BYLAWS

HILLGROVE HIGH SCHOOL ORCHESTRA BOOSTER CLUB

2015-2016

ARTICLE I: NAME

SECTION 1. The name of the organization shall be the HILLGROVE ORCHESTRA BOOSTER CLUB, INC., further referred to in this document as HOBC.

SECTION 2.        The principal office and place of business of said organization shall be 4165 Luther Ward Road, Powder Springs, Georgia 30127.

SECTION 3.        The fiscal year will begin on the first day of July and end on the 30th day of June.

ARTICLE II:  OBJECT AND PURPOSE

SECTION 1.        The object and purpose of the HOBC shall be to promote ways and means of providing for the needs of the Hillgrove High School Orchestra Program above those supplied by the Cobb County School System.  The HOBC shall seek neither to direct the administrative activities of their orchestra nor control its policies.

SECTION 2.        The HOBC shall not contemplate pecuniary gain or profit of distribution of profits or dividends to members thereof.

SECTION 3.        No member of the HOBC shall be liable for any of the debts of the HOBC, except as such as a member may personally endorse or guarantee such debt of the HOBC.

ARTICLE III:  MEMBERSHIP AND DUES

SECTION 1.        All parents, guardians and teachers of the Hillgrove Orchestra Students may be members of the HOBC.  Any interested parties may also be members of the HOBC.

SECTION 2.        Membership in the HOBC shall be made available without regard to race, color, creed, or national origin.

SECTION 3.        Annual membership dues are $50.00 per student.  The dues shall be paid to the HOBC.  The HOBC shall conduct an annual enrollment of members, but persons may be admitted to the membership at any time.  The membership year runs with the academic year.

SECTION 4.        The privilege of holding office, making motions, debating and voting shall be limited to the members of the HOBC who have paid their current membership dues.

ARTICLE IV:  OFFICERS AND THEIR ELECTIONS

SECTION 1.        The officers of this HOBC shall be President (or Co-Presidents), Vice-President (or Co-Vice Presidents), Secretary, Treasurer (or Co-Treasurer), Chief Fund-raising Officer, and Director.

SECTION 2.        The President (or Co-Presidents) and Vice-President (or Co-Vice Presidents) should be involved in all orchestra activities.  The Vice President (or Co-Vice Presidents) should be ready to assume the duties of the President.  The Secretary should have the capability of recording and maintaining accurate records of all meetings.  The Treasurer should have a working knowledge of basic bookkeeping and accounting procedures.

SECTION 3.        The Officers of the HOBC shall be elected by a plurality of members of the HOBC present at a regular meeting held in the Fall a the current school year.  Officers shall be elected by voice vote.  Officers shall serve for a term of one (2) years or until a successor is elected.  No member shall hold more than one office at a time.

SECTION 5.        A vacancy in any office shall be filled by an election, held at the next regular meeting upon the occurance of such vacancy, unless all offices become vacant by reason of recall, in which event the vacancy shall be filled at the same meeting by which the vacancies are created.  A vacancy exists when any officer resigns his or her office or is recalled by the members.  (Recall procedures are described in Article VIII of these bylaws.)

ARTICLE V:  DUTIES OF THE OFFICERS

SECTION 1.        All Officers of the HOBC shall be responsible and accountable for their acts as such to the membership.

SECTION 2.        The President (or Co-Presidents) shall preside at all meetings of the HOBC and shall be a member ex-officio of all committees except the nominating committee.

SECTION 3.        The Vice Presidents (or Co-Vice Presidents) shall:

* be an aid to the President (or Co-Presidents);
* perform the duties and exercise the powers of the President (or Co-Presidents) in the absence of the President (or Co-Presidents);
* coordinate volunteers for orchestra activities as necessary;
* perform such other duties as may be assigned from time to time to him, her, or them by the President (or Co-Presidents).

SECTION 4.  The Secretary shall:

* record the minutes of all meetings of the association and of the executive committee/board and post minutes of the General Membership meeting for approval at these meetings;
* have a current copy of the by-laws;
* maintain an up-to-date membership list;
* perform such other delegated duties as assigned.

SECTION 5.  The Treasurer shall:

* have custody of all the funds of the HOBC;
* keep full and accurate account of receipts and expenditures;
* make disbursements as authorized by the officers, Executive Committee/Board, or HOBC in accordance with the budget adopted by the HOBC and only after obtaining an original receipt, invoice, or purchase order;
* obtain Executive Committee/Board approval for all purchases of $100.00 or more;
* present a written financial statement at every meeting of the HOBC and at other times when requested by the Executive Committe/Board;
* present a quarterly budget report to the school.

