



## **EABB BY-LAWS**

### **Article I- Name**

The name of this organization shall be *Eastern Alamance Band Boosters, Inc.*

### **Article II- Purpose and Goals**

1. The purpose of the organization shall be to provide moral, physical, and financial support to the bands of Eastern Alamance High School.
2. The goal of the organization is to assist and support the music educator so that he or she can maintain a music program that will be educational and rewarding. But the organization's authority shall never reach into the content and priorities of the instrumental music program as established by the music educator and the principal.
3. To provide financial assistance and services for the instrumental music department and to all supportive units as may be added.
4. To aid the instrumental music program in such a manner as members of the organization, the Band Director and the Principal shall deem fitting and proper.
5. To provide for the marching band, concert band, wind ensemble, jazz band, percussion ensemble, and color-guard members those things over and above that which is provided by the school board, such as:
  - a) Additional instructors for color-guard, percussion, and horn-line.
  - b) Refreshments
  - c) Awards and Band Booster Scholarship(s), in keeping with school policy and approved by the Board of Governors and the Band Director.
  - d) Funds for any project, activity, or trips that might be proposed and approved by the Band Director, Principal and/or the School Board.

### **Article III- Membership**

The membership shall consist of parents and guardians of students currently enrolled in band and those that are actively seeking to promote Eastern Alamance High School Bands and other band activities. To become a member, application must be made to the Eastern Alamance Band Boosters, Inc. When associated with the band or a band function, members shall conduct themselves in accordance with the organization's code of conduct.

### **Article IV- Meetings**

Regular meetings shall be held on the first Tuesday night of each month during the school term in Eastern Alamance High School's Band Room at 6:30 P.M. The location and time may be changed by the President by notification of the membership and prior approval of the Band Director.

Special meetings may be called by the Band Director, or Principal or President with proper notification to all. Each member shall be notified by normal means of communication as to the purpose of the special meeting. No business other than that for which the special meeting was called shall be transacted at that meeting and documentation of said meeting must be kept and presented to the secretary.

**All meetings (regular or special)** must be conducted in the presence of the Band Director or proxy representative chosen by the Band Director or Principal.

#### **Article V- Order of Business**

1. Each member shall sign the register of attendance upon entering the meeting room. The register of attendance shall be maintained by the Secretary and shall become a portion of the organization's permanent record.
2. Call to order.
3. Confirmation of the minutes of the preceding meeting.
4. Reading of communications and motions relative thereto.
5. Detailed Treasurer's report.
6. Band Director's report.
7. Unfinished business from prior meetings.
8. Reports of committees.
9. New business.

#### **Article VI- Election of Officers**

Names of candidates for each elected office shall be submitted and may be made from the floor at the regular November meeting. Nominations for any office must be taken from the membership roster and should be present, with the exception of sickness, death, or real-world job related obligation.

Nominations will be made in the following orders: (A) President, (B) Vice-President, (C) Secretary, (D) Treasurer. The election of officers shall be determined by ballot held during the regular December meeting. A majority shall be constituted by more than fifty (50) percent of the members present at the December meeting. Each officer elected shall serve a term from January 1<sup>st</sup> through December 31<sup>st</sup>.

No two members of the same family shall simultaneously hold offices in the organization. No individual shall simultaneously hold more than one office in the organization. The Eastern Alamance School Administration reserves the right to deny and/or restrict individual(s) from eligibility. To hold an office, a member should have a child who will be active in the band during the officer's entire term and must be a member in good standing.

In the event of resignation, disability, or death of an officer, the nominations for the office must be taken from the membership roster. In the event that a nominee(s) is unable to attend, election may be delayed. A vote may be taken with written or verbal consent from the nominee(s) in order to fill the vacant office, and shall be for the unexpired term of the office.

#### **Article VII- Duties of Officers**

1. It shall be the duty of the President to enforce all organization By-laws and regulations, to preside at all meetings. The President shall be advised of all projects and assist the Secretary, Treasurer and committees when necessary.
2. The Vice President shall assist the President in performance of activities relating to the organization and shall serve as Acting President when temporary circumstances prevent the President from performing the duties assigned in the By-laws.
3. The Secretary shall enter all resolutions and proceedings of meetings in the proper books of the organization. The minutes of all such meeting shall be sufficient evidence of the facts therein stated. The Secretary shall keep all applications for membership of the organization, which shall contain their physical and mailing addresses, telephone numbers, and e-mail addresses.
4. The Treasurer shall supervise, within the framework of Article IX of the By-laws, the collection of all revenues and disbursement of all funds.
5. The Band Director and Assistants/Instructors may participate in an advisory capacity and shall be ex-officio, nonvoting members of the organization.

### **Article VIII- Committees**

- 1) The Board of Directors shall be composed of the Band Director and the Executive Officers of the organization.
- 2) The Board of Directors shall have the authority to appoint special committees as the need arises.

### **Article IX- Financial Control**

Production and disbursement of the organization's revenues shall be governed by a budget, produced by the Band Director and the Executive Officers. The budget shall cover the period from June 1 through May 31 and shall identify revenues and expenditures by line item.

The budget shall be presented to the membership for approval at the regular May meeting. It shall be reviewed and altered as required for approval by the membership.

The budget and any approval relating to it shall become a part of the minutes of the meeting at which approval is given.

In emergency situations the Executive Officers and the Band Director may purchase items necessary for the bands upon approval of fifty (50) percent of the members of said group.

The Treasurer shall sign all checks drawn on the account of the organization. In an emergency, the Executive Officers shall be authorized to sign checks drawn on the account. The Treasurer shall keep books of record of all revenues and disbursements, and these books will from time to time be opened for inspection by the membership. The books of record may be audited at the end of each term of office prior to being released to the new Treasurer, if deemed necessary by the general membership. The Treasurer will submit a financial report at each meeting. The Treasurer shall file appropriate forms as required by the North Carolina Department of Revenue (NCDOR), IRS, or any government agency, as required by law, necessary to preserve the status of the organization.

### **Article X- Amendment of the By-Laws**

The By-laws of the organization may be amended by a majority vote at any regular meeting. The membership must be notified of any proposed amendments at least one regular meeting month in advance. A majority shall be constituted by more than fifty (50) percent of the members present at the meetings.