



Bylaws of the White House Heritage Band Boosters

ARTICLE I – Name and Purpose

Section 1. Name of Organization

This organization shall be known as the White House Heritage Band Boosters. Hereafter referred to as the Organization.

Section 2. Purpose

The purpose of the Organization shall be to enhance the music curriculum and ensure the student's music experience is as rewarding as possible. The Organization brings together band parents and other interested persons to augment, support, and promote all band programs along with the assistance of funds and manpower as needed.

ARTICLE II – Membership

Section 1. Membership

The membership of the Organization shall be open to all parents of White House Heritage School band students, current and former, and alumni. All members shall enjoy all privileges of membership including voting and making motions. Parents of current band members may enjoy the privilege of holding office.

Section 2. Dues

Membership dues, if any, will be approved by the general body.

Section 3. Meetings

- a. There shall be no fewer than ten (10) general membership meetings per year and shall include a Welcome Meeting before the onset of the new year. The dates for the meetings will be agreed upon prior to the beginning of each school year.

- b. The meetings shall be conducted in the following format, unless otherwise designated based on the needs of the Organization: Executive Committee meeting at 6:00pm, General Body meeting at 6:30pm.
- c. All meetings are to be held in the WHHHS Band Room, unless otherwise designated.
- d. All meetings shall include a Zoom option and will be recorded for later viewing.
- e. The March membership meeting is intended to include the nomination of new Executive Committee officers.
- f. The April membership meeting is expected to include the election and induction of new Executive Committee officers.
- g. The May meeting is expected to include both the current year's finalizing business and the New Marcher Interest Meeting. The Organization, in conjunction with the Director of Bands, shall present the upcoming year's schedule, fees, and other pertinent information.
- h. The President of the Executive Committee may call special meetings. The purpose of the special meeting shall be stated in the meeting communication.

ARTICLE III – Executive Committee

Section 1. Membership

There shall be an Executive Committee of the Organization consisting of elected officers, the band director, and if desired, the former President of the Organization if the former President still has a student in the program.

Section 2. Duties, Powers, and Responsibilities

- a. The Executive Committee shall have general supervision of the affairs of the Organization between established business meetings.
- b. The Executive Committee will bring new business to the Organization and perform other such duties as specified in these Bylaws.
- c. The Executive Committee shall be subject to the orders of the Organization, and none of its acts shall conflict with action taken by the Organization or Director of Bands.

Section 3. Meetings

- a. The Executive Committee will meet as needed.
- b. The meetings shall be conducted in the following format, unless otherwise designated based on the needs of the Organization: Executive Committee meeting at 6:00pm, General Body meeting at 6:30pm.

- c. All meetings will be held in the WHHHS Band Room, unless otherwise designated.

Section 4: Resignation of the Executive Committee Members

- a. An Executive Committee member may resign at any time upon thirty (30) days written notice to the Executive Committee.
- b. All vacated elected offices will be filled by special election.
- c. All vacated committee chairs, not served by elected officers, will be filled by appointment of the President and the Director of Bands.

ARTICLE IV – Officers of the Organization

Section 1. Officers Established

The officers of the Organization shall be active members as defined in Article II, Section 1.

- a. The officers shall consist of a President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms.
- b. The term of office for each officer shall be one (1) year. The term of office shall begin in June after the transition of officers has occurred.
- c. The Vice-President may be considered the President-Elect for the following year.
- d. Preferably, the President shall be the parent of a student ranked no higher than as sophomore.
- e. Nothing contained in these Bylaws shall prohibit the nomination and election of two persons as “co-officers” for any office.
- f. No Organization member shall hold more than one elected office at a time.
- g. Two members of the same immediate family shall not hold more than one elected office at the same time.

Section 2. General Duties

- a. Executive Committee Members shall perform the duties prescribed by these Bylaws and by Parliamentary Authority adopted by the Organization.
- b. It is the responsibility of each Executive Committee Member to have oversight of and serve on at least one standing committee.
- c. The responsibility of the Executive Committee Members for those standing committees as assigned and designated by the Bylaws may be interchanged, with approval of the President and Director of Bands, among members who

wish to serve on a different committee as long as the designated committees are being served.

