

HOOVER HIGH SCHOOL BAND BOOSTERS ASSOCIATION

CONSTITUTION

ARTICLE 1— NAME

The name of this organization shall be the "Hoover High School Band Boosters."

ARTICLE II— PURPOSE

- Section I To arouse and maintain enthusiastic interest in the Hoover High School Band Program.
- Section II To encourage and cultivate active participation by students and Parents in band activities; to lend all possible support to the Program.
- Section III To assist in fund-raising to secure band uniforms, certain Instruments, instrument repair and selected equipment as may needed for appearances and successful operation of the band.
- Section IV To provide assistance and funds to band students for a portion of extracurricular activities.

ARTICLE III — POLICIES

The Association shall not interfere with the band director(s) or the school administration in day-to-day activities.

ARTICLE IV — MEMBERSHIP

Parents and /or guardians of band members enrolled at Hoover High School shall automatically be voting members of this Association. Interested friends of the Hoover High School Band are encouraged to support the band and its programs. The band director(s), band students, and interested friends shall be non-voting members of the Association.

ARTICLE V — OFFICERS

- Section I The officers of the Association shall be as follows: president, vice-president, 2nd -vice-president, secretary, treasurer, parliamentarian/PTSO representative, and the chairpersons of the following committees: on-campus concessions, off-campus concessions, uniform, ways & means, chaperone, public relations, band banquet and hospitality, equipment, communications, hydration, and immediate past president.
- Section II These officers shall be elected annually for a term of one year and are required to make regular reports to the board of their activity upon the board's request.
- Section III No member shall serve in the same capacity as an officer for more than two (2) consecutive years.
- Section IV A vacancy occurring in an office shall be filled by the executive board, providing consent of the individual selected has been obtained.
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BY-LAWS

ARTICLE I – DUTIES OF OFFICERS

- Section I The president shall preside at all meetings of the association and shall be ex-officio member of all committees; he/she shall appoint a chairperson for all special committees with the advice of the executive board and the band director(s). The president or his/her designee shall serve as representative to any school advisory committee when requested by the school principal. The president shall have the authority to approve purchase orders and /or disbursements of Association funds in accordance with the guidelines set forth in these by-laws.
- Section II The first vice-president shall assume the duties of president on his/her absence; he/she shall be chairperson of the Hoover Marching Festival.
- Section III The second vice-president shall assume the duties of the president or the first vice-president in their absence. The second vice-president shall prepare to take on the duties of the chairperson of the Hoover Invitational Festival.

- Section IV The secretary shall prepare and present an accurate and current record of all meetings of the Association and of the executive board, and perform such other duties as may be delegated to this office by the president.
- Section V The treasurer shall keep an accurate record of receipts and disbursements for the Association. The treasurer shall have the authority to approve purchase orders and /or disbursements of Association funds in accordance with the guidelines as set forth in these by-laws. The treasurer shall give a full report at each regular meeting of the association. The treasurer is required to be bonded, the cost of said bond being paid by the Association.
- a. All funds of this Association shall be managed by the treasurer through the school in accordance with Hoover High School accounting policies and procedures.
 - b. The Association's accounts will be submitted to review annually by a person or persons appointed by the Hoover City School "System.
 - c. The treasurer or his/her designee shall assist the band staff in collecting student monies.
 - d. The treasurer shall prepare for the budget for the coming year with the assistance of the president and band director, and will submit the budget to the Executive Board and membership for approval.
- Section VI The parliamentary/PTSO representative shall be the authority on procedure following "Roberts Rules of Order Newly Revised", and shall be responsible for attending PTSO meetings, keeping the PTSO Board aware of band activities and keeping the band board aware of school functions. The PTSO Board must approve the parliamentary/PTSO representative.
- Section VII The concessions chairpersons shall consist of an on-campus concession chairperson and off-campus concession chairperson. Each concession chairperson shall direct the overall operation of the concession fundraising activity and will control its expenses and expenditures in their specific area. Both concession chairpersons shall be entitled to membership and voting privileges on the Executive Board.
- Section VIII The uniform chairperson shall be responsible for distribution and care of uniforms.
- Section IX The chaperone chairperson is responsible for securing chaperones for all events.
- Section X The public relations chairperson is responsible for preparing a newsletter to be sent to all High School Band Boosters and other interested parties. The public

relations chairperson is also responsible for submitting newsworthy items to news outlets as approved by the director.

