

**BY-LAWS of the
Xenia Band Boosters, Inc.**

ARTICLE I - NAME

The name of the organization shall be the Xenia Band Boosters, Incorporated, here after referred to as Xenia Band Boosters or the Boosters. The organization is incorporated under the laws of the State of Ohio.

ARTICLE II - PURPOSE

The purpose or purposes for this organization is for fund raising, securing and maintaining funds to apply in whole or in part to support the Xenia High School Bands and Auxiliaries; providing any needs thereof, including but not limited to, transportation, assisting with costs of providing special schooling, sponsoring contests, providing methods for members to earn their commitment fees, getting to and from performances, promotion of band camp, and promotion of band banquets and awards for the band and Auxiliaries members each year.

To purchase, or otherwise acquire, lease as lessee, invest in, hold, use, lease as lessor encumber, sell, exchange, transfer, and dispose of property of and description or any interest therein, by the authority and action of its Board of Trustees and the Xenia Board of Education as required.

To borrow money, and issue, sell, and pledge its notes, bonds, and other evidences of indebtedness, and to secure any of it's obligation by mortgage, pledge, or deed of trust of all or any of its property, by the authority and action of it Board of Trustees and the Xenia Board of Education as required.

To encourage and promote all music programs in the elementary and middle schools of the Xenia Community School District.

ARTICLE III - MEMBERSHIP

1. Regular membership in the organization shall be extended to the parents and guardians of Xenia High School Band and Auxiliaries members, and other adults in the Xenia Area Community with a sincere interest in promoting the purposes as outlined in Article II of the By-Laws.
2. Faculty members of this organization shall include the Xenia High School Band Director, Assistant Band Director(s), and Auxiliaries Advisor(s).

ARTICLE IV - OFFICERS

1. The elected officers of this organization shall be: (A) President; (B) Vice-President; (C) Secretary; (D) Treasurer.
2. It shall be the duty of the elected officers to appoint an assistant secretary and/or an assistant treasurer as deemed necessary.
3. The faculty members shall be ex-officio members of all committee including the Executive Committee.
4. The Board of Trustees shall be comprised of all elected and appointed officers and faculty members and shall also be known as the Executive Committee.
5. The Band Director shall be the official liaison between the Xenia Band Boosters and any school authorities.
6. Any officer missing two consecutive meetings without duly approved replacement or four meetings during his/her elected or appointed term shall be replaced by his or her alternate. This may be overridden by a 2/3 majority vote at a regular scheduled meeting.

ARTICLE V - DUTIES OF THE OFFICERS

1. **President.** The President is the official head of the Xenia Band Boosters. He or she shall preside at all meetings, appoint all committees, and shall be an ex-officio member of each committee. The president will represent the Boosters in discussions with the schools authorities when the band director position is vacant or when the issue at hand is more appropriately handled by a parent volunteer. These situations will be handled in consultation with the band director.
2. **Vice-President.** The duties of the President shall be invested in this office in his or her absence. The Vice-President shall assume all duties delegated to him/her by the President.
3. **Secretary.** The Secretary shall record and keep complete minutes of Xenia Band Boosters meetings and other documents associated with the Xenia Band Boosters. A copy of the minutes shall be sent to the Xenia Board of Education Superintendent. The Secretary shall be required to obtain from the Band Director, accurate lists of students and their parents for all bands and the Auxiliaries. He or she shall perform other duties as designated by the membership.
4. **Treasurer.** The treasurer shall receive and be the custodian of all funds and pay all bills upon proper approval. The Treasurer shall report the financial status of the Xenia Band Boosters at each meeting, and shall submit financial records for an independent review, to be presented to the membership not later than the October meeting.

ARTICLE VI - ELECTIONS

1. A committee shall be appointed by the President to nominate candidates for each elected office in February of each year. No person shall be nominated without his or her consent.
2. The nominating committee shall consist of a minimum of three members representing three different families.
3. Regular election shall occur yearly at the booster meeting during the month of April. Officers elected under the previous versions of these bylaws will remain in officer until the April 2004 elections.
4. A candidate shall be considered elected upon receiving a plurality of votes of members present and voting.
5. The installation of officers shall occur at the conclusion of the annual Band Banquet in May, or at the end of the school year if no band banquet is held.
6. The new president or his representative shall read the by-laws at the June meeting each year.

ARTICLE VII - MEETINGS

1. Meetings shall be held on the second Tuesday of each month at 7:00 p.m. unless otherwise directed by the President or membership.
2. Quorum: A minimum of eleven (11) members shall constitute a quorum for the purpose of conducting business.
3. Student Representatives: Xenia High School Band and Auxiliaries Students should be represented by at least two of their officers each month (Band President, Field Commanders, Vice President, Secretary, and/or Auxiliaries Captains) as observers and advisors.
4. Roberts Rules of Order, Newly Revised, shall govern the proceedings of all Booster meetings.

