

SOUTHGATE BAND BOOSTERS

BY-LAWS

SECTION 1 MEETINGS

1. Business meetings shall be held every month (Sept. – May) on the second (2) Wednesday of each month.
2. Special meetings may be called or regular meetings cancelled by the Executive Board.
3. Fifteen (15) members shall constitute a quorum at any regular or special meeting.

SECTION 2 STANDING COMMITTEES

1. These Committees shall have standing chairperson: Memberships; Candy Sale, Publicity, Band-A-Rama, Spaghetti Dinner, Uniforms, Alumni, Pit Crew, Instrument Committee, and any other special projects chairperson.
2. Chairman may volunteer and will be approved by the Executive Board.

SECTION 3 NOMINATION AND ELECTION COMMITTEE

1. The nomination committee consisting of 3 members shall be appointed by the President in the September meeting.
2. For each office to be filled that year, the committee is to nominate at least one candidate who has previously indicated their willingness to serve. The candidate will be present at the October and November meetings. Additional candidates may be nominated from the floor at the October or November meetings. Nominations will be closed at the November meeting.
3. Election of officers shall be held in the December meeting by Ballot. The nomination committee is to conduct the election. The candidate receiving the highest number of votes shall be declared elected to that office.
4. Absentee ballots will be accepted at the beginning of the election, providing absentee voter is eligible to vote, ballot is received by a member of nomination committee prior to December meeting, and is in a sealed envelope with voter's signature across the seal. Absentee votes shall be counted at the same time as regular votes. Absentee ballots shall be made available by nomination committee and be given out only by this committee between close of nominations and December meeting. Absentee ballot must be turned in to nomination committee by the absentee voter themselves, not a third party.

SECTION 4 AUDITING COMMITTEE

1. An Auditing Committee of one (1) certified outside, or three (3) qualified inside members shall be appointed by the President at the November meeting. The committee shall examine the books of the Treasurer annually and report its findings at the February meeting.

SECTION 5 TERM OF OFFICE

1. The term of office shall be one (1) year beginning January 1st.
2. If a vacancy occurs in an office, the Executive Board shall make the appointment to fill the vacancy. The appointment to be ratified by this organization at it's next meeting.

SECTION 6 ORDER OF BUSINESS

1. Call the meeting to order
2. Secretary's Report
3. Treasurer's Report
4. Old Business
5. New Business
6. Director's Report
7. Adjournment – Refreshments

SECTION 7 FINANCE COMMITTEE

1. A Finance Committee shall consist of the Executive Board, and Band Directors. Duties shall be to prepare a budget for the January 1st to December 31st year, to be recommended at the January meeting with a membership approval vote taken at the January meeting.

SECTION 8 STUDENT CREDIT

1. Student credit shall be any portion of a fundraiser banked for a specific band member for future use.
2. This credit may be used for that specific band member's "allowable" expenses. An allowable expense would be an acceptable expense as voted upon by the band booster's organization. (previously accepted Student Credit Motions: *Motion 5/01: be allowed to compensate for color guard shoes, gloves and materials needed for their dress. Motion 10/02: Band trips, band camp, instrument purchase or repair, music lessons, band shoes, camp polo shirts, band hoodies and/or jackets, or any other required or special materials needed for their dress with a minimum amount of \$15.00. Student credit can not be used for uniform deposits. The board recommends that this change become effective January, 2003.*)
3. Credit may be transferred only to brothers or sisters.
4. Unused credit will be considered donated to the boosters in the following situations:
 - a. If not used or given to a sibling by graduation.
 - b. If not used or given to a sibling within one year of withdrawing from the band program.Unused credit will be deposited in the general fund for the use and benefit of all band members.

5. All Credit earned or used must be reported to the credit chairperson monthly.
6. Credit chairperson will keep track of each students credit and report these figures to the treasurer and director monthly.

CONSTITUTION AND BY-LAWS REVISED

MAY, 1982

MAY, 1987

APRIL, 1994

MARCH, 2000

OCTOBER, 2002

CONSTITUTION AND BY-LAWS AMENDED

MARCH, 1996

JUNE, 1996