

WARREN TOWNSHIP HIGH SCHOOL BAND BOOSTERS, INC. BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Warren Township High School Band Boosters, Incorporated (Band Boosters).

ARTICLE II – OBJECTIVE

The objective of the organization is to stimulate and maintain interest in the band program by giving all possible support, both moral and financial, to the administration and band directors. Band Boosters are a not for profit 501(c)(3) dedicated to the improvement of the Warren Band Program.

ARTICLE III – POLICIES

The policies of this organization shall be in accordance with the policies of the Warren Township High School.

ARTICLE IV – MEMBERSHIP AND DUES

1. This organization shall be open to the parents or legal guardians of the current band students. Membership terminates if a student is no longer enrolled in the band program.
2. Membership shall be maintained as long as dues are current and all rules in the district's Student-Parent Handbook are followed. Each family is entitled to one membership and one vote.
3. Membership dues shall be set at the annual spring meeting and voted on by the members.

ARTICLE V – FISCAL YEAR/ANNUAL MEETING

1. The fiscal year shall begin July 1 and end June 30.
2. The annual meeting shall be held in late April or early May depending on the school calendar and band events.

ARTICLE VI – EXECUTIVE BOARD

SECTION 1 – DESCRIPTION & PURPOSE

1. The Executive Board shall consist of the officers of the organization. The officers of this organization shall be: President, Vice President, Secretary, and Treasurer.
2. The duties of the Executive Board shall be to manage the affairs of the organization in accordance with the By-Laws.
3. No other person may collect funds, make contracts, or incur expenses on behalf of the organization without prior approval of the Executive Board.

SECTION 2 – ELECTION OF OFFICERS

1. Nominations for officers shall be made by a nominating committee of three (3) members appointed by the President at least one month preceding the annual meeting. The nominating committee shall report the candidate names for the Officer(s) positions to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting. The nominee must have a current membership and a child enrolled in the band.

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2. The above officers shall be elected at the annual meeting by the booster members who are in good standing (dues paid), for a term of one year, or may be re-elected to serve for a second term and shall serve until their successors are elected and installed. The terms of these officers shall be the fiscal year July 1 to June 30 of the next year.
3. A vacancy occurring during the year in an office shall be filled by the Executive Board.
4. Elected officers must be the parents or guardians of a band member and a member in good standing (dues paid).

SECTION 3 – OFFICER DUTIES

1. The **President** shall preside at the meetings of the organization and shall be the ex officio member of all committees, except the nominating committee (exception president not running for office of the following year), set board meeting agenda, and maintain signature authority over Band Booster expenses.
2. The **Vice President** shall perform the duties of the President in his/her absence or inability to act and shall assist the President when called upon.
3. The **Secretary** shall keep minutes of all meetings and maintain the records of the organization and shall perform such other secretarial duties.
4. The **Treasurer** shall be responsible for and supervise the handling of all organization funds. The Treasurer shall deposit these moneys in the bank(s) or school account as designated by the Executive Board. The signature of the Treasurer or President shall appear on all checks. The Treasurer's books shall be reviewed on a monthly basis by the other Board members. The Treasurer shall present a financial report at all membership meetings and an annual report at a meeting after the end of the fiscal year, no later than the September meeting. The Treasurer will file the appropriate forms with the State and Federal Governments. The Treasurer shall prepare a budget with the approval of the Board at a membership meeting.

ARTICLE VII – EXPENDITURES

1. All expenditures of \$100 or less will be approved by the President or in his/her absence by the Vice President.
2. All expenditures over \$100 and under \$500 require approval by a majority vote of the Executive Board. If there is no majority approval, the membership may approve the expenditure by a majority vote present at the next meeting.
3. All non-budgeted expenditures \$500 and over require approval by a majority vote of the Booster membership present at any regular meeting.

ARTICLE VIII – MEETINGS

1. There shall be a minimum of six (6) meetings per year. The time and place of these meetings will be determined by the Executive Board and Band Directors. The last meeting of the year shall be known as the annual meeting, at which time officers for the following year shall be elected.

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2. Special meetings may be called by the Executive Board. At least five (5) days notice must be given to the membership for any special meetings.
3. At regular meetings and at Executive Board meetings, a majority of booster members present shall constitute a quorum.

ARTICLE IX – STANDING COMMITTEES

There shall be Standing Committees appointed by the President as may be required to promote the objectives and interests of the organization.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained by the Roberts Rules (revised) shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XI – BYLAW AMENDMENTS

Amendments to these bylaws may be recommended by a Bylaws Committee, which consists of the Executive Board and at least two (2) regular members appointed by the Executive Board. Such a committee shall review the bylaws before the annual meeting and present bylaw changes at the annual meeting. Any amendments shall take effect at the beginning of the next fiscal year.

1959

Revised 1976

Revised 1997

Revised 2007

Revised 2014