Section 3. Duties of the President

- a. The President shall preside at all Executive Committee and membership business meetings, prepare an agenda, and ensure all meetings are conducted in a manner consistent with these Bylaws and Parliamentary Authority adopted by the Organization.
- b. The President shall submit an annual report of all activities of the Organization at the end of the school year. This will be submitted to the Director of Bands for records and posting on the website.
- c. The President will serve as the liaison with the Director of Bands and as liaison will coordinate all Band Booster activities and correspondence.
- d. The President, in conjunction with the Director of Bands, shall appoint chairpersons to standing and special committees authorized under these Bylaws.
- e. The President shall serve as ex-officio member of all committees.
- f. The President shall be responsible for the coordination and proper functioning of all committees and shall perform other duties as may be assigned from time to time by the Executive Committee or resolution of the Organization.

Section 4. Duties of the Vice-President

- a. The Vice-President shall assume the duties of the President in his/her absence.
- b. The Vice-President shall perform other duties from time to time as assigned by the President and/or Director of Bands.
- c. The Vice-President shall collect annual reports from each committee of the organization. All committees will keep a report of their activities that can be updated and revised as needed and will be presented to the Executive Committee by the Vice-President.

Section 5. Duties of the Secretary

- a. The Secretary shall record the minutes of all Executive Committee and membership business meetings of the Organization and shall submit a copy of such minutes along with any reports to the President and the Director of Bands after each meeting.

- b. The Secretary will maintain a file in which the Bylaws, special rules and all meeting minutes are entered with any amendments to these documents properly recorded and documented.
- c. The Secretary will assist the President and Director of Bands with correspondence, as required.

Section 6. Duties of the Treasurer

- a. The Treasurer shall keep a full and accurate account of all receipts and expenditures of the Organization, having custody of all funds.
- b. The Treasurer shall make a full financial report annually to the Organization, and make interim reports at all business meetings, providing balances on hand and any outstanding expenses.
- c. The Treasurer shall be responsible for receiving all funds from fund-raising activities specifically designated for the Organization account.
- d. The Treasurer shall be responsible for receiving and accounting for all funds at the close of each fund-raising operation.
- e. The Treasurer shall complete the filing with the IRS each year according to the budget year.
- f. The Treasurer shall perform all duties incident to the office of Treasurer, and such other duties from time to time as may be assigned by the President and/or Director of Bands.
- g. The Treasurer shall oversee the following committee: Fundraising.
- h. The Treasurer shall send and maintain statements for the students' accounts, as they pertain to the Booster funds and Booster specific items.

Section 7. Duties of the Sergeant-at-Arms

- a. The Sergeant-at-Arms shall assist in maintaining order during general membership meetings.
- b. The Sergeant-at-Arms shall oversee the following committees: Equipment and Pit Crew.

ARTICLE V – Committees

Section 1. Appointment

- a. The President, in conjunction with the Director of Bands, shall appoint such committees as may be authorized by these Bylaws, resolution of the members, or by the Executive Committee.

- b. Except where otherwise designated by these Bylaws, the President, in conjunction with the Director of Bands, shall appoint a chair and possible co-chair to head each committee.
- c. All committee members appointed by the President, in conjunction with the Director of Bands, shall be for a term coincident with the current school year.
- d. Nothing in these Bylaws shall prohibit student band members from serving on a committee where proper and where their input is desired.

