

**GREENEVILLE
HIGH SCHOOL
BAND
HANDBOOK
AND
BOOSTER
BYLAWS**

(REVISED 2005)

* GHS Band Booster Handbook *

Welcome From the Director

As a new school year begins I am pleased to welcome our returnees for another year as a member of "The Pride of the Devils" band, and I want to give a special, warm welcome to all of our freshmen (and their parents!). I know there is much to learn about the band as well as your new school - and all of us "old timers" want to make the transition from middle school to high school as smooth as possible. With that in mind we have put together some helpful information about how the Greeneville High School Band operates. We hope you find this information helpful. Changes in the course policy will be made at the discretion of the band director.

The Bands

Band is considered a full-year course. During the fall term, the band is a marching band until the end of football season. The marching band performs at all varsity football games (home and away) and competes on occasional Saturday afternoons at festivals. Students who are unable to go to band camp are used as alternates during marching season. At the conclusion of marching season, the band becomes a concert band that performs concerts and competes in festivals. Incoming members must demonstrate minimum performance skills, which are taught at the middle school level, in order to be admitted as regular band members. Fall term band earns one unit of credit.

The flag corps for the marching band is made up of both playing and non-playing members who audition in the spring of the preceding year. Non-playing members should sign up for band first term only, and they will receive one unit of credit. Playing members should sign up for both terms of band. They will receive one unit of credit for each term.

During the spring term, the concert band will be divided into two bands, the concert and symphony band, each meeting during different periods. Students will be placed in one of the two bands based upon an audition. Auditions will be completed each spring so that the students' schedules can be arranged during the summer for the following year. Freshmen are automatically placed in Concert Band. Spring term band earns one unit of credit.

Because band is considered a full-year course, any student who drops out at the end of a block is not guaranteed readmission to the band. An irreconcilable schedule conflict is the only acceptable reason for which readmission is guaranteed. This schedule conflict must be reviewed with the students, the band director and the guidance counselor.

In order to be eligible to participate in trips taken by the band, a student must be enrolled in band for the whole term that the trip is taken. Exceptions to this are guard members that do not play an instrument.

MARCHING BAND

Students wishing to be in the marching band at GHS will need to fill out a contract signed by both students and parents in the spring of the year and pay a non-refundable uniform cleaning fee of \$20. Students paying this fee and signing the contract will be assured a place in the marching band.

Summer Band Practice

Every student will be given our summer calendar before the end of the school year. Essentially, we practice on Tuesday afternoons from 1:00-2:30 throughout June. Two weeks before band camp we increase our practice schedule so that we can be ready for camp. Please keep your calendar handy for ready reference. Students are, of course, excused for family vacations and summer camps, but are expected to come to practice when they are in town. We will only be as good as we choose to be - and success comes only with regular, organized practice.

Band Camp

The band camp information is contained in a packet that each student will be given on the first day of summer band practice. It is imperative that three forms be signed and returned to the band director as soon as possible: (1) the medical release form with a copy of both sides of your insurance card taped on the back (we will use this for all band trips throughout the school year); (2) the liability release form for band camp; and (3) the bus intention form. All forms are due two weeks prior to band camp.

Band camp is required for participation in the marching band. That has been a policy of the GHS band for many years. The show is written for a specific number of individuals. If a student is unable to attend camp, he/she will be an alternate, meaning that we will try to use that student if a spot in the show should come open. Students who do not go to band camp are not guaranteed a spot in the marching show.

We try to make band camp a positive experience for everyone. While the week does involve considerable hard work, there is ample time for rest and recreation. We do not haze our freshmen. Each freshman will be in a squad with a junior or senior band member who serves as their squad leader. The squad leader is responsible for helping the freshman learn their music, learn to march, and learn what it means to be in the "Pride of the Devils" band. Squad leaders are there to help the freshmen, not haze them.

Any parent who feels they will have a problem with paying for camp should contact the band director in private so that arrangements can be made for your child to get to go to camp. No student will be deprived of camp because of money.

