

Hoover High School Band Boosters Association Constitution and By-Laws

Adopted as revised September 5, 2017

CONSTITUTION

ARTICLE 1 — NAME

The name of this organization shall be the “Hoover High School Band Boosters Association. The organization is hereafter referred to as the “Association”.

ARTICLE II — PURPOSE

The purposes of the Association shall be:

Section I

To inspire and maintain enthusiastic interest in the Hoover High School Band (hereafter, the “Band”) program.

Section II

To encourage and cultivate active participation by students and parents in Band activities; to lend all possible support to the Band.

Section III

To assist in fund-raising to secure Band uniforms, certain instruments, instrument repair and selected equipment as may be needed for appearances and successful operation of the Band.

Section IV

To provide assistance and funds to Band students for a portion of extracurricular activities.

ARTICLE III — POLICIES

The Association shall not interfere with the Band director(s) or the school administration in day-to-day activities.

ARTICLE IV — MEMBERSHIP

Parents and /or guardians of Band members enrolled as students in Hoover High School shall automatically be deemed voting members of this Association. Interested friends of the Band are encouraged to support the Band and its programs. The Band director(s), Band students, and interested friends shall be non-voting members of the Association.

ARTICLE V — OFFICERS

Section I

The officers of the Association shall be as follows:

1. President
2. First Vice President
3. Second Vice President
4. Secretary
5. Treasurer
6. Parliamentarian/PTSO Representative

and the chairpersons of the following committees:

7. Chaperones
8. On-campus Concessions
9. Off-campus Concessions
10. Uniforms
11. Equipment
12. Hydration
13. Public Relations
14. Communications
15. Merchandise
16. Ways And Means
17. Band Banquet and Hospitality
18. Colorguard Liaison and Winter Odyssey Coordinator
19. Buccanettes Liaison
20. Senior Class Coordinator
- and
21. Immediate Past President (if available and not already serving in another officer position)

Section II

These officers shall be elected annually for a term of one year and shall make regular reports to the Executive Board (as established in Article III) of their activity upon the Executive Board's request.

Section III

No Association member shall serve in the same capacity as an officer for more than two (2) consecutive years.

Section IV

A vacancy occurring in an Association office shall be filled through appointment by the Executive Board, providing consent of the individual selected has been obtained.

BY-LAWS

ARTICLE I – DUTIES OF OFFICERS

Section I

The President shall preside at all meetings of the Association and shall be ex-officio member of all committees. He/she shall appoint a chairperson for all special committees with the advice of the Executive Board and the Band director(s). The President or his/her designee shall serve as representative to any school advisory committee when requested by the school principal. The President shall have the authority to approve purchase orders and/or disbursements of Association funds in accordance with the guidelines set forth in these by-laws.

Section II

The First Vice President shall assume the duties of President on his/her absence. He/she shall also be chairperson of the annual Hoover Invitational Marching Festival.

Section III

The Second Vice President shall assume the duties of the President or the First Vice President in their absence. The Second Vice -President shall prepare to take on the duties of the chairperson of the annual Hoover Invitational Marching Festival.

Section IV

The Secretary shall prepare and present an accurate and current record of all meetings of the Association and of the Executive Board, and perform such other duties as may be delegated to this office by the President.

Section V

The Treasurer shall keep an accurate record of receipts and disbursements for the Association. The Treasurer shall have the authority to approve purchase orders and /or disbursements of Association funds in accordance with the guidelines as set forth in these by-laws. The Treasurer shall give a full report at each regular meeting of the Association. The Treasurer is required to be bonded, the cost of said bond being paid by the Association.

All funds of this Association shall be managed by the Treasurer through Hoover High School in accordance with school accounting policies and procedures. The Association's accounts will be submitted to review annually by a person or persons appointed by the Hoover City School System.

The Treasurer or his/her designee shall assist the Band staff in collecting student monies.

