

General Membership Meeting called to order at 7:02pm February 13, 2017

President Ben Kirk, VP Dave Duncan, Secretary Rick Keenan, Treasurer Jason Johnson, Co-Treasurer Clay Summers, Band Director Barry Trobaugh and 30 Members/3 Non-Members present.

Secretary Report:

Lynne Fitzgerald made a motion to dispense with the reading and accept the minutes as posted online. Seconded by Christina Broughton. Motion Carried

Treasurer's report:

Per Justin Johnson we had the budget meeting recently. We will have a formal report. The proposal at this point is that next year's fees will stay the same.

Heather Landrum makes a motion to accept treasurer's report as read. Seconded by Lora Leggett. Motion Carried.

Standing committee Reports:

Color Guard: Winter Guard competition this Saturday at Collierville

Fundraising:

- Strawberry orders are currently being turned in. The strawberries are coming in sooner than anticipated so orders must be turned in by Friday 2/17/17. Valerie must turn in order forms by 2/22/17. Delivery is now scheduled for March 3.
- We are also looking for dates in April to get a hypnotist. Valerie has spoken to Mr. Trobaugh but still has to speak with Dr. Fee. We will get a definitive date once Valerie talks to Dr. Fee. We get 60% of ticket sales. We may also do a chili dinner before the show.
- April 15th: Baseball game, Egg hunt, Drive 4 Your School, and our mattress fundraiser so there will be a great opportunity for us to get a lot of foot traffic.

Uniforms: A lot of uniforms are missing collars. They have a list and are attempting to contact the students.

Old Business:

Ad Hoc committee:

By Laws: Tina McKinney: She will leave a copy of the changes to the by-laws on the table for members to look at. Verbiage changes were the main changes and social media was added to the SOP's of the publicity chairperson. The ending time of the old board was moved to May 30 to allow new members to begin process of taking over. Changes will be posted on the band website for further review. It does require 3 readings so they will be read again at the next 2 booster meetings.

Golf Tournament: we're trying to secure a date at the end of May or the 1st 2 weeks of June. We are looking for someone to help coordinate it.

New Business:

Spring Trip: we have not settled on a date for the trip. We were thinking May 6 but it has not been solidified. Students must be current on band fees in order to participate in the trip. Students are responsible for their ticket, transportation cost and their food. Currently admission is approximately \$50 which includes a meal, there is also an option to add a collectible drink bottle that the students will be able to get free refills, and extra meal ticket. We will have all details complete by the next meeting.

Director's Remarks:

We have 14 students, including middle school students, that attended the West TN band clinic.

We still don't have a set date for our next concert due to testing and that is what is affecting the date of the spring trip.

No set date when rings will be here. The man will notify Mr. Trobaugh about a month before they come in. The original time frame was 8-12 weeks from our order date.

Kaitlyn spoke regarding Winter Guard.

- Winter guard season is well under way. Next competition is 2/19/17 at Collierville: B guard performs at 1:20; A guard performs at 2:00.
- February 25th at Southaven: A guard performs at 6:36pm
- March 4th at Houston: no performance time yet
- March 18th is the tentative date for a competition here but we have to have enough participate to pay the judges. We've had a great response so far from Brighton and Covington but Shelby County is on Spring Break during that time. At the very least, we will have a Tipton County Showcase.
- April 1 at Jackson Mississippi: no performance time yet

Tina Norris made a motion to adjourn. Motion seconded by Christina Broughton Motion carried. Meeting adjourned at 7:35pm.

Proposed By-Law & SOP Changes

Ad-Hoc Committee Chairperson

Tina McKinney

1st Reading – February 13, 2017 & Posted on website

2nd Reading – March 13, 2017

3rd Reading – April 10, 2017 Discussion and Vote

Vote – Approved as presented _____ Not Approved _____

MUNFORD BAND BOOSTERS BY-LAWS

Revised August 2014

Amended February 2016

ARTICLE

NAME:

Section 1

The name of this organization shall be:

THE MUNFORD HIGH SCHOOL BAND BOOSTERS, INC. (hereafter, MHSBB)

ARTICLE II

PURPOSE:

Section 1

The purpose of the Boosters shall be to encourage interest in, and actively promote the MUNFORD HIGH and MIDDLE SCHOOL BAND PROGRAMS.

