

BYLAWS OF THE EDMOND MEMORIAL BAND BOOSTERS
(Revised 11/8/04)

ARTICLE I
DUTIES OF OFFICERS

SECTION I PRESIDENT

The duties are as follows:

1. To be responsible for the operation of the Band Boosters in accordance with the Constitution and Bylaws adopted by the Band Boosters.
2. Prepare an agenda for and preside at all regular and special meetings of the Band Boosters.
3. Act as an ex-officio member of all standing and special committees.
4. With the advice of the Board, appoint standing or special committees to deal with specific items of business or concern to the Band Boosters.
5. Appoint a Band Booster member to serve as Parliamentarian.

SECTION II VICE PRESIDENT

The duties are as follows:

1. Perform the duties of the President in the President's absence.
2. Coordinate the recruitment of volunteers for all events and remind members of upcoming events and meetings. Notify members of upcoming meetings and provide each a copy of the agenda of the meeting.
3. Prepare to assume the duties of President in the subsequent term.

SECTION III SECRETARY

The duties are as follows:

1. With the President, sign all written contracts of the Band Boosters as authorized by the officers.
2. Maintain membership records and correspondence.
3. Keep the records and minutes of all meetings.
4. Maintain a current copy of the Constitution and Bylaws.
5. Produce an annual directory of band students.

SECTION IV TREASURER

The duties are as follows:

1. Be responsible for the funds of the Band Boosters and deposit them to the credit of the Band Boosters, in such depositories as may be approved by the officers.
2. Pay all bills that fall within the approved budget and pay all other bills, which are duly approved by the members providing the invoices are approved by the officer or committee chairperson responsible for the activity.

3. Keep the books in order to account for receipts and expenditures that shall be open at all times for inspection by the officers.
4. Present a financial report at regularly scheduled meetings of the Band Boosters.
5. Prepare annual forms required by the Internal Revenue Service, Oklahoma Tax Commission and/or the City of Edmond.
6. Prepare and submit annual Request for Sanctioning to the Edmond Public School Superintendent.
7. Prepare an annual budget to be submitted to the membership at the August meeting for approval by a majority of members in attendance and voting.
8. At the August meeting, recommend and receive approval for a minimum operating budget by a majority of the members in attendance and voting.

SECTION VI PAST PRESIDENT

The immediate past president may serve in an advisory capacity to elected officers.

SECTION VII PUBLICITY CHAIRPERSON

The duties are as follows:

1. Publicize all band activities to the local press.
2. Keep the members informed of band activities through a newsletter and special mailings as needed.
3. Publicize all band activities on the high school marquee and website.

SECTION VIII WAYS & MEANS CHAIRPERSON

The duties are as follows:

1. Plan, organize and conduct a program for raising funds for meeting the financial obligations of the Band Boosters, as needed.
2. Submit all plans for raising funds to the board for approval.
3. Report on the various activities of the fund-raising events at regularly scheduled meetings.
4. Collect and record all assessments, fees, dues, income and other money to turn over to the treasurer for deposit.

SECTION IX SCHOLARSHIP CHAIRPERSON

The duties are as follows:

1. Make reports to the Band Boosters regarding the status of the scholarship fund.

2. Oversee, with the committee, the revision of the Scholarship Application form, as necessary.
3. Solicit three (3) to five (5) volunteers for the Scholarship Committee.
4. Collect completed application forms and distribute copies to the Scholarship Committee.

ARTICLE II EXECUTIVE BOARD

SECTION I EXECUTIVE BOARD

The Executive Board shall be composed of the officers of the organization, the Band Director and the Past President of the Band Boosters.

1. The Executive Board shall have general supervision of the affairs of the Band Boosters.
2. The Board shall meet prior to each monthly meeting to determine the business to be transacted at the meeting and as needed to conduct the business of the Band Boosters.
3. The Board shall advise the President on the appointment of Special and Standing Committees. Members of these committees may be selected by the chairperson of each committee or appointed by the Board.
4. The Board may appoint a person to fill any vacancies in committees.

ARTICLE III VACANCIES

SECTION I VACANCIES OF OFFICE

Vacancies in office shall be filled by election, by the members at the first regular meeting, following notification to the officers of the existing vacancy.

ARTICLE IV NOMINATING AND ELECTION PROCEDURES

SECTION I NOMINATING COMMITTEE

A nominating committee, comprised of three (3) members, shall be appointed by the members in attendance at the March meeting each year. No member of the committee shall be a current officer of the Band Boosters.

