

CONSTITUTION Sep-2015

ARTICLE I - NAME:

SECTION I

This organization shall be known as the Seneca Valley Band Boosters.

ARTICLE II - PURPOSE

SECTION I

To support the goals and purpose of the instrumental music program of the school through volunteerism and financial assistance whenever possible.

SECTION II

To give support to all auxiliary units.

ARTICLE III - STRUCTURE

Under the provisions specified in the BY-LAWS this organization shall be governed by:

The Elected Officers, the Membership with the cooperation of the school Music Director(s) and auxiliary sponsors.

BY-LAWS

ARTICLE I MEMBERSHIP

SECTION I

Active members shall be the parents or legal guardians of students in the band and auxiliary units.

SECTION II

Associate membership is open to any former band parent or student with payment of half the cost of annual booster membership dues. Each family will pay yearly membership dues as determined by the organization.

ARTICLE II OFFICERS

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SECTION I

- a) Officers of this organization shall consist of a President, Vice-President, Secretary, Treasurer and Corresponding Secretary.

SECTION II

- a) The music directors and their assistants may participate in an advisory capacity.

SECTION III – Status of Officers

- a) No member shall be elected to serve in an office of this organization who fails to pay their annual dues.
- b) Officers of this association shall serve for a term of one (1) year, but may be elected for not more than two (2) consecutive terms.
- c) Only one (1) person of any family may hold an elected office during any one school year; however, one (1) family may jointly hold an office.
- d) To hold an office, a member must have a child who is currently active in the band and must be a member in good standing.
- e) To hold the office of President, a Booster member must have held a prior office in the organization and have attended at least 50% of the Booster meetings in the current school year.

SECTION IV - Nomination of Officers

- a) A slate of officers shall be prepared by the Nominating Committee and it shall be presented at the April meeting. The Executive Board has the final approval of nominations prior to the April meeting.
- b) The Nominating Chairperson shall be appointed by the President at the February meeting of the organization.
- c) Nominations may be made from the floor.

SECTION V - Election of Officers

- a) Election of officers shall take place at the April meeting.

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- b) They shall be elected for a term of one (1) year.
- c) If there is only one (1) candidate for an office, election shall be by voice.
- d) If there is more than one (1) candidate for an office, election shall be by ballot.
- e) A majority vote of the members present shall constitute an election.

SECTION VI - Duties

a) President:

1. Shall preside at all meetings of the organization.
2. Shall appoint chairmen of the standing and any special committee.
3. Shall oversee coordination of all activities of the organization.
4. Shall be in communication with the music director and all other officers of the organization.
5. Has supervision over the business affairs of the organization.
6. Shall put all questions, when seconded, to a vote.
7. Has the ability to sign checks to pay vouchers along with the Vice President and Treasurer of the organization.

b) Vice President:

1. Shall preside in the absence of the President.
2. When due to the inability of the President to serve, shall assume the office until such time as a new election is held.
3. Shall assist the President when requested to do so.
4. Shall provide a correct list of all members and oversee the management of the database.
5. Has the ability to sign checks to pay vouchers along with the President and treasurer of the organization.

c) Secretary:

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1. Shall record the minutes of all meetings of the organization.
2. Shall keep a copy of the by-laws.
3. Shall present a written report of minutes at all regular meetings, including a record of all attendees.

d) Corresponding Secretary:

1. Shall handle all correspondence for the organization.
2. Shall be the standing Chairperson of the Nominating Committee.

e) Treasurer:

1. Shall keep an accurate accounting of all financial records.
2. Shall pay all bills when presented and approved for payment by the organization.
3. Shall sign all vouchers along with the President and/or Vice President.
4. Shall give a complete financial report at each meeting.
5. Shall make disbursements by check and all deposits in the name "Seneca Valley Band Boosters".
6. Shall select a neutral party auditor who will audit the financial accounts annually.

SECTION VII - Vacancy

- a) Any office vacated for any reason during the term must be filled by special election.

ARTICLE III COMMITTEES

SECTION I - Executive Committee

- a) Shall consist of all the elected officers of the association.
- b) Shall meet before the stated general meeting.
- c) Shall review the plans and activities of the various other committees.

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- d) Shall have the power to authorize non-budgeted expenditures, not to exceed \$100.00
- e) Shall maintain and pass on historical records to newly elected officers.
- f) One member of the Executive Committee shall represent the Booster organization at Foundation meetings.
- g) Shall promote membership to the organization.

SECTION II - Standing Committees

- a) Hospitality, Uniform, Publicity, Ways & Means, Membership, Chaperone,, trip.

SECTION III-Special Committees

- a) Other committees as are necessary for the efficient operation of the organization which may be established, such as: Game refreshments, student/adult jackets, band camp, banquet, trip, pie fest, spaghetti dinner, First Aid and newsletter.

SECTION IV - Chairmen

- a) Committee chairmen shall be approved by the President and they in turn shall select their working committee.

SECTION V- Ways & Means

- a) Shall plan, organize and implement fund raising projects to help finance activities for the students.
- b) Shall keep individual account of each student as needed.

SECTION VI - Membership

- a) Shall promote membership to the organization.
- b) Shall collect membership dues and keep a complete list of paid members' names, addresses and telephone numbers.

SECTION VII - Publicity

- a) Shall inform the public about the organization and its events through the use of the

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news media.

SECTION VIII -Hospitality

- a) Will act as hosts at all summer Meet N' Greet, greeting parents and new members.

SECTION IX - Uniforms

- a) Shall maintain records of student uniform numbers, in distributing uniforms, and in the general maintenance and fitting of uniforms.

