

## **CONSTITUTION**

### **TALAWANDA DISTRICT BAND BOOSTER CLUB**

**Revised May 18, 2005**

#### **ARTICLE I. NAME**

The name of this organization shall be the Talawanda District Band Booster Club.

#### **ARTICLE II. PURPOSES**

The purpose of this organization shall be to boost the overall spirit and increase the organizational efficiency of the Talawanda District Bands by:

1. Providing administrative logistical support to the band directors as required.
2. Promoting greater participation by the parents in all band activities, such as performances, parades, competitions, and the like.
3. Bringing about a closer relationship and understanding between all district band programs and community at large.
4. Initiating fund-raising activities to provide additional financial support for the Talawanda District bands.
5. Develop and maintain gift money and endowment funds.
6. Maintain capital needs account directed toward the purchase of uniforms as outlined in the current capital needs account fund guidelines attached hereto.

#### **ARTICLE III. MEMBERSHIP**

Membership is open to any person who subscribes to the purposes of the Talawanda District Band Booster Club and shall be classified as follows:

1. Participating members – parents or guardians of Talawanda District band members and may vote in all business matters which come before the Talawanda Band Booster Club.
2. Patron members – all others who join the Talawanda District Band Booster Club and may not vote in club business matters.

## **ARTICLE IV. OFFICERS**

The officers of this organization shall be participating members (exception: the Director of Public Relations may be a participating or patron member).

1. The term of office shall be two years with no officer succeeding themselves in the same office. An appointee to an unexpired term may serve an additional elected term if the amount of time served in the appointed term is less than one year.
2. The officers of this organization shall include a president, vice-president, secretary, treasurer, Middle School liaison, TMBI Chair, and Director of Public Relations.
3. Duties of officers:

- a. President

The president shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the executive committee; may sign or endorse checks in the absence of the treasurer; and shall perform such other duties as the executive committee may direct.

- b. Vice-President

The vice-president shall perform all the duties of the president in case of absence or disability of the latter. The vice-president shall also be chair of the ways and means committee.

- c. Secretary

The secretary shall keep minutes of all meetings of the organization and conduct such correspondence as is necessary for the operation of the organization.

- d. Treasurer

The treasurer shall receive and have custody of all monies and securities belonging to this organization; make a financial report to the members at each meeting; pay only those bills which have had prior authorization by the executive committee, arrange for an annual audit of the books by a qualified accountant; file appropriate tax exemption forms with the IRS as required; and be bonded in an amount determined by the executive committee and paid for by the organization.

- e. Middle School Liaison

The liaison shall represent the Middle and Elementary school parents and band members' concerns and needs.

f. TMBI Chairperson

The chairperson shall plan, coordinate and direct the activities associated with the annual Talawanda Marching Braves Invitational.

g. Director of Public Relations

The director shall develop and, working with the Secretary, carry out a plan to inform and educate Booster members, Talawanda school officials, and community members about the activities and achievements of the Talawanda Bands and the Talawanda Band Boosters. The plan will typically include: issuing news releases about Band performances and achievements; communication with band alumni; producing a Band newsletter to be inserted into school newsletters; and writing and distributing an annual report to members of the Boosters and members of the Talawanda School Board and the school administration. Other activities approved by the Executive Committee may also be included in the plan.

**ARTICLE V. ELECTION OF OFFICERS**

A nominating committee of three (3) participating members of this organization shall be appointed by the president not later than April to submit a slate of candidates for officers of the organization to be voted upon at or before the May general meeting. After the nominating committee has presented its list of candidates, the president shall accept nominations from the floor for any or all elective offices, with the provision that prior consent of the nominee has been obtained. The election to office shall require a simple majority of qualified voters present at this meeting. Term of office shall begin upon election.

**ARTICLE VI. COMMITTEES**

1. Executive Committee

The executive committee shall consist of the elected officers of this organization, directors of the bands at Talawanda High School and Talawanda Middle School and chairs of the permanent committees. The executive committee shall conduct the official business and direct and coordinate the activities required to carry out the purposes of this organization.

2. Permanent Standing Committees

There shall be two permanent standing committees: the Ways and Means (fund-raising) Committee, chaired by the vice-president; and the TMBI (Talawanda Marching Braves Invitational) Committee.

3. Appointed Ad Hoc Committees

The president may appoint additional committees as necessary for the smooth operation of the organization. These committees may be temporary (ad hoc) or permanent, consisting of, but not limited to, telephone committee, uniform committee, awards committees, and the like. Said appointments should be with the approval of the executive committee.

**ARTICLE VII. MEETINGS**

There shall be two types of meetings of this organization: executive committee meetings and general membership meetings.

1. The executive committee shall have regularly scheduled monthly meetings and other meetings as needed.
2. There shall be a May general meeting at which time officers shall be elected for the ensuing year. The executive committee shall determine date and time of other general membership meetings.

**ARTICLE VIII. DUES**

The executive committee subject to the approval of the general membership shall determine dues.

**ARTICLE IX. PARLIMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall guide the organization in all cases to which they are applicable and not inconsistent with this constitution.

**ARTICLE X. AMENDMENTS**

These articles may be amended, supplemented, or repealed by a two-thirds vote of eligible voting members present at any general membership meeting called for the purpose of considering the proposed change.