

Tupelo Middle School Band Boosters Bylaws

1009 Varsity Drive, Tupelo MS 38801

Article I Name

The name of the organization will be the Tupelo Middle School Band Boosters.

Article II Purpose

The objectives of the Tupelo Middle School Band Booster Club will be as follows:

1. To support the efforts of the band director and all band members with the goal of building and maintaining a strong school band program.
2. To promote greater participation by the parents in all band activities, such as performances, parades, competitions, and the like.
3. To lend all possible support, both moral and financial, to the general band program in the schools.
4. To initiate fund-raising activities to provide additional financial support for the band program.
5. To cooperate with those in charge of the Tupelo Middle School Band Department and the Tupelo Public School District Board to the end that this Department be brought up and kept to the highest possible degree of efficiency.
6. To build and maintain an organization which will help promote the general activities of the Band Program.
7. To ensure every decision and effort enhances the overall band experience for the students.

Article III Membership and Fees

General members will include interested parents/guardians of current Tupelo Middle School Band student(s) who are willing to uphold the basic policies and abide by the Tupelo Middle School Band Booster bylaws. Members will register by completing the membership form and paying band fees for his/her student. A member will be entitled to voting privileges for Band Booster officers upon meeting the following requirements:

1. **Attend a minimum of three (3) meetings prior to any officer elections AND**
2. **Attendance must include:**
 - a. **A meeting in the fall semester**
 - b. **A meeting in the spring semester**
 - c. **One additional meeting**

Article IV Meetings

Meetings are held throughout the school year based on the need and frequency to be determined by the Tupelo Middle School Booster Club Officers. There will be two types of meetings of this organization: board officer meetings and general membership meetings. Any special meeting may be called by the Officers or Band Directors upon the request of members.

1. The Board Officers will have meetings as needed.
2. The general membership meetings will be held as follows: in the months of August, October, January, March, and May. These dates are to be decided each year by the board officers and presented at the August meeting.
3. The president or Band Director may call special meetings.
4. No booster meeting will take place without a Tupelo Middle School Band Staff member.

The agenda for all meetings will include:

- Reading and approval of the minutes from the previous meeting
- Treasurer's Report
- Officer / Band Director Reports
- Old Business
- New Business
- Action / Voting Items

All general members must be notified not less than four (4) days prior to a general meeting of any date changes or special meeting.

A simple majority of the general members present is sufficient to pass an action item.

The band director or his/her representative is not a voting member, but will cast the deciding vote in the case of a tie.

**Article V
Officers and Duties**

The Tupelo Middle School Band Boosters is operated by the board of officers. The following is a list of the board offices, and the duties and responsibilities of the position. The officers of the Band Boosters will come from the General Membership. No elected officer will serve in the same office for more than two (2) consecutive years. No elected officer will succeed any family member in any elected position (family members will be defined as husband, wife, brother, sister, in-laws, etc.). No two (2) family members will serve as officers together in the same term. No spouse or family member of any elected officer will assume or “take over” the responsibilities of the officer. Band Booster officers are as follows:

PRESIDENT/PRESIDENT ELECT-

- a. Conduct meetings and organize agenda for meetings
- b. Oversee committees
- c. Organize specific functions of the club
- d. Work directly with the Band Director

VICE PRESIDENT-

- a. Oversees operations in President’s absence.
- b. Organizes raising of money through fundraising projects.
- c. Establishes committees and chairpersons for each.

SECRETARY-

- a. Takes and maintains the minutes at all meetings.
- b. Maintains attendance for all meetings via sign-in sheets.
- c. Maintains meeting notices, letters and thank-you notes.

TREASURER-

- a. Receives, deposits and records all Band Parent Money
- b. Pays all the bills
- c. Provides a monthly statement to the Tupelo Middle School Band Boosters officers and directors that consist of all the transactions that have occurred during the month with an accurate account and balance of the Boosters’ finances

Article VI

Election of Officers

The following officers will be elected at the May meeting of each year

1. President
2. Vice President
3. Secretary
4. Treasurer

Nominations will be made by an appointed Nominating Committee formed at the March meeting. The Nominating Committee will consist of five (5) voting members with a quorum of three (3) members who will be nominated and elected at the March General Meeting by the General Membership in attendance. The President will appoint a coordinator for this committee. The Nominating Committee will select at least one (1) nominee for each of the offices listed in Article V of these Bylaws. Nominees will be eligible voting members of the Booster Club. The consent of each nominee must be obtained before their name is placed in nomination. Members of the Nominating Committee and incumbent officers will be eligible to become nominees unless prohibited by these Bylaws.