Section 2. Standing Committees

The Organization shall include the following standing committees to aid in the accomplishment of its objectives. The purpose of these committees shall be to aid in the growth and success of the Organization, in any and all capacities deemed necessary by the Organization, the Executive Committee, and the Director of Bands:

- a. Fundraising**
- b. Hospitality**
- c. Chaperone**
- d. Uniform**
- e. Equipment/Pit Crew Committee**

Section 3. Fundraising

The Fundraising Committee shall be responsible for coordinating all fundraising activities. Shall obtain approval of all fundraising activities or solicitation of funds from the president and at least one other executive officer prior to implementation. Research and develop fundraising activities. Design, Print, and obtain material necessary for completion of any planned fundraising event. Shall report monthly to the executive board and membership the status of all ongoing fundraising activities.

The Fundraising Committee shall be responsible for recruiting, selecting and training all volunteers working any band sponsored concessions. The Committee shall be responsible for the organization and operation of the concession stand and all associated functions. They shall maintain an accurate record of all concession items and arrange for their storage in a secured location. They shall ensure that the concession stand is set up and stocked, manned during all scheduled events, cleaned up following the events and secured prior to leaving. Shall be responsible

for setting up the spirit tables at football/basketball/volleyball games and other events. Shall coordinate all funds needed and received with the Treasurer.

Section 4. Hospitality Committee

The Hospitality Committee shall be responsible for arranging logistics, food, etc, at social functions as required to support activities of the Organization. This includes, but is not limited to: marching band camp, exhibition/competitions, annual band banquet, concerts and any trips.

Section 5. Chaperone Committee

The Chaperone Committee will be responsible for recruiting, selecting, and training chaperones required for any band trips throughout the school year. Chaperones must adhere to designated duties, responsibilities and requirements as established by the Executive Board. Unless otherwise approved by the Band Director or Organization President, official chaperones must be band parents, band booster members, or band staff. The Chaperones must be responsible for the first aid kit and keeping a medical release form for each student on file and available at each event.

Section 6. Uniform Committee

The Uniform Committee shall be responsible for fitting/assigning a uniform to each student and repairing existing uniforms, or any other assistance that may be needed to furnish uniforms for the band. This Committee shall be responsible for maintaining an inventory of all uniforms as well as assignment and retrieval of all band uniforms. The Uniform Committee is responsible for distribution and collection of rain gear as needed. Committee responsibilities include both marching and concert seasons.

Section 7. Equipment/Pit Crew Committee

The Equipment/Pit Crew Committee shall be responsible for all matters pertaining to the loading, unloading, setting-up, transportation, and securing of the band equipment. Responsible for coordinating volunteers as needed to carry equipment for any performance.

ARTICLE VI – Elections

Section 1. Nominations

A member may make nominations from the floor during the March membership business meeting.

Section 2. Elections

- a. Executive Committee Members are expected to be elected at the April membership business meeting.
- b. All nominations shall be voted on by secret ballot (unless there is only one candidate, or co-candidates, nominated for office). Each candidate receiving a majority of votes shall be declared elected. In the event no candidate receives a majority of votes cast on the first ballot, additional ballots shall be taken between the top two (2) candidates until a candidate receives a majority of the votes and is elected.
- c. A majority of the members present, and voting shall constitute an election.

Section 3. Installation of Officers

Newly elected Executive Committee members are to be assumed at the May membership business meeting.

ARTICLE VII – Finance and Purchasing

Section 1. Fiscal Year

The fiscal year will begin July 1 and end June 31.

Section 2. Budget

- a. The Treasurer shall prepare an annual budget with projections. The annual budget will be prepared with the assistance of the Director of Bands, presented to the Executive Committee, and approved by the membership at the membership business meeting in August. The budget is a zero-based budget with the expenditures equaling the income.
- b. Copies of the annual report of the prior year's income and expenses prepared by the Treasurer shall be available to the membership at the September membership business meeting.

