Department; and promoting school and community awareness of the goals, performances and needs of our school.

Section 3. This organization shall function solely in a cooperative position with the Band Director and its activities shall be limited to those outlined in Section 2 of this Article.

Article III – Membership

Section 1. Voting membership in this organization shall be restricted to parents and/or guardians of students enrolled in the Band Program who may become voting members upon payment of dues as provided in Section 3 of this Article.

Section 2. Auxiliary membership in this organization shall include anyone who is interested in the objectives outlined in Article II, who may become members upon payment of dues as provided in Section 3 of this Article.

Section 3. The annual dues for membership in this organization shall be determined by the Executive Board.

Section 4. Membership shall be renewed annually by payment of dues.

Section 5. Voting membership dues shall be payable at the first Band Booster meeting of the school year.

Article IV – Officers and Their Election

Section 1. Officers of this organization shall be a President, Vice President, Vice President of Lower Bands, Vice President of Ways and Means, Vice President of Logistics, Treasurer and Secretary elected annually at the general membership meeting in March by the voting membership. Election shall be by secret ballot except when there is only one nominee for each office; in such case, the election shall be by general assent of the voting members present.

Section 2. Nominations shall be received from the voting membership by the Vice President no later than one (1) week prior to the general meeting in March. Additional nominations may be made from the floor at the time of the election, but in all cases, the consent of each candidate must be secured before his or her name is placed in nomination.

Section 3. Newly elected officers will attend the April Executive Board meeting and will assume duties at the first meeting of the general membership in May.

Section 4. A vacancy occurring in an office shall be filled by appointment of the Executive Board, except as specified in Article V, Section 2.

Article V – Duties of Officers

Section 1. The President shall implement the work of the organization; shall preside at all meetings of the membership and of the Executive Board; shall be a member ex-officio of all committees; shall act as a liaison between the general membership and the Band Director; shall represent the organization in school affairs and outside community activities where appropriate; and shall act as an aide to the Band Director in providing assistance from members as requested.

Section 2. The Vice President shall act as aide to the President and shall perform duties of the President in the absence of that officer; shall assume the duties of the President for the remainder of the school year in the event that the President is unable to serve; shall act as liaison between the membership of the Trojan Band and the President; and shall be responsible for acquiring the chaperones as necessary for trips the Trojan Band takes.

Section 3. The Vice President of Lower Bands shall act as an aide to the President and shall act as liaison between the membership of the lower bands and the President.

Section 4. The Vice President of Ways and Means shall be responsible for appointing chairpersons for fund-raising activities and shall review, recommend and upon approval, implement methods of acquiring funds necessary in meeting the objectives of this organization. This officer will work closely with the President and the Treasurer.

Section 5. The Vice President of Logistics shall be a liaison between the President and the Band Director and will be involved with persons responsible for the staging of performances and maintenance of facilities and equipment (other than instruments); and shall be responsible for the transportation of band equipment.

Section 6. The Treasurer shall receive all monies of this organization; shall keep accurate records of receipts and expenditures; shall direct the Controller of Saint James School to disperse funds as authorized; and shall present a statement account at each membership meeting and at any other time as requested by the Executive Board. Expenditures in excess of \$200.00 will require approval by the general membership.

Section 7. The Secretary shall keep records of the organization; have on hand a copy of the By-Laws and all standing rules and committees, a current list of all members and a list of unfinished business, a copy of which is given to the presiding officer prior to each meeting; shall take accurate minutes of all meetings of the Executive Board and the general membership; shall distribute minutes to the Executive Board and general membership as directed by the President; and shall attend to correspondence as instructed or requested.

Article VI – Executive Board

Section 1. The Executive Board shall consist of the elected officers, the Band Director and the Chairperson of each standing committee.

Section 2. The Executive Board shall create such standing and special committees as required to promote the objectives and special interests of the organization. All chairpersons of each standing committee must be approved by the Executive Board.

Section 3. The Executive Board shall consist of all elected officers and the Band Director.

Article VII – Meetings

Section 1. General membership meetings shall be held at least four (4) times during the school year as deemed necessary by the Executive Board. Executive Board meetings shall be held as deemed necessary by the Executive Board and shall be open to all voting members.

Section 2. Annual reports shall be made during the last membership meeting of the year.

Section 3. A special meeting of the general membership may be called by the Executive Board with a minimum of three (3) days notice.

Section 4. A special meeting of the Executive Board may be called by the Band Director, President, or a majority of the Executive Board members.

Section 5. A quorum for a general membership meeting shall be defined as one-third of the voting membership and must include at least three (3) members of the Executive Board. A quorum must be present to conduct business. Members accumulating two consecutive absences from General membership meetings will be considered Probationary Members. These members will not be counted in the quorum.

Section 6. A quorum for an Executive Board meeting shall be defined as a majority of Board members. A quorum must be present to transact business.

Article VIII – Standing Committees

Section 1. Publicity Committee shall include a chairperson and at least one other voting member and shall be responsible for assuring that the Band and its activities, performances, and opportunities are publicized in school and community media as appropriate; shall be responsible for the publication of the band newsletter that is sent to all band parents; and shall be responsible for all mailings the Band Director deems necessary.

Section 2. Uniforms and Accessories Committee shall include as many other members as required to perform duties of this committee. These persons shall be responsible for maintenance and replacement of uniforms and accessory items as necessary for the band to be properly attired in presenting a favorable impression in the school and community. They shall assist the Band Director in assuring proper care of the approved band attire.

Section 3. Hospitality Committee shall include a chairperson and at least three other members who shall be responsible for providing and setting up decorations, booths, and any displays appropriate to any occasion when the band performs (except field performances) or as requested by the Band Director; determine the times, kinds, and method of acquiring and serving snacks and drinks to the band at special sessions and performances; responsible for welcoming new members; providing name tags or other materials appropriate to improving the hospitality of meetings; assisting the Band Director as appropriate at times such as back-to-school nights and other times of visitation to the Band Department; devising, recommending, and implementing ways of improving participation, congeniality, and hospitality of this organization.

Section 4. Telephone Committee shall be chaired by the Vice President and includes many members as required performing the duties of the committee. This committee shall be responsible for notifying members of the organization of special meetings and

cancellation of events. They are also responsible for assuring that members receive special information as announced by the Band Director or President.

Article IX – Amendments

These by-laws may be amended at any General Membership meeting of the Saint James Band Boosters by a one-fourth vote of the voting members present.

Article X – Rules of Order

The Rules contained in *Robert's Rules of Order, Revised*, shall govern this organization in all cases in which they are applicable and are not inconsistent with these by-laws.

APPROVED: *October 17, 2006*