The Nominating Committee will post the names of its nominees through Tupelo Middle School Band's standard means of communication at least one (1) week in advance of the May meeting, and the committee will report formally at the May meeting.

Additional nominations may be made from the floor at the March meeting, provided that the nominee(s) is (are) a voting member(s) of the Band Boosters and they consent to having their name placed in nomination.

If there are two (2) or more nominees for an office, the election for that office must be by secret ballot. Election by unanimous or general consent will be permitted if there is only one (1) nominee for an office. Elections will take place at the May meeting.

Elections will be held in May and votes will be submitted via paper ballots. The nominee with the most votes will be elected.

In case of a tie vote, the election procedure will be repeated for an office involved until there is a majority vote.

Officers will hold office from June 1st through May 31st.

Article VII Removal Of Elected Officers

By a two thirds (2/3) vote of the Board of Officers, an officer may be removed from office for failure to perform his/her duties as outlined in these Bylaws. An officer who misses three (3) consecutive meetings may be removed from office.

A vacancy occurring in any office will be filled by an emergency appointment by the Band Director.

Article VIII Committees

Committees will be formed as needed.

Article IX Finances

Drafts, checks, transfers or withdrawals involving any accounts of the Band Boosters must be signed by two (2) members of the Board of Officers, one must be the Band Booster Treasurer. All checks must have two (2) authorized signatures.

The following duties are requirements to be followed in order to ensure accurate financial record keeping.

1. Reconcile bank statement to band checkbook ledger each month. Provide a copy of reconciliation at every Executive Board meeting.
2. Keep checkbook balance current at all times.
3. No check is to be issued with Payee, Amount and Date completed prior to signature and release unless amount is unknown at the time and Treasurer received original receipt within twenty-four (24) hours.
4. No check/Debit Card will be issued without a completed "Expense Request" and invoice/receipts for documentation. Debit Card must be returned within 24 hours from signing out.
5. Any monies collected will be verified by the Treasurer and other elected board member. Deposit slips will be initialed by both parties.
6. Deposits of monies must be made within five (5) business days (Monday thru Friday) excluding holidays.

7. All authorization of petty cash disbursements will be initiated by the Treasurer and one Executive Board member. It is the Treasurer's responsibility to obtain all documents supporting this disbursement.
8. Any returned check will be forwarded to the President and Band Director for any further action.
9. Submit books for audit immediately upon request.

Article X Amendments

These Bylaws may be amended at any regular meeting of the Band Boosters by two-thirds (2/3) vote of the eligible members present and voting, provided that notice of the proposed amendment(s) will have been given at the previous meeting and that the proposed amendment(s) has (have) been reviewed by the Board of Officers for presentation to the General Membership. The proposed amendment(s) will be made available in writing to the General Membership at least thirty (30) days prior to the meeting date when the voting will occur. The proposed amendment(s) will be made available in writing to the General Membership prior to the meeting when the voting will occur.

Article XI Indemnification

The Tupelo Middle School Band Boosters agree to indemnify, defend, and hold harmless the City of Tupelo, Tupelo Band Program, and its officers and directors from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by its group or its attendees' negligence or willful misconduct.

Article XII Dissolution

Upon the dissolution of the Tupelo Middle School Band Boosters, the property and assets will revert to the band equipment fund of Tupelo Middle School or as in accordance with public law.

Article XIII Enactment

The Bylaws Review Committee will be formed and a coordinator appointed by the President of the Band Boosters at least, but not limited to, once every two (2) years. The function of the committee will be to review the Bylaws and recommend revisions or amendments as required.

These Bylaws will be adopted by vote of the Band Boosters General Membership and will become effective when signed and dated by each member of the Executive Board.

During the year when Bylaws are enacted, the Band Booster Officers who are holding office at the time of enactment will continue to do so and will be considered as members of the Executive Board. The duties of officers are governed by the enacted Bylaws; however, if there are officers whose functions are not defined in the enacted Bylaws, the Executive Board will determine those functions, in writing and inform the General Membership.

These bylaws were approved on the _____ day of _____, 2018, by the Tupelo Middle School Band Boosters.

