

**BY-LAWS  
Of  
AMERICAN FORK HIGH SCHOOL  
BAND BOOSTERS ASSOCIATION**

**ARTICLE I – NAME AND PURPOSE**

**NAME**

The name of this organization shall be the American Fork High School Band Boosters Association.

**PURPOSE**

The purpose of this organization shall be:

- A. To provide a service organization dedicated to the promotion and welfare of the band.
- B. To promote the entire band program of American Fork H.S. and to assist the directors and school authorities in the development and expansion of an outstanding band program.
- C. To foster Community spirit and unity concerning band programs and activities.
- D. To encourage and render financial assistance to the American Fork High School Band and Color Guard, whether during the school year or during summer vacation. And to further the activities and travel of said band or bands.
- E. To seek, cultivate and obtain revenues to be used for developing and expanding the entire band program.
- F. To create a broad-based interest in music study and band activities.
- G. To assist in the band functions when requested by any of the directors.
- H. To conduct its business within the guidelines of the Alpine School District policies.

## **ARTICLE II – ORGANIZATION**

This organization shall be affiliated with the American Fork High School and will uphold all ideals and regulations as set forth in the constitution of this school. This group shall also uphold the rules and regulations as set by the Alpine School District.

## **ARTICLE III – MEMBERS**

### **REGULAR MEMBERSHIP**

Regular membership constitutes of those parents or guardians who currently have children participating in the band or corps.

### **ALUMNI MEMBERSHIP**

Alumni membership consists of those persons who have graduated from the band or color guard.

### **SUSTAINING MEMBERSHIP**

Sustaining membership consists of those persons not qualifying for regular or alumni membership.

Membership in this organization shall be open to all who wish to show support for the marching, symphonic, jazz bands and color guard affiliated with American Fork High School.

## **ARTICLE IV – MEETINGS**

### **ANNUAL MEETING**

An annual meeting of the members shall be held during the spring. Additional meetings will be scheduled as necessary for the notification of its members as to the activities and programs of the band. The exact day and month shall be determined by the officers.

## **NOTICE OF MEETINGS**

Written or printed notice stating the place, day and time of any meeting shall be delivered, either personally or by mail, to each member.

## **BOARD MEETING**

Board meetings will be held monthly at the discretion of the President and Band Director.

## **ARTICLE V – OFFICERS**

### **OFFICERS:**

BAND DIRECTOR

PRESIDENT

SUPPORT

SECRETARY

Color Guard REPRESENTATIVE

STUDENT FUNDRAISING

COLOR GUARD ADVISOR

VICE PRESIDENT OF

TREASURER

EXECUTIVE FUNDRAISING

These officers or a majority thereof shall manage the business and affairs of this Association. These officers shall in all cases act as a Board and they may adopt such rules and regulations for the conduct of their meetings and the management of the Association, as they may deem proper, not inconsistent.

No compensation shall be paid to the officers, as such, for their services to this organization.

Compensation for materials will be given upon approval by a majority of the Board. In the event of an emergency, the President, Vice Presidents, and Treasurer may give approval.

**ARTICLE VI – APPOINTMENT OF BOARD MEMBERS**  
**APPOINTMENT OF BOARD MEMBERS:**

- A. The initial officers of this organization shall be as aforementioned.
- B. Additional personnel can, by the determination of the President, be called to assist where needed.
- C. The director with consultation of the current president shall appoint a president.
- D. The newly appointed President with consultation of the director shall seek out and appoint members to fill the board positions.
- E. Those board members appointed, shall serve for a term of one year or until their successors are prepared to assume responsibilities.
- F. A list of board job descriptions shall be circulated at the annual meeting so that interested persons may register their desire to serve in a specific office.

**JOB DESCRIPTIONS**

- G. **BAND DIRECTOR** – The director with his staff, is responsible to coordinate and provide leadership to all aspects of the band program.
- H. **Color Guard ADVISOR** – shall have the responsibility for conducting the activities of the color guard, including matters regarding selection of personnel, and all other matters relating to the direction, discipline and conduct of the color guard. The advisor will work with the Band Director on coordination the color guard and Band as regards to competitions and programs.
- I. **PRESIDENT** – shall serve as liaison between the Association and the Band Director, and shall be the principle administrative officer of the Association, and shall in general supervise and control all of the business and affairs of this organization. Preside at all meetings of the members and of the Board. Sign, with any other properly authorized officer, any legal instruments which the officers have authorized to be executed. Helps to identify and prioritize the objectives that the Band Parents Association should accomplish during the year. Supports the director in implementing and carrying out the activities that are necessary for a successful and healthy band program. In general, they shall perform all duties incident to the office of President.

