

Greenville Band Booster Association  
By-Laws  
Revised June 9, 2011  
Approved October 6, 2011

## I. Statement of Mission

- A. The Greenville Band Booster Association was founded for the purpose of providing support to those students involved in the Band and Band Front Program of the Greenville Area School District, grades 5 – 12.
- B. The Greenville Band Boosters will approve and organize fundraising activities.
- C. The Greenville Band Boosters will provide chaperones to assist the Band Staff in the transportation of students to and from various festivals, football games, band trips, etc. as determined necessary by the Band Director to provide a safe environment for all students.
- D. The Greenville Band Boosters will also provide assistance as deemed necessary by the Band Director at concerts and other school events.
- E. The Greenville Band Boosters will assist the Band Director in the planning of trips.
- F. The Greenville Band Boosters will assist the Band Staff in the care and fitting of uniforms.
- G. The Greenville Band Boosters will plan social activities for the students, i.e. Band Banquet and parties.
- H. The Greenville Band Boosters will work closely with the Band Director and keep him informed of the Association's activities.

## II. Membership

- A. Regular Member – The Association is open to all parents or guardians of students who participate as an Instrumentalist, a Trojanette, a Silk Line member, a Majorette, a Color Guard member, or a Band Manager. Regular members have voting rights in the Association, may voice concerns and suggestions at meetings, hold offices, and serve on or chair committees.
- B. Associate Member – The Association is open to any person within the community who is interested in the Greenville Area School District Band program and does not currently have a participating Band or Band Front student. Associate members will be encouraged to help in all projects including fundraising, social events, and the like. Associate Members will not have voting privileges, the ability to hold office, or to chair a committee.

## III. Officers

- A. The Association shall have a President, Vice President, Secretary and Treasurer. The duties of the aforementioned offices are as follows:
  - a. President – Oversee the Association and its Executive Committee, provide leadership, make management decisions based on committee recommendations, plan a calendar of events, and be in close contact with the Band Director so as to keep him/her informed

of all Association activities. The President will also be responsible for appointing members at large and replacing officers on Executive Committee.

- b. Vice President – Assist with duties as directed by the President and act as the Association’s leader in the absence of the President. The Vice President shall also be responsible for securing and coordinating all chaperones as deemed necessary by the Band Director. The Vice President will chair the Nominations Committee.
  - c. Secretary – Keep a written record of all meetings, executive, general and/or special, of this Association. The Secretary will also be responsible for sending out newsletters and posting notices of general and special meetings and all activities in the newspapers and on the TV Cable Access Channel. He/she must also give a review of the previous meeting’s records at each general meeting to be amended or accepted as stated.
  - d. Treasurer – Keep an account of all receipts and expenditures of the Association. The Treasurer is charged to receive all funds and pay all approved bills, give a detailed report to the membership at the general meeting, keep the student accounts current and make them available at each general meeting, and provide an up-to-date copy of the books to the President in June of each year to be reviewed. All checks and savings account withdrawals shall require the signatures of the Treasurer and another officer of the Association as appointed by the Executive Committee.
- B. Each Officer shall serve a twenty-four (24) month term. To encourage continuity of leadership, the offices shall have staggered terms. The office of President and Secretary will term on odd years and the office of Vice President and Treasurer will term on even years. Elections will be held in the spring of each year by secret ballot for any office with more than one nominee. Nominations will be accepted at the general meeting prior to the elections.

#### IV. Executive Committee

- A. The Executive Committee shall be made up of the President, Vice President, Treasurer, Secretary, two (2) members/parents at large of High School instrumental students, one (1) member/parents at large of a Band Front student, one (1) member/parent at large of a Junior High instrumental student, one (1) member/parent at large of an East Elementary Band student, the Band Director, and the Assistant Band Director.
- B. The Members at Large will be appointed by the President and will serve a term consistent with that office. They will have a voice as well as voting privileges on matters brought before the Executive Committee. They may also be appointed to chair committees and be assigned other responsibilities deemed necessary by the Officers.
- C. The Band Director and the Assistant Band Director are Ex-Officio members of the Executive Committee and while they have a voice, they do not have voting privileges.

#### V. Committees

The following historical committees may be formed and added to as necessary:

- A. Fundraising - The purpose of this committee is to solicit ideas and suggestions from a variety of sources. Members are also responsible to: evaluate projects and make recommendations to the Executive Committee of vendors and probability of success; establish costs and profits to students and/or the Association; and coordinate the distribution and collection of items with

the school and students. All fundraisers must be approved by the Executive Committee, and subsequently submitted for approval to the school administration in the spring of the year for the following fall.

- B. Social - The purpose of this committee is to arrange and organize banquets, parties and other social events approved by the Executive Committee.
- C. Concert - The purpose of this committee is to serve as ticket salespersons as well as the sale of other items prior to and following band concerts. This committee will also work with the Band Director and provide necessary assistance as required.
- D. Uniform – The purpose of this committee is to assist in the fitting, storage, inventory and maintenance of the Band and Band Front’s uniforms. This committee will inform the Band Director of any missing, damaged, or needed repairs of the uniforms.
- E. Special Events – The purpose of this committee is to assist the Band Director in the evaluation and planning of a band trip. This committee will research and produce a report for the Executive Committee listing costs of meals, transportation, lodging, recommended number of chaperones, and detailed itinerary, as well as establish guidelines for student participation.
- F. Nominating – This committee shall be chaired by the Vice President. The main purpose of this committee is to find and secure nominations for offices up for election. The committee will prepare a slate of offices for election each February.

## VI. General Account Expenditures

- A. The Association raises funds to help defray the costs for ALL students involved in the Band and Band Front program of the Greenville Area School District. The major thrust of these fundraising activities is for a major trip at the high school level, which occurs every four years. The Greenville Band Boosters will also donate toward minor trips as long as these trips are available to ALL students involved in the band/band front program as covered and approved by this organization. The amount of this donation may vary from trip to trip as approved by the Association.
- B. A sum will be made available from the general account each and every year to be given as one or more scholarships to students selected after the review of applications submitted to the Association.
- C. A budget for the upcoming school year shall be prepared and approved by the Association prior to the end of June each year. This budget will show estimated fundraising revenues as well as forecasted expenditures. This budget will be submitted to the school administration for their approval prior to the beginning of the new school year.

## VII. Protocol for Release of Funds

- A. All requests for release of funds in excess of \$150 shall be submitted in writing and approved by the Association. NO contracts, verbal or written, may be made on behalf of the Band Boosters without approval from the Association.
- B. The President and Treasurer may, at their discretion, authorize the expenditure and release of funds in an amount less than \$150.00. These funds will be kept by the Treasurer as petty cash.
- C. Release of funds to any member, who has advanced already approved funds, will only be reimbursed upon production of a receipt for said expenditures.

## VIII. Meetings

- A. The Executive Committee may meet from time to time at the request of the President. The President shall notify the members of the Executive Committee of the time and place of these special meetings.
- B. The General Membership of the Association will meet monthly unless scheduled otherwise by the President.
- C. A required quorum of five voting members of the Association, two of whom shall be current officers, shall be present for actions by the Association that would require a vote.