

**Ola High School Band Booster
Constitution and By-Laws
(A Non-Profit Organization)**

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ARTICLE I - Name

Section 1

The name of the organization shall be the Ola High School Band Boosters.

ARTICLE II - Objectives

Section 1

ALL parents and/or guardians of the children who are members of the Ola High School Bands shall join together as the Ola High School Band Boosters for the following stated purposes:

1. Raise funds to operate the bands.
2. Elevate and enhance the band program to higher levels.
3. Encourage interest of the school district and community as a whole towards the Ola High School Bands.
4. Unite members of the Ola High School Band Boosters, band members, administration and the directors together in the closest bonds of good fellowship.
5. Promote active participation in all things related to a stronger feeling of full cooperation between the members of the Ola High School Band Boosters, band members, administration and directors.

Striving to meet these broad objectives will help build a better band program and a sense of community that fosters a strong commitment to the arts.

Section 2 - The Ola High School Band Boosters hereby resolve to *assist and support the directors, administration, and staff* of the Ola High School Bands in all decisions and policies made by them, being always mindful of two things:

1. The directors' and administrators' professional and educational careers have been entirely in the field of music education or education in general, thus their experience and training is to be trusted implicitly, and;
2. The directors and administration make all decisions concerning the Ola High School Bands and are thus held accountable for the effect, and that said decisions will be theirs and theirs alone.

ARTICLE III - Membership

Section 1 - In conformity with the objectives of the Ola High School Band Boosters, membership shall consist of all parents/guardians of members of the Ola High School Bands, who shall be known as ACTIVE MEMBERS.

1. If students choose to participate in an extra-curricular performing group (ex. Marching band, Winterguard, winter drum line), then their parents/guardians, or ACTIVE MEMBERS, are expected to meet all financial obligations. No wind or percussion student will be allowed to participate in extra-curricular group unless he/she is enrolled in a band class during the school day. Colorguard and winterguard members do not have to be enrolled in a band class in order to participate.
2. It is also expected that all ACTIVE MEMBERS contribute to the required fair share hours of service for each extra-curricular performing group. These fair share service hours shall be set forth by the director of each performing group.

Section 2 - This classification known as ASSOCIATE MEMBERS, a non-voting membership, shall consist of:

1. Any past active member of the Ola High School Band Boosters (Alumni Parents) whose child or ward has graduated from the Ola High School Bands,
2. Any other persons whose interest would lend greater support to the Ola High School Bands. The ASSOCIATE MEMBER status is herein established because some ACTIVE MEMBERS will desire to play a role in the business of the Ola High School Band Boosters after their active status has lapsed. ASSOCIATE MEMBERS may serve on any committee. ASSOCIATE MEMBERS may chair committees as

deemed necessary. ASSOCIATE MEMBERS cannot serve on the Executive Committee.

ARTICLE IV – Organizational Structure

Section 1 - the Ola High School Band Boosters shall function accordingly to the following hierarchy of authority:

1. Henry County Board of Education Superintendent and Central Office Administration
2. Ola High School Administration, e.g. Principal, Assistant Principal,
3. Head Band Director
4. Assistant Band Director
5. Ola High School Band Officers and Committee Chairs comprising the Executive Committee (as described in this Constitution)
6. Ola High School Band Booster members, e.g. active/associate members. This hierarchy states the proper chain-of-command in matters concerning the Ola High School Band Boosters, including but not exclusively so decisions relating to operation of the Ola High School Band Boosters, financial matters, etc.

Section 2 – Any active member of the Ola High School Band Boosters in “good standing” shall be eligible to serve as a committee member, chair, treasurer, or secretary (see extra requirement concerning treasurer position (Article V, Section 3)). “Good standing” status is determined by consistent attendance to band booster meetings and no financial history of non-payment of band-related fees, etc.

ARTICLE V – Officers

Section 1 – The executive officers of the Boosters shall be

1. President
2. Vice-President
3. First Vice-President (this is to be the Band Director)
4. Second Vice-President (this is to be the Assistant Band Director)
5. Secretary
6. Treasurer

The term of office for all listed, (excepting the directors), is one year. The term shall begin at the end of the school calendar year and run until the next such day. Re-election to the same office shall follow guidelines as stated in Article VI, Section 1.

