

Kingston High School KHS Tiger Band Boosters Bylaws

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www.khstigerbandboosters.org



Article I – Name

This booster club shall be known as the KHS Tiger Band Boosters (“Booster Club”).

Article II – Purpose

The purposes of the Association shall be:

1. To support the Bands of Kingston High School, including but not limited to the Marching, Concert, Jazz and Auxiliary groups.
2. To promote and stimulate musical education in the community.
3. To stimulate a spirit of fellowship and cooperation among the membership of the Booster Club.

Article III – Members

There shall be two classes of membership: Regular and Associate.

Section 1 – Regular Members

Regular members are parents and guardians of current band and auxiliary students. Regular members have the privilege of making motions, voting, and holding office.

Section 2 – Associate Members

Associate members are current Kingston High School Band students, alumni, their family members, and Band Directors. Associate members may serve on committees but may not vote.

Article IV – Officers

Section 1 - Officers

The Officers of the Association shall be a Co-Presidents, Co- Vice Presidents, Ways and Means, a Recording and Corresponding Secretary, a Treasurer, and an Assistant Treasurer.

Section 2 – Nominations and Elections

A Nominating committee composed of three to seven regular members including one Executive Committee member shall be elected at the February meeting. The committee shall select its own chairman immediately following the meeting. Any regular member interested in running for an open position shall present it to the Nominating Committee in writing prior to the March meeting. The nominating committee shall report nominations for officers at the March meeting. Additional nominations from the floor will be allowed at the March meeting.

Section 3 – Ballot Election and Term of Office

Officers will be elected by ballot at the April regular meeting. A plurality shall be sufficient for the election of any officer. Officers serve for one year or until their successors are elected. Newly elected officers are installed at the June meeting.

Section 4 - Limitations

Officers must be Regular members of the Association. No member shall hold more than one office at a time, and no member shall serve more than two consecutive terms in any office. A member who has served more than one-half of a term shall be credited with having served that term.

Section 4A – Term Limits

To promote and grow an active membership, it is desirable to limit executive position to two consecutive terms. However, if no volunteer is available, then an executive may continue to serve additional terms.

Section 5 - Vacancies

If a vacancy occurs in any elected office, the unexpired term shall be filled by an election and installation at the next regular meeting of the Association.

Article V – Duties of Officers, Parliamentarian and Standards of Conduct

The officers shall have the following duties and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

Section 1 – Co-Presidents

The Co-Presidents shall preside at all regular and special meetings of the Booster Club and Executive Committee. The Co-Presidents shall be responsible for establishing a close working relationship among the booster club and band directors.

Section 2 – Co-Vice Presidents

The Co-Vice Presidents shall be responsible for coordinating hospitality events for the Band or Booster Club, including but not limited to the summer band picnic, Band Banquet, meals provided at contests, and senior recognition. They should also be available if Co-Presidents are unable to be at monthly meetings.

Section 3 – Ways and Means Chairperson

The Ways and Means Chairperson shall be responsible for coordinating all fundraisers of the Booster Club.

Section 4 – Recording/Corresponding Secretary

A. The Recording/Corresponding Secretary shall keep an accurate and cumulative record of the minutes of Executive Committee and Booster Club meetings.

B. The Recording/Corresponding Secretary shall make the Booster Club records available to any Band Director or Member upon reasonable notice.

C. The Recording/Corresponding Secretary shall review all correspondence, report such to the executive committee and/or general membership and prepare appropriate responses for the Booster Club.

Section 6 – Treasurer/Assistant Treasurer

A. The Treasurer shall be responsible for the Booster Club accounts and funds.

B. The Treasurer shall present a financial report of the Booster Club accounts and funds at each Executive Committee meeting, each Booster Club meeting, or as requested by any Band Director or Member upon reasonable notice.

Section 7 - Parliamentarian

The Co-Presidents shall appoint a Parliamentarian responsible for reviewing and maintaining these bylaws and advising the Co-Presidents regarding parliamentary procedure.

