FRASER HIGH SCHOOL BAND BOOSTER ORGANIZATION

BY-LAWS

**ARTICLE I – NAME**

**Section 1.1.** The name of this organization shall be known as the Fraser High School Band Booster Organization (FHSBBO).

**ARTICLE II – PHILOSOPHY**

**Section 2.1.** The FHSBBO recognizes and supports instrumental music as an essential part of the curriculum in the Fraser schools. This organization believes that all students should have the opportunity to be creative. Instrumental music provides an excellent opportunity for creativity and learning about the arts through musical performances.

**Section 2.2.** We also recognize the importance of a quality music program for our school and community through performances at football games, parades, concerts, community activities, and school functions.

**Section 2.3.** We recognize the importance of a quality band program to our children. Self-discipline, self-esteem, friendships, creativity, sense of belonging and expression are among the many values provided through a quality band program.

**ARTICLE III – OBJECTIVE**

**Section 3.1.** To aid and assist the school to encourage parental and community participation and support in all aspects of the instrumental music program.

**Section 3.2.** To establish a close relationship between the home and the instrumental music activities of the school. These are to be conducted so as to develop and create an atmosphere of unity and interest by all concerned.

**Section 3.3.** To provide the means of coordinating the interest of citizens of the community served by Fraser High School in the development and promotion of instrumental music activities of students.

**Section 3.4.** To assist in providing financial support for activities, music, equipment, educational trips, and exchange concerts with other communities.

**Section 3.5.** To conduct fund-raising activities so that the above statements can be implemented.

**Section 3.6.** To assist the High School Band Director in activities of the band.

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**ARTICLE IV – MEMBERSHIP**

**Section 4.1.** “General Membership” in the FHSBBO is open to any parent or legal guardian of a band member in the Fraser Schools, teachers, band alumni, administrators and any concerned adult who wishes to be involved in providing our high school band members a quality learning environment in music.

**Section 4.2.** “Active Membership” in the FHSBBO is the General Membership described in Section 4.1 above and has attended two (2) meetings during the current school year.

**ARTICLE V – GENERAL ORGANIZATION**

**Section 5.1.** An EXECUTIVE BOARD, will govern the organization. This Executive Board will include elected officers from the organization’s General Membership and the high school band director(s). Executive Board members shall have a child or children in the high school band program. The General Membership will have full voting rights on all matters and/or motions brought to the General Membership by the Executive Board. A simple majority vote by a quorum is required to pass any motion of the General Membership. A quorum shall consist of those members at any General Membership meeting.

**Section 5.2.** Officers of the organization shall consist of a PRESIDENT, VICE-PRESIDENT, RECORDING SECRETARY, CORRESPONDING SECRETARY and TREASURER. The responsibilities and duties of the officers are described in Article VI. Officers shall be elected each year by Active Members, as defined in Section 10.2 below, during the May General Membership meeting. The high school Band Director will serve as a member of the Executive Board and committees, as appropriate.

**Section 5.3.** The officers shall be elected to serve for one (1) year or until the successors are elected. They shall assume their duties on July 1st of the fiscal year. No one may hold more than one (1) office at a time or serve more than three (3) consecutive terms in the same office.

**Section 5.4.** Any member of the Executive Board may act as a liaison between the **FHSBBO** and the School Board, and will represent the organization at school board meetings, as needed.

**ARTICLE VI – RESPONSIBILITIES AND DUTIES OF OFFICERS**

**Section 6.1. Executive Board Duties**

1. The Executive Board shall oversee the general operation of the organization and the activities the organization elects to undertake each year.
2. The Executive Board shall coordinate with the chairpersons for all committees and projects.

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1. An Executive Board member shall be advised of all committee and project meetings, and will in turn report the information to the President.
2. Special meetings of the Executive Board may be called by the President or by a majority of the members of the board. A majority present shall constitute a quorum.
3. The Executive Board shall be the governing body of the organization in the intervals between regular membership meetings.

**Section 6.2. Officer Duties**

1. **President**(s) – The President will preside over all General Membership and Executive Meetings. The President will oversee all functions of the FHSBBO, and will communicate with all chairpersons to ensure all activities are progressing smoothly. The President shall formulate an agenda prior to each General Membership meeting. The President will enforce the By-Laws of this organization and such rules, policies, and regulations that the membership adopts.
2. **Vice-President**(s) – The Vice-President will assist the President in the performance of his/her duties and be responsible for the functioning of the various committees in carrying out their duties. The Vice-President shall perform the duties of the President in his/her absence. This will facilitate the smooth operation of the meetings.
3. **Recording Secretary**(s) – The Recording Secretary shall be responsible for taking minutes at all General Membership and Executive meetings and reporting of minutes at all meetings. The Recording Secretary will keep and track attendance at all General Membership meetings; and keep a master file of all minutes and reports. The Recording Secretary will read any correspondence to the general forum and keep a monthly list of all that attend the meetings. If the Recording Secretary is unable to attend a General Membership meeting, he/she will contact the Corresponding Secretary to be his/her replacement.
4. **Corresponding Secretary**(s) – The Corresponding Secretary will send out weekly reminders to the General Membership during the school year and at other times as he/she deems necessary to keep the General Membership informed. If the Corresponding Secretary is unable to send out weekly emails, he/she will contact the Recording Secretary to be his/her replacement.
5. **Treasurer**(s) – The Treasurer shall have the responsibilities to maintain a cash bank for all band functions. The Treasurer shall present the Treasurer’s Report at all