SECTION X - Chaperones

- a) Shall enlist members to act as chaperones for any music activity, as deemed necessary by the music director.
- b) The chairman shall be responsible for chaperone work assignments.

SECTION XI- Auxiliaries

- a) Shall monitor and report activities of the Auxiliary Units

ARTICLE IV - MEETINGS

SECTION I - General Meetings

- a) Unless otherwise ordered by the organization or by the officers, regular meetings shall be held on the second Tuesday of each month during the school year.
- b) Members present shall constitute a quorum.

SECTION II-Executive Meetings

- a) Shall be before the general meeting.
- b) A majority of the executive committee shall constitute a quorum.

ARTICLE V - ORDER OF BUSINESS

- a) Call to order.

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- b) Secretary Report
- c) Treasurer Report
- d) Committee Reports/Music Director/Coordinators
- e) Unfinished business
- f) Old business
- g) New business
- h) Adjournment

ARTICLE VI - PARLIAMENTARY PROCEDURE

SECTION I

- a) Parliamentary authority for this organization shall be Robert's Rules of Order, Revised Edition.

SECTION II

- a) The majority of paid members in attendance at a meeting shall rule.

ARTICLE VII - AMENDMENTS

SECTION I

- a) This Constitution may be amended by the majority vote of paid members present at any meeting of the organization.

SECTION II

- a) These by-laws cannot be amended without previous notice to the members.
- b) Amendment of these by-laws may be made by the majority vote of paid members present.

ARTICLE VIII - FISCAL

SECTION I

- a) Shall have fiscal year beginning July 1 ending June 30.

SECTION II

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- a) All revenue except Auxiliary and Uniform Accounts not spent during the fiscal year will be available to the General Fund at the end of the fiscal year.

ARTICLE IX - UNIFORMS

SECTION I

- a) Each year at Band Camp, a non-refundable fee shall be charged each student upon issuance of uniforms. The amount shall be determined at the last meeting of the fiscal year by a majority of paid Band Booster members.

- b) The purpose of the Uniform Fund is to repair, replace, maintain, alter and clean existing military uniforms. The following items are considered a part of the military uniform:

Jackets, pants, berets, hats, banners and National Line Flags.

- c) The Uniform Fund is a separate line item of the Band Boosters account. The balance shall be read at each general meeting.

- d) Proceeds are to be drawn from the fund by recommendation of the Uniform Chairman and by approval of the Executive Board up to \$500.00.

No non-budgeted funds in excess of \$500.00 may be paid out without a majority vote of paid Band Boosters at regular meetings.

ARTICLE X - SCHOLARSHIP AWARDS

SECTION I

- a) The scholarship amount is to be budgeted each year.

- b) Any senior band student, after his or her registration as an instrumental music dance major in college, will receive this award.

- c) Scholarships will be given to those students or student at the Band Banquet.

- d) Students may notify the Band Director or the President of the Band Boosters organization of his registration.

ARTICLE XI - BAND CAMP

SECTION I - Chairman

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- a) Shall be available throughout summer band camps to assist the directors and students.
- b) Shall organize volunteers and communicate with nursing staff/first aid.
- c) Shall make arrangements for ice on hot days.

ARTICLE XII - TRIPS

SECTION I - Chairman

- a) Shall report to and consult with the executive board on details of the trip.
- b) Shall be available for the trip.
- c) Shall be in charge of all non-musical aspects of trip including chaperones.
- d) Shall appoint committee members only as needed.
- e) Shall work in close cooperation with the music directors and outside trip coordinator and/or travel agency and executive board.

SECTION II - Committee

- a) Shall participate in the analysis of anticipated expenditures, costs and projection of student totals.
- b) Shall select chaperones by application.
- c) Shall select a medical person from organization. If none available, a person from outside the organization will be selected by a majority vote of committee members.
- d) Shall assist committee chairperson with duties as needed.

SECTION III - Chaperones

- a) Trip chairman and president of the organization shall represent organization on trip.
- b) Shall be active members of organization.
- c) Shall be selected based on individual application. Selection shall be based on a quantitative representation of levels of participation in Booster sponsored events throughout the year and are specified in the trip requirements.

SECTION IV – Funds

- a) Boosters shall keep record of funds collected from the students for the trip. A maximum of \$500 may be carried forward each year while the student remains in the band program. Any funds that are carried forward are non-refundable. Unused funds will be transferred to the general fund when the student exits the band program or graduates. See section "b" below regarding reassignment.
- b) Any money raised through fundraisers is strictly non-refundable. Unused funds from students exiting the band program or graduating may be reassigned to immediate family members continuing in the program. All funds reassigned in this way are non-refundable.
- c) Students are required to pay trip fees as requested by the trip coordinator
- d) Guidelines for Financial Assistance Requests:
- e) Any band member and his or her parents, who feel they may require financial aid should notify the President and Executive board as early in the season as possible. The request must be in writing and contain an explanation of or details of the hardship.
- f) Any request for financial aid will be reviewed by the Executive board. Each case and circumstances will be considered individually, with the Executive Board having the final decision as to whether any and how much aid will be given. A final decision will not be made until after fundraising is complete.
- g) All requests are confidential and will be discussed by the Executive Board members only.
- h) The band member must participate in fund-raising activities. They can be required to raise ½ the cost of the trip.

ARTICLE XIII

SECTION I -Dissolution

Upon dissolution and/or disbandment of this association, any and all unallocated cash funds shall be turned over to the high school for exclusive use in the instrumental music program.

STANDING RULES

SECTION I

- a) The association shall maintain a post office box for the purpose of having an address and receiving mail. The keys to said box shall be retained by the president and one other executive member.
- b) Medical permission slips for each student must be turned in at the beginning of band camp.
- c) Shall be known as a not for profit organization.