

# BYLAWS OF THE GREEN BAND BOOSTERS

Amended August 2022

## BYLAWS OF THE GREEN BAND BOOSTERS

### ARTICLE I – OFFICERS AND DUTIES

#### **Section I:**

The officers of this organization shall be President, Vice President, Secretary and Treasurer.

#### **Section II:**

The President shall preside at all meetings of the organization and of the executive committee, shall be a member ex-officio for all committees, except the nominating committee, shall appoint all committee chairpersons as required, shall see the officers and committees perform assigned duties and render required reports, and shall perform such other duties as may be prescribed in these Bylaws, as assigned to him or her by the organization, band director, or by the executive committee. He or she shall prepare a roster of officers and committee chairpersons which will be made available to anyone requesting same. The President shall deliver an annual report at the April general Band Booster meeting. Such report shall summarize the past year's activities and make recommendations for the coming year. The President shall be bonded each year.

#### **Section III:**

It shall be the duty of the Vice President, in the absence or disability of the President, to perform all the duties of the President. If a vacancy occurs in the office of the President (due to illness, resignation, etc.) the Vice President will assume the office of the President, until such time as the next President is elected in accordance with these Bylaws. The Vice President shall serve as Parliamentarian (maintains order of business) at all Executive Board and general meetings of the Green Band Boosters. The Vice President shall serve as Ways and Means Coordinator. (See Article V, Section IX)

#### **Section IV:**

It shall be the duty of the Secretary to keep minutes of all proceedings which shall be kept on file for the availability of all members and shall keep a record of attendance and correspondence.

#### **Section V:**

It shall be the duty of the treasurer to keep all financial accounts in order and up to date. The treasurer shall make all financial transactions, deposits into and disbursements from all accounts and shall submit a financial report to the membership at the regular monthly meetings.

#### **Section VI:**

Restriction on officers: All officers of this organization shall not be members of the same household. President and Treasurer cannot hold position for more than four consecutive years.

#### **Section VII:**

President and Treasurer should be bonded each year and reviewed when up for renewal. Bonding should be reflective of banking account balance. Chair and co-chairs of cash fundraising actives should also be bonded yearly. Each should be evaluated based on amount of cash being handled.

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## **ARTICLE II – EXECUTIVE BOARD**

### **Section I:**

The Executive Board is composed of all elected officers, the head High School band director, the head Middle School band director, and Intermediate School band director. The number of voting directors will not outnumber the number of officers on the executive board.

### **Section II:**

A quorum of the Executive Board shall consist of three (3) officers and one (1) director.

**Section III:** The duties of the Executive Board shall be to transact necessary business between organization meetings. The Executive Board shall have the power to authorize disbursements of funds, if an emergency exists, not to exceed \$1000.00. Attendants at Executive Board meetings will consist of Executive Board members and other invited individuals as necessary to transact business. However, only the Executive Board members will be permitted to vote on any matter discussed.

## **ARTICLE III – MEETINGS**

### **Section I:**

A. Regular meetings shall be the second Monday evening of each month unless otherwise provided by the organization, unscheduled school closings, or by the Executive Board. Three days' notice shall be given of change of date.

B. While the Articles of Organization specify that the meetings of the Band Booster organization be held in the Green High School band room, the meeting location may be changed providing that a minimum one week's notice be given to the membership.

### **Section II:**

Special meetings may be called by the Executive Board.

### **Section III:**

Voting membership is limited to parents and guardians of current and past members, and band alumni. The voting members present at a meeting shall constitute of quorum.

## **ARTICLE IV – ELECTIONS**

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## **Section I:**

A. The Nominating Committee shall consist of four (4) members; one (1) elected officer from the Executive Board, two (2) elected from the general membership and the head High School band director. The composition of the Nominating Committee shall be approved at the February general meeting. Volunteers for the nominating committee will pen during January meeting.

B. The duties of the Nominating Committee shall be to nominate more than one candidate for each office, if possible. Other nominations may come from the floor. The Nominating Committee shall report in March.

C. Ballots shall be prepared by the Nominating Committee.

## **Section II:**

A. Officers shall be elected at the March meeting. Officers are to be elected by a simple majority.

B. Officers shall assume their official duties at the close of the annual April meeting, and shall serve a term of one (1) year, and/or until their successors are elected.