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General Membership and Executive meetings and make an annual financial report at the September meeting.

**Section 6.3. Vacancies**

In the event the President is unable to complete the term, the Vice-President will assume the responsibilities of the President. If a vacancy occurs in any other office, it will be filled by a person elected by a majority vote at the next General Membership meeting by the Active Members.

**Section 6.4. Inefficiencies**

Upon report and investigation of charges (including talking to the person involved) of an officer’s inefficiency, misconduct or neglect of duty, the Executive Board has the authority, upon two-thirds (2/3rd) ballot vote, to declare the office vacant, to be filled in the manner stated above.

**Section 6.5. Resignation**

If an officer is unable to perform the duties assigned, that person should submit a resignation, in writing, to the President. The vacant office will be filled as stated above.

**ARTICLE VII – COMMITTEES AND THEIR DUTIES**

The Chairperson of each committee shall be responsible to the Executive Board. The FHS Band Director shall be an ex-officio member of all committees. Special committees shall be coordinated as deemed necessary by the President or the Executive Board.

**Chairperson(s):**

The Chairperson(s) shall:

1. Organize the fund-raising activities;
2. Accept volunteer members help with the fund-raising activities;
3. Report to the Executive Board before and during the activity;
4. Report to and update the general membership at completion of activity; and
5. Spending of over $250 by the Chairperson must be approved by the Band Director or voted on by the General Membership.

**Committee Member(s):**

1. Assist the chairperson in the execution of the duty.

**ARTICLE VIII – REVENUE AND EXPENDITURES**

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**Section 8.1.** The revenue of this organization shall be derived from fund-raising activities conducted by the FHSBBO.

**Section 8.2.** Funding for the various activities shall be made available through fund-raising efforts by the organization’s membership. The FHS Band Director will recommend priorities for funds to the General Membership.

**Section 8.3.** All funds shall be deposited in the FHSBBO account from activities and fund-raisers sold by the organization.

**Section 8.4.** No more than $250 can be spent without the approval of a majority of members and/or two-thirds (2/3rd) of the members present at the monthly FHSBBO meetings. In the events that the FHSBBO is disbanded, all assets of the band will become the property of the Fraser High School Band.

**Section 8.5.** All items purchased for the band are to be considered a gift to the Fraser High School Band and their uses are to be governed by the FHS Band Director.

**ARTICLE IX – MEETINGS**

**Section 9.1.** The meetings will generally be held on the first Thursday of the month unless otherwise specified. The fiscal year will run from July 1 to June 30 of each school year.

**Section 9.2.** The Executive Board will meet in early August of each year to plan the next school year’s activities and proposed budget. The President or any member of the Executive Board may request and Executive Meeting at any time.

**Section 9.3.** The meeting to accept nominations will be held in April and elections held in May.

**ARTICLE X – ELECTIONS**

**Section 10.1.** Only those members who have consented to serve if elected shall be eligible for nomination. It is not necessary for a nominee to be present to run for an office but his/her written consent will be required.

**Section 10.2.** Only Active Members, as defined in Section 4.2, are eligible to vote at the elections held in May.

**Section 10.3.** Nominations will be accepted by the Executive Board at the April meeting.

**Section 10.4.** To be nominated for an office, a person must have attended at least four (4) regularly scheduled meetings of the FHSBBO of the current school year.

**Section 10.5.** Officers shall be elected by the General Membership at the May meeting.

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**Section 10.6.** At the May meeting, nominations from the floor will be accepted. If a nominee is defeated for one office they can accept a nomination for a different office.

**Section 10.7.** Each office shall be nominated and voted on in the following order:

1. President
2. Vice-President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer

**Section 10.8.** Newly elected officers shall take their official position on July 1st and assume responsibilities immediately, with guidance from the current board.

**ARTICLE XI – AMENDMENTS**

**Section 11.1.** The By-Laws will be reviewed as necessary

**Section 11.2.** The By-Laws may be amended by a majority vote of the members present at any regular membership meeting provided the proposed amendment was presented at the previous regular meeting.

**Section 11.3.** A copy of the By-Laws will be posted on the FHSBBO weebly website.

Revised on March 7, 2014

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