

New Berlin Eisenhower Band Booster Association Constitution and Bylaws

Last updated 01/10/2009

Article I NAME

The name of this organization shall be known as the Eisenhower High School Band Booster Association, hereinafter referred to as the Association.

Article II MISSION STATEMENT

The Association's mission is to provide support of the approved Band program activities. Our goal is to ensure a positive environment which offers a fair participatory opportunity for all students, and fosters a quality Band Program experience at Eisenhower High School.

Article III MEMBERSHIP

SECTION I THE ASSOCIATION SHALL BE COMPOSED AS FOLLOWS:

- A. Parents or guardians of all students enrolled for credit in Band programs at Eisenhower High School.
- B. Any adult who is interested and supportive of the Association's activities will be registered as members at first meeting of the year.
- C. Student representatives selected, at the Band Director's discretion, from concert band, varsity band, symphonic winds and/or jazz ensembles.

Section II RIGHTS OF MEMBERS

- A. To be notified of all Association meetings.
- B. To attend all Association meetings.
- C. To present motions.
- D. To speak on debatable motions.
- E. To vote.
- F. To nominate.
- G. To inspect the official records of the Association.
- H. To insist on the enforcement of the rules and parliamentary authority of the Association.

ARTICLE IV OFFICERS

Section I THE OFFICERS OF THE ASSOCIATION SHALL BE:

- A. President, President-elect, Secretary, Treasurer,

New Berlin Eisenhower Band Booster Association Constitution and Bylaws

Last updated 01/10/2009

Vice President of Volunteers, Vice President of Fund Raising.

Section II Officers must be members of the Association

Section III THE PURPOSES OF THE EXECUTIVE BOARD SHALL BE:

- A. To plan and coordinate the activities of the Association.
- B. To approve an annual operating budget on monetary expenditures.
- C. To approve any expenditure exceeding \$250 not originally approved in annual budget.

Section IV The terms of the officers for the Association shall be for two years (except for the President-elect, whose term is one year) starting on July 1st of each year.

Newly elected Officers shall transition into their roles following the Spring Election.

Current officers may be re-elected. The office of the President and President-elect should be filled from within the Executive Board whenever possible. In the event of resignation or inability to serve, the Executive Board should recommend a qualified replacement.

Section V RIGHTS AND DUTIES OF OFFICERS

A. The President Shall:

- a. Preside at all Association meetings.
- b. Preside at meetings of the Executive Board.
- c. Represent and speak for the Association to other organizations and the public.
- d. Appoint and/or facilitate committees with the concurrence of the other officers.
- e. Sign letters or documents necessary to carry out the will of the Association.
- f. Vote only in case of a tie.
- g. Preserve all records and reports of the Association.
- h. Have all the rights of the other Association members.

B. The President-elect Shall:

- a. Have the rights and duties of the President in case of his/her absence or resignation.
- b. Represent the President at the President's discretion.
- c. Be eligible for the Presidency of the Association after having served as President-elect for one

New Berlin Eisenhower Band Booster Association Constitution and Bylaws

Last updated 01/10/2009

year.

- d. Have all the rights of the other Association members.

C. The Secretary Shall:

- a. Take careful and authentic notes during the Association and Executive Board meetings as a basis for preparing minutes.
- b. Prepare and certify formal minutes.
- c. Distribute minutes to the Association and Executive Board for correction and approval to the Executive Board.
- d. Bring minutes from the previous Association meeting(s) to each meeting. Make Association meeting minutes available to the Association members upon request.
- e. Assist the presiding officer in preparing a detailed agenda.
- f. Preserve all secretarial-related records and reports of the Association.
- g. Have the rights of all other Association members.
- h. Annually distribute a copy of the constitution and by-laws to the Executive Board.

D. The Treasurer Shall:

- a. Transact all financial actions.
- b. Submit a financial report and copies at each Executive Board meeting; and an annual summary for the July 1 through June 30 operating year at the last Executive Board meeting.
- c. Provide for and see to the maintenance of change and collection of all monies at all fund raising events.
- d. Deposit all receipts of the Association.
- e. Provide a budget for each year's activities for board approval.
- f. Maintain student point accounts in coordination with the band director.
- g. Preserve all treasury-related records and reports of the Association.
- h. Have all the rights of the other Association members.

