



**MORRISTOWN EAST BAND BOOSTERS
BY-LAWS**

Article I Name

The name of this organization shall be **Morristown East Band Boosters**.

Article II Purpose

The purpose of this organization shall be to promote the interest of the band and to assist in supplying the needs of the band. It will strive to involve parents, friends, and students from a wide segment of the community. The primary concern shall be to promote the common good of the band and all of its participants.

Article III Membership

Parent(s)/guardian(s) of all band members shall automatically become booster member(s). Membership is open to anyone with a sincere interest in the welfare and success of the Morristown East Band program. Members will make available contact information to the organization by supplying address, phone number, and/or an email address at the beginning of each school calendar year.

Section 1

The duties of members may include but not be limited to voting, holding offices, serving or chairing committees, and other supportive roles.

1. Members must be impartial, fair and courteous at meetings and events.
2. Members need to prepare themselves for leadership roles.
3. Members should accept committee assignments and perform task given to them in a timely manner.

Section 2

Only parent(s) or guardian(s) of a currently enrolled band member may hold an elected office of the Board. **Members must volunteer at least 8 hours of their time to band boosters every year in order to be in good standing. Only members in good standing will be allowed to chair a committee.** Volunteer hours can be spent working in concessions, chaperoning, altering uniforms, soliciting donations from area businesses, working at competition events, coordinating, planning, etc. PLEASE be generous with your time!

Article IV Officers

Officers shall be nominated by the members of the organization at the February regular meeting of each school year and shall be elected at the March regular meeting. The term of each officer shall be (1) school calendar year beginning/ending on June 1st. Training for the newly elected officer's for the next year term will begin in April to allow for a transition period of training from the reigning officer.

*The office of **President** shall be the **only** officer **position** that may **NOT** be held for more than **one (1) consecutive term**.*

Section 2

Officer Positions and Duties

President

He/she shall work in harmony with the band director(s) and booster members to promote the interest of this organization and to strive to promote a positive image in our school and community. It shall be the duty of the president to perform all duties usually prescribed to this office to include but not be limited to:

1. Preside at all meetings of the Band Boosters, Board of Directors
2. Supervise all activities of the Band Boosters
3. Chairs the Board and acts as ex-officio member of all other committees
4. Present a written agenda to the members at the beginning of every formal meeting.

5. Make sure that all new member(s) receives a copy of the bylaws and other documents that govern the organization.
6. Implement training session(s) for new member(s), assign a new member a mentor to explain how the organization operates and assist them in where their talents can best be utilized.
7. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times

1st Vice-President

It shall be the duty of 1st Vice-President to:

1. Assume the duties of the president during his/her absence
2. Coordinate all affairs dealing with the **high school football concession stands** (varsity, freshmen and junior varsity) to include but not limited to:
 - a. Ordering all required materials needed to run the concession stand properly.
 - b. Coordinate stocking and billing of items for the football concession stands.
 - c. Coordinate work areas and staffing list for each game.
3. Shall assume administrative details delegated to him/her by the president.
4. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times

2nd Vice-President

It shall be the duty of 2nd Vice-President to:

1. Assume the duties of the 1st Vice-president during his/her absence
2. Coordinate all affairs dealing with the **high school basketball concession stands** (varsity, freshmen and junior varsity) to include but not limited to:
 - a. Ordering all required materials needed to run the concession stand properly.
 - b. Coordinate stocking and billing of items for the basketball concession stands.
 - c. Coordinate work areas and staffing list for each game.
3. Shall assume administrative details delegated to him/her by the president.
4. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times

Secretary

It shall be the duty of secretary to:

1. Record the minutes of all meetings of the organization and the Board and present such at the next meeting
2. Use procedures that provide for the permanence of records. Maintain all minutes are recorded and a copy kept on record/file in the band room director(s) office and available on the website
3. Keep an accurate roster in conjunction with the band director(s) of the names of members and the names and addresses of officers and committee chairpersons
4. Facilitate correspondence of the organization as directed by the president
5. Perform all other duties assigned by the President

Treasurer

It shall be the duty of treasurer to:

1. Keep an accurate record of and detailed account of all receipts and expenditures.
2. Submit a report to the Board and general meetings of the Band Boosters. This report should include balance on hand, deposits, and expenditures since the last meeting.
3. Have care and custody of all funds, securities, and books of accounts of the Band Boosters.
4. Obtain receipts for all expenditures and ensure proper documentation is made for each transaction.
5. Set up a system to maintain and record all transactions

6. Use procedures that provide for the permanence of records
7. Keeps accurate record of each student's account and provides the band director(s) with an up-to-date list each month.
8. Request start-up money and change from the school bookkeeper as needed for events where cash is needed (concession stand, fundraisers, etc.).
9. Request an up-to-date print out off all financial transactions from the school record/bookkeeper and make available to all members at each meeting.
10. Makes parents aware that if money is delinquent (fees, fundraisers, etc.), that funds deposited to a student's account will be used to satisfy the overdue money first.
11. Monitor and enforce the handling of all funds for the organization in a secure and safe manor at all times
12. Perform all other duties as assigned by the President

Section 3 Attendance

In addition to the above requirements, all officers are expected to meet the following criteria:

- Attendance to at least 75% of all general membership meetings.
- Attendance to at least 75% of all board meetings.

Section 4 Resignation or Termination of Officers

All officers shall perform the duties/criteria outlined in these by-laws and those assigned from time to time. Resignation must be in written form and given directly to the secretary. If the general membership feels that an officer is not performing the duties set forth in the by-laws, a vote for dismissal for that position may be called at a regular meeting of the club. A vote of 2/3 of the members present at a regular meeting is required to dismiss any officer. Upon the resignation, dismissal, or termination of the term of an office, he/she shall turn over, without delay, all records, books, keys, or other materials pertaining to the office. A vacancy in any office (other than the Presidency) shall be filled by special election at the next regular meeting following the vacancy.

Article V Meetings

Members have the right to have notice of all meetings. The organization can give notice by mail, phone, and electronic communications, presented to students and/or an announcement at a previous meeting. Meetings will be rescheduled if the date falls on a day that school is not in session or there is a conflict because of concessions, concerts, or other events. Changes in scheduled meetings will be noted on the band website, presented to students, and sent out by electronic communication at least two (2) school days prior to the scheduled meeting. All times of meetings will be set at the beginning of the school year when the school calendar has been set by the Board of Education.

Section 1 Regular Meetings shall be held on the **2nd Tuesday** of **each month** (August – May).

Section 2 Board Meetings -The Board Meeting shall be held on the **1st Tuesday** of **each month**. There must be at least 2/3 of the members of the Board present to meet quorum.

Section 3 Special Meetings - A special meeting (or a called meeting) is a separate meeting of the organization held at a time different from regular meetings. At a special meeting, members can discuss only the business that was stated in the notification (which is referred to as the call to the meeting). It may be called at the direction of any (2) officers or by 10 members. It may only be called if the business needs direct attention prior to the regular monthly meeting and if the item(s) are deemed immediately necessary. Notice of special meetings must be given at least five (5) school days prior to the meeting time. Dates and times of special meetings will be noted on the band website, presented to students, and sent out by electronic communications. Quorum guidelines are the same for special meetings as for general meetings.

Section 4 Committee Meetings - Meet as the chair designates with a time and date and as agreed upon by the members of those committees. There must be at least 50% of the committee members present, including the committee chair, to meet quorum and conduct business.

Section 5

Meeting Agenda

Meeting agendas will be set by the Board one week prior to the regular scheduled monthly meeting. Anyone wishing to have items added to the agenda must be presented to a member of the Board before the first Tuesday of the month. The Board will set the agenda at the board meeting on the first Tuesday of the month. The president must type the agenda and copies must be made available to the general membership at the regular meeting. Members always have the right to present ideas to the assembly under "new business".

Section 6

All organizational meetings will be held in the band room unless otherwise specified.

ARTICE VI

Board of Directors – The President will chair and the board will consist of the Vice President(s), Secretary, Treasurer, and a Parent/Guardian Representative from each grade level (freshman-senior). The board must be represented by each level of grade either by an officer or any individual parent/guardian of a band member at all times. The board must consist of a minimum of seven (7) members.

