

By-Laws of the Centralia High School Band Boosters

ARTICLE I -- NAME	
Section 1	The name of this organization shall be the Centralia High School Band Boosters Association.
ARTICLE II -- OBJECTIVES	
Section 1	To encourage meaningful learning experiences through an effective instrumental music program.
Section 2	To assist school personnel in any manner that is beneficial to the organization and to the learning of music by the students.
Section 3	To improve communication between home and school so that parents, teachers, and administrators may cooperate intelligently in the musical development and training of the students.
ARTICLE III -- POLICY	
Section 1	This Association shall be non-sectarian, non-partisan, and non-commercial. No candidate shall be endorsed by this Association.
Section 2	This Association shall not seek to direct the administrative activities of the school or to control its policies.
ARTICLE IV -- MEMBERSHIP	
Section 1	Membership shall be open to all band parents and guardians.
Section 2	All members shall have the right to hold office in the Association.
Section 3	There will be no membership dues.
ARTICLE V -- OFFICERS AND THEIR ELECTION	
Section 1	The officers of this Association shall be President, Vice-President, Secretary and Treasurer.
Section 2	A Nominating Committee of three (3) members shall be appointed by the President on or before the March meeting of each year. The Chairman of this committee shall be designated by the President. The report of the Nominating Committee shall be given and acted upon at the April meeting. Names shall not be permitted on the slate without the consent of the nominee.
Section 3	The following procedure shall be followed in the election of officers: <ul style="list-style-type: none"> • The President shall call for the report of the Nominating Committee. • The President shall then ask for nominations from the floor. • Nominations must be closed by a motion from the floor. • If there are nominations from the floor, the election shall be by written ballot. A majority of all votes cast shall constitute an election.
Section 4	Officers shall be installed at the May regular meeting.
Section 5	A vacancy in any office shall be filled by appointment by the President with the approval of the Executive Committee. In the case of the resignation of the President, the Vice-President shall fill the unexpired term.
Section 6	No individual may hold any one office for more than two (2) years, consecutive or not consecutive. The Association has four (4) elected officers, and therefore an individual may be an officer of the Association for a period up to 8 years by serving in all of the positions.
ARTICLE VI -- DUTIES OF THE OFFICERS	
Section 1	The President shall preside at all meetings of the Association and the Executive Committee; shall act as a member of all committees except the Nominating Committee; shall appoint Standing Committees; and shall perform such other duties as the office requires.
Section 2	The Vice-President shall preside in the absence of the President; shall act as Program Chairman; and shall serve as aide to the President.
Section 3	The Secretary shall keep the minutes of all meetings of the Association and the Executive Committee; shall have custody of all books and records pertaining to the business of the Association except those of the Treasurer; shall take care of all correspondence and notify each Committee Chairman of his appointment. The Secretary shall also keep an accurate roster of the names of the members of the Association, their addresses and phone numbers.
Section 4	The Treasurer shall receive all monies of the Association; shall keep an accurate record of receipts and expenditures; turn in a complete financial report to the Band Director, itemizing every receipt and

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	<p>disbursement, on or before the 15th day of every month. The Band Director will submit this report to the Superintendent before the 20th of each month. The Treasurer shall pay out local funds only as authorized by the Executive Committee of the Association. The Treasurer shall present a statement of account at every meeting of the Association and at other times when requested by the Executive Committee. A full report shall be presented at the annual spring meeting.</p> <p>* The Treasurer's accounts shall be audited annually.</p>
ARTICLE VII -- EXECUTIVE COMMITTEES	
Section 1	The Executive Committee shall consist of the officers of the Association, the Chairmen of the Standing Committees, and the Band Director.
Section 2	<p>The duties of the Executive Committee shall be</p> <ul style="list-style-type: none"> • To transact necessary business in the intervals between the regular meetings and other such business as may be referred to it by the Association. • To approve in advance the work and projects of the Standing Committees. • To prepare and submit to the Association a budget that shall include the necessary expenses of the Association. This budget will be subject to the approval of the Association. <p>Have the authority to approve routine bills within the limits of the budget.</p>
Section 3	The Executive Committee shall meet during the school year as necessary and to make recommendations as seem advisable. Official action requires a majority vote of Executive Committee present.
ARTICLE VIII -- MEETINGS	
Section 1	A regular meeting of the Band Boosters shall be held on the first Monday of each month during the months of September through May beginning at 7:00 pm in the Band Room. Special meetings may be called by the President with the approval of the Executive Committee. Five days notice should be given for each special meeting. Where a regular meeting falls on a school holiday, the meeting may be canceled or scheduled for the following Monday, based upon the decision of the Executive Committee.
Section 2	The rules contained in <i>Robert's Rules of Order Revised</i> shall govern this Association in all decisions in which they are applicable.
ARTICLE IX -- STANDING COMMITTEES	
Section 1	There shall be such Standing Committees as are necessary to conduct the business and programs of the Association.
Section 2	The President shall appoint the Chairmen and members of the Standing Committees as soon as possible after election. The Executive Committee may aid the President in these appointments.
Section 3	Recommended committees for the Band Boosters Association are Publicity, Telephone, Uniform, Hospitality, Equipment Crew, Discount Cards, Cheese and Sausage, Fruit, Basketball Concessions, Coat Concessions, Pizza Sales, and Craft Fair.
ARTICLE X -- FINANCE	
Section 1	Funds of this Association shall be obtained from such projects as may be approved by Centralia High School Superintendent, the Association Executive Committee, and as approved by the Association.
Section 2	All checking and savings accounts shall require the signature of the Treasurer as well as one member of the Executive Committee. Bank statements are to be mailed by the bank each month to a member of the Executive Committee, other than the Treasurer, who shall open and review the statement prior to delivery to the Treasurer for reconciliation. The purpose of this procedure is to allow an independent party to verify that two signatures have been placed upon each check and that deposits are being made timely.
ARTICLE XI -- AMENDMENTS	
Section 1	These By-Laws may be amended at any regular meeting of the Association by a majority vote of members present provided the proposed changes have been presented in writing and read to the members in a regular meeting of the Association not less than thirty (30) days prior to the time of voting the change.
Section 2	These By-Laws were last revised on the 7th day of May, 2001.