- J. **VICE PRESIDENT OF SUPPORT** – Coordinates and oversees organized support groups such as: Band Dads, Color Guard Support, and Jr. High Boosters. Assists the Booster Association President in maintaining a well run program through timely advice and help as needed. Assumes the duties of the President in the temporary absence of the President. In consultation with the Band Director, he works closely with the Band Dad Chairman in establishing a timetable of instrument, prop and equipment loading for all band activities. He is responsible to see that both tour and competition itineraries are made available to Savage Trucking (c/o Luke Savage) to implement organized trips whenever the semi truck is needed. During band activities, this person would also confer with those chairpersons who manage the Uniform Support, Sectional Support and Health and Safety groups to coordinate all band activities and logistics. Works conjunctively with Timpanogos Competition. This person also compiles and maintains a database for Volunteers to help throughout the year.
- K. **SECRETARY** – shall keep the minutes of the meetings of the members and of the Board in a book provided for that purpose; see that all notices are duly given; be custodian of the records; be prepared to forward these records to the new officer; and in general perform those duties assigned by the President or Board.
- L. **TREASURER** – Manages the finances and budget of the Association within the guidelines that are compliant with the Alpine School District Policy concerning booster groups. Recommends adjustments or action when appropriate. Monitors expenditures and provides monthly financial reports to the Board and school administration. Collects individual band student fees and manages them appropriately. Works with the Director in establishing a yearly operating budget for the band program. Acts as a resource for account information to students and parents.

**M. COLOR GUARD SUPPORT** – Organizes a Color Guard support committee responsible to provide preparation and continuing support for all Color Guard and Winter Guard activities. Works under the direction of the Color Guard Advisor. This committee is responsible for the following:

Sewing and constructing flags, props and uniforms as needed.

Maintains care and repair for all Guard equipment

Assists in the preparation of the American Fork Winter Guard Invitational.

Helps guard members with personal preparation, uniforms, etc. prior to competitions.

Assists in the preparation and implementation of tours and extended activities of the Guard.

Coordinates Fund-raising activities of the Guard with consultation of the Association Fund-raising chairperson.

Relays pertinent information to the Color Guard parents.

**N. EXECUTIVE FUND-RAISING** – Strategizes an aggressive fund-raising program, in consultation with Mr. Miller and the booster president which would provide Moines for the Booster Association. These efforts may, at times, be the means of producing a “Corporate Sponsor” (if necessary) to help defray tour costs to the students. This person also: Targets local and state businesses for smaller contributions to raise necessary funds in any particular year. Develops a business package that could be used to facilitate such contributions and acknowledges business support through posters, plaques. Awards. And media coverage. Solicits sales of advertisement space in the Mount Timpanogos Competition Program form area businesses. Considers the possibility of providing student scholarships for the current school year based upon excellence in music and conduct within the band program.

O. **STUDENT FUNDRAISING** – In consultation analyzes fund-raising opportunities to determine those that would produce the optimum return for the efforts of the students. Organizes fund-raising opportunities to determine those that would produce the optimum return for the efforts of the students. Organizes a fund-raising committee that could identify and implement creative and productive fund raising projects to accomplish the following:

Reduce the fee burden on students

Support equipment, uniform, and instrument purchases.

Increase band staff support.

Provide student scholarships

Continue interim fund-raising efforts to assure adequate operation of the band program.

## **ARTICLE VII – STANDING COMMITTEES**

Each Standing Committee shall consist of a chair and the members. The chair appoints as needed to conduct the business of the Committee.

The President with the advice and consent of the band director shall appoint each Chair.

The Standing Committees and their duties shall include:

- A. **Newsletter** – collects and prints all pertinent information concerning the bands, its members, calendar items, and fees or responsibilities required of the students. Mails the newsletter in a timely fashion to all band student households, Board members, Administration, and other “Boosters” on the mailing list to ensure adequate dispersing of information. Assures that such mailings are compliant with Postal regulations in regards to the correct use of staples, the elimination of staples, and having a minimum of 200 pieces to mail to acquire the “Bulk Rate”. Complies all such newsletters for the current year into one notebook to be turned back to Mr. Miller and the conclusion of that school year.