SECTION 6. The Chief Fundraising Officer

* Shall be responsible for ensuring that all fundraisers are in compliance with artile of the HOBC and Hillgrove High School.

ARTICLE VI:  EXECUTIVE COMMITTEE/BOARD

SECTION 1.        There shall be the following standing committees with chairpersons appointed by the President:  Fundraising, Audio/Video/Photography, Hospitality, Publicity, Uniform & Spiritwear.  The President (or Co-Presidents or Director) shall appoint other special committees as necessary to conduct the affairs of the HOBC.

SECTION 2.        The Executive Board shall consist of the officers of the HOBC and the Orchestra Director.

SECTION 3.        The duties of the Executive Committee/Board shall be:

* to transact necessary business in the intervals between HOBC meetings and such other business as may be referred to it by the HOBC;
* to approve the plans of work of the standing committees;
* to present a report at the regular meetings of the HOBC;
* to prepare and submit to the HOBC for adoption a budget for the academic year as needed;

SECTION 4.        Regular meetings of the Executive Committee/Board shall be held during the school year, the time to be fixed by the Executive Committee/Board at its first meeting of the year.  A majority of the Executive Committee/Board members shall constitute a quorum.  Special meetings of the Executive Committee/Board may be called by the President (or Co-Presidents) or Director or by a majority of the members of the Executive Committee/Board.

ARTICLE VII:  MEETINGS

SECTION 1. Meetings of the officers shall be held in conjunction with the student officers as needed. A majority of the officers shall constitute a quorum.

SECTION 2.        Special meetings of the HOBC may be called at any time by the President (or Co-Presidents), Director or by a majority of the Executive Committee/Board.  Notice of the meeting shall be given to the membership prior to such a meeting stating the time, purpose and place of the meeting.

SECTION 3.        The election meeting shall be held in the Fall.

SECTION 4.        The privilege of holding office, making motions, debating and voting shall be limited to members of the HOBC who have paid current membership dues.

SECTION 5.        Members present shall constitute a quorum for the transaction of business at general meetings of the HOBC.

SECTION 6.        Meetings of all committees shall be held a necessary for the performance of the duties of each committee.

ARTICLE VIII:  STANDING AND SPECIAL COMMITTEES

SECTION 1.        The Executive Committee/Board may create or dissolve such standing committees as it may deem necessary to carry on the work of the HOBC.  The term of each chairperson shall be 2 years or until the selection of a successor.

SECTION 2.        The chairperson of each standing committee shall present a plan of work to the Executive Committee/Board for approval.  No committee work shall be undertaken without the consent of the Executive Committee/Board.

SECTION 3.        The power to perform special committees and appoint their members rests with the Executive Committee/Board.

SECTION 4.        The President (or Co-Presidents) and Director shall be a member ex-officio of all committees.

ARTICLE IX:  RECALL

SECTION 1. The school administration may authorize the removal of any board member without consultation of HOBC.

SECTION 2.        In the event a petition asking for a recall of any officer and signed by at least one-third of the membership of the HOBC is delivered to the President (or Co-Presidents) or a Vice President (or Co-Vice Presidents) or Secretary, the membership shall be notified of the recall petition prior to the next meeting, at which time a secret ballot vote shall be held.  If the vote is affirmative, by a majority of the members present and voting, the officer shall be immediately recalled.

SECTION 3.  In the event of a recall of the entire slate of officers, the Orchestra Director shall preside over the election of a new slate of officers at the same meeting.

ARTICLE X:  SPHERE OF ACTIVITY

SECTION 1.        For the purpose of definition, Hillgrove High School shall be defined as that school which academically supports the area, which this school serves and which may from time to time be defined and designated by the “Cobb County Board of Education.”

SECTION 2.        In the event that the school should be closed or changed from an academic curriculum; the term Hillgrove shall automatically apply to that school or those schools which absorb the students which this organization is avowed to support.

ARTICLE XI:  MISCELLANEOUS

SECTION 1.        All books, minutes and records of HOBC shall be open to inspection at any reasonable time by any member.

SECTION 2.        All members shall be requested to keep the Secretary informed as to their current mailing address, telephone number and email address.

SECTION 3.        At the closing of the fiscal year, an annual financial statement shall be prepared by the Treasurer, and an audit of the books shall be performed by someone other than the Treasurer as referenced in quarterly reports.

SECTION 4.        The rules contained in the current edition of ROBERTS RULES ORDER NEWLY REVISED shall govern this HOBC in all cases in which they are applicable and in which they are not in conflict with these bylaws.

SECTION 5.        These bylaws may be amended at any regular meeting of the HOBC by a two-thirds vote of the members present and voting.