Section 2 – Any ACTIVE MEMBER of the Boosters in “good standing” may be elected to hold and fill any office in the Boosters by a majority vote of those present at regular March meeting subject to Section 3 of this Article.

Section 3 – The treasurer elected shall have necessary qualification to be covered by an individual fidelity bond and shall be bonded by the Booster’s financing at the beginning of each term and for the duration thereof.

ARTICLE VI – Nominations and Elections/Appointments

(This Article was Amended 03-20-13- For previous Nominations and Elections Article please see a copy of the by-laws from 2006 to 2013)

Section 1 – Nominations for the executive board may be made beginning on October 1st and will be accepted through March 1st. Any ACTIVE MEMBER may make nominations for any office, or may self-nominate, to the President or Director up until March 1st. After this date, no nominations will be accepted. The Director and Assistant Director hold the power of veto for any nominee names submitted.

Section 2 – Appointment of officers will be determined by a committee of graduating senior parents and the band directors. This committee will be established each year in February. That committee will make contact with all interested ACTIVE BOOSTER members who wish to serve

on the executive board to gauge participation and interest. The special committee will then discuss the make-up of the board and elect the incoming officers. If there is serious debate with the nominations for the executive board, then the band director reserves the right to hold a special election at the April monthly band parent meeting.

Section 3 – Installation of new officers shall be held at the May parent meeting.

ARTICLE VII – Duties of Officers

All officers serve at the discretion of the band directors. If at any time the directors do not feel that an officer is acting in the best interest of the OHS Band Program and vision, the directors reserve the right to relieve that officer of his or her duties.

Section 1 – The PRESIDENT shall preside at all meetings of the Boosters, he/she shall see that all committee's function efficiently. He/she shall call for regular committee reports at every meeting. He/she shall act as a liaison in close contact with the Director, Assistant Director, and school administration. In the event a committee chair or committee member cannot perform specified duties, he/she shall be in charge of finding suitable replacements, or doing the task themselves.

In addition, the President shall oversee the operating budget for the Boosters and assure that the proposed budget is fund-raised and spent accordingly, in conjunction with the Director.

Section 2 – The VICE PRESIDENT shall serve as an aid to the President and shall preside over meetings in the absence of the President.

Section 3 – The FIRST VICE PRESIDENT shall be the Band Director. In relation to the Ola High School Band Boosters, it shall be his/her duty to:

1. Present an operating budget for the entire year or portions thereof, and throughout the school year oversee the operating budget for the Boosters to assure that the proposed budget is fund-raised and spent accordingly, in conjunction with the President;
2. Act as liaison between school administration, members of the band, and members of the Boosters;
3. Keep the Booster members apprised of school or county policy concerning the band's operation;
4. Lend support and advice to other officers, committee chairs, and members;
5. Act as an ex-officio member of any Boosters committee, either permanent or special.

Section 3 – The SECOND VICE PRESIDENT shall be the Assistant Band Director and shall assist the First Vice President in all duties outlined in Article VII, Section 3.

Section 4 – The SECRETARY shall keep all general records of the boosters; record minutes of the Boosters executive and general meetings; record lists of officers, members, and keep an accurate, updated address/phone list of the Booster's membership.

Section 5 – The TREASURER shall perform the following basic duties, (though this is NOT an exclusive list):

1. Keep accurate and detailed accounts in the Treasurer's permanent book of all money received and paid out.
2. Submit reports at all general meetings of the Boosters, detailing at a minimum the expenditures, receipts, and balance on hand.
3. Deposit all money in the bank approved by the Boosters.
4. Pay by check and electronic on-line bill pay all bills approved by the Booster's membership.
5. Preserve all vouchers, receipts, bank statements, and canceled checks.
6. Submit annually all financial records, pertinent to the treasury of the Boosters for audit.

7. Shall sign all checks from the treasury of the Boosters, in accordance with the policies of the Booster's bank.

CO-TREASURER – With the growth of the band program, a co-treasurer may be installed to help with the band's bookkeeping and treasury upkeep. The Co-treasurer's responsibilities should follow the basic duties, (though this is NOT an exclusive list):

- a.) Record-keeping of all the Band Individual Accounts that are maintained by the students and parents throughout the school year.
- b.) Sponsorship and donation tracking
- c.) Thank you letters to all sponsors and donors.
- d.) Financial assistance with the band and winter programs

ARTICLE VIII – Executive Committee

Section 1 – The Executive Committee shall consist of

1. the officers of the Boosters
2. the Band Director and Assistant Band Director
3. the Principal or Assistant Principal(s), as ex-officio members

The members of the Executive Committee shall continue to serve until their successors are elected.