E. The Vice President of Volunteers Shall:

- a. Represent the President at the President's

New Berlin Eisenhower Band Booster Association Constitution and Bylaws

Last updated 01/10/2009

discretion.

- b. Prepare an accurate list of members.
 - c. Contact members of the Association on behalf of the Executive Board.
 - d. Coordinate the volunteers for all Association activities.
 - e. Have all the rights of the other Association members.
- F. The Vice President of Fundraising Shall:
- a. Secure a chair person for each fundraising event.
 - b. Ensure that the chair person receives the help that they require.
 - c. Report to the Executive Board on activities.
 - d. Have all the rights of the other Association members.

Section VI Any officer may be removed from his/her office at any time by a 2/3 majority vote of the Association.

Article V APPOINTED POSITIONS

Section I OTHER CHAIRPERSONS SHALL:

- A. Be appointed by the Executive Board as needed to accomplish specific tasks throughout the operating year. (Examples are: Fall Fund Raiser, Chili Dinner, Citrus sales, Concessions, etc.)
- B. Organize and direct the efforts required to successfully meet the objectives of the assigned task.
- C. Report results of the specific tasks when requested at subsequent Executive Board and general Association meetings.
- D. Have all the rights of the other Association members.

Article VI MEETINGS

Section I There shall be at least two meetings of the general Association annually.

Section II Any member of the Executive Board may call an additional or special meeting of the Executive Board or the Association.

New Berlin Eisenhower Band Booster Association Constitution and Bylaws

Last updated 01/10/2009

Article VII COMMITTEES

Section I FORMATION

A. Committees may be formed by the Executive Board, or with their approval.

Section II REPORTS

A. Committees must report to the Executive Board at the times designated at their conception.

B. If the committee fails to perform to the satisfaction of the Executive Board it shall be dissolved and a new committee shall be formed if the need is apparent.

Article VIII FINANCES

Section I All funds of the Association shall be placed in an insured checking and/or savings account by the Treasurer in the name of the Association.

Section II Disbursements or expenditures shall be made by check, (unless approved otherwise) and signed by the Treasurer or President.

Section IV An audit can be conducted at any time by a qualified person not on the Executive Board.

Article IX ELECTION, APPOINTMENTS, REPLACEMENTS

Section I Any member of the Association may be nominated for office by the Executive Board and elected by the membership at large. Nominations will also be accepted from the membership at large.

Section II Officers shall be elected at the April/May meeting of the Association for the subsequent operating year(s). If a position remains unfilled after this meeting, the officers can be elected at other designated times.

Section III Appointed officers shall serve for the term designated at the time of appointment, or for two years. Officers may serve consecutive terms.

Section IV Vacancies in any office shall be filled by an election at the first meeting of the Association following the occurrence of the vacancy.

New Berlin Eisenhower Band Booster Association Constitution and Bylaws

Last updated 01/10/2009

Article X QUORUM

Section I A quorum shall be defined as a majority of all the Association members in attendance, based on current membership rolls on file. A quorum of the Executive Board shall be defined as a majority of the Executive Board.

Article XII SCHOLARSHIPS

Section I The Association's Executive Board shall establish a permanent scholarship fund as a way of encouraging and supporting band members' participation in an approved summer music workshop/clinic to improve their musical ability.

Section II THE FUND SHALL:

- A. Have an amount of money placed in it each year to be determined by the Association's Executive Board.
- B. Be available to all freshmen, sophomores, and juniors.
- C. Also consider color guard and drum major related camps or clinics at the recommendation of the Band Director and approval of the Executive Board.

Section III Members receiving scholarships must be enrolled in band for credit or committed to color guard membership in the current and/or following year.

Section IV Money placed in the fund shall be divided equally among all students who show proof of acceptance in a clinic or workshop. If the number of scholarship requests exceeds the amount of money in the scholarship fund, the Band Director shall determine which students will be awarded the scholarships. No scholarship shall be less than \$50.

Article XIII ADDITIONAL MARCHING STAFF

Section I The Association shall provide funds each year to help defray

New Berlin Eisenhower Band Booster Association Constitution and Bylaws

Last updated 01/10/2009

the cost of providing qualified instructors to help train components of the marching band such as color guard, percussion, etc.

Article XIV CHANGES TO THE CONSTITUTION AND BYLAWS

Section I The constitution and bylaws may be changed at any time by a majority vote of the Association.