

BYLAWS OF THE

BLOOMINGTON HIGH SCHOOL SOUTH BAND BOOSTERS

Article 1. NAME

This organization shall be known as “The Bloomington High School South Band Boosters” (hereinafter referred to as “Booster” or “the Boosters”).

Article 2. MISSION

The mission of this non-profit Booster organization is to support the students of the BHSS Band and Guard programs in collaboration with the Director(s) by procuring and managing resources to ensure a positive and inclusive learning experience.

The purpose and powers of the Boosters shall be limited as follows:

- No part of the earnings of the Band Boosters shall inure to the benefit of any individual member.
- This section is meant to prevent any member of the Boosters receiving cash payment for their work as a member of the Band Boosters. In addition, no Booster shall receive cash payment for their service on the Board.
- This section is not meant to prevent the Boosters from doing business with individuals who are members of the Boosters. Whenever the Boosters do business with an individual member of the Boosters or a company employing a member of the Boosters, a majority of the board shall approve the purchase or transaction.
- This section does not prevent individual members from being reimbursed for valid expenses that are approved by the Board and accompanied by proper receipts.

Article 3. MEMBERSHIP

All school patrons and citizens of the MCCSC School district that are interested in the support of this organization may be considered for membership.

Section 1: TYPE

- Full Membership
- Special Membership

Section 2: DESCRIPTION

- Full members in the Band Boosters shall be guardians of pupils in any of the Bands programs, including Guard and auxiliaries, of Bloomington High School South. Full members can hold office.
- Special members in the Band Boosters shall be approved by majority vote of the current Executive Board Members.
- Special Members can serve on Committees, but not the Executive Board.
- There shall be no membership fee associated with being a member of the Boosters.

Section 3: REMOVAL

The Executive Board may remove any member, full or special, from membership in the Band Boosters, whenever in its judgment the organization will benefit from such actions. Reasons for removal shall include, but not limited to, conduct which is inappropriate or is disruptive to the Band, Boosters and/or the Director of Bands. Such action requires a two-week previous written notice of intended action to all parties concerned, and a two-thirds vote of the entire Executive Board. The two-week written notice is NOT necessary if there is an immediate threat to any member of the Board or Bands Programs.

Article 4. EXECUTIVE BOARD

Is the governing body of the Band Boosters and shall establish policy and maintain various procedures that will govern the operation of this organization. The outlined responsibilities for each of the Executive Board members are the responsibility of that member to either execute themselves or assign to a committee/committee chairperson.

Section 1: OFFICERS

1. PRESIDENT
 - Shall preside at all meetings of the organization.
 - Shall have general supervision over the working of the organization.
 - Shall make all non-fundraising committee appointments.
 - Shall be a member ex-officio, of all committees.
 - Shall perform all other duties usually pertaining to the Office of President, which includes but is not limited to collaborating with the Director of Bands to organize the Fall Marching Band Party, Marching Band Banquet, Holiday World Trip, Senior Circles and Senior Banner hanging.
 - To hold this office one must have previously held a position on the Booster Board.
 - If no previous Booster Board Officer is willing or nominated for President, a previous Committee chair or active committee member may be nominated.
 - Shall be responsible for providing an agenda to all the Band Booster Board Members the week prior to the quarterly meeting to allow for additions and corrections.
2. VICE PRESIDENT OF DEVELOPMENT
 - Shall be responsible for organizing fundraisers for the Booster organization, creating a fundraising timeline.
 - Shall appoint members to chair individual fund-raising activities.
 - Shall review records of all fund-raising activities.
 - Oversees:
 - Give Butter Campaign
 - The Concessions Committee
 - The Endowment
 - The Sponsorships Committee
3. VICE PRESIDENT OF PROGRAMS & EVENTS
 - Shall perform the duties of the president when absent and assume the presidency should that person be unable to serve.

