

**Northwest Rankin High School Band Boosters By-Laws**  
**Adopted August 2010**

**“NWR Band Boosters”  
PO Box 5624  
Brandon, MS 39047**

**ARTICLE I - Membership**

**Membership is open to any parent/guardian of a member of the NWR Band Program. Members will pay an annual fee of \$5.00 due at band registration. A Band Booster is defined as anyone interested in supporting the Band Program, paying an annual fee and attending meetings where their vote and support are needed to carry out official business.**

**ARTICLE II - Board of Governors and Duties**

- A. The Board of Governors, hereinafter, referred to as the Board, shall consist of the Band Directors, elected and appointed officers, and the chairpersons of standing committees.**
- B. Voting- The following rules apply to voting in all meetings;**
  - 1. All members in good standing shall have one vote.**
  - 2. Quorum - Board Meetings require more than 50% of members for votes. The president will break any ties if need be.**
  - 3. At regular meetings of the general membership, motions will be passed by an affirmative vote of the majority present.**
- C. Acceptance- Acceptance of a position on the Board indicates an agreement to attend all scheduled meetings unless there is an emergency. Board members unable to attend should so notify another member of the Board.**
- D. Resignations- Letters of resignation to any member of the Board should be addressed to the President. Whenever possible, thirty days advance notice is requested. If members are unable to fulfill their obligations, their resignation will be tendered at the request of the President.**
- E. Dismissal- the Board shall have the authority to deny membership to any applicant and may suspend any member or officer who violates a part of the Constitution and By-Laws or**

**established rules and regulations of the NWR Boosters, Rankin County Schools, or Northwest Rankin High School.**

### **ARTICLE III – Officers and Their Duties**

**Officers are elected to serve one-year appointments with the exception of treasurer, which will be appointed by the Director of Bands and the President. A vice president will be elected from the body and serve one year. After that year of service the VP will move into the role of president. It is recommended that senior band parents be cautious to accept a nomination for the role of president. Please take into consideration the commitment of time and the responsibility of the parent and student during the senior year. Members may serve consecutive terms if so elected, and may be elected to other positions on the board at the completion of their term. The nominations will be presented at the Spring Booster Meeting, held in April. A majority vote is required of members present for placement on the board.**

- A. Band Directors are active members of the organization and act as advisors to the Board.**
- B. President- The president presides at all regular and special meetings of the Boosters. The President works closely with the Band Director to insure that the boosters are operating in the best interest of the Program. The President has the option to appoint special committee chairpersons. The President will not make any decision for the program without consult with the Director of Bands and the Board. The president may not purchase or commit to a financial obligation greater than \$100.00 without permission from the board. No fundraiser or purchase should be made by any office without proper approval.**
- C. Vice President - Assumes the office of President if the President is unable to complete the term. Presides in the absence of the President at all meetings. Provides assistance to the Treasurer and performs the duties of that office if the Treasurer is unable.**
- D. Secretary – Will maintain records of the NWR Boosters. Takes minutes at all general and special meetings of the organization. Keeps records of all motions made and adopted. Maintains official correspondence for the NWR Booster Club. Will make copies and assist the President with materials and presentations for the NWR Booster Meetings.**

- E. Treasurer- Keeps an exact record of all money received and disbursed by the General Fund. Prepares all financial statements for the NWR Booster Accounts. The treasurer will record all disbursements and reimbursements. Transactions may be made as a cash transaction or by check. CHARMS system accounts will be maintained by the treasurer and made available regularly.**
- F. Member at Large - This position is for a freshmen band parent only. The Member at large serves as a representative for the incoming parents and will help in communication and education of band policies and operations. The Member at Larger may be assigned additional duties by the President.**

#### **ARTICLE IV - Election of Officers**

- A) Nominating Committee - The Band Director will form a nominating committee and this committee will make nominations to the body for elections. The committee will be made up of a band director and two other band parents. The nominations will be presented at the Spring Booster Meeting in April. Nominations from the floor can be made with consent of the person being nominated.**
  - 1. All members of the NWR Boosters in good standing my run for an elected office.**
  - 2. Members of the Nominating Committee are allowed to hold office.**
- B) The Election - Elections will be held during the May meeting of the band boosters. A majority vote of members present is required for placement on the board. Newly elected officers will begin their duties effective immediately after the vote is taken.**

