

Thomas Dale Band Boosters  
Revised February 2004  
BYLAWS

ARTICLE I: The name of the association shall be: **Thomas Dale Band Boosters**

ARTICLE II: Objectives and Responsibilities

Section I: The objectives of the association shall be to promote the welfare and to boost the morale of the Thomas Dale High School **Band Program**.

Section II: The responsibilities of the association are to provide financial assistance when needed to the Band Program, to assist the director in the supervision of students when in transit or when performing at any location and to provide any other assistance as requested by the director.

ARTICLE III: Membership

Section I: All Band Program students and parents of students in the Band Program shall automatically be a member of the **Thomas Dale Band Boosters**.

Section II: The Director of Bands and the principals of Thomas Dale High School are also members.

Section III: Other persons interested in the school **Band Program** may be members of the **Thomas Dale Band Boosters**.

ARTICLE IV: Meetings

Section I: General meetings shall be held every month, at a date and time decided by the Executive Board. The annual meeting shall be held in April.

Section II: Any other meeting shall be called as required by the executive Board of Band Director.

ARTICLE V: Officers and Elections

Section I: The officers of the association shall be a President, Vice President, Secretary, and Treasurer. The term of office shall be one (1) year. Individuals are required to have a child participating in the Band Program in order to serve as an officer.

Section II: A vacancy occurring during a term of office shall be filled by an appointment by the Executive Board.

Section III: In March, one month prior to the annual meeting, the Executive Board shall appoint a Nomination Committee consisting of three members. This committee will poll the membership and seek those willing to serve and will report at the annual meeting a Slate of Nominees for the ensuing year. After the slate is read, there will be a call for nominations from the floor. No member shall be nominated who has not previously consented to serve if elected.

Section IV: The officers shall be elected by ballot at the annual meeting in April and will be installed at the association meeting in May.

ARTICLE VI: Duties of the Officers

Section I: The President shall preside at all meetings of the association and of the Executive Board, shall be a member ex officio of all committees except the nominating committee, and shall perform all other duties pertaining to the office.

Section II: The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer. In addition, the Vice President will oversee the Standing Committee Chairs.

Section III: The Secretary shall keep an accurate record of the association and of the Executive Board and shall perform such duties as may be delegated. The Secretary shall also maintain band member and band parent contact information including names and addresses and recall roster.

Section IV: The Treasurer shall keep an accurate record of receipts, deposits, and expenditures of the association, and shall pay out funds as authorized by the general membership or the Executive Board. See procedures as outlined in Addendum. The Treasurer is also responsible for timely filing of income tax return. The Fiscal year is to run from July 1 to June 30.

Section V: The elected officers shall create standing committees and appoint chairpersons of these committees.

#### ARTICLE VII: Executive Board

Section I: The Executive Board shall consist of the elected officers of the association and chairmen of the standing committees as needed.

Section II: A meeting of the Executive Board may be called by the President or by a majority of the members of the Executive Board. A majority shall consist of a quorum.

#### Section III: Duties

A. Transact association business as necessary between general meetings

B. Authorize expenditures up to \$250.00

C. Approve projects of the standing committees and sub-committees

D. Attend all general meetings and provide information concerning the activities of the association

E. Appoint at the annual meeting a committee of less than three members to audit the financial records of the association and report to the Executive Board and at the first general meeting of the new year except when the financial records are audited by the county.

F. Meet with the incoming Executive Board, at which time all records shall be transferred. At this time, all financial records will have been audited by the April timeframe and will be transferred to the new Treasurer. This will include all bank statements, checkbooks, night deposit bags/keys and the changeover at the bank.

#### ARTICLE VIII: Standing Committees

Section I: The elected officers shall create Standing Committees (Fundraising, Service, Social, Raffle, Concession, or any other committee deemed necessary). The elected officers shall appoint the chairpersons of such committees for one-year terms.

Section II: The standing committee chairpersons shall appoint and supervise the committee.

Section III: It is the duty of the chairperson of the standing committees to keep accurate records of all participants and all earning and expenditures of the committee. The chairperson will provide written financial reports including earnings, expenditures and receipts of the committee to the association treasurer.

#### ARTICLE IX: Disbursements

Section I: General Funds shall be divided as follows:

- A. Start-up fees will be set aside at the end of the year for next year's fundraising projects, etc. (e.g. concessions)
- B. Requests from the Director must be submitted in writing to the Executive Board two weeks prior to any general meeting. The Executive Board will review and present to the general membership for approval at the next general meeting.

Section II: Raffle funds, minus start-up fees, shall be disbursed as scholarships for Band Program Seniors planning to continue their education.

Section III:

- A. A list of students that receive a scholarship from the **Thomas Dale Band Boosters** shall be provided to the **Executive Board** prior to the issuance of the scholarship funds. The **Thomas Dale Guidance Department** shall provide this list.
- B. If a Budget surplus exists, the association body may elect to supplement the scholarship fund as deemed appropriate.

#### ARTICLE X: Amendments

Section I:

- A. A committee of volunteers will review the bylaws annually in December.  
The committee will report to the association body in January with suggested changes. The bylaws may be amended, at any time, by a two thirds vote of those members present, provided the assembly has been submitted in writing at the previous meeting of the association. Amendments shall become effective upon adjournment of the meeting at which they are adopted. A copy of the bylaws will be maintained in the Thomas Dale Library and in the Administrative Office.
- B. An addendum shall be maintained detailing processes for financial reporting including the receipt of earnings, expenditures, and deposits. Further detail regarding the processes outlining funds for concession stand, 50/50 raffle, ticket sales, band fees, personnel payment, and signing responsibilities will be included.
- C. An addendum shall be maintained detailing the responsibilities of each standing committee.

#### ARTICLE XI: Rules of Order

Section I: The rules contained in “Roberts Rules of Order Newly Revised” shall govern this association in all cases in which they are not in conflict with the bylaws of the association.