The Treasurer shall prepare for the budget for the coming year with the assistance of the President and Band director, and will submit the budget to the Executive Board and Association membership for approval.

Section VI

The Parliamentarian/PTSO Representative shall be the authority on procedure following "Roberts Rules of Order Newly Revised", and shall be responsible for attending PTSO meetings, keeping the PTSO Board informed of Band activities and keeping the Executive Board informed of school functions. The PTSO Board must approve the Parliamentarian/PTSO Representative.

Section VII

The Chaperones chairperson is responsible for securing and coordinating chaperones for all Band events and performances, and for other Band activities as requested by the band director.

Section VIII

The On-campus Concession chairperson shall direct the overall operation of the concession fundraising activity and will control its expenses and expenditures for Band events and performances occurring on the campus of Hoover High School.

Section IX

The Off-campus Concession chairperson shall direct the overall operation of the concession fundraising activity and will control its expenses and expenditures for Band events and performances occurring away from the campus of Hoover High School, such as football games played at The Hoover Met.

Section X

The Uniforms chairperson is responsible for distribution, care, and upkeep of uniforms.

Section XI

The Equipment chairman is responsible for coordinating transportation of large instruments and other Band equipment to and from Band events, as determined by the director.

Section XII

The Hydration chairperson shall be responsible for planning, organizing, and implementing hydration for the Band. The hydration chairperson shall work closely with the chaperone and equipment chairpersons.

Section XIII

The Public Relations chairperson is responsible for promoting support for the Band through traditional media channels, social media, and other media resources.

Section XIV

The Communications chairperson is responsible for regularly distributing updates of Band news and calendars to parents and guardians through email or other means as appropriate.

SECTION XV

The Merchandise chairperson is responsible for coordinating fundraising efforts through the sale of Band-branded merchandise including, but not limited to, clothing, accessories, auto accessories, and other items as approved by the Board and the Band director.

Section XVI

The Ways And Means chairperson is responsible for developing and implementing parent-involved fundraising projects which will support the activities of the Association.

Section XVII

The Band Banquet and Hospitality chairperson is responsible for planning, organizing, and planning and coordinating the annual Band banquet, and for coordinating hospitality needs for Band events, exclusive of the Hoover Invitational Marching Festival, Winter Odyssey, and events sponsored by auxiliaries, ensembles, drumline or other small groups.

Section XVIII

The Colorguard Liaison is responsible for communicating between the Colorguard auxiliary, the Board, and the Band director as to news, needs, schedules, and related areas. The Colorguard Liaison shall report to the Board on Colorguard activities at each meeting. The Winter Odyssey Coordinator is responsible for coordinating the annual Winter Odyssey Colorguard and Indoor Drumline Competition. This event is held each January or February and is a joint fundraiser for the percussion section, Colorguard, and the Band at large.

Section XIX

The Buccanettes Liaison is responsible for communicating between the Buccanettes auxiliary, the Board, and the Band director as to news, needs, schedules, and related areas. The Buccanettes Liaison shall report to the Board on Buccanettes activities at each meeting.

Section XX

The Senior Class Coordinator is responsible for planning and coordinating Band events designed for the senior class. Such events include, but are not limited to, Band Camp Skit Night and Senior Night.

Section XXI

The Immediate Past President position may be occupied by the previous Board president, at the previous President's choice, provided that the previous President does not hold a different position on the Board. The Immediate Past President will serve in an advisory role to the current Board officers.

ARTICLE II — MEETINGS

Section I

Regular meetings of this Association shall be held on a night approved by the Association. Meetings may be held each month during the school year, but may be dispensed with at the discretion of the Board.

Section II

Special meetings of the Association may be called by the President provided all Board members are notified at least three (3) days prior to the time of the meeting.

Section III

No fewer than twelve (12) Association members shall be required to constitute a quorum.

Section IV

"Robert's Rules of Order Revised" shall govern meetings of the Association in all cases to which they are applicable and in which they are not in conflict with these by-laws and constitution.

