

## Milford Band Boosters By-Laws



Adopted 25 Oct 2005

### Article I: Duties of the Officers

**Section one: PRESIDENT:** It shall be the duty of the President to preside at all meetings of the membership and the executive committee, to sign the records thereof, to represent the organization, to uphold the by-laws, to appoint committees as required, to call special executive committee and membership meetings and to perform all the duties usually incident to such office, or which may be required by the members. It shall be the specific duty of the President to find suitable chairpersons for all committees. The President shall also have the power to sign checks in the absence of the Treasurer. The President shall be an ex-officio member of all committees. The President shall be bonded at the expense of the organization.

**Section two: VICE PRESIDENT OF B.O.A.:** It shall be the duty of the Vice President of B.O.A. to act in the absence of the President and to aid and assist the President, as he/she deems necessary. It shall also be the duty of the Vice President of B.O.A. to plan all overnight Marching Band trips and Bands of America (B.O.A.) contests/trips.

**Section three: VICE PRESIDENT OF WAYS & MEANS:** It shall be the duty of the Vice President of Ways & Means to chair the Ways and Means Committee whose responsibility it is to develop and oversee the various projects necessary to provide adequate funds to support the various needs of the bands.

**Section four: VICE PRESIDENT OF GUARD:** It shall be the duty of the Vice President of Guard to chair the Auxiliary/Guard Committee, whose responsibility is to oversee guard uniforms, inventory guard equipment (flags, rifles, props etc.), to report any activities of the guard to the members, to coordinate any special activities as needed by the guard, under approval of the President and Band Directors, and to work closely with the guard instructors.

**Section five: VICE PRESIDENT OF DRUMLINE:** It shall be the duty of the Vice President of Drumline to chair the Drumline Committee, whose responsibility is to oversee drumline uniforms, inventory drumline equipment (sticks, heads, props etc.), to report any activities of the drumline to the members, to coordinate any special activities as needed by the drumline, under approval of the President and Band Directors, and to work closely with the drumline instructors.

**Section six: SECRETARY:** It shall be the duty of the secretary to keep an accurate record of the acts and proceedings of meetings of members and the executive committee and to deliver copies of such minutes to the President, Band Directors, and Treasurer promptly following each meeting. It is also the duty of the Secretary to conduct the correspondence of the organization. The Secretary shall keep on file at all times in the minute book a complete and up to date list of the names, addresses, and telephone numbers of the members of the organization. Upon expiration of the Secretary's term of office, all such records are to be delivered to the successor or to the President.

**Section seven: TREASURER:** It shall be the duty of the Treasurer to make a financial report at each regular meeting of the organization and the executive committee, to receive and deposit all monies of the organization disbursements and receipts. Only approved vouchers will be reimbursed. The Treasurer shall present all financial records to the audit committee for audit at the completion of the May meeting. The Treasurer shall be bonded at the expense of the organization.

**Section eight: DELEGATE AT LARGE:** It shall be the duty of the Delegate at large to attend meetings of the Milford Board of Education, Milford Athletic Boosters and other such meetings as the President shall direct and report back to the organization.

## **Article II: Permanent Committees**

**Section one: COMMITTEE NUMBER, TERM OF OFFICE, AND DUTIES:** The President, with the approval of the executive committee shall appoint the following permanent committees and such other committees as are deemed necessary from time to time: Chaperone, (Concession), Equipment, Finance, Membership, Publicity, Telephone, Hospitality, Webmaster, Senior Committee, Guard, Drumline, Uniforms, and Ways and Means. The President shall appoint permanent committee chairpersons. The chairperson shall serve for one year and no more than two consecutive years. It shall be the duty of each committee chairperson to maintain a record book covering the committee activities. Said book and all other official material shall be delivered to his/her successor at the close of the last meeting of the school year.

**Section two: CHAPERONE COMMITTEE:** It shall be the duty of the chaperone committee, at the request of the Band Directors, to arrange for sufficient adult chaperones for any function of the Bands for which such adult guidance is deemed by the Band Directors to be necessary.

**Section three: HOSPITALITY COMMITTEE:** It shall be the duty of the Hospitality Committee to provide meals or refreshments as deemed necessary by the President or the Band Directors at Band functions. These shall include Band Camp, away contests (excluding BOA), concerts, football games, and fundraisers during which food is provided to participants or volunteers.

