

BYLAWS

THE HAMILTON SCHOOL DISTRICT BAND BOOSTER'S ASSOCIATION

ARTICLE I: Duties of the Officers -

President: The President shall preside at all Association meetings, plan and produce a written agenda for each meeting, and shall call special meetings when necessary. He or she shall have the power to appoint necessary committees. He or she shall function as the official spokesperson of the Association and shall keep the Association current on any developments impacting the Association or Band program. The President shall prepare the annual budget for the next school year in conjunction with the Band Directors and Treasurer.

Vice President: The Vice President shall assume all duties of the President in his or her absence, and will oversee the coordination of all fundraising activities for the Association and for student activities.

Secretary: The Secretary shall record the minutes of the meetings, prepare typed minutes for subsequent meetings, and distribute copies of the minutes to all Association members at least 1 week prior to subsequent meetings. He or she shall keep all records of the Association. He or she shall be responsible for correspondence on behalf of the Association for example, thank you notes, condolences, etc. The Secretary shall be responsible for master copies of forms and documents to aid the District band program.

Treasurer: The Treasurer shall keep all monies of the Association in an account(s) at a local bank, shall disburse all funds as required, and shall provide a detailed report of funds received and expended by the Association at each general meeting of the Association. He or she shall prepare and submit any Federal or State non-profit status updates and annual tax filings. Checks may be written and signed by the Treasurer or President. In the event that the Treasurer is not able to fulfill his or her duties, the President may act on their behalf.

Band Directors: The Band Directors of the Hamilton School District may attend all general Association meetings with the exception of the High School Band Director who shall attend all general Association meetings. They shall make available the addresses, email addresses, and phone numbers of current band students, parents and/or guardians for Association records, shall keep the Association informed of upcoming band events, curriculum changes affecting the instruction of band students, and any other items deemed necessary to enhance better communication between all of the membership.

District Administrators: The Administrators of the Hamilton School District shall keep the Association informed of upcoming events that affect the workings of the band program of the Hamilton School District, curriculum changes affecting the instruction of band students, and any other items deemed necessary to enhance better communication between all of the membership.

BYLAWS

THE HAMILTON SCHOOL DISTRICT BAND BOOSTER'S ASSOCIATION

ARTICLE II: Executive Board -

The Executive Board shall be comprised of the Officers of the Association, as defined in the Constitution: Article VII, shall have general supervision of the affairs of the Association, and shall meet at such intervals as is required to conduct the affairs of the Association. Executive Board Officers will serve for 1 year starting July 1st of each year and are eligible for nomination for following years, provided that they meet all criteria as stated in the Bylaws.

ARTICLE III: Meetings-

A general meeting of Association membership shall be held at Hamilton High School typically once per month. Meeting notification shall be distributed to all members prior to any scheduled meeting. The Executive Board shall meet prior to regular general meetings of the association to align on the works of the association.

ARTICLE IV: Election of Officers -

All officers must be members of the Hamilton School District Band Booster's Association, as described in the Constitution: Article IV. Election of officers shall occur at the April general meeting, with a majority vote of the membership present, constituting an election. If the April meeting is canceled, the election shall be held at the next scheduled meeting. A nominated member need not be present to be elected, but must have given written consent prior to nomination. Nominations may be made from the floor for anyone who currently qualifies as a member of the Association.

ARTICLE V: Appropriation of Monies -

In the event of dissolution of the Association, as described in the Constitution: Article VI, all Association monies will be assigned to another organization of similar purpose and mission, within the Hamilton School District band department.

ARTICLE VI: Authority-

The rules contained in Robert's Rules of Order, revised, shall govern procedure at all meetings.

ARTICLE VII: Amendments -

The Constitution and Bylaws may be amended by a majority vote of the members present at any general meeting of the Association.

ARTICLE VIII: Annual Budget -

The annual budget must be approved by the membership who are eligible to vote at a scheduled general meeting. The annual budget as prepared by the Association President, shall be presented to the membership no later than April. A simple majority vote shall pass the budget.

CONSTITUTION

THE HAMILTON SCHOOL DISTRICT BAND BOOSTER'S ASSOCIATION

ARTICLE I: Name -

The name of this organization shall be: "The Hamilton School District Band Booster's Association"

ARTICLE II: Charter -

The Hamilton School District Band Booster's Association shall operate as a non-profit, tax-exempt organization in accordance with Section 501(c)3 of the Internal Revenue Code.

ARTICLE III: Mission -

The mission of this organization is to enhance communication between District administration, staff, parents, students, and community, to aid in the funding of specific projects and events not included within the purview of the District's instrumental budgeting, and to generally promote instrumental music in the Hamilton School District. The purpose shall not be to establish band policy or procedure.

ARTICLE IV: Membership -

Membership shall be comprised of parents or guardians of current band students of the Hamilton School District, the band Directors of the Hamilton School District, and the Principals, Vice-Principals, and the Associate Principals of the Hamilton School District. Only parents or guardians of current band students of the Hamilton School District have voting privileges.

ARTICLE V: Student Representatives -

Student Representatives may be invited to participate in Association meetings. Their purpose, when invited, is to give input from a student perspective. Student representatives have no voting privileges, are unable to hold office, and may not nominate membership for election.

ARTICLE VI: Dissolution -

The Association may be dissolved by any one of the following methods: 1) a 2/3rds vote of the membership in attendance at any scheduled general meeting, 2) by unanimous vote of the District band directors or, 3) by Hamilton School District decree.

ARTICLE VII: Officers -

The officers of the Association shall be as follows: President, Vice President, Secretary, Treasurer.

ARTICLE VIII: Ex-Officio Officers -

Band Directors of the Hamilton School District, and one Administrative representative from each educational level of the Hamilton School District (Elementary, Intermediate, Middle, High school) shall be ex-officio officers of the Association, but will have no voting privileges.