

Adopted Sept. 13, 1976  
Revised October 9, 1995  
Revised Pending Date

## BAND PARENTS CONSTITUTION AND BYLAWS

### CONSTITUTION

#### Article I. General

Section 1. The name of the organization is Woodlan Band Boosters (the "organization").

Section 2. The post office address of the organization's registered office at the time of the adoption of these revised By-Laws (the "By-Laws") is P.O. Box 23, Woodburn, Indiana 46797.

#### Article II. Objectives

Section 1. To arouse and maintain an enthusiastic interest in the various phases of the Instrumental Music Department of Woodlan Junior/Senior High School, including but limited to Marching Band, Color Guard and Winter Guard.

Section 2. To lend all possible support, both moral and financial, to the general instrumental music program.

Section 3. To cooperate with those in charge of the Instrumental Music Department and the Administration Offices to the end that this department shall maintain the highest possible degree of efficiency.

Section 4. To build and maintain an organization of parents which will help promote the general activities of the Instrumental Music Department, including but limited to Marching Band, Color Guard and Winter Guard.

### Article III. Membership

Section 1. The membership of the organization shall include any parent and/or persons interested in the progress and development of the Instrumental Music program of all Woodlan Junior/Senior High School.

### Article IV. Officers

Section 1. The office of the Boosters shall be:

President  
Vice-President  
Secretary  
Treasurer  
Publicity Director

### Article V. Duties of Officers

Section 1. The President shall preside at all meetings of the Boosters, appoint all committees and shall be an ex-officio member of all committees.

Section 2. The Vice-President shall assume all the duties of the President in his/her absence and chair the Fundraising Committee.

Section 3. The secretary shall keep the records and minutes of all meetings and distribute the correspondence.

Section 4. The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds.

Section 5. The Publicity Director shall attend to all advertising and correspondence with the press and social media administration (website, Instagram, Facebook). He/she will routinely send local newspapers pictures and stories to report.

Section 6. One of the officers, in addition to the Treasurer, will need to become a second signer to the bank used by the Boosters. This officer will also have online access to the bank used by the Boosters.

#### Article VI. Executive Board

Section 1. The Executive Board shall be composed of the officers of the organization, the Director of Instrumental Music and, if applicable, the Administrator(s) of Woodlan Junior/Senior High School.

Section 2. The Executive Board shall have general supervision of the affairs of the organization.

#### Article VII. Meetings

Section 1. The election and annual meeting shall be in the Spring.

Section 2. The Fall meeting shall be held near the first week of school.

Section 3. Special Meetings may be called by the President.

#### Article VIII. Standing Committees

Section 1. The Fundraising Committee shall be chaired by the Vice-President, Treasurer and selected parent representative.

Section 2. Fall Concessions Committee. This committee shall be in charge of the Concession Stand and shall be chaired by the Vice-President. They shall perform the following duties:

1. Schedule workers.
2. Open and close the concession stand according to school schedule.
3. Responsible for purchasing of concession stand food and drink items.
4. Perform a weekly inventory count of unsold pop & food items.
5. Perform a two person count of the monies before and after events.

An officer of the Woodlan Band Boosters will be responsible for money receipts.

Section 3. The Director of Instrumental Music of the Woodlan Junior/Senior High School shall be a welcomed ex-officio member of all committees.

Section 4. If additional committees are needed, these shall be appointed by the the Boosters President.

#### Article IX. Annual Financial Report

Section 1. The Treasurer shall be required to prepare a financial report at the close of each annual term and provide a copy of the previous year's tax return to Woodlan Junior/Senior High School's Book-keeper and with such other internal or external groups or individuals as the Executive Board shall direct. The annual financial report shall become a part of the permanent Boosters record and be reported to the organization at the annual spring meeting. The Treasurer shall also prepare a proposed budget for the incoming Officers to be ready at the Spring meeting.

#### Article X. Dues

Section 1. Dues shall be established by a majority vote of the members present.

#### Article XI. Quorum

Section 1. A plurality of the members present shall constitute a quorum.

#### Article XII. Elections and Terms of Office

Section 1. Each Spring all officer positions will be open for election. Nominations may be made from the floor at the annual Spring meeting. Written notice of the annual meeting shall be emailed to the current Boosters at least ten (10) days before the date of such meeting.

Section 3. Offices are held for a term of one (1) year with a maximum of three (3) consecutive years in the same office.

Section 4. No officer can be re-elected in the same position after serving his/her term in that capacity.

Section 5. All Officers must be a parent or legal guardian of a Woodlan student.

Section 6. An officer may resign at any time by giving written notice of such resignation to the Executive Board or to an officer of the Boosters. Such resignation shall take effect at the time specified therein, or if no time is specified, at the time of its receipt by the Executive Board of the officer. The acceptance of a resignation shall not be necessary to make it effective. An elected officer may be removed from office at any time, with or without cause, by a majority of the elected officers then in office. A vacancy in the Officers of the Boosters, whether created by resignation or removal, shall be filled by the remaining Boosters Officers, and the person appointed to fill such vacancy shall serve until the expiration of the term vacated.

#### Article XIII. Authority

Section 1. The rules contained in Robert's Rules of Order Revised shall govern the Boosters in all cases in which they do not conflict with the rules of the Boosters.

#### Article XIV. Amending the Constitution and By-Laws

Section 1. The Constitution and the By-Laws may be amended by a two-thirds majority vote of the members present at any regular meeting. The amendments must have been presented in writing prior to the regular meeting of the Boosters.

Article XV. Dissolution Clause

Section 1. With the possibility of dissolution of the Woodlan Band Boosters, any money held in any accounts with said name, shall be passed on to the Woodlan Band and/or the future successor school(s).