SECTION II COMMITTEE INSTRUCTIONS

The committee shall nominate candidates for all officers. Nominees shall certify to the nominating committee their acceptance of nomination. The list of candidates shall be submitted to members at the April meeting, at which time additional nominations may be made from the floor.

SECTION III PROCEDURES AND TIME OF ELECTION

Election of officers shall be held at the meeting in April. Newly elected officers will assume their duties at the conclusion of the May meeting.

ARTICLE V MEETINGS

SECTION I MEMBERSHIP MEETINGS

The regular meetings of the Band Boosters shall be held monthly except December, beginning in August and ending in May of each school year. The rules contained in Roberts Rules of Order, Revised, shall govern the Band Boosters in all cases in which they do not conflict with the Constitution and Bylaws of the Band Boosters.

SECTION II ANNUAL MEETING

The Annual meeting shall be the regular meeting in May.

SECTION III SPECIAL MEETINGS

Special meetings may be called by the Executive Board with seven (7) days advance notification to the membership, including the date, time, place and the purpose of the meeting.

SECTION IV QUORUM

A minimum of three (3) officers shall be necessary to constitute a quorum for the transaction of business.

ARTICLE VI DUES, ASSESSMENTS & FUNDRAISERS

SECTION I DUES

Dues may be established as deemed necessary by the board.

SECTION II ASSESSMENTS

An annual assessment for each band member may be established by the board to cover that member's proportionate share of the regular operating expenditures of the band boosters, including but not limited to, clinician fees, equipment repairs,

transportation costs, food at contests, uniform parts and repairs and other items as may be part of the approved budget.

SECTION III FUNDRAISERS

Additional funds may be raised, as needed, through fundraisers, either for specific one-time needs or in order to meet the general obligations of the approved budget. These fundraisers may be conducted either for the benefit of the general fund or for the credit of specific participating band members to be applied to personal expenses such as the cost of their spring trip or other specific items approved by the board and/or the boosters.

ARTICLE VII MISCELLANEOUS

SECTION I OPERATING FUNDS

All funds received by the Band Boosters except for the minimum annual operating budget for the school year and encumbered funds approved by the members to begin the next school year will be expended in the year received.

SECTION II FINANCIAL REQUESTS

All non-budgeted financial requests will be submitted to the officers of the organization a minimum of ten(10) days prior to the next scheduled meeting for placement on the agenda. The request must be approved by a majority of the members in attendance and voting at the next regularly scheduled meeting.

SECTION III TRANSITION OF OFFICERS

All officers shall deliver to their successors all official materials at the end of the school year.

SECTION IV AUDIT COMMITTEE (AMENDED 11/8/04)

1. Each May the outgoing President shall appoint an Audit Chairperson. The Audit Chairperson shall examine the Treasurer's accounts. The Audit Chairperson is allowed to examine the Treasurer's accounts as an individual assignment. The Audit Chairperson is allowed to appoint additional committee members to examine the Treasurer's accounts if Audit Chairperson should elect to have additional members. Band Booster officers for the year being audited will be excluded from this committee.
2. Satisfied that the Treasurer's annual report is correct, the Audit Chairperson shall sign an audit statement of that fact at the end of

the report. The report shall become a part of the permanent record of the Band Boosters and will be presented to the members at the August meeting.

ARTICLE VIII SCHOLARSHIPS

SECTION I ROBERT R. YOUNG MEMORIAL SCHOLARSHIP

The scholarship fund, which consists of the interest received from the certificates of deposits, will be given annually to graduating senior(s) band student(s) from Edmond Memorial High School to further their education.

SECTION II ADDITIONAL SCHOLARSHIP FUNDS

Additional scholarship funds will be the responsibility of the Scholarship Committee.

SECTION III DISBANDMENT

If at any time the Band Boosters shall be dissolved, all scholarship funds shall be administered by a committee consisting of at least three (3) persons, including the Edmond Memorial High School Senior Counselor, the Edmond Memorial High School Band Director, and one additional member chosen by the High School Counselor, said third member not being an employee of Edmond Memorial High School. The High School Counselor will be the Chair of this committee. The scholarship will continue to be given to graduating seniors of the band program.

ARTICLE IX AMENDMENTS

SECTION I

The Bylaws may be amended by a two-thirds (2/3) vote of the members in attendance and voting.

SECTION II

Ten days written notice must be provided to officers of a meeting at which proposed amendments to the Bylaws may be submitted to the membership for the purpose of placing on the agenda.