

Proposed April 13, 2015 by the By-laws Committee

Rick Keenan, Chair

Tina McKinney, Donna Li, Pam Ethridge, Robert Li, & Linda Norman

Date of 1st Reading April 13, 2015

Date of 2nd Reading May 11, 2015

Date of 3rd Reading _____

Date of Vote _____

Yay _____

Nay _____

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 serves as a volunteer with a MHSBB organized function. Incoming Freshman Members – must have one full quarter of membership completed.

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 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.

SPECIAL NOTE – All position descriptions stricken from by-laws and contained in the Standard Operating Procedures document.

ARTICLE XI

OFFICERS' DUTIES:

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 Board~~ meetings, and copies of all correspondence, also providing a copy of the minutes of each meeting to members of the Executive ~~Committee Board~~ 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.

ARTICLE XIII

BUSINESS PLAN:

Section 1

A business plan shall be developed after the May General Membership meeting by the Executive ~~Committee Board~~. A combined Executive ~~Committee Board~~ shall consist of the current year's officers and the newly elected officers. The officers for the new business year shall provide a yearly business plan to the membership in June. 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 3 Any emergency expenditure, including to replace or repair existing equipment or assets that have been damaged, broken or stolen, not to exceed ~~\$500.00~~ \$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 2

- a. Debit/Credit cards drawn on MHSBB, Inc. account shall be issued to the following: ~~President, Vice-President, Treasurer and Co-Treasurer~~ Elected Officers to facilitate approved and emergency expenditures.

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, ~~or~~ money order or credit card.

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.