- Oversees:
 - Band Camp Committee
 - Panther Pride Committee
 - Jazz Band Events Committee
 - Winter Guard Committee
 - Student Parties Committee
4. VICE PRESIDENT OF MARKETING & COMMUNICATIONS
- Oversees:
 - Marketing and Public Relations Committee (e.g., social media, website management, graphic design, branding, promotional materials, media outreach)
 - Apparel and Merchandise Committee
 - Photo and Video Committee
5. VICE PRESIDENT OF OPERATIONS
- Oversees:
 - Equipment Committee
 - Pit Crew Committee
 - Uniform Committee
6. SECRETARY
- Shall keep minutes of all booster meetings and post minutes to the website (bhssbands.com) and via email.
 - Shall maintain all booster records.
 - Shall maintain all committee reports.
 - Shall maintain current lists of all members of the Bands Programs and members of the Band Booster organization, including email and phone contact information.
 - Shall oversee correspondence as delegated, such as Thank You notes or letters, including donations when not pertaining to sponsorships.
 - Shall maintain all roster information of students gathered with registration. Information will be printed as needed, including bus lists for Chaperones.
 - Shall update and maintain booster headings on website
7. TREASURER
- Shall be responsible for collecting monies due from students.
 - Shall track all deposits and financial transactions made in the name of this organization.
 - At each quarterly booster meeting the treasurer will make a report as to the financial condition of this organization.
 - The Treasurer shall provide the Director of Bands and the President with a profit and loss statement to include reporting on each budget line item showing expenditures for the month and cumulative expenditures for the fiscal year. This shall be provided on a quarterly basis one week prior to the regularly scheduled booster meeting.
 - The Treasurer shall provide a list to the Director of Bands and the President of student accounts with a balance owed on a monthly basis to include the amount owed to the Boosters.
 - Shall manage deposits, reconcile accounts, and disperse funds
 - All monies received shall be deposited within 2 weeks of receipt.
 - Shall Manage Square Account

- Shall prepare and file reports and returns requested by the school corporation and any governmental agencies.
- In accordance with Article 11, Section 3: Budget: Shall prepare detailed financial report at end of season for band budget meeting to include;
 - Expenditures for Equipment, music, staff reimbursement, band camp, and other items as designated by the board.
 - Status of delinquent accounts.
 - Full accounting of available funds for band use as separated from funds tied to student accounts

8. DIRECTOR OF BANDS

- Shall attend quarterly booster meetings and report on the status of the Bands programs.
- Guard liaison.
- Coordinates staff, design, instruction, and execution of marching band.
- Responsible for administration of marching band, including but not limited to EMAs, IHPs, ISSMA registration, transportation, parent contact info, etc.
- Shall schedule all performances, and assist in the arrangement and planning of special events such as Swing Dance and Jazz Fest when applicable.
- Shall work with Middle School Bands Directors to promote BHSS Bands programs and recruit new members
- Shall secure chaperones for all NON-Marching Band off-campus trips, when necessary.
- This is a Registered Agent of the Board, therefore non-voting member of the Executive Board, and thus shall not preside in the absence of any other officer.

9. ASSISTANT TREASURER

- Assists the Treasurer as they see fit
- Is the Treasurer-elect
- This is a non-voting adjunct member of the Executive Board and thus shall not preside in the absence of any other officer.

Section 2: ELECTION OF OFFICERS

- Election of officers shall be during the quarterly booster meeting held in December, on a date determined at the prior quarterly booster meeting. Officers will assume their positions on January 1st following the elections.

Sub-Section 1: NOMINATIONS

- The president will announce at the Fall quarterly booster meeting that nominations for officers will be accepted until the beginning of December. After that time the nominations will be reviewed by the nominations committee. Approved nominations will be placed on the ballot for voting at the next Booster meeting.
- The Executive Board will act as the nominations committee.

Sub-Section 2: VOTE

- Election of Executive Board Members will take place during the December quarterly Booster Meeting
- A majority vote of the members present will be required for election. The election shall be by paper ballot if there is more than one (1) nominee for any office. If there is not more than one nominee, a motion will be taken and passed verbally.
- Paper ballots are to be counted by the secretary and verified by the Director of Bands

Sub-Section 3: TRANSFER OF MATERIALS

- Outgoing officers will supply new officers with any materials needed for that position on or before January 1st.