Drum Major, Majorettes, and Color Guard

Tryouts for drum major, majorettes, color guard (flag corps), and percussion are held in late April or early May each year. Drum majors must be playing members of the band and must have participated at least one full year in the Greeneville High School Band before being eligible to try out. Color guard and majorettes are not required to play an instrument in the band and are eligible to try out as freshmen.

Students trying out for drum major, majorette and color guard will also need to fill out an application including references. References will need to be from adults other than family members. These students will also need to pay a \$5.00 tryout fee with the application. This fee is to help to defray the cost of the out-of-town judges for the day of tryouts. Guard members wishing to take home a flagpole to practice will also be expected to pay a \$20 deposit. This deposit will be refunded after tryouts to all students returning their flagpole.

Section and Squad Leaders

Students desiring to be either a section or squad leader in marching or concert band must first fill out an application during May. Students selected will be chosen from those applications with first priority given to grade and experience. Students desiring to be section leaders must also set up an interview time with the band director. It is the responsibility of the student to turn in application, references and arrange the interview appointment. Selected students will be announced at the senior meeting on Graduation Day.

Placement within sections

Placement on specific parts and within squads for marching season will be mainly by grade and experience.

Attendance Policies

During marching season, each student's grade is based on a point system that has several components, one of which is attendance. Each student automatically earns 5 points each school day for being present, being on time, and having the right equipment and right attitude. When a student is absent from class, he/she should present the director an excused absence form from the attendance office in order to receive their points for the day. An unexcused absence will result in a deduction of the points for each day of absence.

Tuesday Night Marching Practice

During the first 8 weeks of football season (or until after our last major fall event), the band practices on Tuesday nights from 6:30-8:30. This is a very important weekly rehearsal because we get to work in Burley Stadium under the lights and the director can view the band from the press box. It is also the only time during the week that our assistant instructors for percussion, flags, majorettes, etc. can work with their respective groups.

For that reason, the Tuesday night rehearsal is absolutely required. We accept no excuses for missing practice. If a student misses for any reason they do not perform the half-time show on Friday night. If the absence is excused (see below for excused absences), then the student will suffer no grade penalty. If a student is sick but could still come and observe at least a part of the rehearsal, they would qualify to participate on Friday night. Students who are involved in a school sponsored sports activity (such as soccer, volleyball, cross country, golf, etc.) and have a game/match on Tuesday night are expected to come on to band practice as soon as their game is over. They should attend as much of band practice as they can. They will not be penalized. Any student who is not allowed to perform with the band on Friday night is still expected to come to the game in uniform with their instrument and sit with the band.

Excused Absence

An excused absence from any band function is the same as an excused absence from school. Excusable situations include personal illness, a family emergency, or a death in the family. Any other situation should be discussed with the director in advance. Any student who is too sick or injured to perform with the band is also too sick or injured to be at the game. If they do attend the game, they are expected to be in uniform and sit with the band.

Attendance At Football Games And Festivals

The Greeneville High School Band is an important part of GHS football games and, therefore, performs at all varsity football games, both at home and away. The band also participates in several marching festivals during the fall. It is expected that members of the Greeneville High School band make every performance a priority. Attendance at football games and festivals is mandatory. Every member of the marching band (and concert band during concert season) is important and we miss every person when they are absent. Performances, including games, festivals, concerts, parades, etc are considered tests and are graded as such. It is expected that a parent will contact the director before a performance if a student is not able to participate. Please assume responsibility for always letting the director know when you must be absent.

Before each event students will be notified of "Chair Time" (abbreviated "CT" on the calendar). "Chair Time" is the time that students should be in their chair, ready to go. This means full uniform on - everything ready. Students obviously need to be at the band room earlier than chair time.

Some Rules And Regulations

- The Greeneville High School band has a wonderful reputation throughout East Tennessee (and beyond). We have taken some great trips and been complimented on our behavior. Our behavior standard is simply this: conduct yourself in such a way as to bring honor to yourself, your family, our band, and the school. We cannot have rules for everything - students need to use good judgment.

