

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

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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 with high integrity and stature throughout our community.
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. Our band program strives to be a model program not only for marching band, but also for all of our curricular and co-curricular performing ensembles. Developing strong musicians and performers who develop their craft during their time in Ola High School Band program

**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 for the educational decisions for the students, 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 an 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.
3. A band handbook will be made available to all members. The band handbook will be the working document for procedures and expectations for students and parents in our band organization. All members in our band program should adhere to the policies set forth in our band handbook.

**Section 2** - This classification known as ASSOCIATE MEMBERS, 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 can serve on the Executive Committee in an advisory role.

#### **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 to 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 considered to be when there is consistent attendance to band booster meetings, service and volunteerism

throughout the school year, 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, except the directors, is one year. The term shall begin at the end of March and run until the next such year. Re-appointment 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 hold and fill any office in the Boosters by a majority vote of the band booster executive board in the spring semester subject to Section 3 of this Article. See Article VI for appointment information

**Section 3** - The treasurer shall have necessary qualifications 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 1<sup>st</sup> and will be accepted through March 1<sup>st</sup>. Any ACTIVE MEMBER may make suggestions for potential officers, or may self-nominate, to the President or Director up until March 1<sup>st</sup>. 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.

**Section 3** – Installation of new officers shall be held before the end of the current academic school year.

## **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 committees 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 to the executive board 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 and treasurer;
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 4** – 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 5** – 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 6** – 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. Deposit all money in the bank approved by the Boosters.
3. Pay by check and electronic on-line bill pay all bills approved by the Booster's membership
4. Preserve all vouchers, receipts, bank statements, and canceled checks.
5. Submit monthly bank statements with approved receipts to the school bookkeeper
6. Submit annually all financial records, pertinent to the treasure of the Boosters for yearly audit, if deemed necessary by the school bookkeeper.
7. Shall sign all checks from the treasure 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 treasurer 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 assist in trip planning and preparations when deemed necessary by the band directors

### **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 ensure 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 stand 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, GMEA 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 ensure 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. **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 the 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.
4. **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.

5. **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 parent meeting just prior to the start of marching band, known as the “marching band informational meeting”. This meeting shall cover the collection of necessary forms from band members and their parents. This meeting must take place once a year and can be also considered a monthly band parent meeting;
2. General booster meetings will be held regularly during the fall semester. Meetings will be called when deemed necessary throughout the spring semester.
3. Director must be notified of special called meetings immediately, if the Executive Committee calls it.

**Section 2** – A regular general membership meeting may be postponed or canceled by the Director or the Executive board if there is no pressing business

**Section 3** – The Executive Committee shall adjourn a meeting for the purposes stated in Article VIII, Section 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** – If a vote is necessary. 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** – An amendment to this Constitution and By-laws may be suggested by Active members in “Good Standing” . The executive board will then need to hold a vote to enact that amendment.

**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 recommendations by the Director at his/her discretion, with approval of the Ola High School Band Boosters Executive Board.

**Section 6** – 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 \*(Updated  
verbiage to more adequately reflect our  
operations)**

**03-20-2013 by the Executive Committee \*(Voted on  
and approved the amendments to redefine our  
election procedures. Changed to a non vote and  
nominations for elected executive officers)**

**04-19-2017 by the Executive Committee \*(Updated  
verbiage to more adequately reflect our  
operations. Eliminated some committee chairs  
that were no longer necessary)**