

## CONSTITUTION

ARTICLE I. The name of this organization shall be the Harnett Central Band Boosters Club.

ARTICLE II. The purpose of the organization shall be to generally promote and support the Band programs of Harnett Central High School principally through fund raising activities. Specific Band Units included, but not limited to, within framework of this organization are:

1. The Harnett Central High School Marching Band, including the Color Guard and Majorettes Corps.
2. The Pep Band.
3. Concert Band.
4. Symphonic Orchestra

### ARTICLE III. - PURPOSE

Section 1: The HCBBC is a voluntary, non-profit corporation composed of persons who have an interest in promoting and maintaining an enthusiastic and quality band program in the schools of the Harnett County School District.

Section 2: To lend all possible support, both moral and financial, to the band programs at Harnett Central Middle School and Harnett Central High School.

Section 3: To cooperate with those in charge of the band programs, the administration of schools involved, and the Harnett County Board of Education.

Section 4. Booster club meetings will not be forums for discussing band policies or decisions made by the band directors. Booster club meetings exist to plan fund raising projects and other events designed to support the needs of the total band program. Persons with concerns over policies and procedures are encouraged to make an appointment to discuss those concerns with the directors on an individual basis.

Section 5: Booster club members will work together in a positive manner to support the goals of the band program as set by the band staff. Members are encouraged to get along with each other put personal differences aside and focus on raising money for the band program.

ARTICLE IV. The membership of the organization shall consist of persons interested in supporting Band activities of Harnett Central School.

ARTICLE V. The officers of this organization shall consist of a President, a First and Second Vice President, a Secretary, and a Treasurer.

Section 1. These positions are voluntary with no monetary compensations provided.

ARTICLE VI. The regular meeting of the organization shall be held the second Monday of every month at 7:00 pm in the Band Room at Harnett Central High School.

ARTICLE VII. This constitution and by-laws may be amended or replaced at any regular meeting by a two-thirds vote of all active members present but a minimum of 6 active members. The proposed amendment, corrections, or deletion must have been submitted in writing, entered into the minutes and read at the previous meeting.

## **BY-LAWS**

### **ARTICLE I. - MEMBERSHIP/DUES**

Section 1. Membership shall be open to all band parents/families with an interest in supporting the purpose of the Harnett Central Band Boosters Club as outlined in ARTICLE III. At the end of each year the executive board will set a fee for annual Family Membership Dues. Payment of the Family Membership Dues shall place the family on the active membership roll and shall entitle parents/legal guardian voting privileges and the right to run for elected office of the Organization. While all band parents/legal

guardians/families are invited and encouraged to attend meetings of the Organization, only parents/legal guardians/families that pay Membership Dues are considered Active Members. Only they are entitled to hold elected Office in the Organization.

Section 2. **Honorary Membership:** Persons who have made outstanding contributions to the Harnett Central High School Band Program may be nominated for honorary membership status. Honorary memberships shall be presented for election by the active members of the Organization upon recommendation by the Executive Board. Honorary membership shall be bestowed for the life of the individual. Honorary membership is terminated by the active membership of the Organization. The Band Director, Flag Advisors, and school Principals are considered Honorary Members. Honorary members are required to pay no dues, and shall hold no voting privileges.

Section 3. All membership shall be valid for one year from August 1 of a given year until July 31 of the following year.

Section 4. Family Membership Dues of \$25.00 shall be reviewed annually by the Executive Board.

Section 5. Primary membership drive shall extend from May 1 to September 30 of each year. Members may also be admitted at any other time during the year, however, the yearly membership must be renewed by September 30 for all members regardless of initial membership.

## **ARTICLE II. - OFFICERS AND THEIR DUTIES**

Section 1. Officers of the Harnett Central Band Boosters Club must be residents of the school system, hold a valid membership in the organization, or be parents, foster parent, or legal guardian of an active student member of the Harnett Central High School Band at the time of election. The term of office for each is one calendar year starting in May.

Section 2. The President shall preside at all meetings and serve as an executive member of all committees. The President shall aid the Band

Director in all necessary operations for him/her to perform their duties as Band Director. The President shall oversee all committees and their chairpersons. Committees may be set up for any purpose that benefit's the organization.

Section 3. The First Vice-President shall be executive head of the band concessions during the school year. Additionally the First Vice-President shall oversee all fund raising activities other than those associated with the band program. In the event of the President's absence, the First Vice-President shall preside over meetings.

The Second Vice-President shall oversee activities of the Band program fund raisers. Additionally the Second Vice-President will serve as Chairperson of an elected committee to assist in sales of Advertising and Programs. The size of this committee can fluctuate from year to year as determined by the membership. Primary work programs are during the summer and fall of the active year. In the event of the President's and First Vice-President's absence, then it is the responsibility of the 2nd Vice-President to preside over meetings.

