

HILHI BAND BOOSTERS ASSOCIATION BYLAWS

1. NAME

The official name of the organization shall be as stated in the title above, and referred to hereafter as the HBBA.

2. OBJECTIVE

The objectives of the HBBA shall be:

- a. To promote education, communication, and understanding among the students, parents, faculty, and the community of Hillsboro High School, and
- b. To supply some financial aid to recognized needs of the BAND STUDENTS at HILHI. The needs shall include, but are not limited to, travel of the band for auxiliary performances, uniform maintenance, band instrument protectors, other than those needed for in-class use, and “other” purposes consistent with District IJ policy and approved by Hillsboro High School’s Administration, and
- c. To aid the school in projects and public information as it relates to the BAND.

3. POLICIES

- a. The HBBA will organize and administer committees that will conduct fund-raising activities, volunteers for non-musical operations for the BAND, provide chaperones for off-campus activities, and “other” projects by request from the HILHI Band Director, and approved by the HBBA membership.
- b. The HBBA shall be non-commercial, nonsectarian, and nonpartisan. Neither the name of the HBBA, the name of its ~~officers~~board members, in their official capacity, nor the name of the school shall be used in conjunction with any commercial concern except as it relates to a sponsorship relationship. In no way will such sponsorship be deemed by any party as being an endorsement of any products and/or services.
- c. The HBBA shall not seek to direct the administrative activities of the school or to control its policies.
- d. The HBBA shall remain nonpartisan during an election period, and not endorse any ballot measure or candidate for public office.

4. MEMBERSHIP

- a. The membership shall be opened to persons who desire to work to achieve the objective of the HBBA. It is stipulated that the majority of the voting membership shall be Parents and/or Guardians of the current, active HILHI Band students. The membership shall consist of:
 1. Members: Individuals with a HILHI student currently active in the HILHI Band Program. Members may serve ~~as officers~~ on the Board of Directors of HBBA.
 - ~~2. Members at Large: Individuals who do not have students in any band program but~~

~~are willing to participate. Members at Large may serve as officers of HBBA.~~

32. Associate Members: Individuals with a student currently active in Band in Grades K-8, or individuals who do not have students in any band program but are willing to participate. Associate Members ~~at Large~~ may serve ~~as officers~~ on the Board of Directors of HBBA.

- b. The membership of the HBBA shall consist of those persons who are enrolled on the membership roll maintained by the Secretary.
- c. The membership year shall be from June 1 through May 31. Members from a previous year may retain membership during the succeeding year. New membership may be added at any time. There will be a membership drive commencing in the spring of each school year. If year-round school is implemented, the membership drives will be adjusted to accommodate the new scheduling.

5. BOARD OF DIRECTORS

- a. The Board of Directors of HBBA shall consist of 12 voting members: the five (5) ~~elected~~ officers of the HBBA, a Volunteer Coordinator, and two (2) Board Members at Large [if available to serve, the Immediate Past President (officer)], all elected at the general meeting of the membership in March or April; the Principal, or his/her appointed administrative designee of Hillsboro High School; and three (3) band student representatives, elected by the band student body.; ~~and~~ ~~†~~ The Faculty Representative, the Band Director, is a non-voting board member. The term for Directors shall be June 1 through May 31. Vacancies during the term shall be filled by an appointment by the existing Board Members as recommended by the President of the HBBA.
- b. The duties of the Board shall be:
 - 1. To transact necessary business in the intervals between general HBBA meetings and business that has been referred to the Board from the General Members.
 - 2. To review, accept/deny proposed expenditures. (see General Accounting Rules under Section #11, EXPENDITURE OF FUNDS)
 - 3. To present an activity report to the general membership at regular meetings. There will be no less than four (4) general membership meetings during each fiscal year.
 - 4. To select a BUDGET COMMITTEE, review and approve the committee's annual budget recommendations.

6. ELECTION AND TERMS

- a. Annual elections shall be held in April at a general meeting of the membership.
- b. Nominations of officers, Board Members at Large, and Volunteer Coordinator shall be made by a Nominating Committee of not more than five (5) members, appointed by the President in February. Nominations will also be accepted from the floor at the general membership meeting in March and/or April.
- c. The officers, referred to hereafter as the Executive Board, to be elected are: President, First Vice President, Second Vice President, Secretary, and Treasurer. The terms of office for all officers and board members shall be one (1) year, commencing June 1 and ending May 31. ~~No officer shall serve more than two (2) consecutive terms in the same office.~~

- d. In the event of a vacancy occurring mid-term, the President shall appoint a replacement to serve the remainder of the term. The appointment shall be approved by the Executive Board. In the event of a vacancy in the office of President, the First Vice President shall assume the duties of the President, and fill the vacancy of the Second Vice President caused when the Second Vice President assumes the duties of the First Vice President.

