

**“By Laws”
of the
Forest Hill Band Boosters Association**

Article I - Name

The name of this organization shall be the Forest Hill Band Boosters Association (FHBBA), a non-profit organization.

Article II - Purpose

The purpose of this organization is to support, raise funds, encourage teamwork and enhance the overall musical experience for all students enrolled in the Forest Hill Community High School Band Program.

Article III - Members

Section 1. Any adult person whose child is currently enrolled in the Forest Hill High School Band is eligible for membership.

Section 2. The annual dues of this association shall be \$5.00 per member. Payment of fee is required for voting privileges in FHBBA business activities.

Section 3. All fees should be paid in cash to the FHBBA Treasurer.

Article IV - Officers

Section 1. The officers of this association shall be (in order) President, Vice President, Treasurer, and Secretary.

Section 2. The officers shall be elected by a majority vote performed by secret ballot and tallied by acting president and vice president at the end of each school. Officers shall serve one term, which shall terminate at the election of new officers at the end of the following school year.

Section 3. No person shall hold an office if they are not a paid member, and no one shall hold more than one office at any time.

Section 4. If an office becomes vacant for any reason, another officer shall temporarily fill that position approved by secret ballot and tallied by acting president and vice president.

Section 5. If an office is vacant for more than one month, an election shall be held to fill the position. The new officer shall be accepted by a majority vote by secret ballot and tallied by acting president and vice president.

Article V - Committees

Committees of this association shall be set up for fundraising, uniforms, band trips, etc. Responsibilities of the chairperson for each committee shall be determined by the needs and goals of the individual committee but shall include organization, delegation and communication.

Article VI - Meetings

Section 1. Regular meetings shall be held on the second Monday of each month, unless otherwise announced.

Section 2. The regular meeting in August shall be known as the “Annual Meeting” and shall be for the purpose of receiving annual reports and setting plans for the upcoming year.

Section 3. Special meetings may be held upon the call of the President or upon written request of any 5 members including a minimum of two officers of the association. The purpose of the meeting shall be set fourth in the notice.

Section 4. All special meetings must be announced a minimum of 8 days in advance. Notices shall be delivered via U.S. postal service.

Section 5. One fifth of the association membership must be present to constitute a quorum.

Article VII - Funds

Section 1. Funding of the association’s checking account shall come from donations and fundraising projects determined by the association.

Section 2. All expenditures of \$500.00 or more shall be approved by a majority vote of association members attending a FHBBA meeting.

Section 3. The President and one other officer must approve all expenditures less than \$500.

Section 4. A budget of \$500 shall be established at the beginning of each school year as the Band Directors “Discretionary Fund” for such expenses as instrument repair and accessories, etc.

Section 5. The President and the Band Director shall be authorized cosigners of the checking account.

Section 6. All association checks will be generated by the Treasurer according to above guidelines and submitted to the Band Director and President for signature.

Article VIII - Parliamentary Authority

The rules contained in the modern addition of Robert’s Rules of Order shall govern this association in all cases that are not consistent with these by laws and any special rules of order this association may adopt.

Article IX - Amendments

These by laws may be amended at any regular or special meeting of this association by a two-thirds vote of the attending members, provided that previous notice was given at least 8 days in advance.

Article X - Voting

Association voting shall take place at any regular or special meeting of the FHBBA by ballot or through show of hands. No absentee ballots are allowed.