- Section XI The ways & means chairperson is responsible for developing and implementing parent's projects which will finance the activities of the Association.
- Section XII The communications chairperson is in charge of maintaining the notification process for the Association and students for events which cannot be postponed until the time of the newsletter.
- Section XIII The equipment chairman will be in charge of transportation of all equipment, assessing the need for new equipment and repairs to all equipment and determining ways to meet those needs.
- Section XIV The band banquet and hospitality chairperson shall be responsible for planning, organizing, and implementing the annual band banquet and any hospitality needed for band events, exclusive of the Hoover Invitational Marching Festival, the Winter Odyssey, and events sponsored by auxiliaries, ensembles, drumline or other small groups.
- Section XV The hydration chairperson shall be responsible for planning, organizing, and implementing hydration for the Hoover High School Marching Band. The hydration chairperson shall work closely with the chaperone and equipment chairpersons.

ARTICLE II— MEETINGS

- Section I Regular meetings of this Association shall be held on a night approved by the Association. Meetings may be held each month during the school year, but may be dispensed with at the direction of the board.
- Section II Special meetings may be called by the president provided all members are notified at least three (3) days prior to the time of the meeting.
- Section III A quorum shall be no fewer than 12 members.
- Section IV "Robert's Rules of Order Revised" shall govern this Association in all cases to which they are applicable and in which they are not in conflict with these by-laws and constitution.

ARTICLE III — EXECUTIVE BOARD

The executive board shall consist of all elected officers. Each officer has one vote. No vote can occur with a quorum consisting of 2/3 of the officers. All issues shall be decided by a simple majority of those elected officers voting. Standing and special committee chairpersons are encouraged to attend executive board meetings, but do not have a vote.

- Section I Such standing committees may be created by the executive board as required to promote the objectives and interests of this Association. The band director or his designee shall serve as an advisor to all committees and shall be advised of all such meetings.
- Section II All projects of standing committees must be approved by the executive board. No action may be undertaken on any project without this approval.
- Section III Special committees shall be appointed by the president with the advice of the executive board and band director. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report received.

ARTICLE IV — ELECTIONS

- Section I Nomination for officers and standing committees shall be made by a nominating committee. This committee shall consist of three (3) members appointed by the Executive Board. The nominating committee shall report at the election meetings the name of a candidate to be nominated. Additional nominations may be made from the floor, provided the consent of the nominee has been obtained.
- Section II Election of officers will be held at the regular meetings in April and the officers will assume their duties June 1.

ARTICLE V — OTHER RESPONSIBILITIES

- Section I Monies specifically designated for the purpose of uniforms/equipment shall be used only for that purpose, however, if new uniforms should be provided by the Hoover School System, the board shall re-allocate said funds.
- Section II a. Purchase of any equipment, instruments, uniforms, or band-related needs will be consistent with good business practices and school purchasing.
- b. Any Association member may be included in the competitive bid process for vendor services. However, the decision to participate in the bid process must be made prior to discussions on specifications for these vendor services.

Any person directly or indirectly participating in the bid process as prospective vendor shall not be in attendance during any discussion and /or vote of the proposed bid.

Section III All publicity and public relation matters shall be cleared through the band director before implementation.

Section IV All purchases and/or disbursements must have either prior budget appropriation or approval of the Executive Board before purchase, and must be substantiated by invoices signed by the responsible individual. Purchase orders and/or disbursements by the Association shall be signed by the president or the treasurer and co-signed by the band director, the school principal, or their designee.

ARTICLE VI — AMENDMENTS

The constitution and by-laws may be amended at any regular meeting of the association by two-thirds (2/3) of the members present; provided notice of the proposed amendment(s) has/have been made available to each member at least five (5) days prior to said meeting.

Section I Grammatical or editorial changes in the constitution and bylaws or amendments thereto which in no way alter the intent of the respective constitution or bylaw, may be affected by the Parliamentarian without vote, subject to the approval of the Executive Board.