- B. **Parent/Youth involvement-** Organizes a formal committee in the band structure to focus on increasing parent awareness and involvement in the “Booster Organization” and all band events and activities. This committee helps in improving the communications between the band program, booster board, and parents through the utilization of the “Calling Tree”. Through prior consultation with the band director, the calling tree relays rapid communications to parents and staff of important information that cannot meet the time restrictions of the monthly newsletter.
- C. **Publicity** – Plans and carries out an assertive publicity and public-communications program throughout the school year utilizing both city and state media operations. Disburses pertinent band-oriented information to the proper sources and is prompt in meeting those media deadlines. Such information should be focused at increasing the public awareness of band-related activities, publicly recognizing the achievements of the band and its members, and soliciting support from the general public and business community.
- D. **Historian** – Prepares a procedure to collect, maintain, and document the participation and achievements of the band students for the information and interest of future generations. Such procedures might incorporate the use of scrapbooks containing News-related articles, pictures, awards, and other memorabilia that would be appropriate. Correlates efforts to create the band video and the video taping of the various performances throughout the year.
- E. **Support** – Coordinates and oversees organized support groups such as: Band Dads, Color Guard Support, and Jr. High Boosters. Assists the Booster Association President in maintaining a well-run program through timely advice and help as needed. In consultation with the band direction, he works closely with the band dad chairman in establishing a time table of instrument, prop, and equipment loading for the High School Bands, Color Guard, and when needed, the Jr. High Bands. He is responsible to see that both competition and tour itineraries are made available to Savage Trucking (c/o Luke Savage) to implement organized trips whenever the semi truck is necessary. During these trips, this

person would also confer with those chair persons who manage the uniform, sectional support, and health and safety groups to coordinate the loading of uniforms, the: "Black Box" and the water thermoses in addition to the instruments, props, and equipment as mentioned above. Works conjunctively with the Competition coordinator in the organizing and implementing plans for the Mount Timpanogos Competition. This chairperson also compiles and maintains a database for volunteers to help throughout the year. This database is built upon information received through the volunteer forms made available in the newsletter prior to the "Step-Off Meeting" in May. Forms are also available at the Step-Off Meeting.

- F. **Band Dads** – Seek out prospective band dads through the volunteer form. Organizes a Band Dad Support Group that is responsible for the transportation of the equipment and the set-up at events and activities of the band and color guard programs. Has training sessions for prospective and willing band dads to help familiarize them with their duties. Instruct band dads in the care and movement of equipment. Helps to identify needs in the maintenance of instruments, equipment, trailers, and props. Makes the necessary arrangements for the repair and up-keep of these items. Helps in the planning, design, and construction of props.
- G. **Uniform** – is responsible for the ordering and purchase of uniform-related items, and the management and care of marching band uniforms. She: coordinates efforts for the proper fitting of marching band uniforms, shoes, and hats. Is responsible for the issuance of these items at the beginning and the collection of said items at the conclusion of the marching band season. Oversees the minor alterations of uniforms that require immediate attention at performance. Manages the sale of band-promotional apparel. Maintains the organization of the uniform room. Stocks the "Black box" to see that the last minute touch-ups for marching band members prior to a performance.

- H. **Sectional Support** – Organizes a Sectional Support Committee which is responsible to provide band member preparation assistance (pinning and or netting hair, repairing hats, mending or making minor alterations of uniforms, toughing up shoes) at all parades, competitions, and special events of the marching band. This committee also serves as adult advisors to youth Section Leaders and their activities.
- I. **Youth Representatives** – Organizes a youth leader group consisting of the Band President, Drum Majors, Flag Captains, and Rifle Captains to represent the students in the band and the color guard. Acts as a liaison between the students and the Booster Association Board and helps to coordinate the activities between the two groups.
- J. **Competition Coordinators** – Provides support to the competition-related events planned for the marching band and color guard programs during the school year:

The Competition Coordinators act as a resource for:

- \* Band Camp
- \* Marching Band Tour

(The Band Booster President in consultation with the Band Director chooses Chairpersons for these events.)

The Competition Coordinators oversee:

\* Pre-Band Camp: (coordinate the food and breaks with the social and Health and Safety Chair Persons.)

\* Clean-up Camp: (coordinate the food and breaks with the Social and Health and Safety Chair Persons.

- \* MOUNT TIMPANOGAS COMPETITION.

Guest clinician workshops (Requires arranging lodging, meals, and transportation.)

They have the flexibility to organize committees to help in the proper administration of these special activities.

- K. **Health and Safety** – Responsible for organizing a committee to help in maintaining the health and welfare of the marching band members:

\* This person coordinates the availability of ice water and cups (or hot chocolate as needed) at the various activities. (Popsicles, fruit, or other appropriate snacks can also be used at the conclusion of parades or competitions. Cups and ice for the thermos containers are generally donated by local businesses; Coke, Pepsi, Albertsons, Subway, KFC, Circle K, Harts, Maxi Mart, Burger King, and McDonalds.)

\* This person is responsible to coordinate “Parent Pilot Cars” to drive before and after the marching band during street practices as a safety measure.