**Section III:** Should the President resign during his or her term of office, the Vice President shall assume the office of the President, and a new Vice President shall be elected by the organization for the remainder of the term. Should there be a vacancy in the offices of Vice President, Secretary, or Treasurer, the organization shall elect a successor to complete the remainder of the term.

## **Section IV:**

Officers may be removed from their positions for the following reasons:

A. An officer misses three (3) consecutive general meetings, unless excused.

B. An officer fails to perform his/her duties as prescribed by these Bylaws. The head Band Director may initiate a recall of that officer. The recall motion is presented to the Booster membership at the next general meeting of the organization. If two-thirds of the voting membership approves the recall motion, the officer is removed from his/her position. In the case of removal of the President, the Vice President shall assume the duties of the President. In the case of the Vice President, Secretary or Treasurer, a successor shall be elected according to Article IV, Section III of these Bylaws.

## **ARTICLE V – COMMITTEES**

### **Section I:**

The chairperson of each committee is free to choose his/her own committee. The committees can be but not limited to : Uniforms, Communications, Chaperone, Ways and Means, and such special committees as are needed.

## **ARTICLE V – COMMITTEES - continued**

### **Section II:**

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Money will be collected by the committee chairperson of any project and given to the Treasurer only. The Treasurer is the only person who will make bank deposits. At the conclusion of a project, the committee chairperson will give a detailed written report to the Treasurer and to the Ways and Means Coordinator and retain a copy for the committee binder.

## **Section III:**

The Uniform Committee shall, in conjunction with the Executive Board, recommend the purchase of uniforms. The Uniform Committee shall be responsible for all the uniforms (Band, Color Guard, Majorette, etc.) and an up-to-date roster on all uniform parts. The committee will issue, collect, clean and store the uniforms.

## **Section V:**

The Communications Committee shall have a list of all members and their telephone numbers and e-mail addresses. The contacts shall be made by telephone, email, or approved social media platforms. The committee shall only contact members at the approved request of any Executive Board member or director.

## **Section VII:**

The Chaperone Chairperson shall be responsible for getting chaperones as per the recommendation of the Band Director(s) for each officially sanctioned Band function. The head chaperone for each function may be requested by the Band Director(s) to handle additional responsibilities, e.g., maintaining the medical forms file, or accompanying students during an emergency situation.

## **ARTICLE V – COMMITTEES - continued**

### **Section IX:**

The Ways and Means Committee shall oversee all money-making projects undertaken by this organization. A Ways and Means Coordinator shall be the overseer of all money-making projects undertaken by this organization. He or she shall work in conjunction with each committee chairperson to facilitate consistent procedures and record-keeping in all fundraising activities. The Ways and Means Coordinator and committee chairpersons shall conduct an annual review of the projects to make recommendations for the following year.

### **Section X:**

The Ways and Means Chairperson shall validate monthly bank statements with treasurer at the monthly executive meeting.

### **Section XI:**

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All committees shall follow cash handling, data and documentation policy communication.

## **Section XII:**

A yearly review of Bylaws can be performed by a Bylaw Committee and will consist of 4 Board members and 6 At Large members. Committee members will be chosen at February meeting. All updates will be completed by April meeting to present for approval and voted on in May.

## **ARTICLE VI - AUDITING**

The Audit Committee shall consist of three (3) members: Vice President, and two (2) members shall be elected from the general membership. The composition of the Audit Committee shall be approved at a general meeting. The Treasurer's general account and all fundraisers satisfied that each report or annual report is correct, shall sign a statement of that fact at the end of the report. This audit shall be conducted prior to the April meeting. The general members should only serve one-year consecutive term.

## **ARTICLE VII – AWARDS**

The Band Booster organization shall sponsor an award system for band members who have successfully met the requirements as set up by the band director.

## **ARTICLE VIII - SCHOLARSHIPS**

### **Eligibility**

A Green High School Senior band member who, upon graduation from high school, plans to continue their education may complete an application for the Green Band Boosters Scholarship.

### **SCHOLARSHIP**

Two scholarship recipients will be awarded \$500 each. The award is sponsored by the Green Band Booster organization. Scholarships will be awarded to graduating seniors in the Green Instrumental Music program for outstanding participation, dedication and service in instrumental music. The awards will not be based on a student's GPA, financial need, or intended major. Scholarship awards are made for the upcoming academic year beginning in the fall. Scholarships will be paid to the student, parent or guardian.

