

# **By-laws of the Broomfield High School Band Program**

## **Student Band Board**

*as amended 17-June-2014*

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### **Article I-Purpose**

A.) The primary purpose of the Student Band Board (SBB) shall be to stimulate and facilitate student involvement and leadership in the Broomfield High School (BHS) Band Program.

B.) The SBB shall be a means by which the BHS Band Students can have a direct voice in their program.

C.) The SBB shall provide a minimum of one (suggested two) community-service efforts each year as means of giving back to the Broomfield Community.

### **Article II-Membership**

A.) Members, students, and officers of the SBB must be an enrolled student at BHS and be involved in at least one of the following:

- Concert Band
- Jazz Band
- Marching Band
- Pep Band
- Winter Percussion
- Color Guard (Marching or Winter)

B.) Membership in the SBB shall be on a voluntary basis.

### **Article III-Officers**

A.) Officers of the SBB shall be (Co-) President(s), Vice President, Secretary, at least one representative from each student class (freshman, sophomore, junior, and senior), and if all class representative positions are all filled, section representatives may be elected (e.g. a junior may be the clarinet section representative if there is already a junior class representative).

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B.) More than one representative officer for each class may be elected to fill the position.

C.) Class representatives may hold one and only one other officer position in addition to their class representation (e.g. the sophomore class representative may also be the Secretary).

### **Article IV-Elections**

A.) Elections shall take place each spring over the course of two meetings if necessary, ideally in May. The first meeting of the month shall be to initiate the election process. The second meeting of the month shall be to conduct the election and organize the first meeting of the next school year. Newly elected officers shall assume their positions during the first meeting of the next school year.

B.) Candidates of SBB officer positions may speak on their behalf to the current SBB. They may also answer questions presented by the current SBB in regards to the election.

C.) SBB officers may consult a third party (e.g. Band Director or BBPA Members) pertaining to the election, as part of the election process.

D.) Candidates are elected to office by a majority vote by current SBB members. The vote shall be made by a closed ballot. If a candidate is uncontested for a position, the vote will be bypassed for that position. The current BBPA Parent Liaison will count the ballots and report the results at the meeting that the election is held.

E.) Incoming freshman are elected at an SBB meeting after or during band camp.

F.) Terms for each officer shall be one academic school year. Any officer wishing to continue their tenure, or change their office, must be elected to said office via the election process.

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### **Article V-Powers and Duties of SBB Members and Officers**

A.) (Co-) President(s) shall be responsible for:

- Setting the date, time, and location of each meeting
- Preparing an agenda for each meeting
- Conducting each meeting
- If necessary, attending Broomfield Band Parent Association (BBPA) meetings for purposes of:
  - Representing SBB interests in BBPA decisions
  - Keeping the BBPA informed of SBB activities
  - Requesting aid from the BBPA
  - Recruiting a replacement for any empty position, and the SBB shall vote on the replacement at the meeting following an expulsion
  - The BBPA Parent Liaison can substitute for the SBB President if needed

B.) Vice President(s) shall be responsible for:

- Acting as a substitute for the President or Secretary if that officer is rendered incapable of fulfilling their duties
- Submitting financial requests to the BBPA Treasurer should the SBB decide to use the allotted budget
- Planning activities and events

C.) Secretary shall be responsible for:

- Recording the minutes of each SBB meeting and presenting them for review and approval at the next meeting if requested by another officer
- Minutes shall include, but are not limited to:
  - Attendance
  - Agenda
  - Start and end times of meetings
  - Old and new business
  - Action items (can include organization of committees, “To-Dos”, etc.)
  - Planned activities
- Typing and emailing the minutes to the Band Director for posting on the [broomfieldbands.org](http://broomfieldbands.org) SBB page (after officer approval if necessary)
- Providing SBB meeting minutes to whoever requests them
- Maintaining contact information (name, position, email, and phone number) for all SBB officers and members and providing said information to other officers

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- Making sure that all members of SBB are given information
- Relaying SBB information to the student body (e.g. SBB sponsored activities, elections, etc.) *Other officers may also relay information to the student body with or in place of the Secretary*

D.) Class and Section Representatives shall be responsible for:

- Representing the interest of their graduating class or section in all SBB activities and meetings

E.) Members shall be responsible for:

- Attending meetings
- Presenting, seconding, and voting on motions
- Participating in discussions during meetings

F.) Sub-committees/positions

- May be formed by the SBB
- Organization to be determined at the time of their formation
- All officers and members may participate in committees or other sub-panels upon their creation

G.) Parent Liaison

- Appointed by BBPA
- Must be present at all meetings
- Serves as the “adult supervisor” for SBB meetings
- Is non-voting
- Serves as the liaison between the SBB and:
  - BHS Administration
  - BBPA
  - Band Director
  - Broomfield Community

H.) Non-member students in any Band Program can attend meetings, participate in discussions, and present motions. They cannot second or vote on motions.

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### **Article VI-Meetings**

A.) The SBB shall have a minimum of one meeting a month over the course of the academic school year.

B.) The first meeting of each new band year shall be determined during a meeting in May of the previous year. The dates, times, and locations of subsequent meetings shall be determined at each SBB meeting.

C.) Attendance for each SBB meeting must have a voting quorum including, but not limited to: (Co-) President(s), Vice President(s), Secretary, and one representative from each class not acting as the aforementioned.

### **Article VII-Amendments**

A.) Amendments to the By-laws may be proposed by any member of the SBB and passed with a majority vote.

B.) Elastic Clause-if circumstances render these By-laws to be too restrictive or unable to address an issue at hand, an Elastic Clause may be invoked. Such must be recorded by the Secretary and reported to the SBB.

C.) The new SBB members and officers shall amend the By-laws at the beginning of each school year.

### **Article VIII-Attendance**

A.) Elected members are expected to attend all scheduled meetings.

B.) After two unexcused absences, the SBB will vote on expulsion of the member or officer if deemed appropriate.

C.) Three unexcused absences will constitute an automatic expulsion of an officer. If a member has three unexcused absences, their expulsion must be voted on by the SBB.

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### **Article IX- Ratification**

A.) These By-laws must be ratified (accepting potential revisions) each year.

B.) The ratified By-laws will be typed and emailed to the Band Director by the Parent Liaison or an officer for posting on the [broomfieldbands.org](http://broomfieldbands.org) SBB page.