Section 3: TERM OF OFFICE

- The officers of this organization shall be elected to office for a term of one (1) year.
- There shall be no limitation on the number of consecutive terms an officer may hold, as long as they accept re-nomination and receive a majority vote
- When a vacancy occurs in an elective office, the unexpired term of that office shall be filled by an appointment of the Executive Board.

Article 5. AMENDMENTS

Section 1: WHEN

The Executive Board at any of their regularly scheduled meetings may propose amendments to the bylaws and or procedures. These proposed amendments will be presented to the Band Boosters at the next scheduled or emergency meeting for vote.

Section 2: VOTE REQUIRED

An Amendment to any document requires the majority vote of members present.

Article 6. MEETINGS

Section 1: Executive Board

The executive board shall meet in a closed session at time set by the President prior to every booster meeting.

- Executive Board meetings of this organization shall meet monthly. The President shall designate the time and place of the meeting.
- The President and/or Director of Bands may call a special meeting at any time.
- The President will supply an Agenda for each meeting prior to each meeting to the Executive Board.

Sub-Section 1: QUORUM

A quorum shall consist of 5 of the 7 voting members of the Executive Board, and is required for any meeting of the Executive Board to take place. For any motion to pass at any meeting

(scheduled or emergency), 4 of the 7 total voting members must be in agreement either yay or nay. In the event of a tie, the President shall cast the deciding vote.

Sub-Section 2: COMPENSATION

No member of the Executive Board, including the chairperson(s) will be compensated for their time spent preparing for or participating in any events or activities.

Sub-Section 3: UNABLE TO FULFILL TERM

In the event that an elected officer is unable to fulfill their term of office, a special meeting of the executive board will be called. A successor will be appointed to serve and assume all the duties of that office for the remainder of the initial term. If this person decides to run for that same office at the next election, the partial term does not count towards the term limit.

Sub-Section 4: RESIGNATION

Any Board member may resign at any time by giving written notice to the Executive Board. Such action requires a two-week previous written notice of intended action to all parties concerned.

Sub-Section 5: REMOVAL

The Executive Board may remove any board member, elected or appointed, from office whenever in the judgment of the Board the action is in the best interest of the organization. Such action requires a two-week previous written notice of intended action to all parties concerned, and a unanimous vote of the remaining Executive Board members.

Section 2: GENERAL

- o General membership meetings of this organization shall take place quarterly. The date for each meeting will be determined at the preceding meeting and communicated to all Board Members via email, and social media, as well as posted on the website (bhssbands.com) Starting time will be at 7:00 PM and the meeting will be held in the band room of Bloomington High School South unless otherwise stated.
- o If meeting times or locations are changed for any reason, every attempt will be made to post the new time or location.
- o Members may vote by majority vote to schedule any additional meetings they desire. The executive board may call special meetings.
- o No quorum is required for a General Meeting to be held, all matters requiring a vote will be determined by a majority vote of the members present.

Article 7. COMMITTEES

- All committees shall be formed as needed during the regular meetings of this organization.
- Any fundraising event using the Bloomington High School South Band and/or BHSS Band Boosters names must have prior approval from the Executive Board and The Director of Bands.

- If no chairperson exists for a fundraising committee, that fundraising event will be canceled.
- A chairperson and assistant chairperson (if deemed necessary and volunteers are available) shall be chosen at the time the committee is formed, or when time appropriate as determined by the VP overseeing that committee.
- A booster member may be a chairperson for more than one committee.
- An Executive Board Member may be the chairperson of a committee, assuming they are able to fulfill their duties as the Executive Board Member concurrently.
- Only the Treasurer and/or Assistant Treasurer will make deposits for all events pertaining to the Band Boosters. In the event that the Treasurer and Assistant Treasurer are not available within the timeframe deemed necessary, the President and/or Secretary will make the Deposit.
- All purchases require an approval by a vote of the Executive Board prior to purchasing requested items, with the exception of expected purchases included on the annual budget. In the event that an emergency purchase needs to be made, contact the Treasurer, Assistant Treasurer, or President for emergency purchase approvals.
- All monies including detailed reports and receipts are to be recorded and turned into the Treasurer or Assistant Treasurer for all fundraising and committee events within one week of the end of the event. In the event that the Treasurer or Assistant treasurer is not available, documents and receipts should be turned in to the President.
- All purchases pertaining to a specific fundraiser must follow the purchasing guidelines as listed above

COMPENSATION: No member of any Committee, including the chairperson(s) will be compensated for their time spent preparing for or participating in any events or activities.

