

Hastings Band Booster Association By-Laws

ARTICLE I – ORGANIZATION

Robert’s Rules of Order, Revised, shall govern this organization in all cases in which they are applicable.

ARTICLE II – NAME:

The name of this organization shall be the Hastings Band Booster Association, hereafter referred to as the Band Boosters.

ARTICLE III – OBJECTIVES:

- To promote the Hastings band programs ;
- To cooperate with the band directors and school administrators to assure the success and growth of all band programs;
- To encourage and make possible educational trips, exchange programs, and enrichment opportunities that are sanctioned and approved by the school district; and
- To actively support all phases of fundraising.

ARTICLE IV – MEMBERSHIP:

Section 1- The membership of the Band Boosters shall include all parents/guardians of band students and any persons interested in the progress and development of the band programs.

Section 2- Voting at meetings shall be open to everyone in attendance. The President may ask for a paper ballot as needed. There must be at least two officers present to hold a vote.

ARTICLE V – OFFICERS:

Section 1- The President shall preside at all meetings. The President will have a one-year term.

Section 2- The Secretary shall record and publish the minutes of all meetings of the Band Boosters. The Secretary shall distribute minutes to all active Band Booster members and forward a copy to be posted on the website. The Secretary shall assemble and distribute meeting agendas prior to meetings and be responsible for all correspondence. The Secretary will have a one-year term.

Section 3- The Treasurer will keep an accurate record of fundraising income and expenditures showing each activity separately and pay out funds as authorized by the Band Boosters. The Treasurer shall submit a monthly and yearly financial statement. The Treasurer will notify the Band Directors of the amounts to be placed in student accounts from fundraising. The Treasurer will work with the Band Directors to develop the yearly budget. The Treasurer will receive and track all grant requests. The Treasurer will have a one-year term.

ARTICLE VI – MEETINGS:

Section 1- The general meetings of the Band Boosters shall be held bi-monthly as determined by consensus.

Section 2- Special meetings may be called by the President.

ARTICLE VII – FINANCES:

Section 1- Financial inspections shall be conducted annually by the Treasurer, one director, and one other officer, with the inspection taking place prior to the approval of the following year's budget.

Section 2- The fiscal year runs from July 1 through June 30. The budget will be prepared by the Treasurer and Band Directors for a vote by the Band Boosters. The budget shall be approved at the final meeting of the second quarter of the calendar year.

Section 3- The minimum balance of the checking account shall be maintained at four times the annual budget.

Section 4 – Student accounts will be maintained by the Band Directors on ALO. Each director is responsible for adding and subtracting funds as needed. Funds may be added to student accounts from fundraising activities and subtracted as payment for fees and costs associated with their participation in band programs. Accounts may be handed down to a younger sibling in the same family as applicable.

Section 5- Forfeited funds exist in both the band and marching band accounts. Forfeited funds consist of booster money from fundraiser earnings that were not used by students who dropped band or graduated and do not have a sibling in the band program that it can go to. Boosters and Band Directors can elect to fulfill budget or grant line items from these accounts instead of asking for a check. Grants or budgeted items paid from these accounts are treated just the same as having been paid from the booster funds. They should be recorded by the Treasurer. Directors are responsible for recording the deduction in ALO.

Section 6- Fundraising shall be done annually. Fundraisers may be designated with a percentage being placed in student accounts and the rest going to the Band Booster account. Each fundraiser percentage will be decided as needed.

Section 7- The Treasurer and one other officer shall be permitted to sign checks.

Section 8- The bank account will be held at the Premier Bank location in Hastings, MN.

ARTICLE VIII – PARLIAMENTARY PROCEDURE:

Section 1- The Band Booster officers and Band Directors shall function as the nominating team.

Section 2- The officers shall be elected by members at the final meeting of the second quarter of the calendar year. The term of office is one year and is effective at the following meeting, unless specified by position.

Section 3- Vacancies arising during the year may be filled by appointment of the President.

ARTICLE IX – AMENDMENTS:

The by-laws will be reviewed by the officers and directors in January of each year. Additionally, the by-laws may be amended at any general meeting by a majority voice vote. Updated copies will be posted on the website.

Dated this 4th day of May, 2015.