

# BY-LAWS OF THE DUTCH FORK BAND BOOSTERS

## ARTICLE I – NAME

The name of the organization shall be the “Dutch Fork Band Boosters”.

## ARTICLE II – MISSION

The mission of the Dutch Fork Band Boosters shall be to support activities of and promote the interest of the band programs at Dutch Fork High School and Dutch Fork Middle School.

## ARTICLE III - MEMBERSHIP

Section A. MEMBERSHIP TERM: All memberships are for a period of one year, commencing on July 1 and terminating on June 30 of the following year.

Section B. DUES: Annual dues if any, for all membership classifications shall be determined by the Executive Board.

Section C. MEMBERSHIP: Membership is awarded to the parents/guardians of all students enrolled in the Dutch Fork High School Bands and Auxiliary units.

## ARTICLE IV – EXECUTIVE BOARD

The Executive Board of the Dutch Fork Band Boosters shall be composed of the Dutch Fork High School Band Director, the elected Band Booster officers, and the appointed standing committee chairpersons. The Executive board shall have full authority in all matters of the Dutch Fork Band Boosters, including the disposition and disbursement of funds. The President and/or the Treasurer shall be authorized to sign checks and disburse funds.

## ARTICLE V – OFFICERS AND DUTIES

Section A. OFFICERS: The Officers of the Dutch Fork Band Boosters are: President, Vice President, Secretary, Treasurer, DFMS Bookkeeper, and A Guard Representative. All officers but the DFMS Bookkeeper must be a parent/guardian of a student enrolled in the Dutch Fork High School band program and the marching band; the DFMS Bookkeeper must be the parent/guardian of a student enrolled in the Dutch Fork Middle School band program and the high school marching band. The President, Vice President, Secretary, and Guard Representative shall be elected in the Spring meeting for a term of one (1) year and may be re-elected. No officer will serve more than (2) consecutive terms in the same position but can be elected to a different position.

In order to maintain consistency in bookkeeping and finances the Treasurer will serve a term of two (2) years and may serve no more than two (2) consecutive terms in that position.

Section B. PRESIDENT: The President shall preside at all meetings of the membership and the Executive Board; establish standing committees and appoint all committee chairpersons; appoint a nominating committee prior to the annual meeting; and call for an audit of the organization's financial status prior to the close of the year's activities. The President shall also be the Dutch Fork Band Boosters' representative to the Parents' Advisory

Cabinet (PAC), or any other organization as may be requested by the administrators at Dutch Fork High School.

- Section C. VICE-PRESIDENT: The Vice-President shall assume the office of President should that office become vacant at any time after the election of officers. The Vice-President shall also serve as the chairperson of special committees as directed by the President. The Vice-President shall direct all fundraising activities of the Dutch Band Boosters.
- Section D. SECRETARY: The Secretary shall keep accurate records and minutes of all meetings of the membership and the Executive Board; maintain all records and all valuable papers of the Band Boosters, including membership records; and conduct the correspondence of the organization as directed by the President.
- Section E. TREASURER: The Treasurer shall keep accurate records of all financial matters regarding the Dutch Fork Band Boosters and shall regularly report the financial standing of the Band Boosters to the membership and Executive Board.
- Section F. Guard Representative: The Guard Parent Representative shall represent and act as a liaison with the Guard staff and Winter Guard staff to ensure adequate representation in areas of budget, staffing, and inclusion in the broader band activities.
- Section G. Middle School Bookkeeper: The Middle School Bookkeeper shall keep accurate records of all financial matters regarding the Dutch Fork Middle School Band and shall regularly report the financial standing of the Middle School Band to the membership and Executive Board.

## ARTICLE VI – ELECTION OF OFFICERS

- Section A. NOMINATING COMMITTEE: A nominating committee of three (3) members appointed by the President shall select nominees for each office and present names of the slate of nominees to the membership at a regular business meeting one month prior to the elections at the annual meeting. All prospective nominees shall be approved by the band director. Additional nominations may be made by any member-in-good-standing from the floor.
- Section B. VACANCIES: The Executive Board shall fill the vacancy for the unexpired term of any elected office where deemed necessary by the Executive Board, except that the Vice-President shall fill the vacancy for the office of President.
- Section C. TERM OF OFFICE: The term of office for each elected officer shall be a one-year period commencing on July 1 and expiring on June 30 of the following year.

## ARTICLE VII – MEETINGS

- Section A. EXECUTIVE BOARD: The Executive Board shall meet monthly or as required, and the time and place for regular board meetings shall be publicized in advance to all members of the Dutch Fork Band Boosters. Five (5) members of the Executive Board shall constitute a quorum of the Board for the purpose of conducting business. Special meetings of the Board may be called by the President or the Band Director(s) as required. Meetings of the Executive Board shall be open to all members. No business of the Dutch Fork Band Boosters may be conducted in a closed executive session. Special, closed sessions of the Executive Board Elected Officers may be called by the Director(s)

or the President to address any special cases such as student financial hardship or other sensitive matters. A closed session may only serve as a vehicle for the Director(s) to discuss and inform the elected officers of issues and desired outcomes to be reached for such matters.

Section B. MEMBERSHIP: A minimum of three (3) business meetings of the membership of the Dutch Fork Band Boosters will be held during the year. All meetings of the Dutch Fork Band Boosters will be open meetings and the date, time and place of meetings will be publicized in advance.

Section C. ANNUAL MEETING: The annual Meeting of the Dutch Fork Band Boosters will be held in April of each year, or immediately prior to the spring concert(s) or at the band banquet for the purpose of election of officers for the following year.

## ARTICLE VIII – COMMITTEES

Standing committees shall be: Pit/logistics, Chaperone and Concessions/Catering. Other special committees may be established or dissolved by the President as required. All committee chairpersons are appointed by the President and shall serve and have a vote on the Executive Board.

## ARTICLE IX – BUDGET:

Section A. PREPARATION: The Executive Board shall approve a budget at the start of each year with the goal of improving and enhancing the band programs at Dutch Fork High School and the students therein enrolled. No revenues or expenses will inure to the benefit of any individual member of the Dutch Fork Band Boosters.

Section B. APPROVAL: The proposed budget will be presented by the Executive Board to the membership for approval at the first business meeting of the year.

Section C. ADMINISTRATION: the Executive Board shall have sole authority for the administration and execution of the budget upon approval of the budget by the membership. Additions and amendments to the approved budget may be made by the Executive Board as required to meet the mission of the Dutch Fork Band Boosters.

## ARTICLE X – DISPOSITION OF PROPERTY

All equipment and supplies, including musical instruments, uniforms, and regalia, purchased by the Dutch Fork Band Boosters shall become the property of Dutch Fork High School.

## ARTICLE XI – DISSOLUTION OF ORGANIZATION

In the event that the Dutch Fork Band Boosters are dissolved, all funds on hand at the time of dissolution shall be deposited in the respective band accounts at Dutch Fork High School.

## ARTICLE XII – AMENDMENTS

These Bylaws may be altered or amended only by a two-thirds affirmative vote of the members- in-good-standing of the Dutch Fork Band Boosters at a regular business meeting. The intent to alter or amend these Bylaws must be announced and publicized at least ten days prior to the date of the meeting.

### ARTICLE XIII – GUIDE FOR MEETINGS

ROBERTS RULES OF ORDER (Revised) shall be the Parliamentary Law governing the Dutch Fork Band Boosters.

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APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JULY, \_\_\_\_.

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

As Amended by vote of Membership May 2023