#### **ARTICLE V - Standing Committees**

**An appointed member in good standing will chair committees. They will form the committee and assign posts accordingly.**

- 1) *Publicity Chairperson* - Will work with the Band Director and be responsible for informing the public of band activities and other needed information through any/all communication media.**
- 2) *Fundraiser Chairperson* - Responsible for organizing and supervising the membership drives and collection of dues. This person may present ideas for fund raising to the general body**

- for consideration. The band director, booster board and school administration must approve all fundraisers.
- 3) *Chaperone Chairperson* – coordinates with the band director to obtain sponsors for band trips and other activities. The band director will determine the number of sponsors and the chairperson will then contact active members to serve as sponsors.
  - 4) *Video/Photographer Chairperson* – Responsible for seeing that all band activities are video taped and compiled for an end of the year video. All half-times, concerts and other activities of the band need to be filmed.
  - 5) *Concession Stand Volunteers Chairperson* – Coordinates with the concession stand managers to obtain volunteers to work at all home football games.
  - 6) *Uniform Chairperson* – Responsible for fitting, altering, and maintaining all band uniforms and accessories. Oversees the student Uniform Workers and completes inventory, sizing, issuing, and maintenance. The Uniform Chairperson will need several volunteers that can HEM, ALTER, CLEAN, and INVENTORY the contents of the room.
  - 7) *Props and Pit Chairperson* – This parent will form a committee of volunteers to organize and secure props for productions and the hauling/pulling of equipment trailers, finding four wheelers and securing drivers for the band equipment truck to all away events.
  - 8) *Webmaster* – This position will maintain the Cougar Band Webpage and post announcements, update media, work with community sponsors for advertisements and work with the publicity chairperson to promote the Cougar Band to our community and online.
  - 9) *Student Hospitality* – This person will chair a team to be responsible for stadium seating, security, water, apples, raingear and student feeding, well-being. Rain gear and stadium seating must be cleaned and stored properly weekly. Student Hydration at practices and events.
  - 10) *Grill Master* – Storage, cleaning and maintenance, transportation and weekly upkeep including securing gas tank and cooking supplies for each home game or event.

#### ARTICLE VI – CONCESSION STAND

The concession stand located at NWR High School is the primary fundraiser for the band program. The Concessions Manager is the person primarily responsible for the general operations.

**A) Duties – The concession stand manager will for a committee for general operations of the concession stand.**

- 1) Prepare the concession stand prior to the opening of the football season.**
- 2) Purchase and maintain an inventory of products and supplies as necessary to insure that adequate inventory of products for each event.**
- 3) Prepare the concession stand and report any maintenance issues to the office of the principal completing all district forms.**
- 4) Supervise opening and closing of building and inspect for proper cleaning in an around facility.**
- 5) Be the sole contact for vendors and suppliers while making recommendations to the board in regard to items sold and pricing those items. Price changes must be approved by the Booster Board President.**
- 6) Maintain a positive attitude and be an encourager for all volunteers each shift!**
- 7) Secure grill dads and backup grillers.**
- 8) Concession Manager and Board President will develop a budget and spending plan for the season. All vendors must be approved by the Board.**
- 9) No purchases or kitchen equipment will be purchased without consent of the President and Treasurer.**
- 10) All invoices must be reported to the treasurer weekly.**
- 11) Secure the change fund from the Treasurer before event. Deliver earnings to Treasurer for deposit.**

## **Amendments I and II – Adopted November 2010**

### **Amendment I**

**Beginning with the 2010 – 2011 school year and for each year thereafter, band fees (dues) and all other assessed student band expenses (Colorguard, Indoor Percussion, Winterguard, band trips, etc.) shall be cumulative. Any fees or expenses not paid during any school year will be added to the student’s beginning balance the following year.**