7. DUTIES OF OFFICERS

- a. **The President** shall preside over all meetings of the HBBA and the Executive Board; shall be an ex-officio member of all committees except the nominating committee. The nominating committee shall be appointed by the President, and shall have not more than five (5) members. The President or his/her designee, shall act as the liaison between the HBBA, HILHI Administration, and the Faculty Representative, and shall be the liaison for other Parent organizations at HILHI.
- b. **The Vice Presidents** shall be in charge of all fund raising activities of the HBBA. They may delegate fund raising efforts to committees as necessary to accomplish the goals of the HBBA. They shall be ex-officio members of all fund raising committees. The First Vice President shall assist the President and shall perform the duties of the President in the absence of that officer. The Second Vice President shall assist the First Vice President.
- c. **The Secretary** shall keep accurate records of the membership and take minutes at all meetings. At each Executive and General meeting, the Secretary shall provide the minutes from the previous meeting, a copy of the bylaws, and a roster of all activities committees and their charge. The Secretary shall maintain a membership roster, organize a phone tree structure, and shall be responsible for issuing the meeting minutes to the general membership.
- d. **The Treasurer** shall receive monies for the HBBA. Sources of the money may be from fund raising, gifts, and/or other sources. All funds received will be placed in a bank checking account kept for the HILHI band by the Hillsboro High School office. The Treasurer will receive an accurate accounting of all transactions from the HILHI office. He/she will provide the President, Executive Board, and general membership a quarterly accounting of the HBBA's financial status. All expenditures in excess of \$100.00 must be pre-approved by the President, Executive Board, or the general membership at general membership meetings. The Executive Board may be contacted by phone for their approval of this type of expenditure.

8. FACULTY REPRESENTATIVE

- a. The Faculty Representative shall act as a liaison between the Faculty and the HBBA. He/she shall coordinate School and HBBA activities, and be the Faculty voice for the HBBA promoted activities. The person shall be the HILHI Band Director. He/she shall be a non-voting member of the Board of Directors of the HBBA.

9. COMMITTEES

- a. Special committees may be formed by the President, at the request of the Band Director, the Executive Board, or the general membership in order to satisfy a specific short-term objective of the HBBA. Specific fund raising committees may be created, per section

7b, as necessary to accomplish the goals of the HBBA. All fund-raisers must be pre-approved, using the Request for Fund Raising Form, by the school Activities Director and the Principal. See District 1J Fund Raising Guidelines outlined in the HILHI ASB Funds Handbook.

10. BUSINESS MEETINGS

- a. General membership meetings shall be scheduled and called by the Executive Board. An annual meeting of the general membership shall be held in April. There shall be no less than four (4) general membership meetings each fiscal year. The Secretary shall give written notice of the annual meeting to all members by mail, to their last known address, not less than ten (10) days prior to the scheduled meeting date.
- b. Special business meetings may be called by the Executive Board, for the general membership, with not less than ten (10) days notice to the membership. Such notice may be waived by the Executive Board in the event of an emergency.
- c. Board of Directors meetings may be called by the President, or a majority of the Executive Board, upon reasonable notice to the Board Members.
- d. The members present at a duly-called general meeting shall constitute a quorum. A majority of the Board members shall constitute a quorum for the Board.
- e. All notices required to be given to the membership shall be delivered by email or U.S. mail. A “phone tree” message is acceptable communication for normal business, function notification, and announcements.

11. PARLIAMENTARY AUTHORITY

The rules of procedure, as to matters not expressly governed by these Bylaws, or in the future, the Articles of Incorporation, shall be those prescribed in Robert’s Rules of Order, reviewed to the most current edition available.

12. FISCAL YEAR

The Fiscal year shall run concurrently with the school district.

AMENDMENTS TO THESE BYLAWS

Proposed amendments to these Bylaws may be presented to the general membership at scheduled general membership meetings. These Bylaws may be amended by a majority vote of the general membership present at the time the amendment is proposed, or tabled until the next general meeting is scheduled, to facilitate a larger number of voting participants.

These Bylaws were presented to the general membership on 9-12-94.

