



E N O C H S

INSTRUMENTAL MUSIC and COLOR GUARD PROGRAM

ENOCHS HIGH SCHOOL INSTRUMENTAL MUSIC AND COLOR GUARD BY-LAWS

Article I

GENERAL PRIMARY BOOSTER INFORMATION:

Section 1. The organization is known as the ENOCHS HIGH SCHOOL INSTRUMENTAL MUSIC AND COLOR GUARD BOOSTERS (BOOSTERS).

Section 2. The Boosters primary purpose is to orchestrate fund raising and event activities through Executive Board, Special Committees and parent participation to execute and fulfill each event to its completion.

Section 3. The Boosters shall function as a sub-committee of the Enochs High School Eagle Foundation. Eagle Foundation Bylaws supersede all Booster Bylaws.

Section 4. The Booster organization will orchestrate the operation of instrumental music and color guard activities from June 1 to May 31.

Section 5. The Boosters shall support and promote the Director's goals for all Instrumental music and color guard activities.

Article II

EXTENDED PURPOSE OF THE BOOSTERS:

Section 1. To promote the development of leadership skills and the general best interest of the students of the Enochs High School Instrumental Music & Color Guard Program (EHSIM&CGP). To include but not be limited to concerts, performances and competitive team programs.

Section 2. To create awareness within the parents, student body, faculty, staff and the community concerning the many contributions made by the EHSIM&CGP to the school and the community. Areas of communication may include but are not limited to:

- a. To generate proper documentation to inform parents of the activities, schedules, duties and responsibilities of all Instrumental Music & Color Guard groups.
- b. To notify parent/guardians of changes to activities, schedules, duties and responsibilities in a timely manner.
- c. To maintain a web site and social media that provides structure and information necessary for the school year.



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- d. To provide an information packet to all new Instrumental Music members at the beginning of the school year, to be available at each meeting including band camp and back to school night.

Section 3. To support the Instrumental Music Director's goals by acquiring a preliminary budget for the upcoming year) from the Director by the first week of band camp at the beginning of each year. This list may be amended at various points throughout the year based on verification of available funds.

Section 4. To assure that funding is correctly (appropriately) distributed to all instrumental music and color guard programs in support of the director.

Article III

Definitions:

The most general definitions as used in this document are defined and should be understood as follows:

- Boosters: A special group of adults who support the school instrumental music and color guard by various methods, including but not limited to fund raising and activities by forming committees to fulfill these functions.
- Committees and Sub-Committees: Special groups chosen, assigned, or volunteered and approved by the Executive Board to achieve an individual or an ongoing goal or purpose.
- Executive Board: The group of elected persons holding executive officer positions.
- Elective Officers: The overseeing group of elected persons carrying out the higher operation and function of the Instrumental Music and Color Guard Boosters.
- Coordinators: In general, a volunteer assigned to carry out various tasks relating to the Instrumental Music & Color Guard purpose.
- Ex-Officio: By virtue of holding a particular office or position; "by right of office". For example, it might be required to select a member of one board from the members of another board, making that member's selection ex-officio, as he or she would not have been selected otherwise.
- Ad Hoc: A Latin phrase which, literally, means "for this". It generally signifies a solution designed for a specific problem or task, non-generalizable, and which cannot be adapted to other purposes.



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- Booster Member: A person attending a single meeting who has a child participating in the Enochs Instrumental Music & Color Guard program.

Article IV

Members:

Section 1. The Enochs Instrumental Music and Color Guard Boosters shall not restrict membership, service or benefits on the basis of race, creed, color, national origin, ancestry, sex, sexual orientation, marital status, disability, political affiliation or age.

Section 2. All interested adults with the purpose of promoting interest in and supporting instrumental music and color guard activities attend meetings and volunteer but must have a student in the EHSIM&CGP to be considered a voting member.

Section 3. All members of the Boosters may speak, make motions and vote at General Booster meetings unless otherwise excluded by these Bylaws.

Section 3. The Enochs Instrumental Music and Color Guard Boosters shall not restrict membership, service or benefits on the basis of race, creed, color, national origin, ancestry, sex, sexual orientation, marital status, disability, political affiliation or age.

Article V

Executive Board and Operations Cabinet:

Section 1. The Executive Board shall consist of the elected officers of the Boosters and the Music Director.

Section 2. The Music Director shall be an ex-officio member of the Executive Board but shall have no voting rights on Executive Board matters.

Section 3. The immediate past president shall be an ex-officio member of the Executive Board in an advisory capacity and shall not have voting rights on Executive Board matters. In the event of a resignation, the Executive Board has the discretion to vote on the extent of that advisory capacity.

Section 4. The Executive Board shall:

- a. Have administrative control over the affairs, funds, fund balance and property of the Boosters.
- b. Approve all fund raisers organized for Instrumental Music and Color Guard groups.