Section 1: BAND CAMP COMMITTEE CHAIRPERSON (1)

- Reports to the VP of Programs & Events and the Director of Bands
- Any major changes to the menu (ie. the main dish each night) must be approved by the VP of Programs & Events and the Director of Bands
- Coordinates dinner for the week of Band Camp by creating a sign-up for parental donations
- Coordinates with local businesses to obtain the main dish for nights that the Boosters provide.
- Keeps accurate records of monies spent on food and serving materials for Band Camp Dinners and provides those to the Treasurer at the end of band camp.
- Coordinates Dinner times with Band Director around decided daily schedule
- Coordinates with local vendors for Friday's Ice Cream Social

Section 2: PIT CREW COMMITTEE CHAIRPERSON (1)

- Reports to the VP of Operations.
- Shall organize a crew of parents and students to:
 - Set up and remove the pit equipment during halftime at football games and at marching contests. This will include providing a list of assignments in order to determine the number of wristbands required at marching contests.

- Set up and remove show props during halftime at football games and at marching contests.
- Prepare coolers of water (bottled or tap) and cups (as needed) for students during competitions, home football games, and other public performances. Bottled water for the students will be purchased by the Purchasing manager.
- Shall oversee the logistics and loading of required equipment by the student loading crew designated by the Director of Bands.

Section 3: EQUIPMENT COMMITTEE CHAIRPERSON (1)

- Reports to the VP of Operations
- Shall organize a crew of parents to:
 - Builds, maintains and repairs props as directed by the Director of Bands
- Shall oversee the logistics and loading of props designated by the Director of Bands.
- Help with instrument repair as needed for Pit equipment.
- Make sure the Gator is prepped, fueled, and loaded for each trip.
- Make sure the generator is prepped, fueled, and loaded as needed for each trip.
- Work with appropriate Committees over Marketing and/or VP of Marketing and Development when trailers need purchased/wrapped/sponsors need added to wrap
- Shall coordinate the scheduling of Drivers of the trailers to Marching and Winter Guard contests.
- Shall coordinate maintenance of the trailers with the MCCSC Transportation Department or local mechanics as needed.
- Shall coordinate drivers and trailers/trucks for transport of pit/prop items for marching band season.
- Shall coordinate availability of trailers and approval of drivers outside of marching band season.
- Complete inspection on trailers and make sure tires, etc. are in proper working order; as problems arise, coordinate with MCCSC or local mechanics to resolve these prior to scheduled events
- Prior to each competition, download site information and timelines, maps, etc., for drivers, bus drivers, and chaperones and print a packet that includes this information.

Section 4: MARCHING BAND UNIFORM COMMITTEE CHAIRPERSON (1)

- Reports to the VP of Operations and the Director of Bands
- Organizes a crew of parents in the care, maintenance, cleaning, fitting and distribution of uniforms.
 - Helps with the measuring of the students prior to uniform ordering and creates a spreadsheet of sizes.
 - Spreadsheet should also include sizes of shoes and unitards/compression garments and whether these items need to be ordered before the beginning of the marching season.
- Coordinates the repair of damaged items and makes recommendations to the Director of Bands regarding needed replacements of damaged or lost parts.
- Prepare a kit to be taken to competitions that includes repair tools, extras, wipes for shoes, etc.
- Print out and label student's uniforms/garment bags/totes, etc
- Shall secure chaperones for all Marching Band contests and trips.

- Shall make sure each bus has an accurate number of students.
- Shall coordinate and make sure extra uniforms, supplies (ie. hair supplies, socks, gloves) are loaded on the buses for band members
- Shall coordinate with the President that small medical kits will be loaded on the bus.

