

NORTHWOOD HIGH SCHOOL BAND BOOSTERS ASSOCIATION

CONSTITUTION

ARTICLE I

Name

The name of the organization shall be the “NorthWood High School Band Boosters Association.”

ARTICLE II

Mission

The NorthWood High School Band Boosters Association advances the best interests of the NorthWood High School Bands and Guard, working in conjunction with the Band Directors to facilitate financial and logistical support for the program.

ARTICLE III

Objectives

To accomplish the mission, the NorthWood High School Band Boosters Association (hereinafter referred to as the “Organization”) places itself in a supporting role, understanding all decision-making regarding the activities and administration of the NorthWood High School Bands and Guard (hereinafter, “Band”) ultimately rests with the Band Directors, School Administration, and Wa-Nee Community Schools Board of Trustees.

The Organization shall not become involved in the direction and administrative functions of the Band.

The Organization shall:

- 1) Build and maintain an organization of parents and supporters to promote the general activities of the Band.
- 2) Provide support - moral, physical and financial - to further the success of the Band.
- 3) Cooperate with those individuals charged with direct and administrative oversight of the Band to provide and maintain the highest possible degree of effectiveness and support.
- 4) Promote and encourage public enthusiasm and awareness of the Band and, when possible, its feeder programs within the Wa-Nee Community Schools.

ARTICLE IV

Membership

Organization membership shall comprise all parents and/or guardians of students participating in the Band. Membership also may include designated members of the Band, as allowed in Article VII of the Organization Bylaws.

ARTICLE V

Officers

1. The officers of the Organization shall be titled President, First Vice President, Second Vice President, and Secretary.

2. Parents and/or guardians of Band members shall be solely qualified to hold office in the Organization.

NORTHWOOD HIGH SCHOOL BAND BOOSTERS ASSOCIATION
BYLAWS

ARTICLE I

Officers and Duties

1. The President shall preside at all regular meetings of the Organization, appoint all committees, serve as an *ex officio* member of all committees, and represent the Organization in all matters requiring representation with school officials and the Wa-Nee Community Schools Board of Trustees.

2. The First Vice President shall preside at regular meetings of the Organization in the absence of the President, serve as an *ex officio* member of all committees, and work closely with all officers of the Organization, committee chairs, and band directors in the completion of their duties.

3. The Second Vice President shall be responsible for the selection and implementation of all fundraising projects not specified elsewhere in these Bylaws. The Second Vice President shall preside at regular meetings of the Organization in the absence of both the President and Vice President.

4. The Secretary shall keep the records and minutes of all regular meetings of the Organization, attend to the correspondence of the Organization, and maintain all permanent files of the Organization.

ARTICLE II

Executive Board

1. The Executive Board shall comprise all officers of the Organization, with Band Directors serving as *ex officio* members.

2. The Executive Board shall have general supervision of the affairs of the Organization.

3. The Executive Board shall meet as deemed necessary for planning, coordination and execution of various activities of the Organization.

ARTICLE III

Quorum

For regular Organization meetings, a quorum shall consist of all Organization members present along with a minimum of two Executive Board members present.

ARTICLE IV

Authority

The Organization shall abide by “Robert’s Rules of Order, Revised” in all cases not in conflict with the adopted Constitution and Bylaws.

ARTICLE V

Meetings

1. Regular meetings of the Organization, in the presence of a quorum, shall occur throughout the school year, August through May, generally on the second Thursday of each calendar month.

2. The Executive Board, with consent from a simple majority of the Organization members present at a regular meeting, may postpone the next monthly meeting if desired.

3. The Executive Board may call special meetings of the Organization as deemed necessary.

ARTICLE VI

Committees

1. The President shall establish the purpose and length of term for each committee appointed. Committees shall cease work when the final general Organization meeting of the school year is adjourned unless approved by incoming Executive Board.

2. Organization members, as defined in the Constitution, shall be solely qualified to be appointed to and serve on committees.

3. Band Directors shall be *ex officio* members of all committees.

ARTICLE VII

Student Representatives

1. Band Directors may designate no more than six (6) Student Representatives, and a comparable number of alternates, to represent the Band to the Organization.