Section 2

To give financial and moral aid, assistance, support and direction as the Boosters may have at its command to the Munford High and Middle School Bands, their members and directors, through providing opportunities for scholarship and inclusion into institutions of higher-education through instrumental music.

Section 3

This organization is a non-profit organization dedicated, to the purposes as set forth in these by-laws and will not condone personal profit or gain of any kind.

Section 4

If, for any reason, this organization shall dissolve, all Booster monies will go to the Munford High School Band Program, and shall be administered by the Munford High School Band Director.

ARTICLE III

JURISDICTION:

Section 1

This organization shall not attempt in any way to control or direct the policies of the Tipton County School System with respect to the band.

Section 2 In like manner, the Tipton County School System shall not commit the Boosters to any financial commitment without the approval of the membership as outlined in this document.

Section 3 One year, as contained in this document, shall be defined as ~~a school year as currently outlined by the Tipton County School System (July 1 through June 30)~~ **June 1 through May 30.**



ARTICLE IV MEMBERSHIP:

Section 1 Membership in the Munford High School Band Boosters, Inc. shall be comprised of three categories:

NOTE: The term Parents for the purposes of these by-laws shall be defined as an adult who has a parental relationship with the student.

- a. **Active Member** – Parents or legal guardians of active Band students with up-to-date dues as prescribed hereinafter.
- b. **Alumni Member**– Former, graduate Munford High School Band Students and their parents or legal guardians and having up-to-date dues as prescribed hereinafter.
- c. **Associate Member**- any person having an interest in the purposes of the Munford High School Band Boosters and having up-to-date dues as prescribed hereinafter.

Good Standing – Defined as a member that attends one meeting per the preceding quarter or volunteers and works a MHSBB organized function. Incoming Freshman Members – must have one full quarter of membership completed.

Section 2 No vote or application for membership is necessary.

Section 3 **Dues/ Sponsorships**

- a. The fee for membership in the Munford High School Band Boosters shall be determined annually at the general membership meeting ~~in May~~ **by March.**
- b. Sponsorship/Membership shall be as follows: Platinum, Gold, Silver and Family. Fees for these sponsorships shall be determined in May. Corporate and personal sponsors are welcomed and encouraged. Corporate sponsorships shall be limited to one business per sponsorship fee.
- c. Membership shall be in effect from July 1 through June 30 of each year, with all memberships expiring on June 30th



Section 4 **Membership Cards/Certificates**

- a. A membership card will be issued to each Booster member upon receipt of membership dues.
- b. Sponsors will be issued a membership certificate/letter upon receipt of appropriate sponsorship fee.

Section 5 Voting privileges will be limited to members in good standing of the Munford High School Band Boosters, one vote per member.

ARTICLE V MEETINGS:

Section 1 The Boosters shall have a general meeting of the membership on the second Monday of each month at 7 P.M. or as directed by the Executive Committee.

Section 2 The President or Directors may call a special meeting, upon reasonable notification of the members, for other than the scheduled monthly meeting date.

ARTICLE VI MOTIONS, VOTING AND QUARUM:

Section 1 The privileges of making motions and voting shall be open to all members who are in good standing.

Section 2 Members present at a general or special meeting shall constitute a quorum for the transactions of business at such meeting.

ARTICLE VII RULES OF ORDER:

Section 1 Robert's Rules of Order shall govern the deliberation of the organization.

ARTICLE VIII STANDING COMMITTEES:

Section 1 Standing Committee Chairpersons and Committee Members.

