

Southington Band Backers Club Inc. Bylaws

ARTICLE I NAME

This club shall be known as the Southington Band Backers Club Inc.

ARTICLE II OBJECT

The object of this club shall be to assist in promoting the activities and interests of the Southington High School Band Program.

ARTICLE III MEMBERSHIP AND DUES

All interested adults who agree with the object of this club shall be eligible for membership. Such adults shall be considered members in good standing once payment of annual dues is received. Dues are set each year by the club's Executive Board and cover the period July 1st through June 30th. Payment of dues must be made prior to December 31st. Payment date exceptions will be made for transfer student families only.

SECTION A/

Only members in good standing may vote and hold office.

SECTION B/

Two Elected Student Representatives shall act as the liaisons to the Band members and have voting rights at general membership meetings.

SECTION C/

Band program students may attend club meetings, but they may not hold office and only the elected Student Representatives may vote.

SECTION D/

This organization will not discriminate against any person. No one will be denied membership according to race, religion, creed or national origin.

ARTICLE IV OFFICERS

Elected officers shall be President, Student Administration Vice President, Activities Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Publicity Chairperson. In all offices, except Treasurer, co-candidates may be presented to the membership for election.

ARTICLE V DEFINITIONS

"Southington High School Band Program": Consists of Marching Band, Color Guard, Concert Band, Orchestra and any other music related student group established by the Southington High School Band Director.

"Assist in promoting": Primary activities are conducting non-profit fundraisers and providing financial and operational support for band activities. It is understood that matters pertaining to the training of the performing groups and their participation in programs shall be decided by the school administration.

For the purposes of this document, the term "members" shall be used to denote "members in good standing."

ARTICLE VI DUTIES OF OFFICERS

SECTION A/

The **President** shall preside at all meetings of the club and the Executive Board, and shall be a member of all committees (*ex-officio*) excepting nominating. The President shall appoint all special committees with the approval of the Executive Board. The main goals of the President are to increase membership, promote the program within the community and act as a liaison with school administration.

SECTION B/

The **Student Administration Vice President** shall preside in the absence of the President and shall act as an aide to the President. The Student Administration Vice President shall be in charge of all team captains and the accounting for students' points.

SECTION C/

The **Fundraising Activities Vice President** shall preside in the absence of the President and the Student Administration Vice President and shall act as an aide to the President. The Activities Vice President shall be in charge of all fundraising committee chairpersons and is responsible to oversee planning and managing all new and existing fundraising activities.

SECTION D/

The Band Operations Vice President shall preside in the absence of the President, the Student Administration Vice President and the Fundraising Activities Vice President and shall act as an aide to the President. The Band Operations Vice President shall be in charge of all chairpersons of the Uniforms, Band Banquet, Meal Plan and Pit and Props committees.

SECTION E/

The **Recording Secretary** shall keep accurate records of regular and executive meetings. This officer shall be a member of the Bylaws Committee and shall report upcoming Bylaws events to the Executive Board.

SECTION F/

The **Corresponding Secretary** shall send out notices, carry out all appropriate correspondence of the club and also maintain a membership list.

SECTION G/

The **Treasurer** shall prepare an annual budget, receive all monies, keep an accurate record of receipts and expenditures, and shall pay out money as voted by the club. He/she will submit the books for audit before the annual meeting. These books shall be available for examination by the school administration and members of the Band Backer Club Inc. The Treasurer shall oversee the filing of the yearly tax return, if needed. The Treasurer shall prepare monthly financial reports for distribution at monthly club meetings. These reports will summarize receipt and expenditure activities for both club and student monies as they relate to the operating budget.

SECTION H/ The **Publicity Chairperson** shall be responsible for promoting the activities of the Bands and the Band Backer organization through the media. It is also the duty of this officer to keep the members informed of all Band Activities.

SECTION H/ **Term of office** will be one year for all officers, not to exceed three years in succession, in any given office.

SECTION I/ **Election of officers** will be held at the May meeting each year. These elected officers will comprise the Executive Board. This Board shall make recommendations to the general membership whenever possible. This Board, with majority vote, shall be permitted to make expenditures and operating decisions without the membership approval

ARTICLE VII STUDENT PARTICIPATION

SECTION A/ The members of the Southington High School Band Program are encouraged to attend the Band Backer Meetings.

ARTICLE VIII TEAM CAPTAINS

SECTION A/ **Team Captains** are volunteers who oversee student fundraising point accounts and act as a liaison between the Student Administration Vice President, the students and parents. The main duties of the Team Captains are to communicate club fundraising events and to monitor student points and reconcile the student point account with the Student Administration Vice President.

