

Fraser Band Booster Organization Document & By-Laws

1-6-26

Date of Adoption

ARTICLE I - NAME

- a. The official name of this organization is: The Fraser High School Band Booster Organization (FHSBBO).

ARTICLE II - PHILOSOPHY

- a. THE STUDENT: The FHSBBO believes that self-discipline, self-esteem, friendships, creativity, and sense of belonging are among the many values provided through a quality band program, helping to develop a well rounded person for immediate and future successes.
- b. THE PROGRAM: The FHSBBO recognizes and supports instrumental music as an essential part of Fraser Public Schools at all grade levels, Elementary through High School, as instrumental music provides an excellent opportunity for creativity and learning about the arts through musical performances.
- c. THE COMMUNITY: Music brings people and communities together. This will happen through quality music appearances for our school and community through performances at football games, parades, concerts, community activities, and school functions. We will work to build bridges between all band program levels throughout the district.

ARTICLE III - OBJECTIVES

- a. THE STUDENT:
 - i. Encourage student involvement in all opportunities the program offers for musical growth, personal development, volunteering, fundraising, and musical performances.
 - ii. Aim to provide an exciting and memorable experience for each and every student.
- b. THE PROGRAM:
 - i. Assist the Band Director in the activities of the band program.
 - ii. Assist with financial support for activities, equipment, educational trips, camps, additional instruction, through fundraising efforts.
 - iii. Invite and encourage parental involvement and volunteering within the instrumental music program throughout the year.
- c. THE COMMUNITY:
 - i. Encourage the local community support and involvement of Fraser High School's instrumental music program performances and events.
 - ii. Establish strong relationships between FHSBBO, student families, and the instrumental music programs.
 - iii. Building a strong and supportive community for our student musicians. Create and maintain an organization of interested people who will help promote the general activities of the instrumental music program.

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ARTICLE IV - MEMBERSHIP

- a. "General Member" in the FHSBBO is open to any parent or legal guardian of a band member in the Fraser schools, teachers, band alumni, administrators and any concerned adult who wishes to be involved in providing our high school band members a quality learning environment in music.
- b. "Active Member" in the FHSBBO is the General Membership described above, and has attended at least (2) meetings this school year.

ARTICLE V - VOTING & ELECTIONS

- a. Quorum: A quorum shall consist of those General Members in attendance at the FHSBBO monthly meeting.
- b. General Members will have full voting rights on all matters and/or motions brought to the General Members by the Executive Board.
- c. Simple majority vote by quorum is required to pass any motion presented by the Executive Board to the membership.

ARTICLE VI - EXECUTIVE BOARD OFFICERS & THEIR ELECTION

- a. Executive Board: The FHSBBO will be governed by an Executive Board. The Executive Board has authorization to handle the affairs of the FHSBBO between regular meetings.
- b. Executive Board Officers: The FHSBBO Executive Board shall consist of a President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary.
- c. Nomination Requirements for Executive Board:
 - i. Nominations:
 1. The Executive Board nominations will take place during the April FHSBBO monthly meeting.
 2. The Executive Board will accept nominations from the floor during the May meeting for Executive Board Positions.
 3. A person can only be nominated for one position. If a board member is nominated for a different position and is defeated, they may be nominated for their current office position during the voting process.
 - ii. Considered a "General Member" in good standing.
 - iii. Must have at least one (1) child in the High School Band Program.
 - iv. Nominees must have attended at least four (4) regularly scheduled meetings of the FHSBBO during the current school calendar year.
 - v. Nominees need not be present to accept their nomination, but must provide consent to serve if nominated.
- d. Electing Officers: Elections will follow Article V requirements
 - i. Officers will be elected each year at the May FHSBBO monthly meeting.
 - ii. Only "Active Members" are eligible to vote for elected officials.
- e. Officers shall assume their official duties On June 1st following their election. Elected Officers shall serve for a term of one (1) year and shall remain in office until their successors assume office.
- f. No one may hold more than (1) one office at a time, or serve more than three (3) consecutive terms in the same office.
- g. Voting for Executive Board shall follow this order:
 - i. President

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- ii. Vice President
 - iii. Corresponding Secretary
 - iv. Recording Secretary
 - v. Treasurer
- h. Newly elected officials will begin to work immediately with the existing board to begin a transition of information and current working events. This will be done through meeting together with the Executive Board.
- i. Any member of the Executive Board may act as a liaison between the FHSBBO and the FPS School Board, representing the FHSBBO at school board meetings, as needed.

ARTICLE VII - EXECUTIVE BOARD RESPONSIBILITIES

- a. The Executive Board shall oversee the general operation of the organization and the activities the organization elects to undertake.
- b. The Executive Board shall coordinate with the chairperson(s) for all fundraisers, events, committees, and projects.
- c. An Executive Board member must be advised of all committee and project meetings and will report information back to the Executive Board.
- d. During the nomination process, in the event that 2 people are not nominated or elected for both the Corresponding Secretary AND Recording Secretary positions, they will be combined into one position for that 1 year term.
- e. In the event that an Executive Board vote is tied, the Band Director will have the tie breaking vote.
- f. **President:**
- i. Presides over all General Membership and Executive Board Meetings.
 - ii. Oversee all functions of the FHSBBO.
 - iii. Be a member ex-officio of all committees.
 - iv. Coordinate the work of the officers and committees of the organization in order that the Objectives may be promoted and completed. Formulates the agenda for all meetings.
 - v. Enforce By-laws of the organization.
- g. **Vice President:**
- i. Assist the president in their duties.
 - ii. Ensure that chairperson(s) and committee leaders are moving smoothly and efficiently.
 - iii. Perform the duties of the President in their absence.
 - iv. Assist all board members as needed to keep the program functioning smoothly.
 - v. Have a current copy of By-Laws and financial reports at all meetings.
- h. **Corresponding Secretary:**
- i. Send out monthly reminders to the General Membership of weekly reminders.
 - ii. Send out information to the General Membership as requested or deemed necessary.
 - iii. If unavailable, the Corresponding secretary will coordinate with another board member to send information to General Membership.
 - iv. Assume responsibilities of Recording Secretary in their absence.