- a. Committee Chairpersons must be members in good standing, who are appointed by the President and approved by the Executive Committee. Appointments shall be made within the first month of the President's term of office.
- b. Standing Committee members are to be selected from volunteers by the Standing Committee Chairperson.
- c. Committee Chairperson Vacancies must be filled and the general membership notified at the first meeting following the vacancy.

d. Standing Committee members may serve on multiple standing committees.

Section 2

The following Standing Committees shall be established with a Chairperson. The Chairperson shall actively recruit sufficient committee members to accomplish assigned tasks, preside at committee gatherings, direct the efforts of the committee, keep the MHSBB President and members apprised of all efforts and potential problems and present committee findings and proposals at MHSBB general meetings.

Committee Chairperson Minimum Requirements				
Committee	Active	Alumni	Associate	Special Requirement
Chaperone	☑			Minimum of one year as active chaperone.
Concessions	☑			
Color Guard	☑			
Uniform	☑	☑	☑	
Publicity	☑	☑	☑	
Communication	☑	☑		
Fundraising	☑			
Membership and Sponsorship	☑			
Equipment	☑	☑	☑	
Merchandising	☑			
Hydration	☑	☑	☑	

* A background check through the TCBOE may be required upon request of the band director for any chairperson or committee member who is in daily contact with students.*

The duties for each of the Standing Committees are listed in the Standard Operating Procedures document. The executive committee will review the duties annually and present changes to the membership during by the April General Membership Meeting. The executive committee may make necessary changes during the fiscal year to the committee’s duties for the purpose of organizational safety and security. The membership will have the ability to veto any changes. **Amendments or revisions to S.O.P become effective immediately upon approval of the membership.**



Additional committees and committee chairpersons may be established by the Munford High School Band Booster President with the approval of the Executive Committee on an as needed basis. These committees will be disestablished upon completion of assigned task.

ARTICLE IX EXECUTIVE COMMITTEE

Section 1 An Executive Committee is hereby established to facilitate the conducting of Munford High School Band Booster business and directing the operation of the organization. The members of the Executive Committee shall be:

- a. Elected Officers of the Munford High School Band Boosters, Inc.
- b. Munford High School Band Director(s).
- c. Parliamentarian (non-voting member).
- d. Chairpersons of standing committees, upon request by Executive Committee (non-voting member).

Section 2 The Executive Committee shall recommend actions to be taken into consideration by the general membership.

Section 3 The Executive Committee as described in Sections 1.a. and 1.b. of this article shall approve/disapprove Committee Chairperson nominations.

ARTICLE X OFFICERS:

Section 1 The elected officers of the Munford High School Band Boosters shall be President, Vice President, Secretary, Treasurer and Co- Treasurer. All officers shall be **“Active”** members in good standing.

Section 2 Terms of office shall be one year or part thereof in the case of one elected to fill a vacancy. Munford High School Band Boosters Officers shall not hold a Committee Chair, with the exception of the Chaperone Standing Committee Chair, without approval of the Band Director(s) and Executive Committee. An individual may be nominated for the same office or another office in a following year. No individual shall hold the same office for more than two consecutive years. In order to remove a duly elected officer from office before the end of the elected term, a two-thirds majority vote of the members present at a general or special meeting will be required. In the event the President is removed from office the Vice President shall assume the responsibilities of the President as set forth in Article XI below.

- Section 3 Elections for officers will be held at the scheduled meeting in May.
- a. Nominations will be accepted from the floor and voted upon by the Munford High School Band Booster members present.
 - b. Election will be by simple majority vote of the members present. Munford High School Band Booster membership must be verified at the time of the vote.
 - (1) Voting will be by secret ballot.
 - c. The installation of new officers will be held at the next general meeting.
 - d. Vacancies in office shall be filled by a simple majority vote of members present at the next general meeting following vacancy, with nominations coming from the floor.