**By May 1 of each year, the Treasurer shall present a list of students and their outstanding band fees and expenses to the Principal’s office at Northwest Rankin High School for appropriate action, which may include withholding schedules or student transcripts. The Band Boosters will**

**abide by all rules and guidelines pertaining to fees as outlined in the Rankin County School District Student Handbook.**

## **Amendment II**

**In order to participate in band trips outside the state, a student's band fees must be current and the trip must be paid in full. If a student's fees or trip balance is not paid in full by the prescribed date for each trip, the student will not be allowed to participate in the trip and no refunds will be issued for money paid toward the trip.**

## **Other Important Information:**

### **CHAPERONE OPPORTUNITIES**

Being a chaperone is a very rewarding experience and is something that every parent can help with. Chaperones are always needed and appreciated. There are numerous opportunities you can serve on to be a part of our chaperone team. Look at these opportunities as a way for you to be a part of your child's experiences and as a way for you to make life-long friendships and connections.

- \*Home and Away Football Games
- \*Summer DCI Trip
- \*Band Contest and Festivals
- \*Parade Trips
- \*Concert Festival
- \*and MANY MORE

The Chaperone Committee Chairperson will have a sign up sheet at Band Registration. Bring your calendar so that you can commit!

### **CHAPERONE DUTIES**

The overall role of a chaperone is to assist band directors during band events. Our primary goal is student safety. Chaperones are asked to:

1. Check their e-mail and band website to find out the time they are needed to arrive before each event.
2. Assist with the set-up and collection of Bleacher Covers, Water Distribution and Equipment Set up in the stands.
3. Carry first aid kits to and from the stands and dispense minor first aid when needed.

4. Be responsible for checking off students on the bus rosters before departure (attendance)
5. Collecting parent notes regarding dismissal from an event.
6. Check the buses for equipment, personal items, etc, after each trip.
7. Monitor student behavior and report any major issues to the directors.
8. Return all name tags, rosters, and permission forms to the Chaperone Chairperson at the end of each event.
9. Help supervise and monitor activities such as hospitality, equipment, uniforms, if needed.

**It is not the job of the chaperone to administer discipline. They may remind the students of the appropriate behavior guidelines, then advise the chaperone chairperson of any situation that needs immediate attention. Directors and school administration will administer the appropriate discipline for the situation.**

All of the volunteers are present for the benefit of the students and the Cougar Band Program. Working together with the directors and the various committee chairs, we can actively participate to make the Cougar Band a rewarding family experience.

### **It Takes More Than One Person to Make a Band!**

It takes a group of dedicated students and even more dedicated parents to make a band program GREAT!

The NWR Band Boosters is an organization dedicated to the support and advancement of the NWR Band Program. With increasing numbers comes the obligation for new uniforms, music, and instruments. The BAND PROGRAM IS NOT FUNDED BY THE DISTRICT IN ANY CAPACITY.

As the parent of a Cougar Band student, you have the unique opportunity of promoting a band program of which we can all be proud. We need every parent to become involved in the NWR Boosters. We ask that you share your ideas, expertise, time and energy with our students. Everyone has something to contribute and we need each and every one of you!

### **10 Ways a Parent Can Show Support and Interest**

**Attend performances**  
**Encourage home practice**  
**Provide lessons when possible**  
**Be and active NWR Booster**  
**Attend meetings**  
**Get involved in the total scope, not just marching band**

**Ask you child to play for you  
Give a word of praise or accomplishment  
Ask if they know their part or have done their share  
See your child as an individual and as a valuable band member**

**COMMUNICATE!!**

**Please feel free to communicate directly with band directors and staff with any concern! Please email the Booster treasurer at [nwrbandtreasurer@yahoo.com](mailto:nwrbandtreasurer@yahoo.com) for any questions regarding the boosters. We encourage you to be an active member of the band family. Your dedication to these students and your financial support are the foundation the Cougar Band needs to rise to greater levels of success, student achievement and a positive band experience.**