

July 31, 2023

SAUGUS HIGH SCHOOL  
BAND AND COLOR GUARD BOOSTER CLUB, INC.  
BY-LAWS

ARTICLE I—NAME

The name of this organization shall be the **Saugus High School Band and Color Guard Booster Club, Inc.** Hereafter referred to as the Booster Club.

ARTICLE II—PURPOSE

The purpose of the Booster Club shall be to promote the activities of the Saugus High School Band and Color Guard and raise, to the maximum extent possible, the additional funds not provided by the school that are required to support Band and Color Guard activities, while cooperating with the respective officers, parents, Director of the Band and Color Guard Advisor.

ARTICLE III—POLICY

The Booster Club shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or candidate shall be endorsed by the Booster Club. The name of the Booster Club or its officers in their official capacity shall not be used in any connection with a commercial concern, with any partisan interest, or for any other purpose than the regular work of the Booster Club. The Booster Club may cooperate with other school organizations.

ARTICLE IV—MEMBERSHIP AND DUES

SECTION 1 - MEMBERSHIP

Membership in the Booster Club shall consist of all parents and/or guardians of students who are members of the Saugus High School Band or Color Guard.

## SECTION 2 - VOTING RIGHTS

All members, as described in Article IV, Section 1, may act and vote in all transactions of this Booster club at any regular or duly called meeting.

## SECTION 3 - DUES

This is known to be a non-profit club and as such, shall have no dues.

## SECTION 4 - DONATIONS

In order to meet the financial obligations of the Band and Color Guard, all members of the Band and Color Guard are encouraged to make donations in support of the Booster Club. Suggested program donation amount for the following school year will be announced by the end of May of the previous school year. Program donations will be accepted beginning on the date of the orientation meeting and will be continually accepted throughout the upcoming school year. In the case of financial hardship, the Booster Club will work in conjunction with Saugus High School and the William S. Hart School District to ensure access for all students. The programs are as follows:

- A. Marching Centurions Fall Program - covers the cost of the fall program
- B. Sit-Down Bands - covers the cost of Wind Ensemble, Concert Band, Jazz Band, and Jazz Combo for each semester; applicable to students who are not participating in the Marching Centurions Fall Program. If the student is in the Marching Centurions Fall Program, this donation is included in the donation made under Article IV, Section 4, Paragraph A.
- C. Winterguard - covers the cost of the Winterguard program in the second semester.
- D. Additional Donations - Donations that do not follow under Article IV, Section 4, Paragraphs A-C. Donors may designate how to apply the donation. Any donations not clearly designated will be considered general, undesignated donations, and may be used toward the budget or as defined by Article X, Section 1.

## ARTICLE V—OFFICERS

### SECTION 1 - POSITION AND TERMS OF OFFICE

The officers shall be the President, Vice-president, Recording Secretary, Treasurer and Volunteer Coordinator. They shall be nominated and elected from the eligible members of the Booster Club for one year terms (July through June).

Executive officers shall be ineligible for election to the same office after serving two (2) consecutive terms until a lapse of one (1) year. Elected officers must be parents of current Hart District students enrolled in the Saugus High School Band and Color Guard Program.

## SECTION 2 - PRESIDENT

The President shall be responsible for presiding at regular or special meetings. They shall also be responsible for ensuring that all activities of the Booster Club are successfully accomplished. The President will maintain liaison with school administration officials and cooperate with the Director of Bands and the Color Guard Advisor.

## SECTION 3 - VICE-PRESIDENT

The Vice-President shall be responsible for carrying out the duties of the President in their absence. The Vice-president shall be the Chairperson of the Fundraising Committee. The Vice-President will maintain liaison with the School Master Calendar coordinator. They shall accept any special duties the President may assign them.

## SECTION 4 - RECORDING SECRETARY

A. The Recording Secretary shall keep an accurate record of all proceedings of both the meetings of the Booster Club and the Board of Directors. They shall maintain all records of the Booster Club. They shall be prepared to make a report of each official meeting of the Club and Board.

B. They shall be responsible for all formal communication from the board. It shall be their duty to notify the General Membership of special meetings, changes to regular meetings, and other events.

C. It shall be their duty to maintain an accurate attendance record of each Booster Meeting.

## SECTION 5 - TREASURER

A. The Treasurer shall be responsible for all monies that belong to the Booster Club. They shall be responsible for maintaining a bank balance that records the deposits and withdrawals of Booster Club funds. They shall give a full report of the status of the Treasury at each regular meeting and whenever asked to do so upon sufficient notice by a member of the Board of Directors. The Treasurer shall be the Chairperson of the Budget Committee.

B. An Auditing Committee, appointed by the President, shall audit the Treasurer's records each year in June.

C. The Treasurer shall have primary responsibility for writing all checks for approved Booster Club items. These checks shall be signed by the Treasurer. In the Treasurer's absence, checks may be written and signed by any two (2) members of the Board of Directors.

## SECTION 6 - VOLUNTEER COORDINATOR

A. It shall be their duty to provide Chaperones whenever needed for Band and Color Guard activities requiring such persons. It shall also be their duty to arrange for volunteers for fundraisers, and Band and Color Guard activities requiring such persons.

B. They shall coordinate the outfitting of the Band and Color Guard (in concert with the Color Guard advisor), including spirit wear and accessories.

C. The Volunteer Coordinator shall be the chairperson of the Hospitality Committee.

## ARTICLE VI—COMMITTEES

### SECTION 1 - STANDING COMMITTEES

The following shall be the Standing Committees for the Booster Club. Each committee may select/appoint co-chairpersons as deemed necessary.

