

HEWITT-TRUSSVILLE SCHOOLS BAND BOOSTERS CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Hewitt-Trussville Schools Band Boosters

ARTICLE II – OBJECT

The objective of this organization is to work with the Superintendent of Schools, the Principals of Hewitt-Trussville High School, Hewitt-Trussville Middle School, and the Directors of the Bands for the benefit of the Bands. The Hewitt-Trussville Band Boosters is not essential to the operation of the Trussville City School System.

ARTICLE III – MEMBERSHIP

Those eligible for membership are:

1. Superintendent of Schools
2. Principals of Hewitt-Trussville Schools
3. Assistant Principals of Hewitt-Trussville Schools
4. Members of Faculty of Hewitt-Trussville Schools
5. Band Directors of Hewitt-Trussville Schools
6. Parents of Band Members
7. All other interested parties of the Hewitt-Trussville Bands

An annual membership fee shall be imposed in an amount to be determined by the Board of Directors and approved by the membership. The membership fee shall be waived to Principals, Assistant Principals, Auxiliary Sponsors, and Band Directors.

ARTICLE IV – OFFICERS

The officers shall be:

1. President
2. 1st Vice-President
3. 2nd Vice-President
4. Secretary
5. Treasurer

These officers shall be members of the Boosters and shall serve for one year or until their successors are duly elected. Each officer will be limited to two consecutive terms in a given position. It is preferred, but not required, that all Band Booster Officers be parents of current or former Hewitt-Trussville band members at the time of their election.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors shall be composed of:

1. Officers
2. Band Directors
3. Ex-Officio President (Advisor)

In the event a vacancy before expiration of the office, the President shall appoint, with the concurrence of the remaining members of the Board of Directors, an officer to fill the unexpired term. There will be a meeting of the Board of Directors prior to each regular meeting of this organization. Additional Board meetings may be held upon the call of the President, Band Directors, or Principals by giving reasonable notice to members of the Board.

ARTICLE VI – ELECTION OF OFFICERS

At the February Band Booster Meeting, the President shall appoint a Nominating Committee of SEVEN (7) members, two of which shall include the High School and the Middle School Band Directors. The Nominating Committee shall present a slate of proposed officers at the March meeting. Officer elections shall be held at the April Booster meeting, at which time nominations shall also be taken from the floor. Those eligible to vote must have paid membership dues by the October Booster meeting or as determined by the Board of Directors. The newly elected officers shall be sworn in and assume their official duties at the conclusion of the May Booster meeting.

ARTICLE VII – COMMITTEES

The President shall appoint Booster members to chair the following:

1. Uniforms & Plumes
2. Equipment Transportation & Bleacher Covers
3. Communications
4. Special Projects
5. Head Chaperon
6. Publicity
7. Chaplain

ARTICLE VIII – MEETINGS

Meetings of the Boosters shall be held at least quarterly with meeting dates set and approved by the Board of Directors with the exception of the Annual Meeting which shall be held in May. Special called meetings will be conducted as required based on a majority approval of the Board of Directors. New officers shall take office at the Annual Meeting and a copy of the Constitution shall be made available to each member.

ARTICLE IX – AMENDMENTS

Proposed amendments to this Constitution shall be submitted in writing to the Board of Directors. The President shall present such amendments to the Boosters at the next regularly scheduled Booster meeting. A vote on the amendment shall be held at the following Booster meeting. A two-thirds (2/3) majority of the members present at the time of the vote shall be required to pass an amendment.

ARTICLE X – PROCEDURES

All functions of the Hewitt-Trussville Band Booster are subject to approval of the School System with the procedure here outlined:

1. Band Directors
2. School Principals
3. Superintendent of Schools
4. Trussville City School Board

ARTICLE XI – FUNDS AND PROPERTIES

All moneys received, donated, or raised by the Boosters shall be for the use and benefit of the Hewitt-Trussville School Bands.

ARTICLE XII – ACCOUNTING

The approval of a majority of the Board of Directors shall be required for all expenditures exceeding \$500.00. The Treasurer shall, upon such approval, furnish check or cash for the approved expenditure which shall be receipted. The Treasurer shall keep a securely bound record of receipts and disbursements. All funds shall be deposited to the credit of the Hewitt-Trussville Band Boosters and shall be subject to withdrawal by joint signatures of the President, 1st Vice-President, 2nd Vice-President, Treasurer, or the High School Band Director. Band Directors shall submit their proposed budget for the upcoming year to the Board of Directors prior to the regular business meeting in May.

The Fiscal Year for the Hewitt-Trussville Schools Band Boosters shall start May 1 and end April 30.

ARTICLE XIII – BY-LAWS

Duties and responsibilities of officers:

1. PRESIDENT
 - A. Coordinate the activities of the Hewitt-Trussville Band Boosters.
 - B. Preside at all business meetings of the organization.
 - C. Make all committee appointments.
2. FIRST VICE-PRESIDENT
 - A. Assume the duties of President during his absence.
 - B. Serve as fund raising chairman and approve any and all invoices with regard to fund raising projects prior to payment by the Treasurer.
 - C. Assume any other duties as assigned by the President.
3. SECOND VICE-PRESIDENT
 - A. Assume duties of President during his absence and absence of First Vice-President.
 - B. Coordinate the concession stand operations including, but not limited to, ordering supplies, opening and operation of stands, and approving invoices incurred for the operation of the stands prior to payment by the Treasurer.
 - C. Appoint a supervisor over each concession stand or concession event, to free his time to manage the entire operation.
 - D. Assume other duties as assigned by the President.
4. SECRETARY
 - A. Keep minutes of all regular and special meetings.
 - B. Maintain a band booster database in a suitable format for communicating with band parents.
 - C. Maintain an accurate file of all correspondence, minutes, and other business activities of the Boosters.
 - D. Responsible for coordination and oversight of the band website.
 - E. Assume any other duties as assigned by the President.
5. TREASURER
 - A. Collect all moneys from fund raising projects, concessions, and other revenue for deposit in the organization's appropriate accounts.
 - B. Keep an accurate account of all moneys and deposit all moneys in the Bank selected by the organization.
 - C. Present a financial report at each regular business meeting of the organization.
 - D. Make disbursements for all approved invoices.
 - E. Assume any other duties as assigned by the President.

ARTICLE XIV – BAND ACTIVITIES

1. Any parent wishing to chaperone any Band function must have worked at least once in the concession stands during the current Band Booster Fiscal Year. A Band Function is defined as any Band activity requiring chaperons including away football games and the annual Band trip. This requirement may be waived in part or in whole at the discretion of the Band Director.

ARTICLE XV – ALL OTHER ITEMS

1. Any rules or situations not covered in the Constitution shall be covered in Robert's Rules of Order.