Section 5: STUDENT PARTIES COMMITTEE CHAIRPERSON

- Reports to the Vice President of Events & Programs.
- Ensures food is provided for students for events such as, Karaoke night, Pep Band Pizza Party, Marching Band Banquet, Winter Guard Banquet, and any other student events as requested by the Director
- Coordinates times and menu at events with the Director of Bands.
- Coordinates permission to use cafeteria, usage of tables & usage of grill if needed.
- Organizes volunteers to help with set up/clean up of the event.

Section 6: PANTHER PRIDE COMMITTEE CHAIRPERSON (1 or 2)

- Reports to the Vice President of Programs & Events
- Organizes Send-Off for State Finals
- Collects donated food for Marching Band competition meals
- Distributes meals to Marching Band on competition days.
- Ensures that the snack bins are loaded on the buses for band members before leaving for band competitions
- Organizes fan section via social media and parent app.

Section 7: MARKETING AND PUBLIC RELATIONS COMMITTEE CHAIRPERSON (1 or 2)

- Reports to the Vice President of Marketing & Communications
- Responsible for managing social media accounts and groups, including content creation, events promotion, engaging with followers, and responding to comments/messages.
- Manages the bhssbands.com website
- Helps with the management of the BAND app for parents and families communication
- Handles graphic design needs for social media, website, promotional and supporting materials, Panther Regiment yearbook, concert programs, etc..
- Manages South Bands branding, including logos, and collaborates with Apparel and Merchandise Chairperson.
- Handles media outreach to promote South Bands events, milestones, accomplishments, etc
- Students who are members of South Bands, including Color Guard, may volunteer to support the Marketing and Public Relations committee.

Section 8: SPONSORSHIP COMMITTEE CHAIRPERSON (1)

- Reports to the VP of Development
- Organizes a committee of parents to secure sponsorships for the band season.
- Divides local businesses among sections for sponsorship canvassing. Section parents should arrange a convenient time that a representation of the students from the section can go to the

3-4 businesses assigned to them to ask for sponsorships. Section parents will then check the information received before returning forms to the Treasurer.

- Coordinates needed publicity of sponsorships (banners, recognition, etc).
- Provides the Secretary with business name, address and contact name for distributing “Thank You” cards to the sponsors.
- Coordinates with the VP of Marketing and Development and the Equipment Chairperson, when relevant, to provide all logos for sponsors for appropriate materials, ie trailers, banners, printed materials, website, etc.

Section 9: JAZZ BAND EVENTS COMMITTEE CHAIRPERSON (2)

- Chairperson Reports to the VP of Programs and Events
 - Chairperson Organizes Swing Dance by:
 - Coordinating with Director of Bands and Arthur Murray during planning of Swing Dance.
 - Ensuring POS system is set up for ticket buying and Silent Auction payment prior to event
 - Working with Website Manager and VP of Fundraising to set up online silent auction through GiveButter
 - Working with VP of Marketing and Graphic Design Committee to obtain graphics for the event and Silent Auction
 - Keeping accurate records of monies made from the Silent Auction and admission tickets, reporting accurate records to the Treasurer.
 - Organizing Parent and student volunteers for Swing Dance to do the following:
 - Acquire donations for the Silent Auction and student door prizes
- ***Online donation requests require up to 3 months notice
- Determine decor and refreshments for event
 - Decorate, collect money for admission, distribute refreshments, and oversee the silent auction on the night of event.
- Organizes a committee of volunteers for Jazz Fest every other year to do the following:
 - Determine and obtains Concessions menu items
 - Determine and obtains Hospitality Foods (including but not limited to parent donations)
 - Keep accurate records of monies made from the Jazz Fest and works with Booster Treasurer to keep records current.
 - Work alongside Director of Bands to coordinate schedule of events
 - Ensures proper signage is created and placed for direction of attendees

Section 10: WINTER GUARD COMMITTEE CHAIRPERSON (1)

- Reports to the VP of Programs & Events and the Guard Director
- Coordinates with Equipment Chairperson regarding Trailer and Props

- Shall secure parent volunteers to drive the trailer to competitions
- Shall organize meals for Guard Members on competition days
- Shall coordinate with Guard Director and Apparel Committee Chairperson if Guard Director wants apparel available for purchasing
- Shall secure chaperones for all Winter Guard contests and trips.
- Shall make sure each bus has an accurate list of students.