2. Student Representatives or alternates should attend each regular Organization meeting to facilitate communication and information exchange between the Organization and Band.

3. The Executive Board shall determine the voting privileges of Student Representatives as deemed appropriate by the matter being decided.

4. The President may appoint Student Representatives to committees to serve in an *ex officio* capacity.

ARTICLE VIII

Elections

1. The President shall appoint a Nominating Committee during the month of January each year. The purpose of the Nominating Committee shall be to collect nominations, recruit candidates, and compile a slate of officer candidates for the Organization to consider. Executive Board members shall not comprise a majority of the Nominating Committee.

2. Candidate nominations shall be allowed from the floor during the Organization meetings in February and March.

3. The Nominating Committee shall present the candidate slate in March, announced during the regular Organization meeting, via electronic communications, and/or by posting in the Band room.

4. The annual election of officers shall be conducted during the regular Organization meeting in April of each year.

5. Band Directors and Student Representatives shall not be qualified to serve as Organization officers.

ARTICLE IX

Term of Office

1. Terms of office for the four elected candidates shall be from June 1 to May 31 of the following year.

2. The period between the April election and June assumption of office shall be considered a transition period. All incoming officers shall familiarize themselves with their responsibilities. In addition, incoming officers shall satisfy themselves the records and information they receive are adequate and/or correct.

3. Departing officers shall make themselves available to assist the new Executive Board through the remainder of their elected term.

4. An officer may resign from office with written notice to the Organization. A resignation is effective immediately upon its receipt by the Organization or at a time specified within the notice of resignation.

5. An officer may be removed from office with cause, such as absenteeism, unethical behavior, or failure to administer duties, by a two-thirds majority vote by the Organization membership at any meeting conducted in accordance with these Bylaws.

6. The First Vice President automatically shall succeed the President in office in the event of the President's death, resignation, or removal from office, and only until the next election of officers.

7. Should any vacancy of First Vice President, Second Vice President or Secretary occur during the school year, the Executive Board may appoint a willing Organization member to fulfill the unexpired term.

ARTICLE X

Finances

1. The Organization shall not be responsible or have responsibility for the accounts and bookkeeping of the Band.

2. Any monies collected in the course of fundraising activities by members of the Organization shall be delivered in full to the care and custody of the NorthWood High School Fine Arts Secretary for proper reporting, receipt and disbursement. All liabilities unpaid shall be reported at the same time.

3. The Organization shall abide by the accounting practices required by Wa-Nee Community Schools.

4. Should any fundraising activity require an expenditure of funds prior to the delivery of monies to the Fine Arts Secretary, the Second Vice President and/or fundraising project chair shall submit a written accounting with supporting documents of expenses paid from gross receipts.

5. As appropriate, the Fine Arts Secretary shall provide information to the Executive Board and Organization members about individual student accounts and financial statements. The Fine Arts Secretary also shall record points and bonuses for performing arts awards.

ARTICLE XI

Dissolution

The Organization may be dissolved by the Band Directors and/or the NorthWood High School Principal at any time and at their discretion. Written notice of dissolution of the Organization shall be mailed to the Officers of the Organization at their last known addresses. Thereafter, the Organization immediately shall cease to conduct its affairs.

ARTICLE XII

Copies

A copy of these Bylaws shall be made available to Organization members, Band Directors, the NorthWood High School Principal, and any such other groups and individuals as deemed proper by the Executive Board. The Secretary of the Organization shall maintain the Constitution and Bylaws in the Organization's permanent files.

ARTICLE XIII

Amendments

1. The Constitution and Bylaws may be amended by a two-thirds majority vote of Organization members present at any regular meeting. To be considered, an amendment must have been presented in writing at the preceding regular meeting, and the membership shall have been notified an amendment is to be considered at the next regular meeting.

2. The Secretary of the Organization shall maintain all approved and considered amendments in the Organization's permanent files.

ARTICLE XIV

Adoption

These Bylaws are considered adopted and in effect as of the regular meeting of the Organization, conducted ~~XXXXXX xx~~, **2020**. These Bylaws supercede the document approved Aug. 9, 2007.