These Bylaws were accepted and approved by the general membership on 10-10-94 at Hillsboro High School Band Meeting.

OFFICERS:	Frank Carroll	PRESIDENT
	Bob Dahl	VICE-PRESIDENT
	Randy Baldie	SECRETARY

Frank Carroll TREASURER (Acting)

An attachment of the general members present and voting at the time of the approval of the original document, or amendments shall be made after each approval/denial is made. Proposed and approved amendments to the document shall be an attachment to the original for future clarity.

**HILLSBORO HIGH SCHOOL
BAND BOOSTERS
BYLAW REVISION HISTORY**

<u>REV #</u>	<u>DATE</u>	<u>CHANGE NOTED</u>
1.0	9-12-94	<p>Association Name change from HILHI Band Parents Association to HILHI Band Boosters Association. Initials to read HBBA.</p> <p>Definition of Membership: Members, Members at Large, and Associate members.</p> <p>All expenditures of Funds will be transacted through the Hillsboro High School office.</p>
2.0	11-14-94	Members at Large approved to serve as officers of HBBA.
3.0	9-14-98	See attachment A-1
4.0	2-9-2004	<p>Reinstate section 5.b.4. We DO operate under a budget.</p> <p>Add "email or U.S." option to 10b. meeting notification requirements</p>
5.0	4-15-2006	Removal of Board Member term limit, section 6.c.
6.0	4-10-2007	<p>Revision of 3.b to state "names of board members," instead of "names of officers."</p> <p>Revision of 4.1 to state "members may serve on the Board of Directors," instead of "members may serve as officers."</p> <p>Removal of Members at Large definition, section 4.a.2.</p> <p>Revision and renumbering of Associate Members definition, old section 4.a.3, new section 4.a.2.</p> <p>Add Volunteer Coordinator two (2) Board Member at Large positions to Board of Directors, section 5.a. Clarify that the Faculty Representative is a non-voting member.</p> <p>Revision of 6.b to include Board Members at Large and Volunteer Coordinator as positions nominated by the Nominating Committee.</p> <p>Clarification of term limits in 6.c.</p>

ATTACHMENT A-1

Explanation of By-Law changes for September 14, 1998

Change school district number to 1J.

Changes grades to K-8.

Change membership year to June 1 through May 31.

Change sentence to read “There will be a membership drive commencing in the spring of each school year.”

Change term of directors to be June 1 through May 31.

Remove section 5.b.IV. We do not operate under a budget.

Change 6.c to read “The officers, referred to hereafter as the Executive Board, to be elected are: President, First Vice President, Second Vice President, Secretary, and Treasurer. The Terms of all officers shall be for one year, commencing June 1 and ending May 31. No officer shall serve more than two (2) consecutive terms in the same office.”

Change the last sentence to read “In the event of a vacancy in the office of President, the First Vice President shall assume the duties of the President, and fill the vacancy of the Second Vice President caused when the Second Vice President assumes the duties of the First Vice President.”

Change “Executive Committee” to “Executive Board” throughout the document.

Change 7.b to read “The Vice Presidents shall be in charge of all fund raising activities of the HBBA. They may delegate fund raising efforts to committees as necessary to accomplish the goals of the HBBA. They shall be ex-officio members of all fund raising committees. The First Vice President shall assist the President and shall perform the duties of the President in the absence of that officer. The Second Vice President shall assist the First Vice President.”

Change sentences to read “The Secretary shall maintain a membership roster, organize a phone tree structure, and shall be responsible for issuing the meeting minutes to the general membership.”

Change 7.d to read “The Treasurer shall receive monies for the HBBA. Sources of the money may be from fund raising, gifts, and/or other sources. All funds received will be placed in a bank checking account kept for the HILHI band by the Hillsboro High School office. The Treasurer will receive an accurate accounting of all transactions from the HILHI office. He/she will provide the President, the Executive Board, and the general membership a quarterly accounting of the HBBA’s financial status. All expenditures in excess of \$100.00 must be pre-approved by the President, Executive Board, or the general membership at general membership meetings. The Executive Board may be contacted by phone for their approval of this type of expenditure.” The second paragraph does not apply to our current operating authority and shall be removed.

Remove 9.a as it is part of the accepted duties of the President.

Change to read “duly-called general meeting”.

Remove sections 11 (a, b, and c) as they no longer apply to our operating authority. Move 11 .d to 7.d as duties of the Treasurer.

Change to read “The Fiscal year shall run concurrently with the school district.”