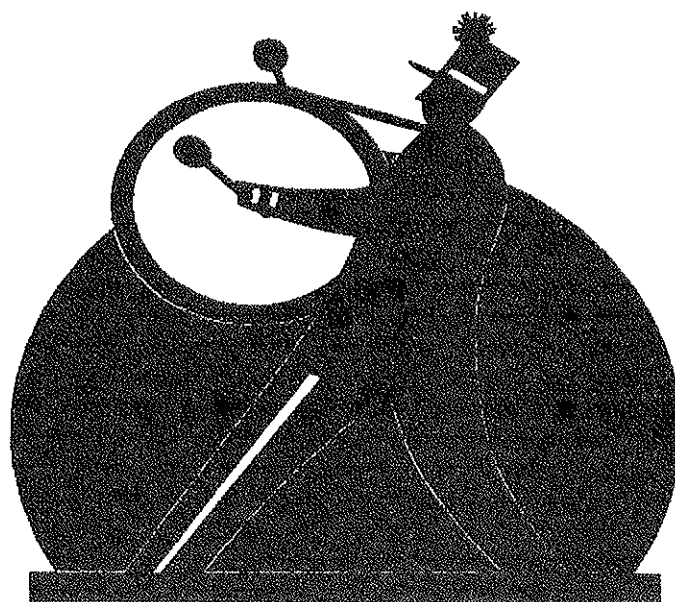


Southmoreland Marching Band Boosters Bylaws

Amended 5/25/11



Article I

Organization Name

The name of this organization shall be known as the Southmoreland Marching Band Boosters.

Article II

Objectives

To arouse and maintain enthusiastic interest in the various phases of the Southmoreland High School Marching Band. To promote and support music education and other undertakings of the S.H.S Marching Band. To lend all possible support, both moral and financial to the S.H.S Marching Band and to the Band Director. To mutually cooperate (both Band Boosters and Band Director) so the band shall attain and maintain the highest possible degree of musical excellence.

Article III

Organizational Membership

Section 1. Membership

Membership in the organization shall be granted to those in sympathy with its purpose and those interested in promoting the S.H.S Marching Band program.

Section 2 Membership Categories

Membership shall fall into two categories:

- A. Voting
- B. Non-voting

Description:

- A. Voting privileges shall be restricted to those Members who are parents/guardians of children in the marching band and are in good standing. Good standing is defined both financially and in Attendance (with a minimum, four Meeting requirement).
- B. Non-voting members are those not in good Standing. Parent/guardian of senior members (who will not have another member that is Remaining in the marching band) may not Motion or vote on any business that will Affect the upcoming year.

Section 3. Terms of membership

Membership will run from June 1st through May 31st.

Each member will receive a copy of the bylaws by the August Marching Band Booster meeting.

Section 4. Medical Staff

If the situation arises where necessary and interested individuals, such as medical staff, cannot be provided among the current band parents, the band director has the option of electing to contact a former band parent or outside individual to perform such duties of medical professional. The contacted individual must have necessary clearances that are up to date and there may be no other infractions that would prevent the individual from offering their service to best benefit the entire marching band unit. If a current band parent is not deemed qualified by the band director to serve in a position that directly influences the safety of the students, the individual will not be given the opportunity to serve in this capacity.

Article IV Executive Board

Section 1. Executive Board Members

The Executive Board shall consist of the following:

- A. President
- B. Vice-Presidents
- C. Secretary
- D. Treasurer
- E. Financial Secretary
- F. Instrumental Representative (Two)
- G. Colorguard Representative (Two)
- H. 8th Grade Representative
- I. Band Director

Section 2. Election of Executive Board Members

All members of the Executive Board, with the exception of the Band Director and the 8th grade Representative, shall be elected From the membership at large who meet the qualifications in Article IV, Section 3.

Section 3. Qualifications of Executive Board Members

A. Executive Board Members must have a student in the Marching Band for 1 year and must have a student in the Marching Band During their term of office.

