

Bylaws

(Revised March 20, 2008)

Greeneville Band Boosters, Inc.

Article I Name

The name of the organization shall be the Greeneville Band Boosters, Inc.

Article II Purpose

To create and maintain an enthusiastic and positive interest in all related band programs.

1. To encourage and cultivate positive participation in band activities by all students, parents and other individuals or groups interested in developing the quality of band programs.
2. To maintain dignified and supportive relationships between those who are interested in developing the quality of band programs.
3. To engage in fund raising activities to help meet the financial needs of the band programs.

Article III Band Policy

The Association shall at no time interfere with the Band Directors or School Administration in matters of Band Policy.

Article IV Membership

Membership in this Association is open to all adults interested in developing the quality of band programs. Parents and guardians of all students involved in the Greeneville High School & Greeneville Middle School programs are automatically members of this association.

Article V Jurisdiction

The territory included within the jurisdiction of this organization shall be the territory served by the Greeneville Middle School and/or the territory served by the Greeneville High School.

Article VI Meetings

A regular meeting of the Band Boosters shall be held on the third Thursday night of each month during the year at 7:00 p.m. in the high school band room. Special meetings may be called if they become necessary in the opinion of the President. Time and place of all called meetings shall be announced forty-eight (48) hours prior to a called meeting.

Article VII Executive Committee

The officers and Board of Directors define the make up of the Executive Committee.

Section 1 The officers shall consist of the President(s), 1st Vice President(s), 2nd Vice President(s), Treasurer, and Secretary. The Board of Directors shall consist of a minimum of seven members who are not currently officers.

Section 2 All candidates for officers and the Board of Directors shall be recommended by the nominating committee.

Section 3 At the regular April meeting, the nominating committee shall present its slate of officers, board of directors and additional positions for approval and election by the general membership. Additional nominations may be accepted at this time.

Section 4 At the regular May meeting or Band Banquet the slate of officers, board of directors and additional committee positions shall be duly installed to serve one year. They may be eligible for re-election.

Section 5 In the event of resignation, death or removal from office of the President(s), the 1st Vice President(s) will assume the Presidency. The 2nd Vice President(s) will assume the office of 1st Vice President(s). Any vacancy created, shall be filled by a member recommended by the nominating committee and elected by a majority of members present and voting at a regular meeting, and said individual shall enter upon and assume the duties of said office for the remainder of the term thereof. Said election shall transpire at a regular meeting as soon as is practicable after said vacancy occurs.

Section 6 The executive committee has the right to approve or disapprove existing concession stand procedures at any time. The position of the executive committee relative to approval or disapproval shall be made clear by means of a majority vote. The executive committee shall be considered the final authority in such matters.

Article VIII Duties of Officers

President(s) The President shall schedule and preside (in accordance with Robert's Rules of Order) at all meeting of Board of Directors and general meetings and be an ex-officio member of all committees with the exception of the nominating committee. The President shall assure that the established annual schedule of events is properly implemented; and uphold the Constitution and Bylaws of the Greeneville Band Boosters. The President shall coordinate the work of the officers, committees, board members and Band Directors as they apply to Band Booster Functions. The President will appoint committee chairpersons to manage annual activities such as the special projects approved by the Executive Committee, and will appoint a nominating committee consisting of a minimum of 5 members.

1st Vice President(s) Serve as a general assistant to the President and shall perform all duties of the President in case of temporary absence or incapacity of the President. Operate and maintain the upper concession stand for Friday Night varsity football games. Responsible to see that the concession stand is clean, food stored and labeled properly, and the trash is removed. Responsible for checking and filling the first aid kits and fire extinguishers for both concession stands prior to opening. Collects all money from the concession stand at closing time and turns it in to the Treasurer. Keeps an accurate record of the type and quantity of supplies items used in the upper concession stand. Compile a detailed checklist of operational procedure relative to the opening, operating, and closing of the upper concession stand. Responsible for having all trash placed in the dumpsters.