Section 11: APPAREL AND MERCHANDISE COMMITTEE CHAIRPERSON

- Reports to the Vice President of Marketing & Communications
- Coordinates, oversees and manages all apparel needs for the South Bands program that do not pertain to uniforms, including winter guard.
- Coordinates, oversees, and manages member Show Shirts in collaboration with the Director of Bands and senior band members.
- Coordinates, oversees, and manages band spirit apparel and merchandise shops, including but not limited to a variety of shirts, sweatshirts, jackets, hats, etc.
- Any monies collected will be turned into the Treasurer or Assistant Treasurer

Section 12: PHOTO AND VIDEO COMMITTEE Chairperson

- Reports to the Vice President of Marketing & Communications
- Captures photo and video at all South Bands events
- Captures photo and video throughout the Panther Regiment marching band season, including band camp, rehearsals, football games, special events, competitions, and band member headshots.
- Works in collaboration with the Marketing and Public Relations Chairperson and Director of Bands to produce a Panther Regiment end of year video.
- Works in collaboration with the Marketing and Public Relations Chairperson and/or the VP of Development to produce any videos needed to promote events or fundraisers.
- Students who are members of South Bands, including Color Guard, may support the Photo and Video Committee.

Section 13: CONCESSIONS COMMITTEE Chairperson (2)

- Reports to the VP of Development
- The committee chairpersons are the Purchasing Manager and the Volunteer Coordinator. Other members of the committee will include 2 additional Shift Leads to be designated for the academic year. Both the Volunteer Coordinator and the Purchasing Manager are Shift Leads.
- The committee chairpersons will communicate with the athletics department as needed to verify the schedule of events as it pertains to concessions.
- The committee chairpersons, in cooperation with the director, have the discretion to add or remove events on the concessions calendar as needed.
- The committee will determine the concessions menu and pricing. Any proposed changes are to be presented to the executive board, with supporting documentation, for approval. This process should be completed by June 1 for the following academic year. No changes shall be made during the academic year unless deemed necessary by the committee and approved by the executive board.

- Purchasing Manager duties:
 - Purchases all concessions materials including, but not limited to, food and drink items, Pepsi products, preparation supplies, serving supplies, and equipment
 - Maintains communication with Pepsi regarding equipment maintenance
 - Maintains inventory and ensures all items needed are available to the workers prior to the start of each event.
- Volunteer Coordinator duties:
 - Secures and schedules volunteers, using appropriate software, for each event where concessions are needed
 - Maintains communication with the volunteers with regard to scheduled shifts and any scheduling changes that may arise
 - Maintains communication with the BHSS National Honor Society advisor to aid in scheduling students for service hours

***Any changes to the policies and procedures of the concessions committee must be approved by the chairperson(s) and the VP of Development before being presented to the executive board for final approval. No changes may be made by the executive board without consultation with the committee chairperson(s) unless it is determined that the chairperson(s) are no longer acting in the best interest of the boosters or the band.

Section 14: ADDITIONAL STANDING COMMITTEES

The Executive Board may approve the establishment of new committees and their objectives, abolish committees, and modify existing committees by a majority vote of the Executive Board during any Executive Board Meeting.

Article 8. FINANCE

Section 1: FISCAL YEAR At the time these bylaws are approved for the 2024-2025 year, the fiscal year is July 1 through June 30. The intention at the time of these bylaws being approved is to file appropriate tax and state documents to change the fiscal year to January 1 through December 31. This will allow the Boosters to align their fiscal year with the school's fiscal year and have more appropriate Budgeting timing.

Section 2: RECORDS REVIEW

- Review of the records will be done by an independent reviewer at the end of each fiscal year, and when the Office of Treasurer changes personnel.
- The Executive Board may request an independent review of official records and accounts of this organization whenever they deem necessary.
- The independent reviewer(s), designated by the Executive Board, shall report the findings of all reviews to the Executive Board and general membership.