Section 2 – The duties of the executive committee shall be:

1. to transact necessary business between general Boosters meetings;
2. to transact necessary business as may be referred to it by the general membership;
3. to create standing committees, and approve the specific work of such committees;
4. to meet ahead of general Boosters meetings to create and approve agendas for membership meeting;
5. to appoint on the occasion of its last meeting of the school year an Auditing Committee for the treasurer's books. The Auditing Committee shall be comprised of ACTIVE MEMBERS of the Booster Club in "good standing." If consultation is needed during the audit, then the president or vice president is responsible for contacting an independent auditor, who may or may not be a member of the Booster Club.

ARTICLE IX – Committee Chair, Job Descriptions

Section 1 – The following shall be permanent standing committees for the Ola High School Band Boosters, each of which shall be led by a Committee Chair:

1. Concessions
2. Chaperones
3. Publicity/Telephone/E-mail
4. Equipment/Maintenance
5. Fundraising
6. Uniforms

Committee Chairs shall endeavor to recruit active and associate members to serve on their committee, and oversee that area to insure its work is done.

Section 2 – The general job descriptions of each Committee Chair and standing committee is as follows:

1. Concessions – Committee and Chair shall see to it that there are sufficient personnel to man the concession stands at all home football games and other band-related events at which the Ola High School Bands are expected to provide concession personnel. This person will assume special duty as necessary to carry out a successful concession should any fundraising effort or other band function call for

- concession, (including but not limited to: hosting band contests, G.M.E.A. functions held at the school, special hospitality needs as requested by the Director, etc.).
2. Chaperones – Committee and Chair shall be assigned the task of securing Ola High School Band Boosters to chaperone all appearances of any kind as deemed necessary by the Director. This includes chaperones for band camp, pre-camp, all football games, competitions, festivals, concerts, and trips. This Committee and Chair will insure Director-approved training is provided for all Ola High School Band chaperones and that all are appropriately informed of chaperone expectations and duties. This Committee and Chair will oversee the maintenance of first-aid kit supplies, as well as track the various field trip permission forms, etc. that are updated as the band travels.
 3. Publicity/Telephone/ E-mail – Committee and Chair shall work with the Directors and Executive Committee to publicize any potentially positive public relations events that may occur within the Ola High School Band program, utilizing a close working relationship with community newspapers, radio, television, etc. to use as tools for building the public image of the Ola High School Bands. Secondly, Committee and Chair will circulate an informative, attractive e-newsletter to be e-mailed and/or issued to the general membership and other appropriate persons concerning band events, information, etc.
Committee and Chair shall make phone calls and provide e-mail communication to all appropriate band personnel concerning special information the membership should have as deemed so by the Director and/or Executive Committee. This committee must operate from an updated, accurate, all-inclusive e-mail/ phone list. It is the responsibility of the Chair to keep this list updated and current, and to oversee the Committee member's communication with the general membership. The Director shall provide specific details that must be accurately communicated, and in some cases should be communicated verbatim as printed on a telephone committee member's call message sheet. It is the responsibility of the Chair to see to the accuracy of the information that is communicated.
 4. Equipment/Maintenance – Committee and Chair are charged with transporting all needed equipment to and from performance sites of the Ola High School Bands. This includes Marching Band, Symphonic/Concert Bands, and Jazz Band, as deemed necessary by the Director. The Committee and Chair shall be responsible for (if necessary) the rental and/or borrowing of trucks, trailers, etc. necessary to complete the task. Members of this committee should be prepared, and appropriately informed of such an expectation, to arrive early and stay late to facilitate the loading/unloading of band equipment. The Chair should work closely with the Director, Color Guard Sponsor and/or Captains, Percussion Staff and/or Section Leaders, etc. in developing accurate lists of what is needed at each performance.
 5. Fundraising – Committee and Chair will work with the Director and Executive Committee to develop and execute ideas for fundraising that will benefit the Ola High School Band Boosters general fund account, through which it's annual budget would be met. The Chair shall be assigned the task of working closely with the Director to present and seek approval for ideas concerning fundraising. The Committee and Chair shall oversee the standing fundraising events of the Ola High School Bands, e.g. band donations, fruit sale, etc.
 6. Uniforms – Committee and Chair will oversee maintenance and inventory of all marching, concert, and symphonic band uniforms. Chair will secure Booster members to issue, maintain, and (if necessary) collect uniforms and uniform parts belonging to the Ola High School Bands. This Committee and Chair will also coordinate individual purchase of Symphonic/Concert formal tuxedo-type uniforms, black dresses, etc. with band members who need such, to insure uniformity from year to year. Committee and Chair will coordinate cleaning of band uniforms, including contact with business (es) to hire to do such, transportation to and from, etc.