ARTICLE XI

OFFICERS' DUTIES:

- Section 1 **The Munford High School Band Booster President** shall preside at all meetings of the Munford High School Band Boosters and accompany the Band Directors to meetings, as the Band Directors deem necessary. The President must have actively served as an Active member in good standing for at least one year to be eligible for office. The President shall represent the Munford High School Band Boosters at times when a representative is necessary, or may delegate this function to an active Munford High School Band Booster member. By virtue of this office, they may be a member of any or all committees. Each Committee Chairperson or representative of a committee and all elected officers of the Munford High School Band Boosters will report to the President the activities, findings and decisions of their committee/areas of responsibilities or accountability. The President shall be responsible for ensuring that all provisions of this document are enforced. In the event of transfer or resignation of the President, the Vice President shall be elected from the floor. Should the Vice President be unwilling or unable to accept the office of President, a Pro-Tem Chair will be selected as in accordance with Robert's Rules of Order. The secretary will call the meeting to order, and the assembly should immediately elect a Pro-Term chair. A motion to declare the chair vacant is presented to the assembly by the secretary. The President Pro-Tem is to accept nominations for the office of President from the floor to be voted on at the next regular general meeting. The Pro-Tem Chair is to conduct the remainder of the session as normal. The Pro-Tem Chair will preside over the next regular meeting until a new President is elected. Notification shall be sent to members, at least seven days prior to the voting meeting, of a special election stating the position(s) vacant.
- Section 2 **The Munford High School Band Boosters Vice President** shall be in charge of ways and means, shall assist Standing Committee Chairpersons to investigate

new projects and shall perform the duties of the President in the President's absence. The Vice President will also be responsible for maintaining a list of all Munford High School Band Booster acquired equipment. The Vice President shall also maintain the appropriate legal records for the Munford High School Band Boosters status as a not-for-profit organization. The Vice President will be responsible for obtaining a monthly inventory report from each committee chair.

Section 3 **The Munford High School Band Boosters Secretary** shall maintain the By-laws, minutes of all Munford High School Band Boosters and Executive Committee meetings, and copies of all correspondence, also providing a copy of the minutes of each meeting to members of the Executive Committee and the school Principal within one week. A list of all current members and sponsors, provided by the Membership Committee Chairperson shall be kept in the permanent account of the Munford High School Band Booster Historical Record. Additionally, the Secretary shall obtain a roster of attendees at each general meeting. This roster will become an attachment to the minutes. The Secretary shall also ensure that the Historical Record of the Munford High School Band Boosters is maintained and available at all meetings.

Section 4 **The Munford High School Band Boosters Treasurer** shall receive all monies of the organization OR and shall pay out expenditures only as authorized by the Munford High School Band Boosters, including necessary expenditures for the conduct of fund raising projects and Munford High School Band Booster operation and shall share all duties with the Co-Treasurer to ensure accurate record keeping. The Treasurer shall keep an accurate record of all receipts and expenditures. The Treasurer or Co-Treasurer shall collect all monies immediately upon completion of each event for deposit into the MHSBB account on the next banking business day. The Treasurer shall present a current written statement of accounts at each meeting, to include the status of all previously obligated funds, to become a part of the minutes. The Treasurer shall keep an accurate record of all receipts and expenditures. The Treasurer/Co-Treasurer will be responsible for collecting all receipts and invoices from all Standing Committee Chairs monthly.

Section 5 **The Munford High School Band Boosters Co-Treasurer** shall receive all monies of the organization OR and shall pay out the expenditures only as authorized by the Munford High School Band Boosters, including necessary expenditures for the conduct of fund raising projects and Munford High School Band Booster operation and shall share in all the duties of the Treasurer to ensure accurate record keeping. This position is designed to provide a means of checks and balances in recording and verifying financial matters. For purposes of propriety, the Munford High School Band Boosters Co-Treasurer may not have outside

affiliation with the Treasurer. Determination of outside affiliation will be decided by the Band Director and outgoing President.