- Issuance and possession of Band Booster Account Debit/Credit Cards will be determined by a majority vote of the Executive Board
 - Necessity of Issuance and Possession may be reviewed and approved/denied at each Executive Board Meeting.
 - All card holders shall relinquish possession of Band Booster Account Cards when their necessitated possession has no anticipated expenditure prior to the next Executive Board Meeting. These cards will be held by the Treasurer until they are either destroyed or redistributed as needed.
 - Any card holder must relinquish control of their issued debit/credit card immediately upon request from the Executive board. This request will be made in writing electronically.

Section 3: BUDGET

- Determined by the President, Treasurer, and Director of Bands
 - At the time these bylaws are approved for the 2024-2025 year, the fiscal year is July 1 through June 30. The intention at the time of these bylaws being approved is to file appropriate tax and state documents to change the fiscal year to January 1 through December 31. This will allow the Boosters to align their fiscal year with the school's fiscal year and have more appropriate Budgeting timing.
 - In the meantime, a budget will be created for 7/1/24-12/31/24 prior to the Executive Board meeting in June.
 - Budget will be presented to the Executive Board at the June meeting for review and approval.
 - The budget is a summary of probable income and expenditures and is not a statement of final appropriations.

Section 4: COLLECTION OF FUNDS

- All funds collected shall be deposited in the appropriate Booster account.
- All checks or money orders must be made out in the name of "BHSS Band Boosters". Student's name is to be entered in the memo section of the check.
- In no case, shall any Officer accept a check or money order made out in their name.
- In the event cash funds are received for any fees/dues, they must be submitted to the Treasurer in a sealed envelope. The outside of the envelope shall indicate the name of the collecting Booster member (or Director) and Student name; specifically, the money allocation and how much money is enclosed. If the Treasurer finds any discrepancy between the amounts indicated on the envelope and the amount actually in the envelope, the Treasurer will immediately notify the Booster or Director whose name is shown on the envelope.
- Check or Money Order Payments may be mailed to Bloomington High School South, 1965 S. Walnut St., Bloomington, IN 47401 Attn: Band Director or BHSS Band Booster Treasurer, deposited in the Treasurer's mailbox in the Band Director's office, or given to the treasurer in person.

Section 5: DISBURSEMENT OF FUNDS

The Treasurer and Assistant Treasurer in accordance with the approved budget shall request the disbursement of funds.

Section 6: EXPENSE EXCEEDS BUDGET / NON-BUDGET

Expenditures for items not budgeted for or that exceed the current budget will adhere to the following guidelines:

- The President, Vice-President that oversees the committee with the expenditure, and Director of Bands have discretionary power to exceed a budgeted or non budgeted expenditure by up to \$150 after the treasurer determines that funds are available.
- An obligation or expenditure exceeding \$150 discretionary funds aforementioned shall require prior approval of the Executive Board and only if the treasurer determines that funds are available for such expenditure, and the Director of Bands agrees that the expenditure is warranted.

Section 7: FUNDS FROM FUNDRAISING

Funds from fundraising are the sole property of the BHSS Band Boosters

Section 8 : PARENT/GUARDIAN INVOLVEMENT AND SERVICE HOURS

In order for the BHSS Bands Programs to thrive and succeed now and in the future, parent support of fundraising initiatives is necessary.

- Fundraising Hours: EACH BHSS BANDS MEMBER FAMILY WILL BE EXPECTED TO WORK A COMBINED TOTAL OF THREE (3) SHIFTS AT BHSS Concession Stands. One adult and one BHSS Band student working the same event will count as two shifts worked.
- Service Hours: EACH FAMILY IS ALSO EXPECTED TO SIGN UP TO HELP WITH ONE COMMITTEE. This can be any committee heading previously described, including chaperoning, helping with hair, helping with props, helping with Pit, helping organize or serve a meal, etc.
 - If your student is participating in the Winter Guard, service hours will also be required to ensure the success of your student's Winter Guard Program and will be outlined by the Director of Winter Guard.

Article 9. ORDER OF BUSINESS

The general meeting shall follow the following order:

- Call to order by the President
- Reading and approval of recorded minutes of preceding meeting
- Report of officers and committees
- Director's Report
- Old business
- New business
- Discussion period
- Budget review (Executive Meetings only)
- Credit/Debit Card Possession and Limits review (Executive Meetings only)

- Adjournment