

BY LAWS OF
THE HOUSTON COUNTY HIGH SCHOOL
BLACK AND SILVER BRIGADE BOOSTER ORGANIZATION

ARTICLE ONE

The purpose of the HCHS Black and Silver Brigade Band Booster Inc., hereinafter referred to as HCHS Band Boosters, shall be to promote the development and continuation of a superior band program at Houston County High School, to promote the interest of the Band, encourage student participation, and to support the band directors, school administration, and the Houston Co. Board of Education.

ARTICLE TWO

Membership in the HCHS Band Boosters shall be open to any individual who has a child currently enrolled in any of the Houston County High School Bands, any individual having a child that was enrolled in the Houston County High School Band Programs but is no longer active due to graduation or transfer to another school system, members of the community at large that have an interest in furthering the Houston County High School Band Program.

ARTICLE THREE

The elected officers of HCHS Band Boosters shall consist of a President, Vice President, Secretary, Treasurer, and Ways and Means. These shall serve as the Executive Committee. The Houston County High School Band Director(s) will be ex-officio members of the Executive Committee. No one individual may hold two offices concurrently. All elected officers must be individuals who meet the membership requirements set forth in Article Two. All Executive Officers are required to attend all general and executive board meetings.

ARTICLE FOUR

The President, Vice President, Secretary, Treasurer, and Ways & Means Chairperson shall be elected by majority vote of the general membership. Officers serve for a one-year term that coincides with the HCHS Band Boosters fiscal year. No officer shall be eligible to serve more than two (2) consecutive full terms in the same office. At the February meeting, the President shall appoint a Nominating Committee to propose officers for the following fiscal year. No officers of the current year may serve on the Nominating Committee. The Nominating Committee shall present their recommendations to the general membership at the April meeting. At that time, nominations may be made by any member of the HCHS Band Boosters and the nominee agrees to serve. Election of officers shall occur at the May meeting. No two members from the same household may serve in an elected position on the Executive Board at the same time. To be eligible for election as an officer of the Board, an individual must be a member in good standing of the HCHS BAND BOOSTERS; at the time of election, have at least one child in the Houston County High School band or auxiliary units, and indicate a willingness to serve if elected.

ARTICLE FIVE

The President shall preside at all HCHS Band Booster and Executive meetings, shall keep the membership informed of Booster activities and shall appoint special committees that may be needed.

The Vice President shall attend the HCHS Band Booster and Executive meetings. In the absence of the President, the Vice President shall assume all duties of the President. Should a vacancy occur in that office, the Vice President will be promoted to President and a new Vice President must be elected. The Vice President acts as parliamentarian.

The Secretary shall keep minutes of all proceedings of HCHS Band Booster and Executive Board meetings. The Secretary shall keep such other records as may be determined by the HCHS Band Boosters, its officers or committees. The Secretary shall ensure that the minutes of the present and previous years are available for reference at all Booster and Executive Board meetings.

The Treasurer shall receive and disburse funds in accordance with the stated directives of the HCHS Band Boosters and shall keep accurate records of the financial transactions. The financial reports of the HCHS BAND BOOSTERS should be reviewed by an independent source, after May 1, but before July 1. The Treasurer is responsible for such records and will make them available for review. The Treasurer shall present, at each Booster meeting, the following information:

1. A balance sheet that reflects all funds received and disbursed through the end of the previous month.
2. Treasurer will input all student payment information and student fund raising information into the appropriate program.
3. Furnish a report of unpaid obligations to the Executive Board when requested.

The Ways and Means Chairperson shall be responsible for all fund raising activities. The Ways & Means Chairperson appoints a committee to oversee all fundraising activity. Members of the Ways & Means Committee will chair the various fundraising activities. Committee members will report all profits, losses, and inventories to the Ways & Means Chairperson. At the completion of operation of the concession stands for the year, an inventory is to be conducted of all unsold merchandise.

Standing Committees are comprised of those outlined below. Each committee chair will deliver a report at the Booster's meeting on the status and needs of the committee.

The Uniform Committee shall be responsible for the care, repair, inventory, issuance and storage of all band and auxiliary uniforms. The Uniform Chairperson ensures that all invoices and appropriate paperwork from the cleaners are to be submitted to the Treasurer promptly.

The Chaperone Committee Chairperson shall be responsible for providing adult chaperones for all Band activities that require such. The Chaperone Chairperson shall develop and maintain an outline of duties and responsibilities to be performed by the chaperones and provide these outlines to all chaperones involved in an event prior to the start of the event. The Chaperone Chairperson will

maintain and restock all chaperone bags and the medical bag. The Chaperone Chairperson is responsible for conducting Chaperone 101 Training at the beginning of each season.

The Transportation Committee shall be responsible for maintenance and the upkeep of the trailer and for driving the trailer to events. The Transportation Committee Chairperson appoints all committee members and secures a driver for all events. This committee shall secure equipment loaders and handlers for all performance equipment and all transportation-related equipment.

ARTICLE SIX

Purchases shall remain within budget. Any purchase made under this Article becomes the property of the Houston County Board of Education. No elected officer or member of the HCHS BAND BOOSTERS shall realize any financial benefit from dealing with the HCHS BAND BOOSTERS. No committee may obligate the HCHS BAND BOOSTERS in any way, financially or otherwise, without the consent and approval of the President.

ARTICLE SEVEN

The HCHS Band Boosters shall meet on the first or second Tuesday of every month. The Executive Board shall meet prior to the regular Booster meeting. All meetings will be at the Houston County High School Band Room unless otherwise announced. Special meetings or changes to meetings may occur if the HCHS BAND BOOSTER membership is notified three days prior to the meeting. Communications will be through email, mailing, web, phone calls, or correspondence through Band students.

ARTICLE EIGHT

At any general meeting, a quorum for the purpose of conducting business shall consist of ten (10) members of the HCHS BAND BOOSTERS present at the time of voting. Voting at any meeting shall be by voice or by a show of hands. A roll call or secret ballot may be requested by any member or held at the discretion of the President and must be held when more than one person is nominated for an office. Every member of the HCHS Band Boosters is entitled to one vote in the affairs of the HCHS Band Boosters. In the case of a family having more than two members then the vote shall be limited to two from that family.

ARTICLE NINE

The HCHS Band Boosters shall be governed by these Bylaws. Where they do not apply, the current edition of Robert's Rules of Order shall govern.

ARTICLE TEN

Members may propose an amendment to these Bylaws by submitting a proposal, in writing, to the Secretary, at any meeting. The member will be given an adequate opportunity to explain why the amendment is necessary. At the conclusion of the meeting, the Secretary shall deliver the proposed amendment along with an accurate summary of the discussion. The entire general membership will be informed that a proposed amendment has been submitted, provided a copy of the proposal along with the discussion summary and advised as to the date the amendment is to be voted on. A

majority vote of the members present at the meeting the amendment is voted on is required for passage.

ARTICLE ELEVEN

The fiscal year of the HCHS Band Boosters shall be from July 1 through June 30. The HCHS Black and Silver Brigade Band Booster, Inc. is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Non-profit/Incorporation requirements must be met in a timely manner in accordance with Georgia law (see link on the band's website www.blackandsilverbrigade.com)

ARTICLE TWELVE

Upon the dissolution of the HCHS Band Boosters, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Approved on 31 August 2009