B. A qualified nominee for an office is a member who is:

1. In good financial standing, owing no money.
2. Agrees to serve and attend all regular monthly Marching Band Booster meetings.
3. Must attend at least 5 Booster meetings from June 1st Through May's Booster meeting of that band year. This shall include the nomination meeting in April and the Election meeting in May.
4. A member running for an office must be present at the Election meeting. In the event of an emergency in which A member running for an office can not attend the election Meeting , said member must contact a Marching Band Booster Officer prior to the meeting in order to still be Considered eligible. Acceptable excuses are illness, death In the family, day of religious conviction or job related Commitments.
5. Presidential nominee(s) must have either served as a Committee chair or served on the executive board in the Current band year.

Section 4. Terms of Office

Term of office shall be (1) year or until their successors Are duly elected and installed.

Article V. Nomination & Election of Executive Board Members

Section 1. Nominating Committee

A nominating committee shall be formed at the March meeting of the organization. This committee shall consist of two (2) members of the organization excluding; current officers, Band Staff, and Band Directors.

Section 2. Nominating Committee's Responsibilities

The Nominating Committee will receive nominations from the body and will present a slate of qualified nominees to the organization at the April Booster meeting.

Section 3. Nominations

Nominations from the floor will be accepted at the April and May meetings and will be added to the list of candidates submitted by the nominating committee. These candidates must meet the same requirements as in Article IV, Section 3.

Section 4. Compiled List of Candidates

The Secretary shall send a list of candidates to all members prior to the last meeting in May. This list shall state the date and time of the meeting as well as the slate of candidates for office.

Section 5. Election of Officers

The annual election of officers shall be held at the final meeting of the school year in May. Those nominees who receive a majority of the votes shall be elected.

Section 6. Election Committee

Ballots will be counted by three (3) exiting senior parents. In the event of not having three (3) exiting parents in attendance, ballots shall be counted by three (3) non-balloted members.

Section 7. Election Results

Election results will be held by the secretary until the next Marching Band Booster meeting, at which time, the results will become part of the minutes.

Section 8. Vacancy of an Office

Any vacancy that arises on the Executive Board shall be filled by nomination and election at the next regular meeting. All candidates must meet the same requirements as in Article IV, Section 3.

Article VI Duties of Officers and Representatives

Officers must attend all meetings, except in cases of circumstances beyond their control or emergencies.

Section 1. President

The President shall preside at all meetings of the organization. He/She shall be an ex-officio member of all committees and shall perform all other duties usually pertaining to the Office of

President.

Section 2. Vice-President

- A. The 1st Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence.
- B. Both Vice-Presidents will co-chair the fundraising committee and shall perform such other duties as shall be delegated.
- C. In the absence of both the President and the 1st Vice President, the 2nd Vice-President shall perform their duties.
- D. The 1st Vice-President shall be the booster with more seniority.

Section 3. Secretary

The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Board. He/She shall conduct all correspondence of the organization, and shall notify members of the dates of meetings and events. The Secretary shall provide a written copy of the minutes at each monthly meeting.

Section 4. Treasurer

- A. The Treasurer shall pay all debts and obligations of the organization in such a manner as approved by the majority of the membership at the regular monthly meetings.
- B. He/She shall keep an accurate record of all receipts and disbursements.
- C. He/She shall have the books audited annually.
- D. The Treasurer's duties shall be carried out in accordance with Article IX, Section 4 of the Fiscal Policy.
- E. The treasurer is permitted to make deposits.

Section 5. Financial Secretary

- A. The Financial Secretary or treasurer shall deposit all monies, keep records of monies collected and give receipts for monies collected as needed.
- B. The Financial Secretary shall give a copy of the deposit slip to the Treasurer stating the source of the monies received.

Section 6. Musician & Auxiliary Representatives

The two (2) Musician and two (2) Auxiliary Representatives shall serve as contact persons for parents and students of their respective groups and shall keep abreast of special needs and concerns of their group. Instrument and Auxiliary representatives will be responsible for uniform collection and disbursement. One representative of both the band and the guard be present at all musical events.

Section 7. Eighth Grade Representative

This is a non-voting executive position filled by an in-coming eighth grade student's parent. The purpose of this position is to have an open line of communication regarding all band business between the high school and the junior high. The eighth grade representative will be selected by the executive board prior to the beginning of the school year.

