



# *Santa Fe Band Boosters*

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## **Official Bylaws**

[www.santafebands.com](http://www.santafebands.com)



# Article I.

## **Name and Objectives**

### **Section 1. Name:**

The name of this organization shall be the Santa Fe Band Boosters

### **Section 2. Objectives:**

The objectives of the Organization are:

- a. To arouse and maintain an enthusiastic interest in all phases of the Santa Fe High School Band Program, under the guidance of the band directors.
- b. To help support the financial needs of the Santa Fe High School Band program, under the guidance of the band directors.
- c. To support the Santa Fe High School Band program and its band directors in building and maintaining the highest quality band program possible.

### **Section 3. Agreement:**

The activities and policies of the Organization, and its By-Laws and other rules and procedures shall be in conformance and agreement with the plans and desired direction of the Head Director of the Santa FE High School Band program. Nothing in these Bylaws should be supposed to supercede the decisions of the Head Director of the Santa Fe High School Band program.

### **Section 4. Intent:**

The Santa Fe Band will be the supporting organization of the Santa Fe High School Band program. All activities of the organization are not for profit.



# Article II.

## **Membership**

Membership in the Santa Fe Band Boosters is extended to any member of the community interested in the Santa Fe High School Band Program.

### **Section 1. Membership Requirements:**

Members must be over the age of 18 and not currently enrolled as a member or student of any high school. The exception will be the student elected Student Band president who shall be a voting member of the Organization.



# Article III.

## **Executive Board of the Organization**

The Executive Board shall consist of the Santa Fe High School Director of Bands, their representatives (chosen at the discretion of the Director of Bands), all elected officers and their designated appointees.

### **Section 1. Meetings of the Executive Board:**

The Executive Board shall meet monthly during the school year or as deemed necessary by the Executive Board.

### **Section 2. Procedure Manuals for the Executive Board:**

Each officer shall be in possession of a Procedures Manual designated for each office. These manuals will include current copies of the *THE* Santa Fe Bands Staff Handbook, *THE* Santa Fe Bands Student and Parent Handbook, Santa Fe Band Booster Bylaws, and the Standing Rules, and any other pertinent information. These manuals shall be posted in the document section of the Santa Fe Band Boosters website for public access to the membership at large. These manuals and corresponding training shall be given to the incoming officers at the beginning of their term of office. At the end of each term of office, the officers shall train the incoming member and explain contents of procedures manual.

### **Section 3. Vacancies**

The President or the Director of the Santa Fe High School Bands shall fill, by appointment, any office vacancies which occur and shall do so prior to the next meeting of the Executive Board or Organization. If the vacancy is not filled by that meeting, the Executive Board shall fill the vacancy by an affirmative vote of a majority of the remaining Executive Board members.

### **Section 4. Removal of Executive Board Member**

Any elected or appointed Executive Board member or other appointee of an Officer or the Executive Board may be removed from office by the Director of Santa Fe High School Bands or by an affirmative vote of two-thirds of the full Executive Board. Any such Executive Board member proposed to be removed shall be entitled to at least five (5) days notice in writing sent by certified return receipt mail of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

### **Section 5. Compensation**

The active members of the Executive Board shall not receive any compensation for their services as a member of the Executive Board.



# Article IV.

## **Officers of Association**

The officers of *THE* Santa Fe Band Boosters shall include a President, Secretary, Treasurer, Vice President of Fundraising and Sponsorships, Vice President of Uniforms and Silks, Vice President of Hospitality, Vice President of Equipment, Vice President of Grant Writing, Vice President of PR and Communications and Vice President of Phone Tree and Online Communications.

### **Section 1. Nomination, Election and Term:**

A nominating committee consisting of at least four existing officers of the Organization shall select the initial nominees for offices of the association.

Any non-student member for the open term may be considered a nominee, with the exception of the Santa Fe High School Director of Bands. Nominees shall agree to abide by *THE* Santa Fe Bands Staff Handbook, the Bylaws and Standing Rules of the Organization.

In April, the nominations for officers shall be read at the general meeting of the Association. Nominations from the floor shall not be accepted. The list of nominations for officers shall be published on the Santa Fe Bands website.

Election of Officers shall occur in May for the upcoming term of office. Officers shall be elected by a majority vote of members present. The term of all elected officers shall begin at the beginning of the first general meeting in June and shall be for one (1) year, ending with the last general meeting the following May.

### **Section 2. Duties of Officers:**

The officers shall perform their duties in service to the Santa Fe Band Boosters as specified by the Director of the Santa Fe High School Director of Bands and as described in the Standing Rules commonly referred to as Job Descriptions. All officers shall agree to and abide by *THE* Santa Fe Bands Staff Handbook.

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**Section 3. Removal of Officers:**

The Executive Board or the Santa Fe High School Director of Bands may remove any officer, elected or appointed, whenever it is judged to be in the best interest of the Organization and shall follow the procedure for Removal of Board Member specified above.

**Section 4. Dissolution of the Organization:**

The Director of Bands may dissolve the Santa Fe Band Boosters at any time they deem it apparent that the Organization is longer acting in the best interest of the Santa Fe High School Band program. Upon this decision of dissolution, any funds held by the Santa Fe Band Boosters shall immediately be withdrawn and deposited into the General Band account held at Santa Fe High School. All materials, documents, and property, both real and intellectual, will be immediately surrendered to the Santa Fe High School Band Program.



# Article V.

## **Appointed Positions**

The officers of the Organization shall create positions and appoint members to those positions when necessary to perform the activities of the Organization. The Santa Fe High School Director of Bands may also create positions when necessary.



# Article VI.

## **Meetings**

There shall be a minimum of four general meetings of the Association during the school year. The President of the Santa Fe Band Boosters shall schedule and conduct such meetings.

### **Section 1. Order:**

Unless otherwise herein provided, *Robert's Rules of Order Newly Revised* shall govern all matters of procedure.

### **Section 2. Quorum:**

A quorum of two (2) Officers and ten (10) members of the Organization shall be required to hold a general meeting where a vote of the membership is required.





# Article VII.

## **Amendments and Standing Rules**

Proposed amendments and changes to the Standing Rules are subject to review and approval of the Santa Fe High School Director of Bands and cannot be passed without said approval. No vote of the Executive Board, any quorum or 100% membership vote shall supercede this provision.



# Article VIII.

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## **Review Policy**

The Bylaws and Standing Rules of the Organization shall be reviewed or updated every odd year to assure that they are current with the wishes of the Santa Fe High School Director of Bands, the affairs of the Organization, & the policies and procedures of *THE* Santa Fe High School Band Program.



# Article IX.

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## **Monies**

All monies received by the Santa Fe Band Boosters shall be immediately deposited into respective funds and/or dedicated accounts. Monies will be used for the betterment of the Santa Fe High School Band Program and are at the discretion of the Santa Fe High School Director of Bands. Any funds transfers, purchases or withdrawals will be subject to approval of the Santa Fe High School Director of Bands, with the exception of withdrawal from the Small Expenses fund. All checks shall be signed by three (3) persons; The Santa Fe High School Director of Bands, the Santa Fe Band Boosters Treasurer, and one other member of the Executive Board.



# Adoption of Bylaws.

By action of the active membership of the Santa Fe Band Boosters, the foregoing are adopted as Bylaws and, in so adopting the said Bylaws will govern the Organization accordingly.

Adopted August, 2021

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Director of Bands, Santa Fe High School

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President of the Santa Fe Band Boosters