

Hanahan Band Booster Club, INC.

Hanahan, South Carolina

Constitution and By-Laws

Article I

(Name)

The name of this organization shall be HANAHAN BAND BOOSTERS, INC., hereafter also referred to as the organization

Article II

(Objective)

The objective of the organization shall be to support and promote interest in the Hanahan area public school bands and music.

Article III

(Membership)

- Section A: Membership in the organization shall be open to adults interested in promoting the objective of the organization.
- Section B: Annual dues of \$10.00 (optional \$30.00 Gold Membership) per family shall be due and payable by the end of September. New members may join at any time. However, dues are not prorated.
- Section C: The fiscal year shall be from June 1 to May 31.
- Section D: The privilege of holding office, initiating motions, debating, and voting shall be limited to members of the organization whose current dues are paid.
- Section E: Band members whose parents are not members of the organization are not eligible to receive benefits provided for band members whose parents are members of the organization, such as awards, transportation and special activity housing.

Article IV

(Officers)

- Section A: The elected members of the organization shall be President, Vice President, Secretary, Treasurer, and Chairpersons of standing committees. These officers shall perform the duties prescribed by these

laws and by the parliamentary authority adopted by the organization
Their term of office will extend from their installation in May through
May 31 of the following year. The term of office for President shall be
limited to two consecutive terms.

- Section B: **Nominating Committee** – A committee shall be appointed by the
Executive Board at least by the February meeting and consisting of two
general members including at least one from the Executive Board. One
of these board members shall be designated as chairperson. At the
March general meeting the committee will present a recommended slate
of officers and receive additional nominations from the floor. The
committee shall secure permission of proposed candidates prior to the
regular April meeting.
- Section C: **The Election** – No more nominations will be accepted one week prior to
the April meeting, except when no nominations have been received. At
the regular April meeting, the Nominating Committee shall present the
slate of candidates. The chairperson of the Nominating Committee shall
conduct the election. Election shall be secret ballot except where there is
only one nominate for any office, at which time the vote may be “viva
voca”.
- Section D: Any officer who is absent from three consecutive regularly scheduled
Executive Board Meetings may be considered as having abandoned
his/her office, and may be terminated by a majority vote of the
Executive Board. **A board member may also be removed from office
for cause as determined by a majority vote of the board members
present at the next board meeting following a motion to remove said
board member. The board member proposed to be removed must
be given the opportunity to appear before the board, if she or he
desires to be heard upon the situation.** If the office of President is
vacated, the Vice President shall automatically become President, and
the Vice Presidency shall become vacant. The Executive Board shall
nominate at least one eligible person for each vacant office to be filled,
securing permission of proposed candidates. The election will then be
held at the next general meeting.

Article V (Meetings)

- Section A Regular meetings of the organization will be held on the third Thursday
of the month except May and December. Meetings will be at 7:00 p.m.
at Hanahan High School providing a quorum is in attendance. Changes
may be made at the discretion of the President.
- Section B A quorum for a general membership meeting shall consist of three
members of the Executive Board and seven members of the

organization.

Section C The Executive Board will hold scheduled monthly meetings to be announced at least one month in advance as called by the President.

Section D A quorum for an Executive Board meeting shall consist of 50% plus 1 current members of the Executive Board.

Article VI
(Executive Board)

Section A The Executive Board shall consist of the regularly elected officers of the organization, each having one vote. The Band Directors, the President of the organization from the previous term, and the principals of the Hanahan Schools with a band program shall serve as ex-officio members of the Executive Board.

Section B The duties of the Executive Board shall be to transact the necessary business in the intervals between regularly scheduled meetings of the organization and to address other business as necessary as it pertains to the organization. .

Article VII
(Duties of Elected Officers)

Section A The President shall preside at all meetings of the organization and of the Executive Board. The President will appoint all special committees and their chairpersons unless otherwise directed by the membership and shall call all meetings of the Executive Board and special meetings of the members. At the April meeting of the Executive Board, the President shall appoint the Audit committee, consisting of the President, Vice President and two other members, headed by the Vice President.

Section B The Vice President shall act in the absence of the President or at his/her request and shall assist the President when directed to do so. The Vice President shall also act as the Finance officer.

Section C The Secretary shall keep a permanent record of all regular and/or special meetings of the organization; shall prepare and answer all correspondence; and send out notices and information as requested.

Section D The Treasurer shall have charge of all records of the organization's monies and shall make a financial report at each general and Executive Board meeting. All monies collected by the organization will be delivered to the Treasurer who will further record the receipt of the

monies and deposit net proceeds in the organization's account.

Article VII
(Committees)

- Section A Standing committees will be: Ways and Means, Transportation, Public Relations, Webmaster, Membership, Telephone, Fair Booth, Fruit Sale, Chaperone, Uniforms & Accessories, Bylaws/Parliamentarian, Hospitality/Band Stand, March-a-Rama, Community Service. Duties and responsibilities of the committees shall be distributed to each chairperson no later than installation. A copy of these will be maintained with the organization's Secretary. Each chairperson will have one vote per committee chaired. Only the chairperson of each committee has a vote and only one vote per committee.
- Section B The auditing committee, headed by the Vice President shall audit the organization's accounts in June of each year and file a report at the August meeting.
- Section C The Hospitality Committee will send flowers to band members and band directors if hospitalized or in the case of death of his or her immediate family member.
- Section D The Ways and Means chairperson shall be in charge of fund raising. The Vice President and the Ways and Means chairperson will consult on fund raising projects and present recommendations to the Executive Board for approval either at the Executive Board meeting or by phone. ***All money generated from fund raisers shall without delay be deposited with the Treasurer or to the organization's bank account. In no case shall said funds remain undeposited for a period in excess of two weeks from the close of the fund raiser, unless the executive Board is given a satisfactory reason for the delay at the next Executive Board meeting.***
- Section E ***The chairpersons of the three major fund raisers, March-a-Rama, Fair Booth and the Fruit Sale, shall present a written profit, loss and expense report to the Executive Board on each event. This report shall be submitted to the Executive Board at the next Board meeting following the close of the event unless satisfactory reason for the delay is given to the Executive Board.***
- Section F ***Any committee chairpersons collecting money shall issue written receipts for all monies turned in to the organization. Members should return collected monies to the designated chairperson. The treasurer may serve as the alternate.***

Article IX
(Year End Financial Statements)

Year-end closing statements for the major fundraisers shall be maintained in file drawers designated therefore at the band room.

Article X
(Parliamentary Authority)

Rules contained in the current edition of *Robert's Rules of Order* shall be the final authority on questions of procedure and parliamentary law when not inconsistent with these bylaws and any special rules the organization may adopt.

Article XI
(Amendments or Revisions)

These bylaws may be amended or revised at any general meeting of the organization by a **majority** vote of the members present, provided that notice of the proposed amendment or revision shall have been given at the previous general meeting. The bylaws should be considered for revision every three years. ***The bylaws and any amendments there for must be signed by all executive officers of the organization which consists of the President, Vice President, Secretary and Treasurer.***

Revisions adopted at the general meeting: April 28, 2005

Signed:

Name	Title	Date
	President	
	Vice President	
	Secretary	
	Treasurer	