Article VII Committees

Section 1. Fundraising Committees

- A. The Fundraising committee will be co-chaired by the Vice-Presidents.
- B. This committee will oversee all fundraising events required to finance the activities of the S.H.S. Marching Band.
- C. Prior approval for each project must be obtained by the Executive Board and the High School Principal.
- D. Large group involvement fundraisers must be approved by the body.

Section 2. Publicity Committee

This committee shall arrange for publicity for the S.H.S. Marching Band and its activities by means of available communications media.

Section 3. Chaperone Committee

This committee will be chaired by one (1) person. The chairperson will be selected by the Band Director in collaboration with the Executive Board. All chaperones must have current Act 34 & 151 clearances and any other clearances required by the school district before chaperoning any event.

Section 4. Banquet Committee

The committee will consist of any booster members willing to volunteer along with input from graduating members.

Section 5. Senior Night Committee

Fall Events- This committee shall make preparations for Senior Recognition Night. It will consist of Band Booster Parents of the Junior Class members. (In the event there are no parents of the Junior Class available, it shall be passed on to the Sophomore Class

parents and so on.) Other Booster parents willing to help are encouraged to do so; however, the primary responsibility for planning the evening's event lies within the Junior Band member parents.

Section 6 Auditing Committee

The Auditing Committee will consist of two (2) band booster members that are not currently on the Executive Board or serving on the Executive Committee and will be selected at the April meeting. (In the event there are no qualified parents available to audit the books, an outside party may be obtained for the audit.) They will audit the books of the Treasurer and Financial Secretary within three (3) weeks following the election of officers. The two (2) booster members would then submit a letter to be presented at the next booster meeting stating the findings of their audit. The audit should be done with the Treasurer and Financial Secretary of the current fiscal year.

Section 7 Scholarship Committee

A scholarship fund is to be established and maintained on a yearly basis. The Scholarship Committee will solicit funds from area businesses or fundraisers in whatever manner they deem appropriate. This scholarship shall be awarded to two (2) Senior Marching Band Members. One (1) first place and one (1) second place, with the monies being divided 2/3 to the first place recipient and 1/3 to the second place recipient..

A panel of three (3) judges consisting of:

1. The Band Director
2. An Administrator
3. And a Guidance Officer

Will make the selection of these two (2) recipients. They will select the candidates based upon application, participation, teacher and personal recommendations and personal essay.

Section 8. Miscellaneous Committees

Volunteers for these chairing positions will be taken at the June Booster meeting. All interested parties will be given a list of responsibilities prior to their commitment.

- A. Spaghetti Dinner Committee- spring event
- B. Festival Committee-late summer/early fall event
- C. Parent Pre-View-August event

Article VIII Quorum & Meetings

Section 1. Quorum

A Quorum shall consist of 2/3 of the Executive Board and those present at the regular meeting.

Section 2. Executive Board Meetings

The Executive Board should strive to meet prior to the regular monthly meetings to set the agenda.

Section 3. Meetings

The regular monthly meeting shall be held the last Monday of each month at 7:30 p.m. at the Southmoreland Senior High School band room.

The meeting date may be changed only by a majority vote of those present at the regular meeting or at the direction of the Executive Board. If a meeting is cancelled due to a "Snow Day," the meeting will be held the following Monday.

Section 4. Additional Board Meetings

The president may call an Executive Board Meeting as Deemed necessary or by majority of the Executive Board.

Article IX Fiscal Policy

Section 1. Budget

The Marching Band Director will submit the next fiscal budget in writing to the Executive Board for their review by the third Monday in June. It will be submitted for approval to the membership at the June monthly meeting.

Section 2. Bills/Expenses

All bills/expenses shall be submitted directly to the Treasurer.

Section 3. Deposits

All Marching Band deposits shall be made within one week of the end of each fundraiser by the Financial Secretary with an update per deposit to the Treasurer with the exception of script deposits which will be made on a monthly basis by the Script Program Chairperson.

Section 4. Financial Reports

A. Treasurer's Monthly Report

The Treasurer shall provide an oral/written monthly report including the following:

1. Checking account balance at the beginning of the accounting period;
2. Itemized list of deposits;
3. Itemized list of expenses;
4. Checking account balance at the end of the accounting period.

B. Fundraising Chairperson's report

An oral report shall be submitted at the monthly meeting.