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- i. **Recording Secretary:**
 - i. Taking minutes at all General and Executive Board meetings.
 - ii. Keep track of all in attendance at General meetings.
 - iii. Keep a master File in the “Google Drive” of all minutes and reports.

 - iv. Send a detailed report of minutes to the Executive Board within 4 days.
 - v. If unable to attend a meeting to take minutes, they must coordinate with the Corresponding Secretary as their replacement.
- j. **Treasurer:**
 - i. Maintain a “Cash Bank” for all band functions.
 - ii. Process deposits, disbursements, and reimbursement requests in a timely manner for account #200. Working with the FHS accounting department and FHS Band staff.
 - iii. Keep a full and accurate record of receipts and expenditures.
 - iv. Establish and maintain a system of checks and balances when handling funds by using standard accounting practices.
 - v. Prepare and present a monthly financial report to the General Membership and Executive Board meetings.
 - vi. Work with the Executive Board to prepare an Annual Budget.
 - vii. Present an annual budget to the General Membership.
- k. **All Officers:**
 - i. Perform the duties prescribed in these bylaws and those which may be assigned.
 - ii. Deliver to their successor all official material no later than seven (7) days following the expiration of their term.

ARTICLE VIII - EXECUTIVE BOARD VACANCIES

- a. **Vacancy:** In the event that the President is unable to complete their term, the Vice President will assume the responsibilities of the President. If a vacancy occurs in any other office, it shall be filled by a person elected by the majority vote at the next FHSBBO monthly meeting.
- b. **Inefficiencies:** Upon report and investigation of charges of an officer’s inefficiency, misconduct, or neglect of duty, the Executive Board has the authority, upon 2/3rd ballot vote, to declare the office vacant, and to be filled in the manner stated under the “vacancy” section of the by-laws.
- c. **Resignation:** If an officer is unable to perform the duties assigned, that person should submit a resignation, in writing to the Executive Board officials.

ARTICLE IX - COMMITTEES AND THEIR RESPONSIBILITIES

- a. Each fundraiser and event must have a Chairperson(s). The Chairperson(s) shall be responsible to the Executive Board. Larger events will require Committee leaders. Committee Leaders assist the chairperson(s) in accomplishing designated items within the event.
- b. **Chairperson(s):**
 - i. Organize the event or fundraising activity.
 - ii. Coordinate volunteer helpers as needed
 - iii. Report to the Executive Board before, during, and after the event, activity, or fundraiser.

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- iv. Update the General Membership during the monthly meeting.
 - v. Spending for events/activities as allocated in the Annual Budget. Additional expense requests may be presented to the Executive Board for event/activity. It will be discussed, and the Executive Board will vote on request.
- c. **Committee Leader:**
- i. Oversee specific aspects of their portion of the event/activity.
 - ii. Build their team to help with the specifics within the committee.
 - iii. Communicate with the Chairperson(s) with regular updates.

ARTICLE X - FINANCES

- a. An Annual Budget shall be submitted by the Executive Board and presented by the Treasurer for approval by a majority vote of the members in attendance at the April meeting.
- b. All revenue of this organization shall be derived from fundraising efforts of the FHSBBO.
 - i. In selling any item(s), the boosters will retain a minimum of \$1 per item sold. This price may be adjusted at any time to reflect the fundraising purposes and designation.
- c. All funds from fundraising and activities shall be deposited into the FHSBBO account #200 within FHS.
- d. The Annual Budget shall serve as a general guide for yearly expense decisions within the Executive Board and FHSBBO.
- e. The Executive Board has the ability to approve additional expenses as part of their regular business operation on behalf of the FHSBBO. Special items may be brought to the General Membership for voting as deemed necessary by the Executive Board at the monthly General Membership meeting. A two-thirds (2/3rd) approval from the members present at the meeting is needed to pass.
- f. Fiscal calendar year will be May 1st to April 30th.
- g. In the event of dissolution of the FHSBBO, all assets will become property of the Fraser High School Band.

ARTICLE XI - MEETINGS

- a. Monthly General Membership meetings will be held at a designated date, time, and location presented to the membership by the Executive Board.
- b. Monthly meeting dates for the school calendar year will be presented at the first meeting each September.
- c. Meetings:
 - i. Everyone in attendance must sign in for record keeping.
 - ii. Follow Roberts Rules of Order which involve making motions for something they would like to do or see, someone seconds it, there's a discussion about it then the members vote on it. This needs to be done when wanting to spend money on something outside of approved budget items, approving treasurer's reports, last time's meeting minutes and adding items to the agenda.
 - iii. Provide members with a copy of last meeting's minutes and budget updates, and treasurer report for the previous month.
- d. Executive Board meetings shall occur on a regular basis in between General Membership meetings. Any Executive Board member can request a special Executive Board meeting at any time.

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ARTICLE XII - AMENDMENTS

- a. The By-Laws shall be reviewed each March by the Executive Board.
 - i. Annual recommended amendments will be noted for presentation to the General Membership meeting in April and voted on in May. In order to pass an amendment at the meeting, a majority vote of the members present and voting must be had.
 - ii. These Bylaws may be amended at any regular meeting of this organization by a majority vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

Document Revision Acceptance Dates:

1. 1-6-26 Adoption of document rewriting