**Muscle Shoals High School**

Constitution By-Laws

Standing Rules

*Updated 2020*

**The Constitution**

**Preamble:** The constitution of the Muscle Shoals Band Boosters Club is a documentation of the organizational structure and functional obligations of the officers and members. The purpose of this club is to assist the band director in promoting, developing, and financing, where necessary, a band of high quality for the cultural benefit of the participating students of the Muscle Shoals High School.

Hereafter, ‘The Instrumental Music Department’ is defined as all marching band members, flag corps members, drill teams, majorettes, and the concert band members.

**Article I. - Name**

The name of this organization shall be the Muscle Shoals Band Boosters.

**Article II. – Objectives**

1. To encourage, support and maintain an enthusiastic interest in the various phases of the Instrumental Music Department of the Muscle Shoals High School.

2. To lend all possible support, both moral and financial, to the general Instrumental Music Department of the Muscle Shoals High School.

3. To cooperate with those in charge of the Instrumental Music Department, the Principal and School Board to the end that this department shall maintain the highest degree of efficiency.

4. To build and maintain an organization of parents and other individuals who will help promote the general activities of the Instrumental Music Department.

5. To cooperate with other musical and civic organizations for a mutual benefit.

6. To maintain a democratic organization for the purpose of keeping the membership informed of the business transacted by the executive board, on order that the membership will be presented all pertinent business for final decision.

**Article III. - The Executive Board**

1. The Executive Board shall be composed of the four current officers of the club, (President, Vice President, Secretary, Treasurer – all elected positions) the Band Director, and three band booster club Members at Large (appointed positions one of which should include one officer from a previous year).

2. The Executive Board shall have general supervision of the affairs of the club, continually keeping in mind the true democratic principle of presenting to the membership all business directly affecting the members and the welfare of the organization.

3. The Executive Board shall meet prior to each meeting to determine the business to be transacted at the general meeting.

4. The Executive Board shall be responsible for presenting a projected budget to the members of the club at the September meeting.

**Article IV. - Meetings**

1. The regular meetings of this club shall be held on the 1st Tuesday night in August, September, October, November, January, February, March, April and May of each calendar year, with meetings to be called in December as deemed necessary by the Executive Board.

2. Special meetings may be called by the President.

**Article V. - Standing Committees**

1. There shall be the following Standing Committees: Ways and Means, Public Relations, Concessions, Hospitality, Equipment, Uniform, and such committees as the Executive Board shall determine.

2. The Ways and Means Committee shall consist of at least five members. They will submit their plans for fund raising funds commensurate with the financial needs of the club to the Executive Board for their approval. The Vice President shall be Chairman, and the Treasurer shall be a member of the Ways and Means Committee.

3. The Concession Committee shall consist of members selected by the Concession chair and appointed by the President. The Concession Committee is in charge of purchasing and preparing all foods sold at the concession stands.

4. The Public Relations Committee shall be in charge of notifying members of all important events with the band program.

5. The Chaperones Committee shall work with the Band Director to arrange for adequate number of chaperones for all travel for the MSHS Band.

6. The Equipment Committee (Pit Dads) shall work with the Band Director to build and maintain props, equipment and the practice field.

7. The Uniform Committee shall fit and maintain uniforms.

8. The Hospitality Committee is responsible for any social activities for the band or booster membership.

**Article VI. - Annual Financial Statement**

1. The Treasurer shall be required to prepare a financial report at the close of each year and file copies with the Executive Board and such other internal or external groups or individuals as the Executive Board shall direct. The Annual Financial Report shall be included as part of the permanent club records. The records shall be closed by June 30, and be filed in the office of Muscle Shoals High School by July 15.

2. The Treasurer shall be required to present a Financial Report at each regular meeting.

**Article VII. – Quorum**

1. At least 10 (ten) members present at any regular or called meeting shall constitute a Quorum.

**Article VIII. – Elections**

1. The Nominating Committee shall be appointed by the President at the regular March meeting each year. They shall report at the April meeting and after any nominations that may be made from the floor. The nominations will be closed and elections held. At the close of the May meeting, the President shall introduce the newly elected officers who will assume their responsibilities for the ensuing year.

**Article IX. – Membership**

1. The Membership of this club shall include parents and family members of instrumental music department students interested in the progress and development of the Instrumental Music Department of the Muscle Shoals High School.

2. There are no membership dues; however, all members are expected to support band coordinated activities including fundraisers (concession stands, TVIMC, Drive One, etc.) as they are able.

**Article X. – Officers**

1. The officers of this club shall be: President, Vice President, Secretary, and Treasurer.

2. The vacancy of an office: the vacancy of the President shall be filled by the Vice President. The vacancy of any other office shall be filled by an appointment of the Executive Board.

3. The Vice President/President Elect shall become the President at the end of the term as the Vice President. Criteria: the vice president will learn all the workings of the booster club before holding the office of president.

**Article XI. – Authority**

1. The rules contained in Robert’s Rules of Order, Revised, shall govern this club in all cases in which they do not conflict with the rules of this club.