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- c. Make requests for funds from the Eagle Foundation and authorize payments.
- d. Act upon Director, Board Member and coordinator resignations.
- e. Submit policy recommendations to the Boosters.

Section 5. Executive Board meetings:

- a. Regular meetings of the Executive Board shall be held at least once each month, unless otherwise ordered by the Executive Board, at a time and place determined by the Executive Board.
- b. Executive Board meetings shall be held before the General Booster meeting each month.
- c. A majority of the Executive Board shall constitute a quorum at Executive Board meetings.
- d. A member of the Executive Board who misses two meetings, without cause, shall automatically forfeit membership on the Board.

Section 6. Operations Coordinators: The Operations Coordinators shall consist of positions who are assigned specific duties by an Executive Board Member. Positions may be assigned for an event or for a music program year and dissolved at any time by the Director or any Executive Board Member.

Article VI

Elected Officers:

**All elected officers shall sign an "Elected Officer Responsibilities" document upon election and must adhere to said responsibilities. **

Section 1. The elected officers of the Boosters shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Web Master
- f. Communications
- g. Fund Raising

Section 2. All officers shall assume their duties on June 1st and conclude on May 31st of the following year, unless filling a vacant position.



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Section 3. All elected officers shall hold offices for one year (as outlined in this document) or until their successors are elected.

Section 4. There shall be no limit on the number of times an officer may be elected.

Section 5. In case of a vacancy in the office of President, the Vice President shall become President - Interim.

Section 6. Other vacancies of the Executive Board shall be filled as follows;

- a. The Executive Board shall act as the nominating committee.
- b. The Executive Board shall report the vacancy through communication within 1 week following resignation. Nominations will be collected for a period of 1 week following initial communication. The open position(s) will be provided at the next booster meeting including the name(s) of their nominees to fill the vacancy.
- c. The Boosters shall elect a new officer by majority vote. The Director will have the deciding vote in the event of a tie.

Section 7. The resignation of an officer shall be sent to the President who shall present it to the Executive Board.

Section 8. All Executive Board members shall have all prior and current outstanding school financial obligations satisfied, to assure there are no outstanding debts by May 31st of each year.

Section 9. All positions held are Voluntary and without pay.

Section 10. Any expense incurred outside of board approved expenses must be reviewed by the Executive Board to be reimbursed.

Section 11. In the event that a board member is not meeting the expectations of their position, it is at the Director's discretion to request resignation or removal.

* See Elected Officer Responsibilities document at the end of these By-Laws.*

Article VII

Duties of Officers:

Section 1. The President shall:

- a. Direct the conduct of business of the Boosters.
- b. Prepare the agenda for the Executive Board and the General Boosters meetings.
- c. Follow meeting procedures as outlined in the most updated edition of Robert's Rules of Order.
- d. Conduct all meetings of the Boosters



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- e. Serve as representative to the Eagle Foundation Board meetings and present funding requests to the Foundation.
- f. Appoint Ad Hoc Committees as necessary and appoint a chairperson for these committees.
- g. Appoint any standing committees as necessary.
- h. Serve as ex officio member of all committees, except the Nominating Committee.
- i. Work closely with the Music Director to support and promote the Director's goals for all instrumental music and Color guard activities.
- j. In the event of a vacancy in the Vice Presidency, the President will assume such responsibilities.
- k. Support other officers and boosters as needed.

Section 2. The Vice President shall:

- a. Act in the absence of the President to fulfill any of the President's duties.
- b. Oversee fund raising efforts not designated to any Ad Hoc committee.
- c. Accept names for nomination of Executive Board officers and obtain an individual's consent prior to placing the name in nomination.
- d. Support other officers and boosters as needed.

Section 3. The Secretary shall:

- a. Have such duties and powers as arise and are assigned by the President of the Executive Board.
- b. Keep the minutes at the General Boosters meetings and at the Executive Board meetings.
- c. Submit to the Boosters the minutes of the Boosters meetings.
- d. Maintain a roll of membership that includes name, address, phone number and email address.
- e. Submit copies of meeting notices, minutes (10 days after the Executive Board and/or Boosters meet to the Music Director and the executive board.
- f. Serve as custodian for the permanent records of the Boosters by maintaining the master file.
- g. Distribute notices and carry on such correspondence as does not properly belong to other officers or committees.
- h. Support other officers and boosters as needed.

Section 4. The Treasurer shall:

- a. Have such duties and powers as arise from membership on the Executive Board and as assigned by the President of the Board.
- b. Review all funding requests and supporting documentation and assure they are approved within budget guidelines prior to payment.
- c. Prepare checks and obtain dual signature from Foundation authorized signer.



