



**Howard W. Blake High School**  
**Yellow Jackets Bands Booster Bylaws**  
Revision August 2009

**ARTICLE I: NAME**

This organization will be known as the Blake Yellow Jackets Band Boosters.

**ARTICLE II: PURPOSE**

The purpose of this organization is to assist the Band Directors both financially and physically, and to encourage students in the program by promoting pride and excellence in their efforts for success, and to honor the legacy of Howard W. Blake High School.

**ARTICLE III: MEMBERSHIP AND FEES**

Section 1. Membership shall consist of parents/guardians and adult family members, over the age of 18, of current students in the Bands and Sting who have paid the required band fees in full or are making payments in a timely manner.

Section 2. Any member failing to pay the fees as described above shall:

- A. Not be entitled to vote at any Band Booster Meeting
- B. Be prohibited from acting as a chaperone at events
- C. Be excluded from election to any Band Booster office
- D. Be placed on a debt list that is filed with Blake Administration.

Section 3. The Howard W. Blake Band Directors and Administrative Representatives are not members of this organization, do not have voting privileges and may not hold office. However, their input and guidance is crucial to the success of the Band Boosters and the Howard W. Blake Bands Program.

Section 4. The Board reserves the right to recruit past Members as volunteers to help out when needed.

**ARTICLE IV: BOARD OF DIRECTORS**

Section 1: The Elected Officers and Coordinators shall constitute the Board of Directors. These elected members are: President, Vice President, Secretary, Treasurer, Fundraising Coordinator, and Chaperone Coordinator.

Section 2: The Board of Directors shall meet monthly, or as required, to conduct

the business of the organization. The Florida Sunshine Laws allow any interested person to attend Board Meetings. Such visitors will be allowed to speak when acknowledged by the President or Chairperson of that meeting.

Section 3. All Board Members shall attend all meetings of this Organization. After the third unexcused absence, the Board may remove the member from his/her position on the Board.

## **ARTICLE V: DESCRIPTION AND DUTIES OF OFFICER**

### Section 1: President

The President shall discharge the duties normally associated with that office and serve as an ex-officio member of all committees.

### Section 2: Vice President

The Vice President shall perform all designated duties and all duties of the President in his/her absence.

### Section 3: Secretary

A. The Secretary shall keep a record of all proceedings of all meetings, including minutes, officer and committee reports, attendance, sign-in sheets, bylaws, and any other important documents, in a book to be kept for that purpose.

B. The Secretary will create and maintain a contact list consisting of phone numbers, e-mail and street addresses of all members.

C. The Secretary will notify members of meetings and all other news and important events at least one week prior to the event.

### Section 4: Treasurer

A. The Treasurer shall keep a record book showing the names of students and parents and place of residence, and collect fees and all other monies due to the organization

B. The Treasurer shall keep an account of all properties, investments, and funds of the organization in a book for that purpose, which at all times shall be open for inspection.

C. The Treasurer shall receive, make receipt for, and disburse all money of the organization and keep a regular account thereof. The Treasurer shall pay all amounts authorized by the President and Board and have all account receipts upon payment of the same.

D. The treasurer will have the authority to make payment for all budgeted expenses. However, any proposed purchases, outside of budgeted items, in the amount of \$200.00 or more shall require the approval of the majority of the Board.

E. All funds of the organization shall be deposited in such bank or savings institutions as the organization may determine.

F. Three Board members will be designated as signees on the account. All funds paid out shall require the signatures of two of the designated signees.

G. The Treasurer, at the monthly Board meetings and at the end of his/her term, shall make a report showing receipts, disbursements,

and amount of money on hand.

H. The Treasurer, near the end of his/her term, shall make arrangements for and deliver books for audit. This may be an internal audit performed by other members or an outside auditor.

I. The Treasurer shall deliver books, papers and money to their successor at the transition meeting following the elections.

#### Section 5: Band Directors

A. The Band Directors shall make a report to the Board at the monthly Booster meetings. Such information shall include the dates of upcoming band functions and events.

B. The Band Directors shall submit Budget Proposals to the Board before the first Board meeting of the year.

#### Section 6: Chaperone Coordinator

The Chaperone Coordinator will recruit, train, and maintain a list of qualified chaperones for all band events. Chaperones may also serve as parking attendants at the Home football games.

#### Section 7: Fundraising Coordinator

A. The Fundraising Coordinator may form Committees and recruit volunteers to assist with specific events.

B. The Fundraising Coordinator shall be a representative for all fund raising events, and report to the Board at the monthly meetings of said events.

#### Section 8: Procedural Manuals:

All of the elected officers shall create and/or maintain a Procedural Manual explaining the duties of the position and involvement in all events so these manuals may be passed on to their successors.

### **ARTICLE VI: MEETINGS**

#### Section 1: Meeting Schedule

A. The Executive Board Meetings shall be held on the first Tuesday of each month during the school year, in the band room. The meeting shall be called to order at 6:30 PM. Meeting days and time are subject to change and the Secretary will notify members in advance.

B. The general membership meetings shall be held on the first Tuesday of each month during the school year in the Band Room. The meeting will be called to order at 7:00 PM. Meeting days and times are subject to change. In such a case the Board will designate a new date and time and the Secretary will notify the membership in advance.

Section 2: Special meetings may be called by a majority of the Board. Notification of such meetings, stating the object of the call, shall be made by the Secretary. No business shall be transacted at a special meeting other than that for which it may have been called.

Section 3: E-Mail shall be an acceptable form of communication.

Section 4: A quorum shall consist of a majority of Board members for all Board meetings. A quorum for General Membership meetings shall consist of a minimum of 5 Members.

Section 5: In the absence of the President and Vice President, the President shall select a member of the Board to preside at the meeting.

## **ARTICLE VII: NOMINATIONS AND ELECTIONS**

Section 1: All members in good standing shall be eligible to hold office.

Section 2: Term: All officers shall be elected for a term of one (1) year. Board members will remain on the Board until their successors are duly elected.

Section 3: Vacancies

A. In the event an officer cannot fulfill a term of office, the President, with a majority vote of the Board, shall appoint a replacement to complete the term.

B. In the event the President cannot fulfill a term of office, the Vice President shall assume the duties and a new Vice President will be elected by a majority vote of the Board.

Section 4: Nominations

The Board will accept Nominations in April.

Section 5: Elections

A. Officers shall be elected at the May general meeting by written ballot and by majority vote.

B. When there is but one candidate for an office, the President shall declare that such person has been duly elected.

Section 6: Exiting officers will conduct a transition meeting following the May election. At the end of this transition meeting the new officers shall assume their duties.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

**Robert's Rules of Order** shall be the guide of this organization in matters of parliamentary procedure that are not covered by the Bylaws.

## **ARTICLE IX: AMENDMENTS TO THE BYLAWS**

Section 1: Any member in good standing may propose an amendment, in writing, to the Board of Directors. The Board will then present the proposed amendment to the membership at the next general meeting. A motion to amend shall be entered.

Section 2. At the following general meeting, a majority vote of the members in attendance is required for adoption of the change.

Section 3: If approved, the Secretary would then add this amendment to the Bylaws with the date it was approved. When a revision is adopted, the new Bylaws will replace the previous Bylaws and the date of ratification noted.

## **ARTICLE X: DISSOLUTION**

Section 1: This organization shall be dissolved only by 2/3 vote of the membership after all members have been informed of the intent to dissolve.

Section 2. Upon dissolution, all remaining funds of the Blake Yellow Jackets Band Boosters will then be turned over to the Principal of Howard W. Blake High School to be held in a Blake Band account, with no money reverting to the members of this organization.