This person would also schedule the appropriate medical personnel for competitions, parades, and trips. Such medical personnel would help in organizing health forms, and stocking and maintaining the band first aid medical kit. (Remember that only a registered medical person may issue any medicine including any headache remedies.)

- L. **Concert Coordinator** – Keeps the Association Board Up-dated as to the concert events that are conducted as part of the yearly band program. Coordinates publicity for concert for concerts with the Board Publicity Chairman. Sends out concert announcements to administration and school board VIPs in a timely fashion to allow them the opportunity to support the band program through attendance at the concerts. Helps to produce a printed program, and establishes door monitors or greeters at each of the following concerts:

Band Bash

Christmas Concert (This also includes a visit from Santa and a candy cane for the children in attendance. The Association President will help in the purchasing of an ornament for each of the band students.)

Solo Ensemble

Regional Solo Ensemble (A “finger food” dinner is required for the judges of the event.)

Pre-festival Concert

Regional Festivals – (Some may need chaperones for the buses.)

State Solo Ensemble – (A “congratulation” card and treat is given to each student who qualifies!)

Spring Concert

M. **Social** – Helps to plan and organize social functions to maintain the morale and pride in the band. Such functions will include the Pre-Band Camp and cleaning Camp and the end-of-year awards banquet.

N. **Concessions** – Oversees the organization and implementation of concessionaire sales during the year. These would include:

Band Family Night Concession

Regional Solo Ensemble Concessions

AFHS Winter Guard Concessions

O. **Band Camp** – In consultation with the Vice President of the activities band “Booster” President, and Band Director, these individuals plan and carry out the necessary arrangements that would facilitate a wholesome environment at Band Camp. Activities such as practice times, sleeping arrangements, and set up of the out-door equipment required for practices are generally handled by the band director, with the help of the vice president of support, vice president of activities, head band dad, and band “booster” president. The band camp specialists are therefore in charge of planning and preparing all of the meals, snacks, and water breaks required for the students, staff, and boosters who attend during the four-day stay. Such meals are to be planned through evaluations of the previous year and with the approval of the band director. The band camp specialists are also in charge of coordinating the help needed from the boosters to clean the facilities prior to the first meal, preparing and serving meals on time to accommodate the band field show practice scheduled, cleaning up after each meal, and general clean-up of the facilities at the conclusion of the camp.

- P. Tour – In consultation with the band director, this person is responsible for all the physical needs of band-related tours. The list of requirements includes: Itinerary, lodging, transportation, and ticketing for the various activities while on tour.
- Q. Mt. Timpanogos – These individuals schedule the date, plan the details, and implement a workable blueprint for an organized and effective competition. Among their many duties, the following items must be considered:
- Calendar a date and a location for the competition.
  - Arrange for appropriate help for set-up, implementation, and clean up. Which would include:
    - a. Send letters of invitation to possible participating schools.
    - b. Band dads to help in transportation of equipment from the schools set-up area to the field
    - c. Accountants to keep tallies of the scoring of the judges.
    - d. Runners to run the scores of the judges to the accountants.
    - e. Hospitality specialists who would see to the well being of the judges, which would include snacks, meals, and drinks during the competition. They would also provide transportation for the judges to and from the airport and to and from any lodging arrangements that would have had to be made.
    - f. Plaque and trophy prepares and presenters
    - g. An announcer
    - h. A videotape specialist to record each individual show for the participation schools.
    - I. Someone to oversee the printing of the program that would include the soliciting of business advertisements. These ads help in the general funding of this event.
    - j. Gate supervisors to oversee the selling of the tickets and programs, and an orderly entrance and exiting of participating bands.
    - k. Other appropriate help to mark the field, straighten and prepare the facilities, arrange communication measures, and clean up at the conclusion of the event.

- R. **Calling Tree** – will form a committee so that the entire membership will be made aware of any and all activities that concern the organization; will give the president a complete list of this committee as a back-up for emergencies; will call each board member concerning the time and place for each meeting; shall call the membership on such matters deemed necessary by the Band Director or President of the Board.

## **ARTICLE VIII – BY-LAWS**

### **BY-LAWS**

These by-laws are to be approved by the existing officers and a majority of the vote by the membership at the May 1998, meeting.

## **ARTICLE IX – AMENDMENTS**

### **AMENDMENTS**

These by-laws may be altered, embedded or repealed and the by-laws may be adopted by a majority vote of those attending an annual meeting of the American Fork High School Band and Corps Association, or at any special meeting when the proposed amendment(s) have been set out in the notice of such a meeting.

## **ARTICLE X – FISCAL YEAR**

### **FISCAL YEAR**

The fiscal year of the Association shall go from May 31 to May 31 of the next year. An independent audit of the records and finances shall be conducted yearly.