ARTICLE IX MEETINGS

- SECTION A/** **Regular meetings** of the club shall be held monthly. August to November and January to May
- SECTION B/** The **time and place** of the regular meetings shall be designated by the Executive Board at the beginning of the school year. Any additional meetings shall be publicized to the membership and through team captains.
- SECTION C/** The **Executive Board** shall meet once each month to handle all routine business. The President shall call additional meetings when deemed necessary. Any Band Backer member wishing to attend an Executive Board meeting may do so with approval of the President
- SECTION D/** The meeting for **annual reports and election** of officers shall be held in May.
- SECTION E/** **Team Captains'** meetings shall be called at the discretion of the Student Administration Vice President.
- SECTION F/** Ten members shall constitute a **quorum** at any regular meeting.
- SECTION G/** A quorum for the executive board shall be one-half of the board members plus one
- SECTION H/** The rules contained in Robert's Rules of Order shall govern the meetings of this club in all cases in which they are not inconsistent with the by-laws or standing rules of this club.

ARTICLE X STANDING COMMITTEES

SECTION A/ A **Nominating Committee** of at least three members shall be appointed by the Executive Board no later than the end of March. The objective of this committee shall be to present two or more candidates for each office, whenever possible.

SECTION B/ The **Scholarship Committee** will be appointed no later than January by the President. It will consist of at least six members who are not parents of a scholarship applicant or parents of seniors. Every scholarship applicant must be a member of the Southington High School Band Program.

SECTION C/ A **By-Laws Committee**, consisting of the recording secretary and at least two members shall be appointed by the President in January every four years.

ARTICLE XI RULES OF ELECTION

SECTION A/ The Nominating Committee will submit a slate of candidates for each office at the May meeting. This slate of candidates must be communicated to the membership prior to that meeting.

SECTION B/ Nominations will also be requested from the floor at the May meeting.

SECTION C/ All officers will be elected by the members at the May meeting. In cases where more than one candidate is slated for an office, the election shall be conducted by paper ballot.

SECTION D/ No member can simultaneously hold more than one office.

SECTION E/

Officer vacancies: The Executive Board can appoint a club member or officer (excluding the President) to perform the duties of the club officer if that officer resigns, is temporarily unable to perform his or her duties or in situations where a candidate for a position cannot be found prior to annual elections. Temporary officer appointments must be approved by a majority vote of members present at the first regular meeting following such appointments where a quorum or more members are present. If candidates for a vacant position cannot be immediately found, the Board can appoint a special nominating committee to assist with the search. Elections to fill vacant positions can occur at any time during the year but such elections must follow the rules (exclusive of the timing) stated in Section A through D of this Article.

ARTICLE XII FINANCIAL CONTROLS

SECTION A/

A **Club Auditor** will be appointed by the Executive Board. The Auditor will report to the Board but is not a member of the Board and cannot vote or sign disbursement instruments (checks, withdrawals tickets, etc.) The Auditor will conduct an annual audit after the books are closed in June and will provide a written report of this review to the Executive Board.

SECTION B/

The Club Treasurer will prepare and distribute an **annual budget** based on information provided by the Band Director and the Executive Board no later than two weeks prior to the May Executive Board Meeting each year and the Club Treasurer will present the annual budget to the general membership at the May General Meeting each year and open the floor for discussion and approval of the budget. This budget will be used as a guide to monitor and control the club's financial activities throughout the year.

SECTION C/ All disbursement instruments must contain the signature of two club officers. Cash disbursements will only be made upon presentation of proper documentation (e.g., receipts, cash advance vouchers, etc.)

ARTICLE XIII SPECIAL PROVISION FOR TAX EXEMPTION

SECTION A/ No profit shall proceed to any officer or member of the club.

SECTION B/ In the event of dissolution of the club, the net assets, after payment of debts, will proceed to the Southington High School Band Account, specifically for use by the Southington High School Band.

ARTICLE XIV FUNDRAISING

SECTION A/ The function of fundraising is to provide additional resources needed for educational enrichment, scholarships, awards, field trips, uniforms, equipment, an opportunity for students to offset out of pocket expenses and Band Backer operating expenses.

SECTION B/ This organization reserves the right to make donations to the Band program.

SECTION C/ All funds generated by Band Backers projects are **nonrefundable**.

SECTION D/ Certain fundraised points may be carried over by active band backer families, active students throughout their high school years or turned over to an upcoming sibling, a current band program student, or an 8th grader entering the program the following fall, specified by the fundraising student and with the approval of the Executive Board. Student points not designated for another student will be used at the discretion of the Executive Board.

SECTION E/ Cash payments (as opposed to fundraising points) credited to an individual student's account may be refunded at the discretion of the Executive Board.

SECTION F/ All fundraising committees shall report directly to the Fundraising Activities Vice President with regards to all meeting schedules and agendas.

ARTICLE XV AMENDMENTS

SECTION A/ Upon the approval of the by-laws committee's recommendations by the Executive Board, the By-Laws of this club may be amended by a two-thirds vote by the members present at any regular meeting, providing written notice of the amendment has been given to members at least 21 days prior to the meeting. A quorum is required for the vote to take place.

SECTION B/ The Recording Secretary's copy of this document shall be the official copy.

SECTION C/ These By-Laws shall be reviewed every four years. Changes shall be submitted to members in writing" no later than the April meeting and voted on no later than the May meeting.

Constitution and Articles I-IV and By-Laws were originally adopted on March, 1992. Revisions and amendments were made in 1994, 1996, 1998, 2000 and 2004. The most recent changes were adopted in 2008.