ARTICLE III — EXECUTIVE BOARD

Section I

The Executive Board (hereafter termed the "Board") shall consist of all elected officers. Each officer shall have one vote. No vote of the Board can occur without a quorum consisting of no less than 2/3 of the Executive Board. All issues shall be decided by a simple majority of those officers voting. Standing and special committee chairpersons are encouraged to attend Board meetings, but shall not have a vote.

Section II

Standing committees may be created by the Executive Board as required to promote the objectives and interests of the Association. The Band director or his designee shall serve as an advisor to all committees and shall be advised of all such meetings.

Section III

All projects of standing committees must be approved by the Executive Board. No action may be undertaken on any project without this approval.

Section VI

Special committees shall be appointed by the President with the advice of the Executive Board and Band director. Because a special committee is created and appointed for a specific purpose, each special committee shall be terminated when its work is completed and its final report has been delivered to the Executive Board.

ARTICLE IV — ELECTIONS

Section I

Nomination for officers and standing committees of the Board shall be made by a nominating committee. The nominating committee shall consist of three (3) members appointed by the Executive Board. The nominating committee shall report at the election meetings the name of a candidate to be

nominated. Additional nominations may be made from the floor, provided the consent of the nominee(s) has been obtained.

Section II

Election of officers will be held at the regular Association meeting in April. Elected officers will assume their duties effective June 1 following the election.

Section III

Upon election of Board officers, the nominating committee shall be disbanded.

ARTICLE V – PURCHASING

Section I

Only members of the Executive Board or of duly authorized standing committees may make purchases with Association funds or with credit accounts held by the Association.

Section II

Receipts and/or invoices must be obtained by the Board member making a purchase for every purchase made with Association funds. Receipts and/or invoices must be submitted to the HHS bookkeeper's office within one (1) business day of the purchase.

Section III

Where required by Hoover City Schools purchasing rules, the Association purchaser must complete a purchase order form for such purchase. Purchase orders to be paid by Association funds must be signed by the President or the Treasurer and co-signed by the Band director, the school principal, or their designee.

Section IV

The Band director is authorized to spend Association funds for essential functions of the Band. For any purchase involving an amount of \$3,000 or more of Association funds, the Band director must first obtain written or electronic approval of the President, or in the case of the President's absence, of the Treasurer.

Section V

The fiscal year for the Association shall begin on July 1 of each calendar year and end on July 30 of the following calendar year.

ARTICLE VI — OTHER RESPONSIBILITIES

Section I

Monies specifically designated for the purpose of uniforms and/or equipment shall be used only for that purpose, subject to the following provisions. If funding for such designated new uniforms and/or equipment should subsequently be provided by the Hoover City School System, the Executive Board shall re-allocate said funds. If such new uniforms and/or equipment is procured at a cost less than the amount designated, then all unspent monies shall be returned to the Association's general fund accounts.

Section II

Purchase of any equipment, instruments, uniforms, or Band-related needs shall be consistent with good business practices and school purchasing policies. Any Association member may be included in the

competitive bid process for vendor services. However, the decision to participate in the bid process must be made prior to discussions on specifications for these vendor services. No person directly or indirectly participating in the bid process as prospective vendor shall be in attendance during any discussion and /or vote of the proposed bid.

Section III

All publicity and public relation matters shall be cleared through the Band director before implementation.

ARTICLE VII — AMENDMENTS

Section I

The constitution and by-laws may be amended at any regular meeting of the Association by a vote of two-thirds (2/3) of the members present; provided that a quorum has been met; and provided that notice of the proposed amendment(s) has/have been made available to the Association at least five (5) days prior to said meeting.

Section II

Grammatical or editorial changes in the constitution and by-laws or amendments thereto which in no way alter the intent of the respective constitution or by-law, may be effected by the Parliamentarian without vote, subject to the approval of the Executive Board.

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