

**SCHOOL DISTRICT #145 BAND BOOSTERS
CONSTITUTION AND BY-LAWS**

Article I: Name

The name of the organization shall be the District #145 Band Boosters.

Article II: Purpose

The purpose of the Waverly School District 145 Band Boosters shall be:

- To arouse and maintain an enthusiastic interest in the various phases of the instrumental music department of School District 145;
- To lend all possible support, both moral and financial, to the general instrumental music programs in the District;
- To cooperate with those in charge of the instrumental music department and school administration and to build and maintain an organization which helps support and promote the general activities of all instrumental music programs of the District.

Article III: Membership

Membership shall include any band member, parent, alumni or other person interested in the progress and development of the District 145 instrumental music program.

Article IV: Financing

This organization shall be self-sustaining.

Article V: Officers

The officers shall be referred to as the 'Band Boosters Leadership Team' (BBLT) and shall consist of:

1. President
2. Vice President
3. Vice President – Fundraising
4. Vice President - Historian
5. Secretary
6. Treasurer

The past president shall serve as an advisory role as requested by the BBLT. All officer positions may consist of husband and wife teams.

Article VI: Meetings

The organization shall hold an Annual Meeting during the month of April with the purpose of electing officers for the next school year. General membership meetings shall be held at other times throughout the year as deemed necessary by the BBLT or by petition of the general membership.

Article VII: Committees

The BBLT shall create and fill committees as needed to effectively conduct and execute the business of the Booster organization. Permanent standing committee shall consist of:

1. Nominating Committee
2. Finance and Accounting Committee
3. Fundraising Committee.

The Nominating Committee shall convene prior to the Annual Meeting to nominate an eligible person(s) for each office to be filled. This committee shall disband after the annual election. Other ad-hoc committees shall convene and exist as appointed by the BBLT.

Article VIII: Election of Officers

Officers shall be elected at the Annual Meeting held in April each year. Any adult member is eligible to hold office. A candidate shall have quorum majority of votes to be elected. A vacancy occurring during the year in office shall be filled through appointment by the BBLT. The term of office will be one year beginning on May 1 and ending on June 30.

The President and Vice President may serve in the same office for no more than two consecutive terms. There shall be no restrictions on the terms of VP-Fundraising, VP-Historian, Secretary or Treasurer.

The Nominating Committee shall develop and maintain a consistent set of protocols for nominating and electing officers. A member of the Nominating Committee shall lead the election process at the Annual Meeting.

Article IX: Duties of the BBLT and Officers

The duties of the BBLT shall be to supervise the general affairs of the Booster organization; appoint and supervise all committees of the organization and communicate and cooperate with the District administration in fulfilling the objectives of the Booster organization. Members of the BBLT may also serve on any appointed or permanent standing committee except the Nominating Committee.

The BBLT shall meet as necessary to conduct the affairs of the Booster organization and all meetings shall be open to invitees. A quorum of the BBLT shall be deemed to be achieved when not less than three of the officers of the BBLT are present and voting.

Accurate and timely meeting minutes and financial and accounting records shall be maintained and made available to the general membership upon request.

The BBLT shall adopt and maintain an appropriate Finance and Accounting Policy that directs the activities of the Treasurer and the Finance Committee. Such policy shall be based upon sound accounting and reporting practices as well as fiduciary principles expected by a reasonable person.

The BBLT shall adopt and maintain other formal policies as it deems necessary to provide guidance in the conduct of the affairs of the Booster organization.

- The **President** shall preside at all meetings of the Booster organization and all meetings of the BBLT. The President shall be responsible for developing and maintaining a strong and positive relationship of communication with the administration of the District and with the Directors of the instrumental music programs.
- The **Vice President** shall assume all duties of the President in their absence.
- The **Vice President-Fundraising** shall be responsible for all fundraising activities, including, but not limited to presenting new fundraising opportunities, oversight of fundraising chairs, filling fundraising chair positions.
- The **Vice President-Historian** shall maintain the website, social media and keep pictorial records of band activities. The VP-Historian will oversee the production of the marching band season video.
- The **Secretary** shall keep the records and minutes of all meetings and attend to correspondence.
- The **Treasurer** shall be responsible for maintaining and reporting the financial status of the Booster organization; adhering to the Finance and Accounting Policy and communicate and cooperate with the Finance and Accounting Committee in the oversight of the finances of the Booster organization.

Article X: Amendments

Amendments to the Constitution and By-Laws may be proposed at any General Membership Meeting of the Booster organization. The amendment(s) shall be voted on at the next General Membership Meeting. A quorum majority is required for the amendment(s) to pass.