- Your uniform, including your hat, remains on during the entire game, unless directed otherwise.
- Keep your jacket zipped up even after halftime when you are on break.
- Do not go around with your suspenders hanging down.
- Band members are expected to hang their uniform neatly in the uniform room after each performance. Failure to do so will cause your grade to be affected, and you will get to "do it right" the following Monday!
- Students will have uniform inspection before each performance. Shoes and gloves are expected to be clean for each performance. Take gloves home after each performance and wash them! Part of the test grade given for each performance is the care given your uniform. Acetone is effective for cleaning the shoes. Spray shoe polish is not to be used on band shoes. It ruins the black soles of the shoes and has damaged uniform pants.
- Smoking is not permitted on band trips. It is especially not permitted while you are in uniform. Smokers will be dealt with according to school smoking policies.
- Any student found to be using drugs or alcohol on band functions will be turned over to school authorities. Students should also understand that any item that could be construed as a weapon should be left home. If you are uncertain about the acceptability of an item, ask the band director.

Rules on the Bus

- Each student will sit in the seat they have signed up for. You may not change seats without the approval of your chaperone. You may not change buses without the approval of the director.
- No food or beverages are to be brought on the buses.
- Students may bring CD, iPod, tape players, etc. with earphones only (no external speakers); however, they do so at their own risk.
- Students are expected to be fully cooperative with chaperones on our trips. Students who do not cooperate will be dealt with accordingly.
- Boy friends/girl friends are expected to keep their behavior appropriate on the bus. If you are not certain what is appropriate, ask your chaperone. Students who cannot cooperate will be placed on separate seats or separate buses.

Special Note to Parents: It is mandatory that all students ride the bus to our events and ride the bus back home again. We have this rule for the protection of our students. If there is a special circumstance that requires a parent to take their child home some way other than on the bus, parents are asked to please discuss this with the band director at least one day before the event, both on the phone and in writing. Please cooperate! The safety of our students is our foremost concern!

Some Last Minute Items

* The squad and section leaders are a vital part of the "chain of command" in the GHS band. Students are expected to be fully cooperative with their leaders of their section. We are successful only if everyone strives for the same goals. In the event a student is having a problem with their squad/section leader, he/she should see the director. Every effort will be made to resolve the problem.

* The band uniform is very expensive. The value of the parts is as follows: jacket - \$275; pants - \$120; hat - \$50; plume - \$20. Students are expected to take pride in, and care of, our expensive uniforms.

* The band takes care of dry cleaning the uniforms. Uniforms are sent out for cleaning at least 3 times each year. In the spring of the year students will turn in a one-time non-refundable dry \$20.00 cleaning fee with a signed contract for the next school year. For guard members and majorettes, the \$20 fee will apply to the cost of their uniform.

Some Non-Marching Band Items

Band "Letters"

Students can earn an award "letter" each year they are in the band. The requirements are as follows:

1. Be a member of the band both blocks during the year.
2. Maintain at least a B average in band.
3. Participate in at least one activity beyond the regular band class, such as:
 1. Tryout for junior or senior band clinic (whether you make it or not)
 2. Go to an honors festival
 3. Go to solo and ensemble and make at least an Excellent (II) rating
 4. Perform a solo for one of the teaching staff members. You may choose the solo with approval from the director, or play a solo chosen by your private teacher.

Letters are presented at the annual band banquet.

Concerts Given by the GHS Band

The concert bands perform several concerts throughout the year. These include the Christmas Concert, the mid-winter concert in February, and the spring concert in May. The band is also required to perform at graduation. Students are expected to participate and are graded on all performances.

The bands generally participate in a concert festival in March or April. Dates are announced well in advance. The marching band also participates in the annual Greeneville Christmas parade, held generally on the first Sunday in December at 2:00 PM. These events are required performances.