ARTICLE XII

THE MUNFORD HIGH SCHOOL BAND BOOSTERS PARLIAMENTARIAN:

Section 1 The Munford High School Band Boosters Parliamentarian shall be appointed by the Munford High School Band Boosters President, subject to the approval of the Executive Committee, to advise the President and members of procedures when requested. Duties will include:

- a. Interpret the by-laws, standing rules and adopt parliamentary authority when requested.
- b. Process all amendments and standing rules in accordance with the by-laws and standing rules of the Munford High School Band Boosters.

ARTICLE XIII

BUSINESS PLAN:

Section 1 A business plan shall be developed after the January General Membership meeting by the Ad-Hoc Budget Committee. The Ad-Hoc Budget Committee shall consist of the current year's officers, band director and at least two members at large in good standing. The current officers shall provide a yearly business plan to the membership in March for the following fiscal year. This plan shall contain any planned expenses such as, but not limited to, Band Camp costs, potential trip expenditures, instrument and uniform requirements, and transportation needs. The Business Plan shall also include any major fund raising activities for the year.

Section 2 Any expenditure, which is not covered under a specific Article of these by-laws, shall require a two-thirds approval of the members present at a general or special business meeting of the Munford High School Band Boosters.

Section 3 Any emergency expenditure, including to replace or repair existing equipment or assets that have been damaged, broken or stolen, not to exceed \$750.00, may be approved by the Executive Committee. Notification of such expenditures must be presented at the next general meeting of the Munford High School Band Boosters.

ARTICLE XIV

MONEY:

Section 1 All monies obtained from projects or functions involving the Boosters will be deposited in the Munford High School Band Booster account in a bank. Checks will be written to cover all expenditures with Sections 2i, ii & iii 2a & b of this article being the only exceptions.



Section 2 All checks issued by the Munford High School Band Boosters will be signed by two of the five persons: Treasurer, Co-Treasurer, President, Vice President, or Secretary. The Treasurer and Co-Treasurer may not sign the same check. Except under extenuating circumstances, the Treasurer or Co-Treasurer will be one of the signatures on every check. For purposes of propriety, the co-signers may not have outside affiliation with one another. All checks must have a receipt, invoice or purchase order.

- a. Debit/Credit cards drawn on MHSBB, Inc. account shall be issued to the following: Elected Officers to facilitate approved and emergency expenditures.
- b. The concessions chairperson will be issued a debit/credit card annually to aid in the execution of the duties of the position as detailed in Article VIII, Section 2b of the MHSBB, Inc. bylaws. Each transaction shall be limited to \$1000.00.
- c. All bank transactions shall be turned into the Treasurer/Co-Treasurer on a weekly basis accompanied by an itemized receipt detailing each transaction.

Section 3 An audit of Munford High School Band Booster funds shall be conducted every 12 months, normally in May of each year, or upon request of a majority of the members present at a general meeting. The requested audit will be conducted by the full Executive Committee, with findings presented at a general meeting and made a permanent part of the Munford High School Band Booster Historical Record. The Munford High School Band Boosters Treasurer and Co-Treasurer and Band Director(s) shall be present at said audit. The incoming elected officers must be included.

Section 4 In the event a check for any payment to the band is returned by the bank without payment due to insufficient funds, account closed, or other reasons which results in a bank charge to the band account, a charge of \$25.00 will be imposed. Upon a third returned check fee incurred due to the same student/sibling account, from the same household, all future payments from that household for that student/sibling must be made by cash, money order or credit card.

Section 5 In the event a student, and siblings thereof, that have ~~with~~ a remaining balance due from the previous year, the following actions will take place:

- a. Distribution of debt list will only be to the Elected Officers, Band Directors and the Munford High School Administration. Officers may elect to share total number of students on the debt list or total amount owed with Committee Chairs for the purpose of fulfilling assigned tasks. At NO time shall a list of student names and amount owed by individual students be released to anyone other than



Elected Officers, Band Directors, and the Munford High School Administration.

- b. The Board of Directors will work with the Munford High School Principal to devise a plan to collect funds listed on the debt list throughout the school year.
- c. The membership will be informed of the plan for collecting the funds and any changes agreed upon at the next general membership meeting.