Section 4. The Secretary shall keep the minutes for the meetings; and the secretary shall also serve as secretary for all Executive Committees and as chairman of the membership drive. The secretary shall be the publicity chairperson and notify all news media when advised by the organization of fund raising events, and all news concerning the band. It is the joint responsibility of the Secretary, in conjunction with the Treasurer, to keep an accurate accounting of all membership rolls and dates of membership. The secretary will maintain a central membership/volunteer list to be available to any committee chairperson.

Section 5. The Treasurer shall collect, hold and disburse all monies of the organization and shall render strict account thereof. The President, the Treasurer and the First Vice-President shall be able to co-sign checks which are disbursed on behalf of the organization. Two signatures are required on all checks. A Treasurer's Report shall be brought to the regular meeting and read to members.

Section 6. The Auxiliary Committee is to be formed to help the auxiliary

groups (majorette corp., color guard, etc.) achieve their goals in regards the Harnett Central High School Band Program.

### ARTICLE III. - EXECUTIVE BOARD

Section 1. Members: The Executive Board of the Harnett Central Band Boosters Club shall be composed of the elected Band Booster officers and the appointed chairpersons of each standing committee.

Section 2. Authority: The Executive Board shall have full authority in all matters of the Harnett Central Band Boosters Club, including the disposition and disbursements of funds. At the beginning of the fiscal year and at any time thereafter, if deemed necessary, the Executive Board may determine a monetary expenditure threshold above which proposed disbursements must receive prior approval by the Executive Board. The Treasurer, the President and the First Vice-President shall be authorized to sign checks and disburse funds.

Section 3. Band Director shall have final say in the band operations except for costly items. The Band Director shall handle all trip negotiations and report to the members of Harnett Central Band Booster Club. Band Director is requested to provide a plan for projected annual costs and amount requested from the Band Boosters in order for the Band Boosters to plan fund raising accordingly.

Section 4. Any officer may be replaced by a two-thirds vote of the active membership present at a regular monthly meeting of the organization. Any officer may be removed from office for incompetence, excessive absenteeism (3 consecutive meetings), dishonesty, not fulfilling the requirements of the position, or creating discord within the organization. In the event of an emergency, the President may temporarily/appoint a replacement officer should conditions indicate such, however, a more permanent replacement must be approved by the body as a whole at its next regularly scheduled meeting.

## **ARTICLE IV. - ELECTIONS**

Section 1. Officers shall be elected at the annual meeting and shall begin their term of office at the May meeting. No two (2) household residents/spouse shall be elected to hold an office at the same time.

Section 2. In the event there is but one (1) slate of candidates presented at the annual meeting, the President may request that the entire slate be voted upon in a single vote of the membership.

Section 3. Members must attend at least three (3) meetings in a calendar year to vote.

## **ARTICLE V. - MEETINGS**

Section 1. The April meeting shall be considered the annual meeting.

Section 2. Special meetings of the organization shall be called at the discretion of the President, or upon request of three (3) active members, and/or Band Director.

## **ARTICLE VI. - EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the President, First and Second Vice-Presidents, Secretary, Treasurer, Flag Advisor, and the Band Director. The President shall act as Chairman of the Executive Committee.

Section 2. The Executive Committee shall meet at the call of the President, and any elected five (5) members shall constitute a quorum.

Section 3. The Executive Committee shall have the authority to act on behalf of the organization when the necessity for emergency action arises.

## ARTICLE VII. - VOTING

Section 1. Voting is limited to those Active members as defined in the By-Laws ARTICLE I., Section 1.

Section 2. Although normal operations can be very effectively handled by a simple show of hands voting procedure, the President may elect to, or any member may call for a secret ballot.

Section 3. Active Members must be present for their vote to count.

## ARTICLE VIII. - FINANCES

Section 1. All money received from all projects of the organization after having paid all operating expenses of the said organization shall go to the Harnett Central High School Band Programs

Section 2. The Finance/Budget Committee shall prepare a budget for approval of the Executive Board and Membership for the start of the next year by the May meeting with the goal of improving and enhancing the Bands of Harnett Central High School and the students therein enrolled. No revenues or expenses of the Harnett Central Band Boosters Club will inure to the benefit of any individual member of the Harnett Central Band Boosters.

Section 3. Fund raising projects, regardless of type, must be approved by the body as a whole, at a regularly scheduled meeting, or in the event of extenuating circumstances, by the Executive Committee as a part of its responsibilities. In conjunction with fund raising activities, the Executive Committee may, by a poll of its members, authorize the purchase of equipment (popcorn poppers, coffee maker, etc.) under unusual circumstances (special sales, etc.) to better enable the group to function in its role as fundraiser, with approval by the membership, delayed, until the next regularly scheduled meeting.