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- d. Maintain book balances
- e. Communicate with Eagles Foundation Treasurer to maintain balances
- f. Submit check requests to Eagles Foundation Treasurer as needed
- g. Submit all payments made to the Executive Board for review and adhere to Checks and Balances Package, (defined as a body of documents for auditing purposes).
- h. Receive and deposit all funds, prepare appropriate documentation for Booster and Foundation records and deposit them with the Foundation banking institution no less than five (5) working days of receipt.
- i. Produce & distribute special documents for presentation to parents as needed
- j. Support other officers and boosters as needed.

Section 5. The Web Master shall:

- a. Have such duties and powers as arise from membership on the Executive Board and as assigned by the President of the Board.
- b. Post minutes on website from all Booster meetings.
- c. Post calendars, all documents, announcements, packets and correspondence associated with the boosters to the website received from the Vice President of Communications.
- d. Post information to the website as directed by the Executive Board.
- e. Support other officers and boosters as needed.

Section 6. The Communications shall:

- a. Have such duties and powers as arise from membership on the Executive Board and as assigned by the President of the Board.
- b. Assure that all calendars, documents, student packets and correspondence for various booster events and programs are presented to parents/boosters accordingly.
- c. Assist the Executive Board in matters of communications to parents/boosters as directed.
- d. Support other officers and boosters as needed.

Section 8. The Fund Raising shall:

- a. Have such duties and powers as arise from membership on the Executive Board and as assigned by the President of the Board.
- b. Work in conjunction with the selected Fundraising Coordinators.
- c. Oversee the Purchase all food and concession items to be sold at the football game and arrange for transport to the concessions stand.
- d. Ensure the concession stand and tables are clean prior to stocking the stand with food and equipment.



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- e. Oversee Transport and set up all appliances, warmers, utensils, etc. for use in serving and selling food at the concessions stand.
- f. Be responsible for and coordinate with the executive board all fundraising programs and events.
- g. Review and reconcile with the treasurer or another executive board member income at the close of each day following an event.
- h. Support other officers and Boosters as needed.

Article VIII

Eligibility for Election or Re-Election:

Section 1. Any adult booster member may be elected to and retain office of the Executive Board unless resigned from the previous year.

Section 2. No member may hold more than one elected office within the Boosters at the same time.

Section 3. Employees and contractors of the Boosters are ineligible to serve as officers on the Board.

Section 4. Only one immediate family member may serve on the Executive Boosters at the same time.

Section 5. Nominee must agree to, sign and return the Elected officer responsibilities document.

Article IX

Elections:

Elections will proceed in accordance with the following timeline:

1. March - Nominations open
2. April - Presentation of nominees & voting of candidates

Section 1. In March of each year, nominations for Executive Board officers will be taken. A member may nominate himself/herself or another member. Acceptance of all nominations will close 2 weeks following the Booster meeting.

Section 2. The Vice President will accept the names of nominees and will obtain the consent of each nominee before his/her name is placed in nomination.



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- a. Vetting process will be reviewed according to the standard operating procedure prior to the April Booster meeting.
- b. Nominees will be presented to the Executive board meeting within 1 week following closing of nominations.
- c. Nominees will be communicated via general communication within 1 week prior to the April Booster meeting following Board approval.

Section 3. Elections shall be held at the second General Booster meeting in April.

Section 4. Elections shall be by ballot for any office for which there is more than one nominee. Elections shall be by simple majority of votes of voting members present. Director will have the deciding vote in the event of a tie.

Section 5. At the time of voting, anyone running unopposed will be elected automatically.

Section 6. Any new treasurer will require an additional vote to approve to change the signatory on the Bank Card.

Article X

General Booster Meetings:

Section 1. General Booster meetings shall be held within the first 14 days of each month.

Section 2. General Booster meetings shall be held once a month.

Section 3. It is recommended that all meetings be conducted by using parliamentary procedures by using the most updated edition of Robert's Rules of Order.

Section 4. The General Boosters will not meet during the months of June and July.

Section 5. The place and time of General Booster meetings shall be determined by the Executive Board.

Section 6. Members present at any Booster meeting shall constitute a quorum.

Section 7. A general booster member may attend all meetings or only one and still be considered a member.



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Article XI

Budget:

Section 1. An annual operating budget shall be submitted by the Instrumental Music Director to the Executive Board for consideration for fund raising and fulfillment prior to Band Camp for the next year. The Proposed Budget shall be approved by the Executive Board.

Section 2. The Director may submit subsequent budget adjustments during the fiscal year.

Section 3. All budget requests shall be presented to the Eagle Foundation by the Booster President.

Article XII

By-Laws Committee:

Section 1. The Executive Board may appoint a committee to review the by-laws, as needed.

Section 2. The Committee shall report to the Executive Board as directed by the Executive Board.

Section 3. The executive board will vote to adopt ratified changes.

Section 4. The adopted ratified changes will be presented to the Director for final approval.

Section 5. The approved by-laws will be presented to the Boosters during the next Booster meeting.

Adopted by the Enoch's High School Instrumental Music and Color Guard Boosters on May 8, 2018.