Board Duties:

1. The board serves as the administrative arm of the organization, and will transact the business of the organization between regular meetings.
2. Approve and set the agenda for the following general meeting.
3. Shall have the authority to act on behalf of the membership, when in the opinion of 2/3 of the board, or it is not expedient to call a special meeting of the membership, nor to hold the action until the next regular meeting of the membership and is deemed necessary.
4. Shall appoint a Webmaster for the band webpage, Chaperone Coordinator and a Uniform Manager to assist in assigning uniforms.
5. Arrange information about the band/band boosters for (media) publication in local newspapers and distribution to local television and radio stations. The board has the authority to represent the membership in dealing with the public, and any related organizations.

Article VII

Committees – A committee can do only what the organization asks it to do; it cannot act independently of the organization. The committee members will be appointed by the Board. The committee is required to keep record of its activities and place them with the secretary for filing in the band director(s) office. The file will become a continuous record of activities of the committee and a copy is made available to the new chairman each year.

Section 1

Standing Committees

The organization shall have four (4) standing committees at all times. Additional Committees shall be created as needed and deemed necessary.

The four (4) standing committees are as follows:

- Ways and Means Committee
- Finance Committee
- Fundraising Committee
- Transportation/Equipment Committee

Section 2

Responsibilities

Ways and Means Committee:

1. Shall be responsible for organizing a contact tree for band students/parents when pertinent information needs to be relayed in a timely manner.
2. Organize food & drinks for the lunches at band camp and food & drinks for students at competitions, games, and other events as deemed necessary by the general membership.

Finance Committee:

Work with the band director(s) and Treasurer to create a yearly budget. The budget shall be created before the end of each school year and presented at the first regular meeting of the school year.

Fundraising Committee:

Investigate, organize, and run all fundraising events (excluding concession stands) for the organization within the guidelines set forth by the Hamblen County Board of Education. Contact local businesses/individuals for sponsorship of the band. Sponsorship consists of any financial or material backing that is donated to the band.

Chairman Duties:

It shall be the duty of fundraising chairman to:

- 1 Be the primary contact for and organizer of all fundraising events (excluding concession stands).
- 2 Organize and present to the board, the band director(s), and the membership all recommendations of fundraising for the general band fund and the Dot and Don Urnick Scholarship Fund.

Transportation/Equipment Committee

Coordinate with the band director in hauling and loading, as well as unloading all equipment for the ball games, competitions, or any other events.

It shall be the duty of the transportation/equipment chair(s) to

1. Make sure that all equipment is in kept in good/safe condition and notify the band director and executive committee immediately of repairs or needs on any equipment.
2. Maintain at all times the transportation equipment and adhere to the guidelines on maintenance, repairs to keep in good working order.

Article VIII Concession Stands

The Morristown East Band Boosters have been granted permission by the Hamblen County Board of Education and Morristown East High School Administration to run the football and basketball concession stands at Morristown East High School. Under this agreement, the organization must provide concession stand service at all freshmen, junior varsity, and varsity football and basketball games. ***Sports schedules are set by the Morristown East High School Athletic Department*** and provided to the organization at the earliest possible time to allow for preparation. It shall be the responsibility of the Vice-President(s) over each concession stand to coordinate the work areas and worker scheduling. Pricing of concession stand items shall be voted on by the general membership at the beginning of each school year to guarantee accurate and fair profit margins. (Per Hamblen County Board of Education policy, all items sold must have a forty percent profit margin.)

Article IX Finances

The Band Boosters annual operating budget shall be based on and supported by fund-raising revenues from the previous year. A minimum of 3% of these revenues must be set aside for contingency purposes. These funds may be kept in the main holding account for easy access if needed for emergencies. The only authorized expenditures are those directly related to a budget line item. Any unbudgeted expenditures 2% over the current total budget must be voted upon by the general membership present at a regular meeting prior to any funds being dispersed.

Section 1 Location and Use

All Band Booster funds are held through a Band Booster account, managed by the school accountant. All funds in and out of the account are documented on paper and computer accounting database. No purchases may be made of a personal matter or any that violate Hamblen County Board of Education or Morristown East High School policy. All purchases must have the final approval of the school accountant and high school administration.