2nd Vice President(s) Assist the 1st Vice President(s) in all operational details of the concessions stands and shall perform all duties of the 1st Vice President in case of temporary absence or incapacity of the 1st Vice President. Operates and maintain the lower concession stand for Friday Night games. Responsible to see that the concession stand is clean, food stored and labeled properly, and the trash is removed. Collect all money from the concession stand at closing time and turn it into the Treasurer. Keep an accurate record of the type and quantity of supplies used in the lower concession stand. Compile a detailed checklist of operational procedures relative to the opening, operating, and closing of the lower concession stand. Responsible for having all trash placed in the dumpsters that are provided.

Secretary The Secretary shall maintain minutes of the Executive and General Meetings. Provide a report of Executive Committee meetings to the Association at the next regularly scheduled general meeting following the Board of Directors meeting. Maintain historical records of the Association. Submit announcements of future Band Booster meetings to the local radio stations and newspaper shortly before they occur. Responsible for all correspondence. The Secretary shall have a current copy of the association's Bylaws.

Treasurer The Treasurer shall keep an accurate record of the actual income and expenses of the organization. He/She shall be responsible for receiving funds and transferring funds to appropriate school or other accounts and approving the disbursement of funds in accordance with the budget or other action of the association. Give a monthly, public statement, broken down by major receipts and expenditures at the regularly scheduled Band Booster meeting. Disburse all monies to pay operating expenses and any other valid and authorized expenditure. Issue money for basic change in the concession stands and counts all receipts from the concession stands and other fund raising projects for an accurate deposit. Also, issue and collect the keys to the concession stands.

Assistant(s) to the Treasurer The Assistant(s) to the Treasurer will assist the Treasurer as needed per duties assigned by the Treasurer.

Band Director Band director shall be an ex-officio member of all committees. However, this provision shall not be construed to prohibit the band director from serving as a voting member of any committee to which he/she shall be specifically appointed or elected.

All Officers All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office and keys to the concession stands.

Article IX Duties of Board of Directors

Board of Directors advise and help the officers and other directors perform their duties in an efficient and harmonious way. Submit the books annually for an audit by an auditor or an auditing committee of not fewer than three members, selected by the executive board at least two weeks before the meeting at which new officers assume duties.

Article X Committees

Section 1 A nominating committee composed of a minimum of 5 members shall be appointed by the President(s) at the February meeting.

Section 2 All committee chairpersons shall be chosen by the President to help promote the objectives and interests of the Band Boosters. The nominating committee may assist in the selection of chairpersons at the president's request. The president will work in conjunction with each committee chairperson to select the committee members.

Section 3 The President(s) shall be an ex-officio member of all committees except the nominating committee.

Section 4 Scholarship committee composed of 5 members, no senior parents on this committee appointed by the President(s) at the February meeting.

Article XI Quorum

Section 1 The members present shall constitute a quorum at all regular meetings of the Band Boosters membership.

Section 2 The members present shall constitute a quorum at all regular meetings of the Executive Committee. A majority of the members shall constitute a quorum for a called meeting of the Executive Committee. Each Board Member must receive proper notification of a called meeting forty-eight (48) hours prior to a called meeting. Proper notification is defined as a phone call to Board Members or notification by mail received by members forty-eight (48) hours prior to the called meeting. The President(s) or next ranking officer has the authority to poll by telephone members of the Board to cover situations that cannot wait forty-eight (48) hours for a called meeting.

Article XII Amendments

Proposed amendments to these By-Laws must be presented in writing to the Executive Committee at least thirty (30) days prior to voting on the change. Proposed amendment(s) will become effective after approval by majority of the Executive Committee and majority of general membership present and voting at the next regularly scheduled general meeting.

Article XIII Ethics

Section 1 No member shall bring pressure upon another member or band director for personal gain or for another individual's gain. If this occurs, they shall be subject to removal from membership.

Section 2 If removal from membership should become necessary, then it shall be accomplished at a special Executive Committee meeting called by the President(s) or other officer as circumstances require. Roberts Rules of Order shall be used as a guide for the proceedings.

Section 3 Appropriate language, behavior and attire are expected of all adults and students at all band functions at all times.

Article XIV Parliamentary Procedure

Meeting shall be conducted according to Robert's Rules of Order (Revised), unless another procedure is specified.