## **SELECTION COMMITTEE**

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The selection for the Green Band Booster Scholarship shall be composed of the 3 band booster members and 2 band directors. No member of the selection committee may have a senior band member.

## **APPLICATION PROCEDURE**

Eligible students who wish to apply for the Green Band Boosters Scholarship should submit an official application (available from the band director by April 1st of the current year).

1. Two letters of recommendation from a person with specific, personal knowledge of the applicant
  2. A transcript of the applicant's high school academic record to verify high school activities.
- Completed applications should be given to the Green High School Band Director. Upon receipt, all applications will be reviewed by the scholarship committee. The recipients of the Green Band Booster Scholarships will be notified prior to the end of the school year.

## **ARTICLE IX – AMENDMENTS**

These Bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendments shall have been given at the previous meeting.

## **ARTICLE X – ORDER OF BUSINESS**

The Order of Business at the regular meetings of the organization shall be as follows:

1. Call to order by the presiding officer.
2. Reading of the minutes of the previous meeting – correction or acceptance of same by voting members.
3. Treasurer's report – acceptance of same by voting members and placed on file subject to audit.
4. Director's Reports.
5. Reports of Committees.
6. Unfinished business.
7. New Business.
8. Program (if any).
9. Adjournment.

## **ARTICLE XI- DISBURSEMENTS**

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## **GENERAL FUNDS**

The Band Directors are hereby authorized to request and spend funds for usual and customary expenses, not to exceed \$300.00 per calendar month, without Executive Board approval. The Treasurer will issue the funds in a timely manner and the Directors will report the expenditures to the general membership on a monthly basis. All disbursements other than the \$300.00 specified in this article or in Article II, Section III, must be presented to and approved by the general membership of the Band Boosters at a regular scheduled meeting.

## **STUDENT TRIP ACCOUNTS**

Trip account funds are the sole property of the Green Band Boosters and are intended for a student's use for travel and other expenses related to Band activities including Band Camp. After required fees have been paid, remaining trip account funds can be used to pay optional fees.

Each current Band student may direct the Treasurer as to the amount and which travel expense the funds are to be applied. The Executive Committee will designate which fund-raising activities and the amount of funds from those activities that are to be applied to the students' trip accounts. The parents of a high school student departing the band program may direct the Treasurer to apply any remaining, unspent funds, in writing, by June 1, in the following manner only:

## **ARTICLE XI- DISBURSEMENTS - continued**

1. to be applied to the General Fund of the Band Boosters,
2. to be applied to the account of another band student in grades 5 through 12 for the next school year,
3. to be applied toward purchase of a gift to the Green Schools Bands,
4. to be applied to a Scholarship for the next school year,

Any funds not directed elsewhere will remain as surplus in the General Trip Account.

## **ARTICLE XII – HIRING OF ADDITIONAL INSTRUCTORS FOR THE BAND PROGRAM**

### **Section I:**

Occasionally the band director may need additional assistance in order to achieve his/her program goals. If financial support for such instruction is not available from the administration of the Green Local Schools, it will be necessary for the Band Booster organization to provide such support.

### **Section II:**

All monies for additional instructors must be approved by a simple majority of the voting members present at the meeting at which the director presents the proposed hiring.

### **Section III:**

The band director may then enter into a contract with the auxiliary instructor. Terms of the contract are to include the duties, hours and the amount and schedule of payment of the

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instructor. The contract will be signed by the band director, the auxiliary instructor, and the President of the Booster organization before it is considered to be in effect.

## **Section IV:**

The band director will oversee compliance by the auxiliary instructor within the terms of the contract.

## **ARTICLE XIII – CONFLICT OF INTEREST**

In order to avoid any appearance of impropriety or conflict of interest, a person who may financially benefit from a proposal that is put to a vote must leave the meeting room immediately after a motion on the proposal is made, and be absent from the room during the discussion of and voting on the issue.

## **ARTICLE XIV – EFFECTIVE DATE OF AMENDED BYLAWS**

Upon approval of the proposed amendments to these Bylaws according to Article IX, the amended Bylaws of the Green Band Boosters shall take effect on August 2022.