ARTICLE VIII - COMMITTEES

1. All Committees and their Chairpersons, except the Executive Committee, shall be appointed by the President.

ARTICLE VIII - COMMITTEES (Continued)

2. The Standing Committees shall be the Executive Committee, chaired by the President, and the committees on:
 - A. **UNIFORM:** The chairperson of this Committee is responsible to form an Adult Committee. The committee will distribute Marching Band uniforms prior to a performance then receive them back to storage immediately after a performance. The committee will also be responsible for modifications and repairs to all uniforms as needed. The committee will arrange for cleaning during the season as needed and after each season's last performance, collect uniforms, see that they are properly cleaned, and ready for re-distribution the following season. This committee shall also be responsible for the selection and purchase of new uniforms when that is necessary.
 - B. **HOSPITALITY:** The chairperson of this committee is responsible to form an Adult Committee. The committee will serve refreshments for band functions as requested, plus for the home and visiting bands at all home football games, and for all high school marching bands participating in the Xenia Old Fashion Days Parade.. Refreshments will consist of a beverage and cookies. The hospitality committee shall also be responsible for the annual band banquet.
 - C. **PHONE:** The Chairperson of this committee is responsible to form an Adult Committee. This committee will contact parents/guardians to recruit staffing for Xenia High School Bands and Auxiliaries events. The Phone Committee will receive staffing requirements from other committee Chairpersons for each event. Active phone lists shall be provided by the Secretary to the committee. An effort shall be made to involve all students and parents for staffing.
 - D. **PUBLICITY:** The chairperson of this committee is responsible to form an Adult Committee. This committee is responsible for contacting newspapers, TV, and radio stations and for school announcements and poster publicity, as requested by the Xenia Band Boosters, Xenia High School Bands, or the Auxiliaries.
 - E. **CHAPERONES:** The chairperson of this committee is responsible to form an Adult Committee. This committee will provide chaperones to travel on school and/or commercial transportation, to and from events involving all Xenia High School Bands and Auxiliaries.

ARTICLE VIII - COMMITTEES (Continued)

- F. **FUND RAISING:** The chairperson of this committee is responsible to form an Adult Committee. This committee will discuss possible Fund Raisers to benefit the Xenia High School Bands and Auxiliaries detailed written proposals to the Boosters for consideration and approval.

The Fund Raising Committee shall oversee all fund raising activities, coordinate subcommittees associated with each event, and produce a report on the success of each event. The Fund Raising Committee shall delegate specific needs to the other committees as needed and a plan of action for each event shall be prepared and distributed to all officers and committee members. A separate chairperson shall be appointed for all major fund raising events.

Records of all monies collected or spent shall be given to the Treasurer with detailed documentation, including receipts, throughout the event.

- G. **SOUTHWEST INVITATIONAL CONTEST:** The chairperson of this committee is responsible to form an Adult Committee. The committee will follow guidelines of the Southwest Invitational Contest Manual as provided by the President and Band Director.
- H. **OLD FASHION DAYS FESTIVAL:** The chairperson of this committee is responsible to form an Adult Committee. The committee will host a booth for the purpose of promoting the Xenia High School Band and Auxiliaries and for the Band-Aid fundraiser.
- I. **TRAILER AND EQUIPMENT:** The chairperson of this committee is responsible for forming an adult committee to work with and assist the student equipment manager and his/her assistants. This committee shall be responsible for the proper maintenance and configuration of the Band's trailer and truck. This committee shall work with students assigned to the equipment committee to ensure that the truck and trailer are properly loaded before and after each event or activity.

3. Special committees and chairpersons shall be appointed by the President as needed.
4. No person shall be appointed as member or chairperson of any committee without his or her consent.

ARTICLE IX - FINANCES

1. Generally, the financial matters shall be guided by an annual budget with the fiscal year starting July 1st and ending June 30th.

ARTICLE IX - FINANCES (Continued)

2. Budget: The president and the band director will jointly prepare a budget for the coming year, which will be presented to the membership in writing at the June meeting for review, comment, and approval. The budget will serve as a guideline for fundraising and expenditures for the coming year. The actual expenditure of funds will be limited to the actual funds available at a given time. Expenditures from the General Fund for budgeted items that do not exceed the amount contained in the current year's approved budget do not require additional approval from the membership.
3. The following expenditures and limits shall have standing approval, unless changed by a majority vote. To insure that adequate funds are available a purchase order shall be prepared and presented to the treasurer prior to making any purchase or committing the booster's funds. Purchase orders must be approved by either the band director or president and one of the officers prior to being submitted to the treasurer.
 - A. The Band Director shall have authority to spend and approve up to \$200 for routine expenses as designated in Article II (purpose). This allowance shall be self-renewing, with the approval of his /her expenses.
 - B. The Treasurer shall be authorized to advance up to \$50 to the Hospitality Chairperson to cover routine expenses. This allowance shall be self-renewing up to the amount contained in the current year's budget.
 - C. The Treasurer shall be authorized to advance reasonable funds up to \$500 provided all of the following circumstances exist:
 - (1.) The expenditure shall be one which, in the judgment of the majority of the Executive Committee, would be approved by the membership.
 - (2.) The expenditure shall be one in which the goods or service required must be authorized before the formal approval by the membership can be reasonable obtained.
 - (3.) The expenditure must be one which furthers the purposes Outlined in Article II of these By-Laws.
 - (4.) Current status of forecasted income and budget expenses Shall be considered before the above is approved.

ARTICLE IX - FINANCES (Continued)

4. Monies collected with student participation, unless otherwise changed by a majority vote, will be distributed as follows:

50%	Student fees
25%	General Fund
25%	Uniform and Equipment Fund

Monies raised by the students, participating in Booster's fundraisers, toward their fees remains in booster's bank account. Monies raised by a student towards their fees that are not used prior to the student leaving the band program become the boosters as part of the general fund.

5. Transfer of monies between different booster accounts requires the prior approval of the membership.

ARTICLE X - ADOPTION AND AMENDMENT OF THE BY-LAWS

1. **ADOPTION.** These By-Laws shall be considered adopted when approved by a favorable vote of 75% of members present providing the quorum requirements are met.
2. **AMENDMENTS.** Amendments may become a part of the By-Laws by a favorable vote of 75% of the members present providing the quorum requirements are met.
3. **ADOPTION DATE.** These By-Laws were approved and adopted effective the 11 th day of February 2003, and shall replace any or all previous Constitutions Or By-Laws.