Concert Band and Symphony Band

During the first block of school the band program meets together as a marching band. During second block the bands are divided in to the Symphony Band (chosen by audition only) and the Concert Band. All freshmen automatically are members of the Concert Band. They must earn the right to be in the Symphony Band. Auditions for Symphony Band are held each year at the end of April. Students prepare a piece of their own choice to showcase for the director how well they can play. They also prepare scales as assigned by the director. Sight-reading is part of the audition also. Students are notified before school is out as to which band they are in for the following year.

After the start of second semester, students will audition for placement in each section (this will also be a part of their grade). The score for tryouts will be based on 30% scales, 35% prepared and 35% sight-reading.

After chair placement, students desiring to have a higher chair may challenge any time during second semester except during the three weeks prior to a performance. A person may challenge anyone in a higher chair. In order to challenge the person challenging must sign and have the person they are challenging sign a piece of paper of their intention. After this is turned in, scale (and rudiments for percussion) and prepared piece assignments and the challenge date will be made. On the day of the challenge the students will also be asked to sight-read. The same percentages from tryouts will apply. If the challenge wins no change in chair order is of course made. If the challenger wins, the challenger will move to the challenge's chair and those between the two will move down one chair. The same two people may not challenge each other for a period of two weeks without first priority being given to other people in the section. Anyone refusing a challenging will automatically forfeit their chair.

Jazz Band

Membership in the Jazz Band is by audition only. Jazz band instruments include alto, tenor, and baritone saxophones, trumpets, trombones, tubas, drum set, auxiliary percussion, piano, rhythm and bass guitar. While it is not required that a student be a member of the band program to participate in jazz band, preference is given to band members. The band performs frequently in the spring at events in Greeneville and performs a spring concert in May in conjunction with the Show Choir.

Regional Performance Opportunities

Each year, members of the GHS band have opportunities beyond our community.

- * All State East is for grades 10-12. Tryouts are the second Saturday in January. The clinic is held the first weekend in February at the Park Vista Hotel in Gatlinburg.
- * Junior Band Clinic is for 9th grade students. It is like a mini "all state". Auditions are held the third Saturday in January. The clinic is the second weekend in February.
- * Jazz Clinic is open to students in grades 9-12. Auditions are in November with the clinic at the end of January.
- * Solo and Ensemble Festival is open to any band student in grades 6-12. Generally this is held the first Saturday of March.

Students can use any of these activities to complete the requirement to participate in at least one activity beyond regular band class.

BAND BOOSTERS

The Band Boosters meet on the 3rd Thursday of every month in the High School Band room at 7:00 p.m. There are many opportunities to participate in the Band Booster Organization. We need everyone's help in order to make this team successful. All jobs, big and small are vital and we encourage you to volunteer.

The President

The president is the leader of our organization who presides at all meetings. The president coordinates activities of the Band Boosters and fulfills other duties as written in the by-laws. In addition, the president generally follows these principles:

1. If it is best for the kids - do it! They are the reason we are here.
2. Delegate, Delegate, Delegate - you have an entire organization behind you, they want to help - let them.

3. Stay in close contact, review ideas and work together with both the middle school and high school band directors. They will become aware of any needs and requirements first.
4. Once needs are identified, organize the solution and present it to the boosters using committees where feasible.
5. Take every opportunity to speak positively about the band. If the president doesn't speak highly of the band program who will?
6. Get involved with the kids - they need to know we love them and support them.

1st Vice President

The 1st Vice President serves as a general assistant to the president and performs all duties of the president in case of temporary absence. The 1st Vice President operates and maintains the upper concession stands for Friday night football games.

2nd Vice President

The 2nd Vice President operates and maintains the lower concession stand for Friday night games.

Friday night football games are the varsity games, and are heavily attended. It takes the hard work of many parents to feed the crowds at the ballgames. The concession stand income is our major fundraising source to support the band. The Vice Presidents are at their stands early to insure that everyone has plenty of food to eat. They are responsible for opening and organizing the lower concession stand and the safe keeping of the night receipts. An inventory of food is taken after every Friday home game. They are responsible for ensuring all machines and cooking utensils and surfaces are clean before closing the stands.