**Article XII. – Amendments**

1. The Constitution and By-Laws shall be reviewed yearly by the elected officers and any changes be presented to full membership for review and approval.

2. The Constitution and By-Laws may be amended by a majority vote of the members present at any regular meeting. The amendments must have been presented in writing at the preceding meeting of the club.

**Standing Rules**

1. Committees shall meet with their respective chairperson to make plans for the year. It shall be the responsibility of each chairperson to present plans to the president and/or executive board for approval.

2. All fund raisers must be submitted in writing to the principal for his or her approval.

3. All purchase orders must be authorized by the President or Treasurer.

**The By-Laws**

**Article I. - Duties of Officers/Leadership Team**

1. The President shall preside over all meeting of the club and the Executive Board, appoint all Committee chairman, and shall be an Ex-Officio member of all committees. The President shall be responsible directly to the membership for conducting the club according to the Constitution and make certain the membership is fully informed of the transactions of the Executive Board.

2. The Vice President shall assume all duties of the President in his or her absence. The Vice-President is Chair of the Ways and Means committee and as such assists with direct coordination of the TVIMC and Little Miss Trojan Beauty Pageant.

3. The Secretary shall keep records and minutes of all meeting and attend to any correspondence. These minutes, along with a summary of the year’s activities are to become a permanent record and shall be filed in the Muscle Shoals High School office by June 1. The person elected to this office shall not serve more than two consecutive years.

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. The club will provide adequate Bond coverage for the Treasurer, based on the average annual receipts of the club. The person elected to this office shall not serve more than two consecutive years.

5. Pit Chairperson – The Pit Chairperson shall oversee the safe transportation of any and all band instruments, auxiliary equipment, audio equipment, props, and water needed by the Band and the Band Directors to and from the High School for home and away football games, as well as, any Band competitions and events utilizing, if necessary, pre-approved trucks and trailers.  The Pit Chairperson shall oversee the maintenance and upkeep of any owned trucks or trailers.  Obtaining school board approved licensed drivers for vehicles transporting band equipment or items is coordinated by the Pit Chairperson.  Also, the Pit Chairperson is to oversee any prop creation, if deem necessary, and upkeep of the Band shed and Pit Cave.  Additionally, the Pit Chairperson shall oversee procurement of any and all necessary trailers, vehicles, equipment, as well as, determining traffic plans and parking arrangements needed for a successful TVIMC. The Pit Crew also assists with security for the Little Miss Trojan Pageant.

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6. Concessions Chairperson - The Concession Chairperson is in charge of purchasing and coordinating preparation of all foods sold at the concession stands. All money made in the stands will be turned over to the Treasurer after each game. The Concession Chair (or appointed committee member) shall ensure that waters are provided for the band students at all home and away games. Responsible for cleaning all equipment and the concession stands before leaving the games.

7. Chaperone Chairperson – Chaperones make sure all the student needs are met.  
Prepare stands by placing bleacher covers on the seats before the band arrives at the stadium. Ensure students stay hydrated by handing out waters before and after performances. Ensure safe travels on buses to away games, making sure buses are numbered and supplied with a backpack of supplies needed for travel. When arriving back at school making sure the buses are left free of trash or any other objects.  
Chaperones assist the directors and students anywhere else that is needed while away performing. Clean up the band section after each game, cleaning bleacher covers and making sure no trash is left in our section.

8. Hospitality Chairperson - Responsible for any social activities for the band or booster membership. These events include, but are not limited The Freshman orientation dinner, Band Camp, Ice Cream Social, Hospitality Rooms for TVIMC, Cookies & Cocoa at the Christmas Parade, Hospitality Rooms for Honor Band Competitions, Hospitality Room for Little Miss Trojan Judges, Dinner with the Band and Band Banquet. As other needs arise they will be addressed. The Chairperson will be responsible for recruiting, scheduling and maintaining communication for said events. If any Band funds are needed for such activities it is the responsibility of the Chairman to address such needs with the Band Director and the Band Booster Executive Team for approval.Works closely with the Treasurer, President and Band Director regarding financial needs for these activities.

9. Uniform Chairperson – Coordinates the fitting and assignment of all uniforms. Ensures that all uniforms are maintained and properly care for the ancillary parts of the uniforms (e.g. gauntlets, plumage); and, meet other needs of Band Director as designated. Assist with minor repairs during performances as needed.

10. Public Relations Chairperson – Responsible for notifying members of all updates, events, and newsworthy information with the band program. Publicity will be in the form of REMIND messages, MSHS Band Booster Facebook Page and MSBand.org website. Create unique PR materials and coordinate messages sent to both Booster membership and the general public.

11. Little Miss Trojan Coordinator – Responsible for all Little Miss Trojan pageant logistics as they relate to pageant theme, contestants (rules and protocols) and marketing to contestants. All other event logistics will be managed by the Vice-President as this is considered a fundraiser for the Band Boosters.