Section 5. Collection of Monies

The following shall be observed in the collection of monies:

A. All monies owed to the Southmoreland Marching Band Boosters should be in paid the form of check of money order.

B. In the event that a check is reported to have insufficient funds, an individual has one week from notification of the Booster's Executive Board to resolve the matter. Payment may only be fulfilled with a money order; it must include all fees (to the individual and the boosters) incurred as a result of having insufficient funds in the individual's account. From the occurrence, all payments within the school year must be paid with money order.

In the event that obligation is not met within one week of notification, finances will be drawn from the child's bank account that includes the check and subsequent fees. If a student's account cannot satisfy outstanding payments, actions will be pursued through Southmoreland School District's magistrate. If insufficient funds should occur more than once during a band member's career, no checks will be accepted from the household for the remainder of the child's band career.

C. Each fundraiser should be paid for with it's own individual check. No combined checks will be accepted.

D. Games of Chance (Includes all gamed of chance tickets, strip tickets, and tickets based on the PA lottery):

Individuals signing out tickets are financially responsible for payment unless the unsold tickets are turned in to a Booster Officer. For tickets based on the PA Lottery, unsold tickets must be turned in one week prior to the tickets' date of drawing. The holder of unsold tickets not turned in prior to the scheduled date becomes financially responsible for said tickets.

Section 6. Disbursements

All disbursements shall be made by check. Each check shall bear two (2) manual signatures, those signatures being the President, Vice-President, Treasurer Financial Secretary, and/or Band Director, not a spouse or relative.

Section 7. Accounting Period

The accounting period shall end the Sunday prior to the Booster meeting and shall begin the day of the Booster meeting.

Section 8. Band Jackets

Band Jacket ordering procedures will be as follows:

- A. After a student has been a band member for one (1) year, he/she is eligible to order a Letterman Jacket through the band the following Fall season.
- B. The band member will pay the entire amount for the jacket. The Booster organization will no longer put up money when jackets are ordered.
- C. At the end of the band member's Senior year, those who purchased a letterman jacket will receive \$10 for each consecutive year in the band. The maximum amount will be 50\$.
- D. Carry over money from previous years can be used for payment of the jacket.

Section 9. Outstanding Payments Due

All outstanding payments due from the student fundraising or uniform costs will be deducted from that individual student profit account prior to the field trips or jacket refund.

Section 10. A. Student Funds

All funds in a student's account become property of the boosters upon termination of the student's participation in the organization. Funds can be transferred to a sibling that is currently in marching band or will start the following year. If the current band member terminates their participation in band before June 1, their account becomes property of the boosters and cannot be transferred to a sibling.

B. Trip Spending Withdrawal

Band members going on a trip may have the option to withdraw from excess funds to use as spending money, if and only if the trip is paid for in full. The amount will be decided by the executive board on a per trip basis. It is acceptable to withdraw from a sibling's account, only under the aforementioned conditions. Payments will be made in cash by the band director on a day to day basis. Parents must approve any withdrawals.

Section 11. A. Fundraising

Fundraising for the Southmoreland Marching Band can only be done through the Band Boosters. Private fundraising for marching band students is unacceptable in the Southmoreland School District. Only school district and band booster approved fundraiser profits can be deposited in the student's band booster account. Personal monetary funds cannot be deposited into a marching band student's account. Students wishing to fundraise individually may not use the names Southmoreland Band Boosters or Southmoreland Marching Band.

B. Fundraising Product Approval

All fundraisers' expenditures must be presented to the executive committee prior to the fundraiser's starting date. Prior approval must be awarded by the executive board in order to initiate this fundraiser for the Southmorland Band Boosters.

Article X Amendments

These bylaws should be reviewed, changed, corrected, or left standing January through March. They will be read in March and April and voted on at the May meeting. They may be amended at any regular meeting of the organization by 2/3 majority vote of the members present at the meeting only under the following circumstances:

A. The change has been proposed by the Executive Board.

OR

B. The member requesting the change has provided each member of the Executive Board with a written notice of the amendment prior to an Executive Board meeting. The Board shall review the request and shall present it to the membership at the regular meeting of the organization with a recommendation of acceptance or rejection.