Secretary

The Secretary reads the minutes and takes notes at all Band Booster meetings. The Secretary also handles other band booster correspondence.

Treasurer

The treasurer handles the accounting tasks of the organization. The treasurer maintains bank accounts, gives a report at Band Booster meetings, and works closely with the band directors.

Assistant(s) to the Treasurer

The Assistant(s) to the Treasurer will assist the Treasurer as needed per duties assigned by the Treasurer.

Newsletter

This is published monthly before the Band Booster meeting. There are many reminders and lots of information in this publication.

Buyers

This job involves keeping the concession stands well stocked with food and supplies for all the home football games. Inventories are taken and purchases are made weekly during football season.

Callers

Usually 2 or 3 persons will serve as contact persons each year to approach each band family about working in the concession stands for the upcoming football season. We attempt to get parents to work at least twice for whichever night best fits their schedule. Slots are filled Monday, Tuesday, Thursday and Friday nights and continue into playoff games. Calling begins about mid-August and parents are encouraged to mark their calendars. If for some reason a parent cannot work, they should attempt to find a replacement, then the caller should be notified. High School parents are called first, then middle school. Callers should staff each concession stand according to the needs of the particular night's chairpersons.

Newsletter Editor

This person will publish a newsletter prior to the band booster meeting each month. The editor(s) are reliant on receiving information from the other committees, officers and band directors to publish an effective newsletter.

Other Concession Chairperson(s)

These people will maintain the concession stands on their respected nights and are responsible to see that the concession stand is clean, food stored and labeled properly, and the trash is removed.

Chaperone Scheduler

Chaperones are needed at all band events and there are many throughout the year. These events are discussed in other sections of this handbook, as well as the duties of chaperones. The chaperone Scheduler is a well-organized person who ensures that we have adult coverage as needed. The chaperone scheduler must work with the band director for all band events.

Equipment Truck

A large rental truck is leased to transport all band equipment for each road trip. Arrangements must be made with sufficient lead-time to guarantee truck rental. Enough staff must be recruited to load, drive, and unload the truck. The golf carts and trailer also need regular maintenance.

Color Guard Parents

These parents will coordinate extra guard fund-raisers and the purchase of and sale of uniforms and equipment with the guard instructor(s) and the band director. Any and all purchases, sales and fundraisers MUST be first approved by the band director. These parents must also be able to assist the guard on all occasions with appropriate equipment, dress and conduct.

Majorette Parent(s)

These parents will coordinate majorette activities and purchases with the majorette instructor(s) and the band director. Any and all purchases, sales and fundraisers MUST be first approved by the band director. These parents must also be able to assist the majorettes on all occasions with appropriate equipment, dress and conduct.

Marching Festival Coordinator

This person will coordinate all activities for the Greeneville Band Classic.

Summer Band and Band Camp Coordinator

This person will coordinate the collection of all materials and monies for band camp. This person will also coordinate extra summer band and band camp activities not directly associated with the music and marching of the band (Examples: picnics, pizza nights, extra activities, etc.).

Pit Crew

This group loads the golf cart(s) and trailer for all games and festivals with the percussion equipment, guard equipment and the drum-major stand. Equipment needed must be ready prior to pre-game, half-time shows (including home games), or competitions.

Plumes

The hat plumes need to be distributed prior to the band marching into the stadium and collected immediately after each performance. In case of rain, plumes are not to be given out.

Band Banquet

An end of the school year banquet is held to both celebrate and honor all band students. A combined committee of both parents and students plan this event. The Band Boosters pay for the band students' and special guests' dinners only.

Band Scholarship

Every year the Band Boosters are proud to award two scholarships to two graduating seniors. The president appoints a committee of 5 band booster parents in February. Interested senior students are given a packet to be turned in by early April. Many criteria are considered which include: years of membership in the band, participation in special band events, demonstrated

band leadership, participation in other school and community activities as well as character and band spirit. Reference letters are also required. Each year we have many deserving seniors apply for this and it is often a very difficult decision.

