

## **THOMPSON VALLEY HIGH SCHOOL BAND BOOSTERS BYLAWS**

### **ARTICLE I – NAME, PURPOSE**

Section 1: The name of the organization shall be the “THOMPSON VALLEY HIGH SCHOOL BAND BOOSTERS”. It may also be known as TVHS BAND BOOSTERS.

Section 2: The THOMPSON VALLEY HIGH SCHOOL BAND BOOSTERS is a non-profit 501c3 organization exclusively for charitable and educational purposes, more specifically:

To promote the TVHS Band Program and TVHS Feeder Middle Schools in the Loveland community by:

- Stimulating interest in the TVHS Band Program
- Supporting the TVHS Band Program morally and financially
- Supporting the Band Director in achieving program goals

To assist the Band Director (at his/her request and under his/her leadership) with tasks such as:

- Organizing and implementing new band programs
- Funding needed services, functions and equipment
- Coordinating band activities and functions
- Transporting equipment for Band performances

Provide supplemental instructional staff as requested by the Band Director

To communicate regularly with band students and parents about band programs and Booster activities by:

- Conducting monthly Booster Meetings
- Supporting and maintaining a group email process and website

### **ARTICLE II – MEMBERSHIP**

Active membership shall include the following:

**PARENTS** – Any parent/guardian who has a student enrolled in the TVHS Band Program.

**STUDENTS** – Any TVHS student enrolled in the Band Program.

**FEEDER SCHOOL PARENTS AND STUDENTS**- Any parent or student from a feeder middle school who is looking to join the TVHS BAND Program in the next few years. A membership fee of \$1 per year will allow Feeder schools to fundraise with TVHS upon approval from the TVHS Band Board according to provisions described in article XIII.

**OTHERS** – Any alumni or adult who is interested in promoting the Band Program at TVHS and in the Loveland community. A membership fee of \$1 per year will allow “Other” adults or alumni to support the TVHS Band as a TVHS Band Booster member. Such individuals shall submit a written statement identifying their reason for and intended length of membership.

Only current TVHS Band Student Parents have the right to vote, speak on the floor, and hold offices. Any TVHS Band Student or Parent, Feeder School Parent or Student and Other Alumni or Adults are welcome to serve on committees, and participate in TVHS Band Board approved fundraising.

### **ARTICLE III – OFFICERS**

Section 1: The TVHS Band Boosters shall elect a minimum of 5 officers – Co-Presidents, a Vice-President, a Secretary, and a Treasurer. In addition, there will be no compensation for the work done by the officers. The Board is responsible for the overall policy and direction of the TVHS Band Boosters.

Section 2: Annual elections shall be held in March at the regular Booster meeting.

Section 3: Terms of Officers: Each officer shall be elected for a one-year term and will begin serving the term immediately following elections. Exiting Board Officers are required to attend April and May Board Meeting following their terms for advisory needs.

Section 4: Officers shall be elected by a majority vote of active members present during the election. No proxy votes will be accepted.

Section 5: An officer may serve more than one term, consecutively or non-consecutively, in the same office or in a different office.

Section 6: If a vacancy occurs during a term of office, the Board of Directors shall select a temporary replacement to hold office until the next regular election

#### **ARTICLE IV – COMMITTEES**

Section 1: The TVHS Band Boosters shall have six (6) standing committees – Color Guard, Drum Line, Food, Fundraising/Finance, Publicity and Uniforms.

Section 2: The President(s) shall appoint the chairperson(s) for each committee.

Section 3: The President(s) shall also appoint Special Committees as he/she or the TVHS Band Boosters deems necessary.

#### **ARTICLE V – BOARD OF DIRECTORS**

Section 1: The Board of Directors of the TVHS Band Boosters shall consist of at least eight (8) members – including the five elected officers and chairpersons of at least three standing committees. In the event of a tie, the Band Director shall cast the deciding vote.

Section 2: The TVHS Band Booster Board of Directors shall also meet monthly during the standard school year. The TVHS Band Booster Board of Directors shall also hold an annual budget meeting before the start of the next fiscal year to establish a budget for the next year. Additional meetings of the Board of Directors may be held at the call of the President, or on written call signed by any three Board members.

Section 3: A majority of Board members (minimum of five) shall be present at TVHS Band Boosters meetings and/or Board meetings to have a quorum. Board members may be polled by telephone.

#### **ARTICLE VI – DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSONS**

The duties of each officer and chairperson shall be those ordinarily associated with that office. They include:

**CO-PRESIDENT(S)** – The President(s) shall preside at all meetings of the TVHS Band Boosters and the Board of Directors. He/she shall appoint committee chairpersons, delegate responsibilities as needed, and oversee the operations of the TVHS Band Boosters.