ARTICLE X – Meetings

Section 1 – The Ola High School Band Boosters shall hold general membership meetings as follows:

1. There will be a mandatory parent meeting just prior to the start of band camp, known as the “band camp” meeting. This meeting shall cover the collection of necessary forms from band members and their parents;
2. On the **Second or Third Thursday** during the evening of the following months: August, September, October, November, January, February, March, April and May;
3. Should it be judged as necessary by either the Executive Committee, Band Director, or school administrator, a general meeting may be called. Such a called meeting must be advertised via the Telephone Committee, special mailing, e-mail, or other means necessary to insure the information concerning the meeting is publicized. The minimum notification period concerning called meeting shall be 7 days. The Director must be notified of such a meeting immediately, if the Executive Committee calls it.

Section 2 – A regular general membership meeting may be postponed or canceled by the Director only.

Section 3 – The Executive Committee shall adjourn a meeting for the purposes stated in Article VIII, Section 2, on the Thursday evening preceding the weeks described in this Article, Section 1, No. 2, (i.e. one week prior to the regularly scheduled general membership meetings) the Executive Committee may meet at any time as deemed necessary by a majority of that committee, or may meet via telephone conferencing/phone calls.

Section 4 – A vote of 51% minimum, of the members present, shall constitute a majority vote. A tie-breaking vote shall be cast by the Principal of Ola High School, who for the purpose of breaking such ties shall be considered an ex-officio member. This vote shall be cast at the convenience of the Principal, and any such matters awaiting such a vote shall be tabled until the tie-breaking vote is cast.

Section 5 – Minutes of every meeting, as well as agendas determined at Executive Committee meetings for the general membership meetings, shall be kept and prepared by the Secretary and will be available to the general membership upon request.

ARTICLE XI – Constitution and By-Laws

Section 1 – Any amendment to this Constitution and By-laws shall be presented at a general membership meeting then voted upon at the next regular meeting. It shall require a 2/3 vote of the membership present.

Section 2 - Any procedural changes within the band program that require the By-laws to be changed or modified may be done by the Executive Officers. All members of the Executive Officers must be present to ratify the modifications made to the By-laws.

Section 3 – Amendments shall be listed as Amendment 1, Amendment 2, etc., and Article and Section affected shall reference the corresponding amendment.

Section 4 – This Constitution and By-laws shall be adhered to unless changed in accordance with Section 2 of this Article.

Section 5 – Purchases made by the Ola High School Band Boosters other than those set forth in the proposed and final budgets may be made upon recommendation by the Director at his/her discretion, with approval of the Ola High School Band Boosters Executive Board.

Section 5 – The Ola High School Band Booster Club functions as an entity existing within the Ola High School organization. Thus, if deemed necessary, the Ola High School Band Boosters

may be dissolved by the Director, Principal, or Central Office of the Henry County Board of Education personnel at any time. If the Ola High School Band Boosters should be dissolved, all funds remaining in the treasury, after liquidation of all outstanding debts, shall be deposited to the Ola High School general account held at the high school main office, and managed by the Director in coordination with the school bookkeeper.

END CONSTITUTION AND BY-LAWS
Approved on 05-16-2006 - General Band Booster Meeting

****Constitution and By-Laws were ratified on:**
01-23-2010 by the Executive Committee
03-20-2013 by the Executive Committee