CHAPERONE DUTIES FOR ALL GAMES AND TRIPS

1. Try to arrive at least 30 minutes before "Chair Time." Students may need assistance with repair to uniforms (buttons sewn on, zippers repaired, etc.)
2. Be present for the Band Director's comments to students before departure. Information concerning the event will be discussed.
3. Upon arrival at the site, assist students in uniform check - white gloves, plumes in hat, etc. Many students are nervous - especially freshmen, and it will be easy to forget some of the most obvious details.
4. It is most helpful if at least 2 to 3 chaperones accompany the band to the warm-up site. This offers needed assistance to the band directors if a student becomes ill, loses a glove, etc.
5. It is a requirement that one chaperone with a First Aid Kit, accompany the band at all times. Small bottles of water should be with the kit for taking medicines, illness, etc.
6. It is helpful if a chaperone (or two) walks behind the band. Students often drop articles of leave personal items at warm up sites.
7. When students are dismissed to go to buses for return home, do a sweep of the bleachers where band students were seated. Sometimes billfolds, gloves, even horn cases can be left behind.
8. Once students are on buses for the return trip, check that uniforms have been properly placed on hangers and do the roll check ASAP. This assists the quick return home after an event. The band Director will personally check with the chaperones on each bus to ensure everyone is accounted for.

CHAPERONE DUTIES AT BAND CAMP

This is one of the biggest commitments for which chaperones are needed. Both men and women are needed for the entire week. In addition to a lot of fun and friendship, the chaperones ensure the safety and enjoyment of all students attending Band Camp. You will supervise the students, help to maintain order, and serve as surrogate parents.

GUIDELINES FOR CHAPERONE SELECTION AND PARTICIPATION

Chaperone vacancies will be offered to parents/guardians, etc., on the following basis:

1. Chaperones must be active participants of the Band Booster Organization, attending meetings on a REGULAR basis. This means that attendance at the regularly scheduled monthly Band Booster's Meetings is expected.
2. Chaperones must actively participate in fund raising projects. This includes working in concession stands (a minimum of two times or more per year) and any other projects the Band Booster organization offers.
3. Chaperones are expected to attend all meetings held that discuss extended trips taken by the band. This is not an option - this is a mandatory regulation. If you cannot attend chaperone meetings, you cannot participate as a chaperone.
4. It is understood that chaperone duties include the assurance that students placed in their care will follow the same rules and guidelines as everyone else. This rule is to be followed without exception. Students (children) of chaperones will not be granted special privileges. It is expected that the entire body of students will be governed by, and expected to follow, guidelines established before the trip. No exceptions to this statement will be tolerated.
5. Chaperones are expected to immediately report to the director(s) ANY student who has not complied with the established rules. This is necessary to ensure the safety of all our students.
6. Should a chaperone vacancy be available after qualifying persons have indicated their desire to participate, or not to participate, those positions will be offered to others on a "first come, first serve" basis. It is understood that those who have not been actively involved - i.e., attended Band Booster Meetings regularly, worked concession stands, assisted with fund raisers, etc. - will be expected to pay the full cost of the trip.
7. Chaperones will also be chosen per the needs of the trip such as the percentage needed for the number of male and female participating, the number of people needed for equipment, etc. as per the decision of the band director.

8. In general, chaperones are encouraged to make other arrangements for younger/older siblings. The trips are for Greeneville High School Band Students only.

Position Changes

All incoming and outgoing officers will meet in May after the installation of officers in order to exchange materials, ideas and current procedures.

Bylaws

(Revised March 20, 2008)

Greeneville Band Boosters, Inc.

Article I Name

The name of the organization shall be the Greeneville Band Boosters, Inc.

Article II Purpose

To create and maintain an enthusiastic and positive interest in all related band programs.

