

Timberland Band Boosters By-Laws

Article I – Mission

Our mission is to serve all Wentzville Timberland High School Band Programs.

Our intention is to support quality music programs through which we believe students experience positive personal growth, including opportunities to develop high self-esteem, respect, responsibility and leadership.

To accomplish this:

- We provide financial, logistical, political and organizational governance;
- We provide encouragement, guidance, emotional support, role modeling, and opportunities for positive interaction among parent, teachers, and administrators.

As Band Boosters, we are committed to the participation of all boosters in these endeavors.

As Band Boosters, we recognize the professional duties and responsibilities of the Band Director(s).

As Band Boosters, we are committed to work cooperatively to accomplish this mission.

Article II – Offices

The Wentzville Timberland High School Band room located in the County of St. Charles, Missouri shall be designated as the official office.

Article III – Membership

Parents or guardians of members of the Wentzville Timberland High School Band shall be voting members. Other interested persons who seek to assist in the band's projects are considered supporting members, with all the privileges of membership, except to vote.

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Article IV – Band Board Membership

The Wentzville Timberland Band Board consists of:

Section 1: Elected and Appointed Officers

1. Elected Officers
 - a. President
 - b. Vice-President of Recruiting
 - c. Vice-President of Logistics
 - d. Vice-President of Food & Beverage
 - e. Secretary
 - f. Treasurer
2. Appointed Officers
 - a. Student Representatives from each class
 - b. Directors of Bands (ex officio)
 - c. Guard Sponsor
 - d. Committee Chairpersons

Section 2: Duties of Band Board

1. See that the provisions of these By-Laws are upheld in all activities of the Band Boosters.
2. Implement the policies and decisions of the Band Booster Organization.
3. Coordinate the activities of the various committees of the Band Boosters with one another and with the professional staff
4. Empower the ***President*** to appoint any ad hoc committees deemed necessary.
5. Receive prior to the June Board Meeting from the Ways and Means Committee a budget proposal for the upcoming school year. Budget is to be approved by Board by end of day on June 30. Board presents approved budget at the July Boosters meeting.
6. Approve before a payment is made any unbudgeted expenditures greater than \$50.
7. Prepare the agenda for the Band Booster Meetings.
8. Appoint Band Booster Members to the Nominating Committee according to the stipulations in these By-Laws.
9. Report all activities to the Band Boosters at each regular meeting.

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Article V – Duties of the Officers and Band Board Members

1. The ***President*** shall preside at all meetings of the Band Boosters and Band Board. The ***President*** will have the responsibility for the coordination of Band Booster activities and shall see that the decisions of the Band Boosters or Band Board are implemented by the appropriate committees or persons. The ***President*** will be the primary liaison with the band directors/assistant directors, band student officers and councils, school administration, and district administration. The ***President*** will maintain a database of current band members and Band Booster members contact information and will distribute the roster to the Band Board Officers. The ***President*** shall chair the Patron Program and Community Awareness Committee and the By-Law Committee.
2. The ***Vice-President of Recruiting*** will preside in the absence of the ***President*** at the Band Boosters or Band Board Meetings. If the ***President*** is unable to continue in office, the ***Vice-President of Recruiting*** shall assume the office of ***President*** for the remainder of the regular term. The ***Vice-President of Recruiting*** shall chair the Nominating Committee, and the Hospitality Committee.
3. The ***Vice-President of Logistics*** will chair the Equipment and Transportation Committee. The ***Vice-President of Logistics*** shall preside over meetings in the absence of the ***President*** and ***Vice-President of Recruiting***.
4. The ***Vice-President of Food & Beverage*** will chair the Food Committee, and in the absence of the ***President***, ***Vice-President of Recruiting*** and ***Vice-President of Logistics***, shall preside over meetings.
5. The ***Secretary*** will keep the minutes of all Band Booster and Band Board Meetings. Minutes of Band Booster and Band Board Meetings will be made available to the band boosters' organization as a whole at each meeting. At the direction of the Band Boosters or Band Board, the ***Secretary*** will correspond on behalf of the Band Boosters or Band Board and will keep a file of all correspondence. Correspondence of general interest is to be shared with the Band Boosters or Band Board at regularly called meetings. The ***Secretary*** shall chair the Archive Committee.
6. The ***Treasurer*** will have the overall responsibility for oversight of the Band Booster budget. The ***Treasurer*** will report on the Band Boosters financial status at all Band Booster and Band Board meetings. The ***Treasurer*** shall chair the Ways and Means Committee.
7. The Director(s) of Bands responsibilities as members of the Band Board will be to communicate the District's Budget for band expenditures including sponsor stipends to the Band Booster ***Treasurer***, assist the Band Booster ***Treasurer*** in preparing the annual Band Booster Budget prior to the June Band Board meeting, and to communicate to the ***President*** the itinerary for performances.
8. The Guard Sponsor will represent the Guard/Auxiliary with responsibility of coordinating among guard parents such activities as support, ways and means, uniforms and communications. The Guard Sponsor will report to the Band Booster Board.
9. Committees and their responsibilities are outlined in Article VIII. All Committees will report to the Band Booster Board and are headed by a Band Officer (***President***, ***Vice-Presidents***, ***Secretary*** or ***Treasurer***).