A. PUBLICITY - It shall be their duty to see that activities of the Band and Color Guard and the Booster Club are publicized substantially prior to the announced date of such activities. The President shall be the Chairperson of this committee.

B. BUDGET - It shall be their duty to meet with the Director of Bands and Color Guard Advisor prior to the first regular meeting to establish a recommended budget.

The budget shall indicate estimated expenses and estimated monthly expenditures for each budget item. The budget shall cover the period of July through June.

The committee, along with the Director of Bands and Color Guard Advisor, shall make recommendations to the Board and General Membership at the first regularly scheduled meeting on the proposed budget for approval. The approved budget will be funded out of the general fund.

The committee will periodically meet to make recommendations as to adjustments to the approved budget based on actual funds raised and/or

additional Band and Color Guard needs. Any recommended changes shall be presented at a regularly scheduled meeting for member approval. The Treasurer shall be the Chairperson of this committee.

C. FUNDRAISING - It shall be their duty to provide fundraising promotions and events in support of the Booster Club's approved budget. The Vice-President shall be the Chairperson of this committee.

D. AWARDS BANQUET- The committee, along with the Director of Bands and Color Guard Advisor, shall make budget recommendations to the Budget Committee for the Student Awards and Banquet. This committee shall also be responsible for arranging and organizing the banquet, as well as purchasing and distributing awards.

## SECTION 2 - OTHER COMMITTEES

The President, with the approval of the Board, shall appoint such other committees as they may feel are necessary at the time to fulfill the purposes of the Booster Club.

## SECTION 3 - COOPERATION

It shall be necessary for all Committees to cooperate with each other to the fullest extent.

# ARTICLE VII—BOARD OF DIRECTORS

## SECTION 1 - MEMBERSHIP

The Board of Directors shall consist of the elected Officers, the Director of Bands and Color Guard Advisor. The Director of Bands and Color Guard Advisor are non-voting members of the Board and are not part of the quorum calculation.

## SECTION 2 - MEETINGS

The Board shall meet the third Thursday of each month before Booster meetings and as needed per Board discretion, the President having the authority to call additional meetings as required. A majority of the Board Members at a meeting shall constitute a quorum.

## SECTION 3 - VACANCIES

The Board shall fill any vacancies through a majority vote appointment that fulfills the elected term only.

#### SECTION 4 - ABSENCE

In the event a member of the Board of Directors misses three (3) consecutive meetings without a valid excuse, the Board may declare such a position to be vacant.

#### SECTION 5 - DISMISSAL

If it is determined that a member of the Board or a standing committee is acting in detriment to the organization or fails to meet the conditions as outlined in the Booster Member Code of Conduct, a special meeting of The Board shall be called and the removal of the board member will need to be approved by a majority vote of the Board.

### ARTICLE VIII—MEETINGS

#### SECTION 1 - REGULAR MEETINGS

Regular meetings shall be on the third Thursday of each month. The regular meeting may be changed due to special circumstances by a majority vote of the membership or by the Board of Directors, with all members being notified immediately by the Recording Secretary of such change.

#### SECTION 2 - SPECIAL MEETINGS

Special meetings may be called when approved by a majority of the Board of Directors. Special meetings may be held to consider only agenda items announced to the general membership through the Recording Secretary.

#### SECTION 3 - VOTING

All members of the Booster Club shall have one vote. A majority vote of the members in attendance at a regular or special meeting shall prevail.

#### SECTION 4 - PRESIDENT'S VOTE

The President shall vote at regular or special meetings of the general membership, only in the event of a tie vote.

## ARTICLE IX—ELECTIONS

### SECTION 1 - ELECTIONS

Elections of the officers shall be held at the last scheduled Booster Club meeting of the School calendar year. Nominations can be submitted in writing to an officer beginning at the March Booster Club meeting. All nominations must be submitted one week prior to the April Booster Club meeting. The nominees will be announced at the April Booster Club meeting. Voting will take place at the May Booster Club meeting. Nominees will be allowed 3 minutes to present themselves for candidacy prior to voting. Voting must be done in person. If there is more than one nominee for a given office, the election shall be by secret ballot. A majority vote of the members present shall constitute election to office.

## ARTICLE X—EXPENDITURES & FUNDRAISING

### SECTION 1 - UNBUDGETED EXPENDITURES

A majority of the Board of Directors may authorize a non-budgeted expenditure of Club funds up to \$500.00 without obtaining prior approval from the general membership at a regular or duly called meeting of the Booster Club. Such expenditures shall be reported at the next regularly scheduled meeting of the Booster Club.

### SECTION 2 - FUND RAISING ACTIVITIES

Fundraising activities shall be recommended by the Fundraising Committee and approved by a regular or special meeting of the Booster Club. Funds raised shall be applied to the general fund or to a previously designated specific objective.

## ARTICLE XI—REVIEW AND AMENDMENT

### SECTION 1 - REVIEW

These By-Laws shall be reviewed every four (4) years, as per Board discretion, by the Board of Directors or by a special committee appointed by the President. A report of the review must be made in writing to the members of the Booster Club at a regular or special meeting called for that purpose.

## SECTION 2 - AMENDMENT

These Bylaws may be amended by an affirmative majority vote of the members present at a regular meeting of the Booster Club, subsequent to notification of the proposed amendment having been made at a prior meeting of the Booster Club.