## **RECORD OF AMENDMENTS**

July 14, 1997

Articles of Organization

Article II

Article IV Section II

Article IV Section I (added)

Bylaws

Article I Section II

Article I Section III

Article I Section V

Article II Section I

Article II Section II

Article III Section III

Article IV Section I A

Article IV Section I B

Article IV Section II A

Article IV Section II B

Article V Section I

Article V Section II & III combined as Section III

Article V Section VI

Article V Section VII

Article V Section VIII

Article V Section IX

Article V Section X moved to new Article VI



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Amended August 2022  
Article V Section XI moved to Section II  
Article VIII  
Article XIV

November 8, 1999  
Article VIII Scholarship/Application Procedure

## RECORD OF AMENDMENTS - continued

April 10, 2000  
Bylaws Title Page Shown as Amended  
Article VIII Scholarship  
Article X Order of Business  
Article XI Disbursements (Trip Accounts)  
Article XI Disbursements (General Funds)  
Article II Address

April 9, 2001  
Article VIII Scholarship – changed to 2 awarded

April 18, 2011  
Article I: Added section on Treasurer Duties  
Article V: Named Communication Committee  
Article VI: added GIS/GMS fund and added language on trip accounts

August 2022  
Article I: Section III: Clarification on what Parliamentarian means (reference article V, section IX)  
Article I: Section VI: Changed from president and treasurer to all officers. Added term restrictions for president and treasurer.  
Article I: Section VII: Bonding added  
Article II: Section III Changed amount from \$300 to \$1,000  
Article IV: Section I: Volunteer nomination timeframe added  
Article V: Section I: verbiage change, and committees listed  
Article V: Section II: Project changed to committee and added information about retaining information for committee binders  
Article V : Section IV : Removed  
Article V : Section V updated  
Article V : Section VI : Removed  
Article V : Section VIII : Removed  
Article V: Section IX: project changed to committee  
Article V: Section X: Added Ways and Means monthly validation of statements

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Article V: Section XI: Added following committee policies

Article V : Section XII: Added bylaw committee

Article VI: VP appointed as executive member added term length and added fundraisers

Article VIII: changed verbiage to continued education and verbiage for two scholarships

Article VIII: Scholarships application procedure changed to end of school year

Article XI: General Funds- separate accounts removed, single joint account for all Band Boosters

Article XI: Disbursements removed bullet point #5 about purchasing tickets for spring banquet

Article XI: changed and to or

Article IV: Membership changed verbiage to match section III article III

## **ARTICLES OF ORGANIZATION FOR THE GREEN BAND BOOSTERS**

Amended April 10, 2000

### **ARTICLE I – NAME**

This organization shall be known as the Green Band Boosters.

### **ARTICLE II- ADDRESS**

Unless otherwise stipulated, all correspondence to the Band Boosters shall be addressed to the Green Band Boosters, P.O. Box 261, Green, Ohio 44232. General meetings of this organization will be held in the band room of Green High School, P.O. Box 218, 1474 Boettler Road, Green, Ohio 44232.

### **ARTICLE III – PURPOSE**

The purpose of the Green Band Boosters is:

A. To stimulate interest in all school bands in the Green Local School District.

B. To aid in the promotion and financing of approved band activities in the Green Local School District.

C. “Notwithstanding any other provision in this document, this organization is organized and shall be operated exclusively for one or more of the purposes set forth in Section 501(c) (3) of the Internal Revenue Code of 1954, or any corresponding provision, and the purposes, powers, and activities shall be limited to only those permitted under Section 501(c) (3) of the Internal Revenue Code.”

## **ARTICLES OF ORGANIZATION FOR THE GREEN BAND BOOSTERS - continued**

### **ARTICLE IV – MEMBERSHIP**

#### **Section I:**

Membership is limited to parents and guardians of current and past members, and band alumni. No fees will be charged for membership in this organization.

#### **Section II:**

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Student Band Officers in attendance at Band Booster meetings shall have the right to cast one (1) vote representing the Band at these meetings.

## **Section III:**

A representative or representatives of the Green Middle School Band programs shall be invited to attend the general Band Booster meetings. The representative(s) shall be recommended by the Band Directors.

## **ARTICLE V - PARLIAMENTARY AUTHORITY**

“Robert’s Rules of Order” shall be the parliamentary authority on all matters not governed by the Bylaws of this organization.

## **ARTICLE VI - DISSOLUTION**

Upon dissolution of the Green Band Boosters, all unappropriated monies and equipment shall be given to the Green Local Board of Education for use on band-related activities.