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Article VI – Meetings

The regular meeting of the membership will be held monthly, August through May with one additional meeting in June or July at a time and date determined by the Band Board.

Meeting dates, times and locations will be posted on the Band Booster website, and communicated through email.

At least four Band Board Officers must be present at meetings for the transaction of business.

Article VII – Finance and Purchasing

1. The fiscal year will begin July 1 and end June 30.
2. The annual Band Booster Budget shall be prepared by the *Treasurer* with the assistance of the Band Director and be presented at the June Band Board Meeting.
3. Copies of monthly income and expense reports prepared by the *Treasurer* will be presented at each monthly Band Booster meeting.
4. Expenditures
 - a. The *Treasurer* is authorized to disburse funds for any approved budgeted item with a receipt.
 - b. The Band Board approved any unbudgeted expenditures for payment up to \$50 not to exceed the total budgets miscellaneous amount.

Article VIII – Committees

1. Ways and Means Committee (Chaired by *Treasurer*)

Ways and Means is responsible for the overall planning and coordination of fundraising to support the activities of the band. The committee will submit all fundraising projects to the Band Boosters and Band Board for approval, and will communicate all fundraising opportunities to the Band Board and Band Boosters.
2. Equipment and Transportation Committee (Chaired by *Vice-President of Logistics*)

Equipment and Transportation is responsible for overall planning and coordination of volunteers to load/unload and transport equipment to and from events, and on/off the field for performances. Maintain and construct props for performances and shelves/storage etc. as approved by the Band Board.
3. Food Committee (Chaired By *Vice-President of Food & Beverage*)

Food Committee will plan, coordinate and oversee food, drinks, and snacks for band members when on away trips, and for home events such as end of year banquet.
4. Hospitality Committee (Chaired by *Vice-President of Recruiting*)

Hospitality Committee will help coordinate volunteers to help out at the various functions the band participates in. At home games, will delegate the tasks of marking off bleachers, preparing water coolers and cart, with cups, trash bags, etc. For away events, they will help coordinate chaperones, and volunteers to help with all functions not covered by other committees.

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5. Uniform Committee (Chaired by *Secretary*)
Uniform Committee is responsible for inventory, issuing, maintenance and repair of band uniforms.
6. Patron Program and Community Awareness Committees (Chaired by *President*)
These committees are responsible for communicating to local businesses and individuals regarding the band programs. In addition, they are to solicit donations, provide recognition for those individuals and businesses, students and alumni who supported the band programs. The committee will maintain a database of businesses and individuals who support the programs and forward the list to their successor.
7. By-Law Committee (Chaired by *President*)
This committee is responsible for reviewing and recommending changes to the current by-laws to the Band Board. All proposed changes must be submitted to the Band Booster members for review and discussion at a regular membership meeting and voted on at the next regularly scheduled meeting. Changes may be approved by a simple majority vote of the membership present and will become effective immediately.
8. Nominating Committee (Chaired by *Vice-President of Recruiting*)
This committee is responsible for nominating a slate of candidates to be presented at the February Booster meeting, with discussion and open nominations to be held at the February and March meetings. Elections will be held at the April meeting, with the newly elected officers assuming their post at the beginning of the fiscal year, as noted in Article VII, Section 1.
9. Web Master Committee (Chaired by *President*)
This committee is responsible for maintaining the Band Booster web site and email account. Information should include Band Booster meeting notifications and minutes, event itineraries and other items as directed by the officers or directors.
10. Archive Committee (Chaired by *Secretary*)
This committee is responsible for documenting all activities of the various band programs and maintaining a record of awards and achievements. The committee will also compile a photographic record of the band and booster throughout the year and assist in compiling Senior Books at the end of the school year.

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Article VI – Amendments

Any proposed amendments to these By-Laws must be presented at a regularly scheduled meeting of the Band Boosters to the membership. Discussion will be held on the night the amendments are presented and voting will take place at the next regularly scheduled meeting. A simple majority of the members present is required to pass an amendment. It will become effective immediately upon approval, unless other provisions are made by the Band Boosters in approving the amendment.

Article X – Borrowed Items

Before THS Band Boosters borrow an item, a mutual agreement must be signed by the elected Band Board, the director(s), and property owner, and a copy kept on file. The agreement will include: who is responsible for the item at the event, payment for use of the item, expected payment for loss or damage, and where/when/how the item will be returned to the owner.

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