

**BY-LAWS
OF THE
R. S. ALEXANDER HIGH SCHOOL BAND BOOSTERS, INC.**

ARTICLE I

NAME

The name of this organization shall be R. S. ALEXANDER HIGH SCHOOL BAND BOOSTERS, INC.

ARTICLE II

PURPOSE

The purpose of this organization shall be to lend all possible support, both moral and financial, to the bands of Robert S. Alexander High School, and to operate in a spirit of cooperation with the principal, music directors, Douglas County Board of Education and other school-supporting organizations.

In addition, the organization shall attempt to arouse and maintain an enthusiastic interest in the various phases of the entire Music Department of Robert S. Alexander High School and to encourage participation in the school's musical activities.

ARTICLE III

MEMBERSHIP

The membership of this association shall not be limited. Anyone interested in the progress and development of the Music Department shall be eligible for membership. Parents and /or families of children in the Music Department, or any other interested person, will be considered active members upon payment of five dollars (\$5.00) per person per year.

Only active members will be eligible to vote. No dues shall be refunded.

All active members upon payment of their dues will be furnished a copy of the By-Laws and it is assumed he or she will read, understand, and abide by the By-Laws, rules and regulations of the R. S. Alexander High School Band Boosters, Inc.

ARTICLE IV

OFFICERS AND THEIR DUTIES

The officers of the Association shall be President, Vice-President, Secretary, Treasurer, Fund Raising Chair, and the Band Director.

DUTIES OF OFFICERS:

The PRESIDENT shall preside at all meetings of the Association, appoint all committee chairmen, and ex-officio, be a member of all committees, and shall perform all duties usually pertaining to the office.

The VICE-PRESIDENT shall perform the duties of the President in his/ her absence or at his/ her request and replace the President in the event the President resigns, and the office of Vice-President will be filled in accordance with Article VII of these By-Laws.

The SECRETARY shall keep the records and minutes of all association and executive committee meetings, attend to the correspondence, keep an accurate record of the Association's membership, and perform such duties as delegated to him/ her.

The TREASURER shall receive and deposit all club funds, pay out monies for the association upon proper authority, and keep detailed financial records of all club accounts. He/ she shall prepare a monthly and an annual report. He/ she is required to sign all checks. No monies shall be issued without prior approval of the executive committee. Any expenditure in excess of five hundred dollars (\$500) shall be approved by the executive committee.

The FUND RAISING CHAIR shall direct fund raising activities and be an active member of the executive committee.

The BAND DIRECTOR shall be an ex-officio member of all committees and shall be solely responsible with the principal of the school for establishing and directing policies and procedures pertaining to the Band.

All officers shall have been active members the previous year, unless the executive committee deems an exception necessary.

ARTICLE V

EXECUTIVE COMMITTEE

The executive committee shall be composed of the officers and the band director.

ARTICLE VI

COMMITTEES

All committee chairs shall report to the executive board during executive board meetings.

The President shall appoint special committees as needed.

ARTICLE VII

MEETINGS

Meetings are held in the Music Department on the first (1st) Thursday of each month at 7:30 pm.

The Executive Committee will meet a minimum of four (4) times per year (once-a-quarter) at 7:00 pm prior to the regular meeting. Members who need to consult the executive committee should notify the President twenty-four (24) hours prior to the scheduled meeting. Any business to be brought before the floor will be presented to the executive committee at this time.

The President shall have the prerogative to reschedule the date and time of the meetings in order to conform to scheduling conflicts with marching practice, mandatory absences of the Band Director or officers, or unusual weather conditions.

To conduct business there shall be at least seven (7) members present, two (2) of whom must be elected officers.

ARTICLE VIII

ELECTION OF OFFICERS

The officers shall be elected annually.

The nominating committee shall consist of: the Band Director, two (2) members elected from the floor, and two (2) officers. After the nominating committee's recommendations, the floor shall be open for further nominations.

The executive committee may accept resignations of officers. Vacancies shall be filled in accordance with Article IV and Article VIII.

ARTICLE IX

FUND RAISING

All fund-raising projects shall be in accordance with the policies set forth by the Douglas County Board of Education.

ARTICLE X

AMENDMENTS

All amendments to the By-Laws shall be presented in writing at a regular meeting of the Executive Committee by any member of the association in good standing. After consideration by the Executive Board, said amendment shall be brought before the membership for approval at any regular meeting of the association by a vote of the members present and voting, provided notice of the proposed amendments has been given at the previous meeting or by special notification (i.e. telephone, mail, etc.). Special notification must be given at least seven (7) days before meeting.

If passed, such amendment or amendments, shall become a part of the By-Laws and shall become effective immediately. The Secretary shall record such action in the minutes.

ARTICLE XI

ORDER OF BUSINESS

The President shall determine the order of business. Any member having business to bring before the association shall consult the President twenty-four (24) hours prior to the scheduled meeting, in accordance with Article VII, paragraph 2.

QUORUM

Seven (7) members, two (2) of whom shall be elected officers, present at any duly announced meeting shall constitute a quorum.

ARTICLE XII

Roberts Rules of Order shall be the authority on all question of parliamentary procedure not covered in these By-Laws.