**VICE-PRESIDENT** – The Vice-President shall assume the duties of the Co-President(s) in the event that both are absent or unable to execute their duties. He/She will act as the chair of the fund-raising/finance committee.

**SECRETARY** – The Secretary shall take minutes at all meetings of the TVHS Band Boosters and the Board of Directors, and assist with TVHS Band Boosters correspondence.

**TREASURER** – The Treasurer shall keep accurate records of the TVHS Band Boosters monies, prepare monthly financial reports, as well as deposit and withdraw funds from TVHS Band Boosters accounts.

**PUBLICITY CHAIRPERSON** – The Publicity Chairperson shall write articles for newspapers, distribute band activity announcements, and maintain a scrapbook of the year's band activities or he/she may delegate this task to another parent and oversee it's completion.

**FUND-RAISING CHAIRPERSON(S)** – The Fundraising Chairperson(s) shall organize and facilitate all fund-raising activities for the TVHS Band Boosters.

**DRUM LINE CHAIRPERSON** – The Drum Line Chairperson acts as a liaison between the TVHS Band Boosters Board and the Drum line, helps organize drum line projects and assists the drum line coach as needed.

**COLOR GUARD CHAIRPERSON** – The Color Guard Chairperson acts as a liaison between the TVHS Band Booster Board and the color guard, helps organize color guard projects and assists the color guard coach as needed.

## **ARTICLE VII – TVHS BAND BOOSTERS MEETINGS**

Section 1: The TVHS Band Boosters shall meet monthly in the TVHS band room during the standard school year. (Nominally August to May)

Section 2: TVHS Band Boosters members shall be notified of meeting dates and times through email and class announcements by the band director.

Section 3: Standard rules of parliamentary procedure shall govern all meetings.

Section 4: Decisions shall be decided by a simple majority vote of active members present.

**ARTICLE VIII – FUNDRAISING/DUES GOALS ('FRG') Expenses** per student shall be assessed each year. Students will be given Fundraising Goals to offset annual expenses. Once annual expenses are determined, the student band account will reflect a negative amount until annual dues are paid or earned through fundraising efforts. The dollar amount of dues may be changed by a majority vote of TVHS Band Boosters members. These funds are used only for the expenses incurred in providing food, supplemental instructional staff, equipment transportation, and equipment repair or replacement during the fall marching band season.

Section 2: Annual dues shall be deposited in the Fall Marching Season Fund of the TVHS Band Boosters.

## **ARTICLE IX – DISBURSEMENT OF FUNDS**

Section 1: Disbursement of funds from TVHS Band Boosters accounts shall be made by the Treasurer with the approval of the President and Board of Directors.

Section 2: All disbursements shall be paid by check or credit/debit when applicable.

Section 3: Invoices and receipts shall accompany disbursement requests. No funds shall be disbursed without a written invoice or proof of purchase.

## **ARTICLE X – DISSOLUTION**

In the event the TVHS Band Boosters dissolves, all assets shall be given to the Thompson Valley High School and placed in the TVHS Band Activities account.

## **ARTICLE XI – POLICIES**

All policies and procedures of the TVHS Band Boosters shall comply with guidelines defined by the TVHS Administration and the Thompson School District Board of Education.

## **ARTICLE XII – AMENDMENTS**

Section 1: BYLAWS and POLICIES of the TVHS Band Boosters shall be reviewed at least every three years.

Section 2: BYLAWS and/or POLICIES may be amended at any regular meeting and approved by a two-thirds majority vote of active members present.

Section 3: An audit of the Treasury shall be completed by the Co-President(s), outgoing and incoming Treasurer, and one other board member at least every three years or upon election of a new treasurer. Treasury records shall be maintained for the period required by the IRS, after which time they shall be destroyed.

Section 4: Proposed amendments shall be introduced at a regular TVHS Band Boosters meeting and/or posted on the group email prior to the meeting of amendment vote.

#### ARTICLE XIII- FEEDER SCHOOL FUNDRAISING

Section 1: Funds raised by Feeder Schools Parents/Students will be deposited into a TVHS Band account which can be used:

1. once they start high school at Thompson Valley and join the TVHS Band for band fees, instrument repairs, lessons, other band related expenses or trips, or,
2. for a Middle School trip that is officially approved by the Thompson Valley Band Booster Board.

Section 2. The students and/or their parents may participate in the approved fundraising, however they must conform to all rules established for the specific fundraising event –including TVHS rules (i.e., for Budweiser Event Center they must be 16 or over.)

Section 3: If a student does not enroll in the TVHS Band Program, the funds will be transferred into the Band General Account or be used as the Band Booster sees fit for expenses (Ex: instrument repair or purchases, scholarship) fund as per existing Band policy for funds remaining once a student graduates from TVHS.

Reviewed/Revised 2016