1. To encourage and cultivate positive participation in band activities by all students, parents and other individuals or groups interested in developing the quality of band programs.
2. To maintain dignified and supportive relationships between those who are interested in developing the quality of band programs.
3. To engage in fund raising activities to help meet the financial needs of the band programs.

Article III Band Policy

The Association shall at no time interfere with the Band Directors or School Administration in matters of Band Policy.

Article IV Membership

Membership in this Association is open to all adults interested in developing the quality of band programs. Parents and guardians of all students involved in the Greeneville High School & Greeneville Middle School programs are automatically members of this association.

Article V Jurisdiction

The territory included within the jurisdiction of this organization shall be the territory served by the Greeneville Middle School and/or the territory served by the Greeneville High School.

Article VI Meetings

A regular meeting of the Band Boosters shall be held on the third Thursday night of each month during the year at 7:00 p.m. in the high school band room. Special meetings may

be called if they become necessary in the opinion of the President. Time and place of all called meetings shall be announced forty-eight (48) hours prior to a called meeting.

Article VII Executive Committee

The officers and Board of Directors define the make up of the Executive Committee.

Section 1 The officers shall consist of the President(s), 1st Vice President(s), 2nd Vice President(s), Treasurer, and Secretary. The Board of Directors shall consist of a minimum of seven members who are not currently officers.

Section 2 All candidates for officers and the Board of Directors shall be recommended by the nominating committee.

Section 3 At the regular April meeting, the nominating committee shall present its slate of officers, board of directors and additional positions for approval and election by the general membership. Additional nominations may be accepted at this time.

Section 4 At the regular May meeting or Band Banquet the slate of officers, board of directors and additional committee positions shall be duly installed to serve one year. They may be eligible for re-election.

Section 5 In the event of resignation, death or removal from office of the President(s), the 1st Vice President(s) will assume the Presidency. The 2nd Vice President(s) will assume the office of 1st Vice President(s). Any vacancy created, shall be filled by a member recommended by the nominating committee and elected by a majority of members present and voting at a regular meeting, and said individual shall enter upon and assume the duties of said office for the remainder of the term thereof. Said election shall transpire at a regular meeting as soon as is practicable after said vacancy occurs.

Section 6 The executive committee has the right to approve or disapprove existing concession stand procedures at any time. The position of the executive committee relative to approval or disapproval shall be made clear by means of a majority vote. The executive committee shall be considered the final authority in such matters.

Article VIII Duties of Officers

President(s) The President shall schedule and preside (in accordance with Robert's Rules of Order) at all meeting of Board of Directors and general meetings and be an ex-officio member of all committees with the exception of the nominating committee. The President shall assure that the established annual schedule of events is properly implemented; and uphold the Constitution and Bylaws of the Greeneville Band Boosters. The President shall coordinate the work of the officers, committees, board members and Band Directors as they apply to Band Booster Functions. The President will appoint committee chairpersons to manage annual activities such as the special projects approved by the Executive Committee, and will appoint a nominating committee consisting of a minimum of 5 members.

1st Vice President(s) Serve as a general assistant to the President and shall perform all duties of the President in case of temporary absence or incapacity of the President.

Operate and maintain the upper concession stand for Friday Night varsity football games. Responsible to see that the concession stand is clean, food stored and labeled properly, and the trash is removed. Responsible for checking and filling the first aid kits and fire extinguishers for both concession stands prior to opening. Collects all money from the concession stand at closing time and turns it in to the Treasurer. Keeps an accurate record of the type and quantity of supplies items used in the upper concession stand. Compile a detailed checklist of operational procedure relative to the opening, operating, and closing of the upper concession stand. Responsible for having all trash placed in the dumpsters.

2nd Vice President(s) Assist the 1st Vice President(s) in all operational details of the concessions stands and shall perform all duties of the 1st Vice President in case of temporary absence or incapacity of the 1st Vice President. Operates and maintain the lower concession stand for Friday Night games. Responsible to see that the concession stand is clean, food stored and labeled properly, and the trash is removed. Collect all money from the concession stand at closing time and turn it into the Treasurer. Keep an accurate record of the type and quantity of supplies used in the lower concession stand. Compile a detailed checklist of operational procedures relative to the opening, operating, and closing of the lower concession stand. Responsible for having all trash placed in the dumpsters that are provided.

