
**Stephenson High School Band
“The Sonic Sound”**

CONSTITUTION

Article I: Name

The name of the organization shall be the SHSBB, Inc. hereafter referred to as SHSBB, Inc.

Article II: Purpose and Objective

- A. The purpose of the SHSBB, Inc. is to provide support to the students and directors in all aspects of the band program. Providing coordination and organization of activities, which enrich the band program.
- B. The objectives of the SHSBB, Inc. include, but are not limited to:
 - 1. Assist the directors in maintaining an enthusiastic interest in the band by the students and the community;
 - 2. Cooperate with those in charge of the instrumental music program so that the band can be kept at the highest level of quality;
 - 3. Assist in the purchase of music and equipment not regularly allocated for the band program by the county and/or local school budget(s);
 - 4. Assist the directors in planning and implementing band activities (i.e. trips, concerts, parades, festivals, etc.); and
 - 5. Assist the directors in the management, maintenance and distribution of band uniforms, school-owned instruments and other resources pertinent to the music program.

Article III: Membership

- A. Membership in the SHSBB, Inc. organization is open to any person in the school community who is interested in developing and maintaining an active, quality band program at SHS.
- B. Full membership in Good Standing of the SHSBB, Inc. requires all budgeted student honorariums be paid in full.
- C. Only members in good standing (student honorarium paid in full) will have the right to the following:
 - 1. Right to vote on all organization matters;
 - 2. Hold office in accordance with the constitution and by-laws of the Organization; and
 - 3. Serve as Committee Chairs, for either Standing or Special Committees.

- D. A Sponsor Membership shall be open to organizations, institutions and Business firms who wish to contribute \$100 or more to the Organization.

Such membership entitles the organization, institution or business firm the right to attend the meeting without voting rights or eligibility to hold office.

- E. Honorary Life Membership shall confer by vote of the Organization recognition of distinguished service to Stephenson High School Band Booster, Inc.

Honorary Life membership shall not be required to pay dues. Honorary Life members will not have voting rights or be eligible to hold office.

- F. Membership honorariums will be established by the Finance team, based on the Band's projected financial needs for the upcoming band year. The budget will be based on prior year income and expenses. They shall present the budget to the Executive Board, for approval. Once reviewed and approved by the Executive Board, the budget will be presented to the General Body for acceptance by a majority vote of Full members, at a regularly scheduled meeting.

Article IV: Officers, Term of Office, Nominations and Elections:

- A. Booster Club Officers

1. President
2. Vice President
3. Vice President of Finance
4. Business Manager
5. Recording Secretary
6. Financial Secretary
7. Treasurer

- B. Elections:

1. The Officers for the following school year shall be elected in February and assume office on June 1st.
2. During the period of time from their election to the time they assume office, the officers-elect shall act as assistants to the sitting officers in order to become familiar with their duties and responsibilities.
3. The term of office shall be one year.
4. After the election and transition of newly elected officers all books, reports, minutes and all relevant documents must be transferred to the new officers within 30 days after the officers installation.
5. The current year's financial books shall be audited prior to transfer to the new Financial Officers for the up coming year.

- C. Nominations:

1. The Nominating Committee shall be selected by the President from volunteers, from the membership in full standing as the need arises.

2. The Nominating Committee shall present nominees for each office to the membership during the January membership meeting.
3. Nominations for any office can be made from the floor during the election meeting, but prior to the actual election.

D. Procedures for Elections

1. The election meeting shall be held in February.
2. Members must vote by being present at the election meeting.
3. A majority of votes cast by the voting membership shall be required to be elected. If more than 2 members run for the same office and neither candidate receives a majority (51%) of the votes, a run-off will be held between the top 2 candidates.
4. In the event of a vacancy any office during the unexpired term office, the Executive Committee shall appoint a replacement to complete the unexpired term.
5. Nominees will be introduced at the January membership meeting.
6. The Teller Committee is responsible for managing the election process.
7. The Teller Committee will use a teller sheet to record votes received by each candidate. (See Article X, Appendix A)
8. Teller Chair is responsible to announce election results to the membership.
9. The Financial Secretary will provide a list of students whose parents shall be deemed to be in Full/Good Standing and eligible to vote.
10. To prevent individuals from being singled out as not being eligible to vote, all adults in good standing present at the election meeting will sign for a ballot and cast their vote.
11. All ballots shall be kept for a minimum of 60 days in the event of the election being contested.

Article V: Meetings:

A. Executive Board Meetings

Executive Board Meetings shall be held at least once a month prior to any Membership Meeting but not limited in case the need arises.

B. Membership Meetings

Monthly membership meetings will be held on the 4th Thursday of every month unless otherwise scheduled due to Special events or holidays.

C. Special Call Meetings:

A special call meeting can be called by the President in the case of an emergency and a vote by the membership is required.

Article VI: Quorum

Fifteen (15) members in good standing constitute a quorum for the transaction of business in any membership meeting regarding SHSBB, Inc.

Article VII: Referendum and Recalls

- A. All Executive Board Members must attend all required Executive Board and Membership Meetings. If any member can not attend they need to contact the President and Band Director with a legitimate excuse.
- B. In the event that an Executive Board member is not fulfilling their duties the following procedures will be executed:
 - 1. Written certified notification will be mailed to the Executive Board member in question;
 - 2. Verbal meeting with the Band Director, President; and the Executive Board member in question;
 - 3. Verbal meeting with the Principal, Band Director, President, and the Executive Board member in question;
 - 4. The resignation of the Executive Board member in question will be requested, and if the request is declined, the issue will be presented to the Membership for removal and a vote will be taken by the Membership.

Article VIII: Amendments

Article IX: Ratifications:

Article X: Appendix

- A. Teller Sheet
- B. Officer's Flow Chart

Appendix A

Teller's Name _____

Last Name First Name

Please Print Legibly

Office	Name of Candidate	Vote Indicate vote with a "√" or "x"
PRESIDENT	=====	=====
S		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
VP-OPERATIONS	=====	=====
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
VP-FIN AFFAIRS	=====	=====
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
REC SECRETARY	=====	=====
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
FIN SECRETARY	=====	=====
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
TREASURER	=====	=====
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
BUS MANAGER	=====	=====
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Instructions: You have been given 2 tally sheets, one to use for counting and one to enter your final total, for each candidate. Both copies must be returned to the Timekeeper or a designee. Please write in the names of the individuals nominated from the floor under the correct office for which they've been nominated. Please review the ballots and verify that the voter only marked one candidate per office. Multiple votes for different candidates for the same office will invalidate the vote for that office.

Thanks for your participation!

Appendix B
Officer's Flow Chart