Any student on the debt list will not be permitted to participate in any MHSBB sponsored event or trip.

Section 6 Fundraising money accrued in a band member's account may only be used to pay for band fees or trip fees.

Section 7 Munford High School Band Boosters will maintain a separate fund for the sole purpose of replacing major Munford High School Band uniform components (i.e. Tunics, Trousers and Hats). It will not be used to fund uniform maintenance items (i.e. buttons, braids, buckles, belts, plumes, chin straps, etc.) or Color Guard Uniforms. In addition to any contributions specifically designated for this purpose, the Munford High School Band Boosters will make an annual contribution to this fund on a per capita basis (based on the official enrollment in the Munford High School Band class on October 1st each year.) The monies will be transferred from the General Operating Fund to the Non-discretionary Uniform Replacement Fund no later than April 1st. The per capita amount will be recommended to the General Membership by the Munford High School Band Booster Ad hoc Fee Committee that sets the fees in the spring for the following fiscal year. The general membership will authorize and approve the amount annually at the April band booster meeting.

Section 8 Credit/ Debit cards are acceptable forms of payment for band fees. The booster organization shall add the current market processing fee/cost to each credit card/ debit transaction.

ARTICLE XV REVISION AND/OR AMENDMENT OF BY-LAWS:

Section 1 These By-laws may be amended or revised at a general business meeting by a two-thirds affirmative vote of the members present, providing the proposed amendment or revision had been presented in writing. Changes must be read and opened for discussion at three consecutive general business meetings, and voted on after the third reading as required according to Robert's Rules of Order. A correspondence shall be sent through the communication committee

to all voting members no less than 7 days prior to the meeting to inform members of a vote for a proposed change to the by-laws. Such writing is to be attached to the minutes of each meeting.

Section 2 Amendments or revisions to these By-laws shall become effective immediately upon approval.

Section 3 An ad-hoc committee will be appointed to review Munford High School Band Booster by-laws annually. The findings of said committee will be presented by April to the Munford High School Band Boosters Executive Committee with the Band Directors present. Once the Executive Committee reviews and accepts the findings of the By-laws Committee, the recommendations for changes or acceptance as written will be made to the general membership.

MUNFORD BAND BOOSTERS

Standard Operating Procedures

February 12, 2017

Standing Committees

- a. **Chaperone Committee Chairperson** shall only be a member from the “**Active Member**” category in good standing with a minimum of one year as active chaperone for the Munford High School Band. The rules and requirements governing the conduct of Band Department members and chaperones are controlled by the Tipton County School Board and School Administration. Therefore, the Band Directors shall make the recommendation to the executive committee and guide the Chaperone Standing Committee Chairperson in his/her duties of scheduling and training chaperones. Duties shall include recruitment and scheduling of chaperones as requested by the Band Directors.
 - i) Chaperones must be a parent or legal guardian of a Munford High School Band student and must be an active member in good standing in the Munford High School Band Boosters.
 - ii) In the event that an appropriate number of chaperones cannot be met, the Band Director and the High School Administration will determine measures that should be taken in the best interest of the band to fulfill the current chaperone requirements.

iii) Each chaperone must attend the annual chaperone meeting as required by the Tipton County Board of Education. Attendance is also mandatory each year for returning chaperones. The annual meeting is normally held in August.

b. **The Concessions Committee Chairperson** shall be a member from the “**Active Member**” category in good standing. The Chairperson shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This committee shall be in charge of operating and stocking the concession stand. This includes:

- i. The staffing and operation of the concession stand at sporting events and other functions.
- ii. The establishment of a set of rules (to be approved by the Executive Committee governing the operation of the concession stand).
- iii. Provide a complete end of year inventory of concession food, drinks and equipment such as, but not limited to: cookers, refrigerators, tables, popup tents and coolers.
- iv. An inventory as in accordance with Article XI Section 2 of this document **the by-laws** shall be conducted monthly and presented to the Vice President.
- v. The acquisition of supplies and equipment for the concession stand as authorized by the Munford High School Band Boosters.
- vi. Provide a detailed accounting of all monetary transactions to the Treasurer or Co-Treasurer immediately upon the completion of all concession events.
- vii. All monies shall be counted and turned over to the Treasurer or Co-Treasurer for the immediate deposit upon the completion of all concession events.

c. **Color Guard Committee Chairperson** shall only be a member from the “**Active Member**” category in good standing. The Chairperson shall actively recruit committee members, preside at committee gathering, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. All equipment and uniform items needed shall be discussed with the Color Guard Instructors. The Color Guard Instructor shall need approval from the Band Director(s) to ensure the instructional and performance success of the students.

- i. The purchase of uniforms and equipment pertaining to color guard as authorized by the Munford Band Boosters.
- ii. The maintenance of uniforms and equipment.



- iii. Ensure all expenditures are pre-authorized by MHSBB membership or an approved expense under the business plan for the current school year and present receipts for all authorized transactions.
 - iv. Provide a detailed accounting of all monetary transactions to the Treasurer or Co-Treasurer monthly.
 - viii. Maintain an monthly inventory of all major uniform components and equipment items (such as but not limited to flags, sabers, rifles...) on hand as in accordance with Article XI Section 2 of this document and presented to the Vice President.
- d. **The Uniform Committee Chairperson** shall be a member in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This committee shall be in charge of the upkeep and care of uniforms items and shall advise and assist the Directors in:
- i. The purchase of uniforms and equipment pertaining to uniforms as authorized by the Munford Band Boosters.
 - ii. The maintenance of uniforms.
 - iii. Ensure all expenditures are pre-authorized by MHSBB membership or an approved expense under the business plan for the current school year and present receipts for all authorized transactions.
 - iv. Provide a detailed accounting of all monetary transactions to the Treasurer or Co-Treasurer monthly.
 - v. Maintain an inventory of all uniform items on hand, as in accordance with Article XI Section 2 of this document and presented to the Vice President.
- e. **The Publicity Committee Chairperson** shall be a member in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This committee shall be in charge of publicity and shall direct or initiate all publicity efforts. The Munford High School Band Booster President must approve all publicity efforts relating to Booster activities. This includes:
- i. Publicity in all media – **social media**, radio, newspapers, school assemblies, posters, programs, etc. for
 - a. All activities and projects as directed by the Munford High School Band Boosters.
 - b. All Band functions as requested by the Band Director(s).
 - ii. Provide community news organizations and other interested groups with information and articles in support of Band and Band member activities and achievements.



- iii. Coordinate with the Band Directors a calendar of Band events (contests, football games, performances, fund-raising events, etc.)
 - iv. Work with the Communication Committee Chairperson to provide communication of Band activities to sponsors.
- f. **The Communication Committee Chairperson** shall be a member from the “**Active Member**” or “**Alumni Member**” category in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Band Booster meetings. This includes:
 - i. Developing, updating and maintaining email distribution list.
 - ii. Developing, updating and maintaining phone distribution list for those members not having e-mail.
 - iii. The e-mail and phone lists will be used to disseminate information concerning Munford High School Band Booster activities and Band activities to all members at the request of the Munford High School Band Boosters President or Band Directors.
 - iv. Efforts should be made to procure and utilize e-mail communication for Munford High School Band Boosters, sponsors, and Band Alumni.
- g. **Fund Raising Committee Chairperson** shall be a member from the “**Active Member**” category in good standing with a minimum of one year as an Active Member for the Munford High School Band Boosters shall fill this position. The Chairperson shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This includes:
 - i. Researching proposed fund raising projects.
 - ii. Presenting proposed fund raising projects to the general membership for approval.
 - iii. If student participation in fund raising is anticipated, provide Band Directors with proposed fund raising project applications for presentation to school Principal and the Tipton County Board of Education for approval.
 - iv. Provide a detailed accounting of all monetary transactions to the Munford High School Band Boosters Treasurer or Co-Treasurer in a timely manner, not to exceed seven calendar days following the completion of each fundraising event.
 - v. All monies shall be counted with and turned over to the Munford High School Band Boosters Treasurer or Co-Treasurer for immediate deposit upon the daily verification of collected funds for each fundraising event.
- h. **Membership and Sponsorship Committee Chairperson** shall be an “**Active Member**” member in good standing and shall actively recruit committee members, preside at committee gatherings,

direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This includes:

- i. Develop and present membership recruitment goals and ventures to Munford High School Band Booster members for approval.
 - ii. Conduct membership and sponsor drives to include the recruitment of Munford High School Band Booster and Munford Band Alumni.
 - iii. Maintain an up-to-date list of all current sponsors, a copy of which will be provided to the Secretary for inclusion with the Munford High School Band Booster Historical Record.
 - iv. Maintain an up-to-date list of all current members, a copy of which will be provided to the Secretary for inclusion with the Munford High School Band Booster Historical Record.
 - v. Provide the Communication Committee Chairperson with the e-mail addresses or other means of communication for all sponsors.
 - vi. Provide membership cards/certificates to members.
 - vii. Provide a detailed accounting of all monetary transactions to the Treasurer or Co-Treasurer monthly.
- i. **Equipment Committee Chairperson** shall be a member from the “**Active Member**” or “**Alumni Member**” category in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This includes:
- i. Maintain the Band equipment truck and trailer to provide availability for all activities required by the Band Directors.
 - ii. Assist with Band equipment and instrument repairs as requested by the Band Directors.
 - iii. Work with the Sponsorship Committee Chairperson to ensure that appropriate sponsorship recognition is provided.
 - iv. Ensure all expenditures are pre-authorized by MHSBB membership or an approved expense under the business plan for the current school year and present receipts for all authorized transactions.
- j. **Merchandising Committee Chairperson** shall be a member from the “**Active Member**” category in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals for approval at the Munford High School Band Booster meetings. This includes:
- i. Researching proposed ideas for merchandise.

- ii. Presenting proposed ideas for merchandise to the executive board for approval.
 - iii. Purchasing spirit items to be marketed.
 - iv. Maintaining an inventory of all spirit items on hand as in accordance with Article XI Section 2 of this document shall be conducted monthly and presented to the Vice President.
 - v. Providing a detailed accounting of all monetary transactions to the Munford High School Band Boosters Treasurer or Co-Treasurer immediately upon completion of all concession events.
 - vi. All monies shall be counted and turned over to the Munford High School Band Boosters Treasurer or Co-Treasurer.
- k. **The Hydration Committee Chairperson** shall be any member in good standing and shall actively recruit committee members, preside at committee gatherings, direct the efforts of the committee, keep the Munford High School Band Booster President and members apprised of all efforts and potential problems and present committee findings and proposals at the Munford High School Band Booster meetings. This includes:
- i. Coordinate all efforts with the Band Director(s) and Color Guard Instructor(s)
 - ii. Monitor the use of all necessary supplies to support this function (i.e. sports drink mix, cups, ice, trash bags, etc.)
 - iii. Liaison with Concession Stand Chairperson to keep sufficient cups and trash bags on hand
 - iv. Ensure all expenditures are pre-authorized by MHSBB membership or an approved expense under the business plan for the current school year and present receipts for all authorized transactions.

The Chairperson and committee members will:

- i. Prepare and make available sufficient sports drink and water to accommodate all students and staff for each rehearsal at Munford High School
- ii. Clean, sanitize and store all hydration equipment (i.e. coolers, paddles, wagon, etc.) daily after rehearsal.
- iii. Ensure the area of the rehearsal field is cleaned of any trash daily after rehearsal.
- iv. Ensure the stadium gate (near band concession stand) are closed and locked daily after practice.