Secretary The Secretary shall maintain minutes of the Executive and General Meetings. Provide a report of Executive Committee meetings to the Association at the next regularly scheduled general meeting following the Board of Directors meeting. Maintain historical records of the Association. Submit announcements of future Band Booster meetings to the local radio stations and newspaper shortly before they occur. Responsible for all correspondence. The Secretary shall have a current copy of the association's Bylaws.

Treasurer The Treasurer shall keep an accurate record of the actual income and expenses of the organization. He/She shall be responsible for receiving funds and transferring funds to appropriate school or other accounts and approving the disbursement of funds in accordance with the budget or other action of the association. Give a monthly, public statement, broken down by major receipts and expenditures at the regularly scheduled Band Booster meeting. Disburse all monies to pay operating expenses and any other valid and authorized expenditure. Issue money for basic change in the concession stands and counts all receipts from the concession stands and other fund raising projects for an accurate deposit. Also, issue and collect the keys to the concession stands.

Assistant(s) to the Treasurer The Assistant(s) to the Treasurer will assist the Treasurer as needed per duties assigned by the Treasurer.

Band Director Band director shall be an ex-officio member of all committees. However, this provision shall not be construed to prohibit the band director from serving as a voting member of any committee to which he/she shall be specifically appointed or elected.

All Officers All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books,

and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office and keys to the concession stands.

Article IX Duties of Board of Directors

Board of Directors advise and help the officers and other directors perform their duties in an efficient and harmonious way. Submit the books annually for an audit by an auditor or an auditing committee of not fewer than three members, selected by the executive board at least two weeks before the meeting at which new officers assume duties.

Article X Committees

Section 1 A nominating committee composed of a minimum of 5 members shall be appointed by the President(s) at the February meeting.

Section 2 All committee chairpersons shall be chosen by the President to help promote the objectives and interests of the Band Boosters. The nominating committee may assist in the selection of chairpersons at the president's request. The president will work in conjunction with each committee chairperson to select the committee members.

Section 3 The President(s) shall be an ex-officio member of all committees except the nominating committee.

Section 4 Scholarship committee composed of 5 members, no senior parents on this committee appointed by the President(s) at the February meeting.

Article XI Quorum

Section 1 The members present shall constitute a quorum at all regular meetings of the Band Boosters membership.

Section 2 The members present shall constitute a quorum at all regular meetings of the Executive Committee. A majority of the members shall constitute a quorum for a called meeting of the Executive Committee. Each Board Member must receive proper notification of a called meeting forty-eight (48) hours prior to a called meeting. Proper notification is defined as a phone call to Board Members or notification by mail received by members forty-eight (48) hours prior to the called meeting. The President(s) or next ranking officer has the authority to poll by telephone members of the Board to cover situations that cannot wait forty-eight (48) hours for a called meeting.

Article XII Amendments

Proposed amendments to these By-Laws must be presented in writing to the Executive Committee at least thirty (30) days prior to voting on the change. Proposed amendment(s) will become effective after approval by majority of the Executive Committee and majority of general membership present and voting at the next regularly scheduled general meeting.

Article XIII Ethics

Section 1 No member shall bring pressure upon another member or band director for personal gain or for another individual's gain. If this occurs, they shall be subject to removal from membership.

Section 2 If removal from membership should become necessary, then it shall be accomplished at a special Executive Committee meeting called by the President(s) or other officer as circumstances require. Roberts Rules of Order shall be used as a guide for the proceedings.

Section 3 Appropriate language, behavior and attire are expected of all adults and students at all band functions at all times.

Article XIV Parliamentary Procedure

Meeting shall be conducted according to Robert's Rules of Order (Revised), unless another procedure is specified.