



# The By-Laws of the Bishop Lynch High School Band Boosters

## Article I: Purpose

The By-Laws of the BLHS Band Boosters (herein referred to as “Boosters”) shall govern the operation of the Officers and Membership within the guidelines of the BLHS constitution, consistent with BLHS policies and directives.

## Article II: Mission Statement

The Boosters exists to support and supplement the BLHS Band Program so that its members may attain the highest possible level of excellence, fun and personal development, and fun. All Boosters policies, activities, and fundraising are to be conducted under the premise of this mission statement.

## Article III: Executive Officers

*Officers of the Boosters shall be elected annually by majority vote at a Boosters meeting at which at least a majority of members is present. The Executive Council consists of the Band Director, President, Vice President, Treasurer, and Secretary. The respective duties of the officers of the Boosters shall be as follows:*

### **Section I: President**

The President, in consultation with the Band Director, shall provide direction and motivation for all Boosters activities and chair all General Membership meetings (herein referred to as “General Meetings”) as well as any Executive Council meetings. The President shall give notice by email to all parents and guardians of band members during the week preceding a General Meeting, and shall include a tentative agenda. Subject to approval by the Executive Council, the President appoints Principal Coordinators and assigns personnel to chair the standing and ad-hoc committees. The President shall propose the fiscal budget for review by the Executive Council and approval by the Boosters and ensure that the organization adheres to it. The President has the authority to rule on parliamentary procedure.



## **Section II: Vice-President**

The Vice-President shall advise the President on parliamentary procedure, chair executive and General Meetings in the President's absence, and assume the role of President in the event that the standing President vacates the office for any reason. In addition, the Vice-President shall perform such duties as assigned by the President and can chair or serve on a standing committee.

## **Section III: Secretary**

The Secretary shall keep accurate minutes of all General and Executive Council meetings, maintain all records of the organization, and assist with correspondence as needed. In addition, the Secretary shall perform such duties as assigned by the President and shall chair or serve on a standing or ad-hoc committee.

## **Section IV: Treasurer**

The Treasurer shall be responsible for maintaining accurate records related to all monetary transactions related to Boosters activities. The Treasurer assists the President in developing, maintaining, and adhering to the yearly budget. The Treasurer manages fees for Band/Color Guard members and works with BLHS administration to ensure the transfer of credit generated by concessions hours worked by Band/Guard families to the appropriate accounts to be used exclusively for the purpose of reduction or elimination of student fees related to band or Spring Tour. The Treasurer shall provide a fiscal report at all General Meetings. Additionally, the Treasurer shall perform such duties as assigned by the President.

### **Article IV:** **Principal Coordinators**

*Principal Coordinators are appointed by the President with the approval of the Executive Council. In the event that multiple qualified candidates volunteer for a Principal Coordinator position, the position will be awarded by vote of the Boosters. The respective duties of the Principal Coordinators shall be as follows:*

## **Section I: Volunteer Coordinator**

The volunteer coordinator is responsible for identifying volunteering needs related to Boosters activities and for any ad-hoc volunteering needs requested by the band director, coordinating the filling of these opportunities with appropriate (i.e., safe-environment cleared) individuals in an equitable fashion, overseeing the tracking system with which to do so (i.e., web-based *signup sites*), and reporting the status of volunteering needs or issues at General Meetings.



## **Section II: Safe Environment Coordinator**

Working with BLHS administration, the Safe Environment Coordinator facilitates and ensures that all Boosters volunteers meet the Catholic Diocese of Dallas Safe Environment Certification requirements annually. This includes communicating necessary information to the General Boosters Membership, offering training materials/procedures as needed, and tracking the clearance status of all Boosters volunteers. The Safe Environment Coordinator works with the Volunteer Coordinator to ensure compliance of all volunteers at the time of the event(s) for which they will volunteer.

## **Section III: Color Guard Representative**

The Color Guard Representative shall represent the interests of the Color Guard through active participation in General Meetings. The Color Guard Representative shall coordinate ordering the band director-approved Color Guard uniforms and serve on the Fundraising Committee supporting the annual Winter Guard fundraiser.