Section 8 - Standards of Conduct

All officers of the Booster Club shall conduct themselves in a manner reasonably consistent with the best interests of the Booster Club. An officer shall be subject to recall only if the officer has done one or more of the following:

- A. Missing two or more consecutive Booster Club or Executive Committee meetings without legitimate cause;
- B. Taking action as an officer while having a conflict of interest; that is, the officer participates in decisions from which the officer could personally benefit financially or materially in a way that is distinct from the Members generally; or
- C. Failing to discharge his or her official duties in good faith.

The procedure for a motion to recall any officer is as follows: (1) A written request shall be submitted, stating the grounds for recall specifically enough to put the officer and the other members on notice as to the reason for recall. (2) The request shall be signed by regular members representing at least twenty households. (3) Upon receipt by the Co-Presidents or Co-Vice Presidents of a written request in proper form, a vote on recall shall be placed on the agenda of the next Booster Club meeting. (4) A recall motion must receive the vote of at least two-thirds of the regular members present in order to pass.

Article VI – Booster Club Meetings

Regular monthly meeting dates shall be held the first Wednesday of every month during the regular school year. Regular meetings may be rescheduled by the Executive Committee with seven days notice. Special meetings may be called by the Executive Committee with three business days notice.

Ten members shall constitute a quorum for the transaction of business in any meeting of this booster club.

Except as otherwise provided in these bylaws, the affirmative vote of a majority of the members present at any Booster Club meeting shall constitute approval of any matter. Voting by proxy shall not be permitted.

Article VII – Executive Committee

Section 1 – Membership

The Executive Committee shall consist of the Officers of the Booster Club, Band Directors, Standing Committee Chairmen and the Parliamentarian.

Section 2 – Duties

The duties of the Executive Committee include, but are not limited to:

- A. Transact necessary business between regular meetings of the Booster Club;
- B. Approve the plans and work of the Committees;
- C. Present a report of its activities at the regular meeting of the Booster Club.

Section 3 – Meetings

A. The Executive Committee shall meet prior to each regular meeting of the Booster Club, at a time and place determined by the President.

B. The Executive Committee shall set its own quorum and voting guidelines.

Section 3 – Meetings

C. Minutes will be taken at the Executive Meeting except when “Executive Session” is entered into. Voting is not allowed in “Executive Session” and no minutes are taken. Minutes from the regular Executive Meeting will be recorded and available to all members.

Article VIII – Committees

Section 1 - Finance Committee

The Finance committee shall be composed of the Treasurer an Assistant Treasurer and Co-Vice Presidents. The Finance committee shall:

A. Maintain a working ledger on each account of receipts and disbursements.

B. Receive and deposit all the funds of the Organization

C. Process disbursements of funds according to the Organization budget.

Disbursements of funds in excess of the Organization budget must be approved by the Executive Committee.

D. Document and maintain procedures for processing deposits, payments and handling cash.

Section 2 - Nominating Committee

As described in Article IV, section 2.

Section 3 – Band Support Committees

Band Support Committees are created by the Band Booster to perform a specific band service, including, but not limited to, Uniforms, Equipment and Prop Crew. Committee chairmen are appointed by the President with advice from the Band Directors. The committee chairman is responsible for organizing volunteers as necessary.

Section 4 – Other Committees

Such other committees, standing or special, shall be appointed by the President as the Booster Club or Executive Committee shall from time to time deem necessary to promote the purposes and carry on the work of the Booster Club, ie: Summer Band Camp, Band Banquet, Fall Fanfare, Yearbook, Musical Concession, NYSSMA.

Section 5 – Term Limits

To promote and grow an active membership, it is desirable to limit committee chairmanships to two consecutive terms. However, if no volunteer is available, then a committee chairman may continue to serve additional terms.

Section 6 - President’s Ex Officio Committee Membership

The President shall be an ex officio member of all committees except the audit and Nominating committees.

Article IX – Parliamentary Authority

In cases not specifically addressed by these Bylaws or any special rules of order the Association may adopt, any applicable rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Booster Club.

Article X – Amendment of Bylaws

Amendments to these bylaws must be proposed in writing at any meeting of the Booster Club, posted electronically for review by the membership, and then approved by a two-thirds vote at the next regular meeting.