**Section four: EQUIPMENT COMMITTEE:** It shall be the duty of the equipment committee to keep the equipment of the Bands in performance condition, and to be responsible for maintenance and transportation of such equipment, as it becomes necessary.

**Section five: FINANCE COMMITTEE:** It shall be the duty of the Finance Committee to prepare the annual budget and to advise the members of the financial standing of the organization. The budget shall be in effect from July 1 through June 30. It shall be the function of the budget as approved by the membership to establish guidelines for the executive committee and membership in their expenditures of funds of the organization. The committee shall consist of the president, treasurer, and immediate past president, and the Band Directors. There will also be three appointed members of the organization to complete the end of the year audit. Input from the Executive Board and Committee Heads will be considered.

**Section six:** MEMBERSHIP COMMITTEE: It shall be the duty of the Membership Committee to solicit members, to issue membership cards, to collect and remit to the Treasurer such membership dues as are established by the membership, to maintain on a current basis a permanent membership roster, copies of which shall be provided to the executive committee and the Band Directors.

**Section seven:** PUBLICITY COMMITTEE: It shall be the duty of the Publicity Committee to provide whatever publicity is necessary to adequately inform the membership and the public of the activities of the Milford Bands and the Milford Band Boosters. This shall consist primarily of the Milford Band Boosters web site and accompanying communication systems. (A telephone chain shall exist as a back-up system.) Information and articles shall be submitted to the press when deemed appropriate by the President or Band Directors.

**Section eight:** UNIFORM COMMITTEE: It shall be the duty of the Uniform Committee to keep the marching, casual and concert uniforms in performance condition, to be responsible for the proper cleaning, maintenance, and replacement as it becomes necessary of all equipment considered part of all uniforms. It shall also be the duty of the Uniform Committee to properly fit and issue each band student the appropriate uniform with instructions and rules pertaining to the use and care of that uniform.

**Section nine:** WAYS AND MEANS COMMITTEE: It shall be the duty of the Ways and Means Committee to devise, research, develop, and oversee the fundraising projects necessary to provide adequate funds to support the needs of the Bands. Such projects shall be in keeping with the objectives of the organization and school policies.

**Section ten:** WEBMASTER: It shall be the duty of the Webmaster to design, revise, update, and oversee the Milford Band Booster website. It shall also be the duty of the Webmaster to screen and process appropriate correspondence to all members.

**Section eleven:** TELEPHONE: A phone chain shall be established and maintained to be a back-up system to inform students and parents of important information.

**Section twelve:** SENIOR COMMITTEE: It shall be the duties of the senior committee to coordinate and carryout all senior student activities, under the guidance of the Executive Board and the Band Directors.

### **Article III: Meetings**

**Section one:** REGULAR MEETINGS: The regular meetings of this organization shall be held on the fourth Tuesday of each month June through May, excluding December and July. The President may call special meetings upon the request of three (3) members or as deemed necessary by the President or the Band Directors at any time after reasonable notice (24 hours minimum) to the membership, including Band Directors. Meetings of the executive committee shall be held as needed on the fourth Tuesday of each month immediately preceding each regular meeting and shall be held as necessary during the summer non-school months in order to assure proper organization for each year.

**Section two: QUORUM:** A quorum must be present at any regular or special meeting to conduct legal business. Nine members of the organization shall constitute a quorum.

**Section three: PROXY:** Voting by proxy SHALL NOT be permitted.

#### **Article IV: Amendments:**

**Section one: POWERS OF MEMBERS TO AMEND BY-LAWS.** These by-laws may be amended, repealed, added to, or new by-laws may be adopted by a two-thirds (2/3) majority of the voting members in attendance at any regular meeting. Any such change must have been presented in writing and read orally at a previous regular meeting of the organization.

#### **Article V: Ownership**

**Section one:** Equipment, uniforms and merchandise of any kind purchased by the organization automatically becomes the property of the Milford Exempted Village School Board.

#### **Article VI: Rules of Order**

**Section one:** Robert's Rules of Order shall serve as the basis for parliamentary procedure for the organization.