### **Article V:** **Standing and Ad-hoc Committees**

#### **Section I. Standing Committees**

*Chairs of the standing committees are members appointed by the President with approval of the Executive Council. The following is a list of the standing committees and their purposes:*

##### **1. Uniform Committee**

The Uniform Committee shall be responsible for fitting and altering band uniforms prior to the first performance each year, for the cleaning and care of uniforms after the season. The Uniform committee will also arrange for fitting and ordering of Varsity Jackets to eligible members of the Band/Color Guard. In addition, the committee shall assist in the replacement of damaged or worn items of the uniform. The band director may choose to appoint a band member to participate as a student leader of this committee.

##### **2. Equipment/Pit-Crew Committee**

This committee is responsible for overseeing the loading and unloading of all instruments, props, and other equipment necessary for any performance, including movement of fixed (i.e., non-marching) equipment on and off the field for performances. Additionally, as needed, this committee shall provide a truck driver to transport equipment between BLHS and off-campus performance sites. The band director may appoint a student leader to serve on this committee to oversee equipment moved by band volunteers.



### **3. Hospitality Committee**

The Hospitality Committee provides refreshments and decorations at designated meetings and special events. Additionally, this committee assists the Band Director as needed to generate and distribute programs at on-campus band concerts.

### **4. Fundraising Committee**

The Fund-Raising Committee is responsible for the planning and staffing of the two primary fundraising activities for the Boosters: Winterguard and Concessions. This committee works with the Volunteer Coordinator to ensure that events are adequately staffed to guarantee the success of these critical fundraising activities.

### **5. Meals Committee**

The Meals Committee is responsible for providing meals to the band, Color Guard, and adult BLHS Band Staff prior to football games and other special events as requested by the band director or board. The committee shall provide alternate meals, if necessary, for students with medical or religious dietary restrictions as communicated by the band director.

### **6. Visual Records Committee**

The Visual Records Committee encourages the taking of photos/videos at band events and coordinates the uploading and storage of submitted photos/videos at a website made available to the Boosters. This committee also arranges for the annual generation of the framed Band composite portrait for the band hall, as well as for the senior banners to be posted at Roffino Stadium in the fall.

## **Section II. Ad-hoc Committees**

The President may create ad-hoc committees as needed, and may also appoint members of ad-hoc committees, with approval of a majority of the Executive Council.



## Article VI: Meetings

### **Section I. General Meetings**

General Meetings will be held on the 1<sup>st</sup> Tuesday in August, October, November, December, February, March, April, and May; and on the 2<sup>nd</sup> Tuesday in September and January (to accommodate Labor Day & Christmas/New Year's vacations). Dates will be made available on the calendar at the band website. Meeting dates are subject to change depending on unanticipated conflicts. Minutes will be kept by the Secretary and made available before the next General Meeting. All Committees chairs shall provide a report (if applicable) at each General Meeting.

### **Section II. Executive Council Meetings**

Executive Council Meetings will be called by the President as needed. The Executive Council consists of the Band Director, President, Vice President, Treasurer, and Secretary. Minutes will be kept by the Secretary and made available before the next General Meeting.

## Article VII: Amendments

### **Section I. Review of By-Laws**

The By-Laws shall be reviewed annually by the Executive Council, which shall recommend amendments as necessary.

### **Section II. Amending By-Laws**

The By-Laws should be reviewed for accuracy at least biannually, and may be amended only at a General Meeting by majority vote of Booster members in good standing, assuming quorum requirements are met. A quorum is met when all executive members and at least two-thirds of the Principle Coordinators and committee chairs have voted in person or *in absentia*.

## Article VIII: Records Keeping

### **Section 1: Records Keeping**

Each officer, Principal Coordinator, and Committee Chair shall keep a record of the activities performed in furtherance of his/her official duties to educate and assist future officers. Such records shall include, but not be limited to, budgets, costs of materials, contact information for vendors, and necessary software.