Section 3. Expenditures

- a. Authorization to use and access Organization funds must be recommended by the Executive Committee in the form of a motion for approval by the members of the Organization.
- b. Expenditures of \$300.00 or above written using the Booster checks must be signed by two (2) Booster committee members.
- c. Expenditures of \$300.00 or less encumbered by the Director of Bands or a member will be reimbursed by the Treasurer, providing the member obtains prior approval from an Executive Committee member and completes the required reimbursement request form to include a valid receipt, and only if the expenditure was for the enhancement of the White House Heritage Band or its purposes.
- d. The Executive Committee will have authority to approve expenditures of more than \$300.00 but less than \$1500.00. Expenditures in this cost range must be presented to the Executive Committee for approval prior to the expense being incurred.
- e. Authorization for expenditures over \$1500.00 must be recommended by the Executive Committee in the form of a motion for approval by the membership of the Organization before the expense is incurred. Three bids must accompany this recommendation from the Executive Board. The Executive Committee can propose a waiver of the three bids if three bids are not obtainable.

Section 4. Uniform and Other Special Funds

- a. The Organization shall provide a special fund for the express purpose of providing for depreciation, additions or eventual replacement of uniforms on a continuous basis.
- b. Other special accounts may be established from time to time as determined necessary by the Executive Committee and/or the Director of Bands.
- c. The Executive Committee and/or the Director of Bands maintains investment authority for all funds designated in this section.

Section 5. Audits

- a. All financial records will be audited annually.
- b. Outgoing Executive Committee members are responsible for arranging the annual audit within thirty (30) days after the end of the fiscal year.
- c. A third party who is/was not a member of the outgoing Executive Committee and is not a member of the incoming Executive Committee must conduct the audit.

ARTICLE VIII – Fundraising

Section 1. Guidelines

All fundraising activities and their operations shall be within the parameters and guidelines of the Organization. A fundraising form is to be filled out by the Director of Bands or President of the Organization and turned in to the school as required.

Section 2. Approval

All fundraising projects shall be presented to the Organization to include the project and its operations, the estimated amount of funds to be raised, and the purpose for which any funds will be used. A fundraising form is to be filled out by the Director of Bands or President of the Organization and turned in to the school as required. No fundraising activities will be conducted without prior approval by the school.

ARTICLE IX – Records and Property

Section 1. Records

A copy of the Constitution and Bylaws, annual financial report, minutes of each meeting and other pertinent data shall be kept on file in the office of the Director of Bands and with the Secretary of the Organization. A copy of the Bylaws shall be made available for view by the general membership.

Section 2. Property

Instruments, uniforms, and all equipment purchased by the Organization shall be classified as property of Robertson County Board of Education and shall be placed in their inventory. Depreciation of instruments, uniforms, and all equipment shall be documented and updated annually by the Director of Bands.

ARTICLE X – Director of Bands

The Executive Committee shall look to the Director of Bands for leadership and guidance in identifying the needs of the Organization, the band students, and the

band program. The Executive Committee shall work in conjunction with the Director of Bands to determine the needs of the Organization, the band students, and the band program on all matters related to the Organization, the band students, and the band program. The Director of Bands shall oversee the general communication of the program, to include the function of the band website, applications relevant to communication (Remind), and any additional methods of parent/student contact.

ARTICLE XI – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the Organization in all cases to which they are applicable and where they are not inconsistent with these Bylaws or any special rules of order the Organization may adopt.

ARTICLE XII – Amendment of Bylaws

These Bylaws may be amended by a two-thirds vote at any regular membership meeting of the Organization, provided the Amendment was submitted in writing to the membership at the previous regular membership meeting or to the Executive Committee thirty (30) days prior to the membership meeting.

ARTICLE XIII – Dissolution

In the event of dissolution of the Corporation, after paying or making provision for paying all liabilities of the Corporation, the residual assets of the Corporation shall be turned over to one or more corporations which themselves are exempt as organizations described in Section 501(c)(3) of the Internal Revenue Code of 1954, or correspondent sections of any prior or future Internal Revenue Code or to the Federal, State, or Local government for exclusive public purposes.

Signed by the Executive Committee Members on April 11, 2023

Mitzi Baker – President

Dana Vanveckhoven – Vice President

Narey Cooper – Secretary

Angela Beers – Treasurer

Janet Wagner – Sergeant-at-Arms

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