Section 2

Purchase Orders

All purchasing through this account must receive a Purchase Order (P.O.) **PRIOR** to ordering or purchasing of items. Per Hamblen County Board of Education policy, Purchase Orders will **NOT** be issued after items have been ordered, resulting in personal responsibility for payment for items.

Section 3

Authority to Request Purchase Orders

The following individuals have the authority to request Purchase Order numbers from the school accountant: Band Director(s), President, 1st Vice-President, 2nd Vice-President, and Treasurer. All Purchase Orders for concession stands must be requested by the Vice-President (over that area) or Treasurer and do NOT need prior approval by the board or the general membership **UNLESS** the purchase falls outside the normal operating procedures for that concession stand. (i.e. purchasing new equipment, coolers, freezers, etc.). The President may request Purchase Orders for all items approved by the board **and** the general membership. The Band Director(s) may request Purchase Orders for items such as reeds, drum heads, repairs, small equipment, etc. The Director(s) may do so **WITHOUT** prior approval of the board and/or general membership if the item(s) are deemed immediately necessary for the continued growth of the program **AND** their total purchase price does **NOT** exceed \$250 at a time.

Article X

Mileage Reimbursement

To provide for the appropriate reimbursement to the individual(s) for expenses incurred in the use of private vehicles for the transportation of band equipment to and from off-site locations. The expense must be incurred due to a request coming from the band director(s) and the President, Vice President(s) or Treasurer of the boosters must approve. The rate of mileage will be paid at the rate indicated in the Hamblen County Board of Education policy. Only the requested individual(s) who transports the equipment by private vehicle may claim and will be reimbursed for any mileage.

Article XI

Student Accounts

Students may hold an account with the Band Boosters upon completion of a Student Account Agreement Form each year. **The Student Account Agreement Form outlines all regulations of student accounts.** The Treasurer will maintain accounts and balances they will be made available to students and parents upon request. Amounts and acceptable uses of the credit approved by the general membership will be listed in the band handbook and posted on the website.

Article XII

Chaperones

We will adhere to all rules set forth by the Hamblen County Board of Education as to the ratio of chaperones to students required for all events.

Article XIII

Equipment and Uniforms

All equipment, uniforms, or other items purchased by the Morristown East Band Boosters becomes property of the Hamblen County Board of Education. Property of the Hamblen County Board of Education must be inventoried and maintained under the guidelines set forth by the Board of Education. Upon such time that equipment or uniforms become unserviceable and need to be disposed of, the Band Boosters must follow the surplus guidelines set for by the Board of Education.

Article XIV

Parliamentary Authority

Parliamentary authority shall be the latest edition of Robert's Rules of Order, Revised, except in those cases where it conflicts with these By-Laws.

Article XV

Governance

Section 1

Policy Compliance

The Band Boosters will comply with and support the Hamblen County Board of Education and Morristown Hamblen East High School policies and regulations in all functions.

Section 2 Nominating Procedure

A nominating committee of three to five members, one of who shall be named the chairperson, shall be appointed by the President at the winter regular meeting. The President shall not sit on this committee. The committee will submit the list of candidates for each office, at the March regular meeting if those nominated agree to serve such nominations. Before acceptance of an elected office, each candidate will have to read and understand the responsibilities required of that position.

Section 3 Quorum

A quorum for all meetings shall consist of at least a majority of the Board of Directors present after the members have been notified by telephone, personal contact, posting of the date or email prior to the meeting and must include the president or vice president(s).

Section 4 Amendments

The by-laws may be amended by 2/3 votes of the active members present at a regular or special (called) meeting. Provided that a proposed amendment has been read at the previous regular meeting or that a notice in writing setting forth such proposed amendment shall have been sent or made available to each member at least 10 days prior to the meeting at which such is finally passed upon. The Board or other committee meetings **CANNOT** call votes to amend the bylaws. The recommendation for amendments must be presented in writing to a Board member before the first Tuesday of each month to guarantee they be added to the meeting agenda.

The East High Band Boosters by-laws will available on the Morristown East Band Boosters website, and a copy will be filed in the Band Director(s) office at Morristown East High School. The bylaws were revised March 18, 2008 and shall be in effect from this date forward. These by-laws should be reviewed and/or revised at least every two (2) years.

_____ President

_____ Secretary