

# Bylaws of the Southmoreland Band Boosters

As Amended and Restated

May 27, 2019

## Article I. Organization Name

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

## Article II. Objectives

To foster and maintain enthusiastic interest in the various phases of the Southmoreland High School Marching Band(S.H.S). 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 the highest possible degree of musical and visual excellence.

## Article III. Organizational Membership

### Section 3.01 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. Perspective community volunteer members must express, in writing, their desire to join to be reviewed by the board.

### Section 3.02 Membership

Categories Membership shall fall into two categories:

- A. Voting- voting privileges shall be restricted to those member 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 minimum of a five meeting requirement) Good financial standing is defined as not having an outstanding balance.
- B. Non-Voting – 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. Community volunteers that do not have a child in the marching band.

### Section 3.03 Terms of Membership

Membership will run from June 1st through May 31st. Each member will have access on the Southmoreland Marching Band website to the bylaws by the August marching band booster meeting. You may request a hard copy if you do not have access to a computer.

#### Section 3.04 Medical Staff

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

#### Section 3.05

The band director and executive board reserve the right to appoint an announcer to accompany the band to various events. \*The announcer must have all current clearances required by the state and school district. \*The announcer may also fill a chaperone position.

### Article IV. Executive Board Section

#### 4.01 Executive Board Members

The Executive Board shall consist of the following:

President

Vice President (2)

Secretary

Treasurer

Financial Secretary

Uniform Representative (2)

8th Grade Representative

Band Director

#### Section 4.02 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 Section 4.03

#### Section 4.03 Qualifications of Executive

A qualified board member nominee must have current clearances (Act 34 and 151) by the May elections. A qualified board member nominee for an office is a member who is in good financial standing, owing no money, and agrees to serve and attend all regular monthly Band Booster meetings. The nominee must attend at least five (5) Booster meetings from June 1st through April's Booster meeting of the band year. This shall include the nomination meeting in April. A member running for an office be present at the election meeting. In the event of an emergency in which a member running for an office cannot attend the election meeting, said member must contact a Marching Band booster Officer prior to the meeting in order to still be considered. Acceptable excuses are illness, death in the family, day of religious conviction, or job related commitments.

A financial officer is prohibited from being in a financial office position at the same time as a family member. This would include the Treasurer, Financial Secretary, and President. This shall be considered a conflict of interest.

Qualified board member nominees must have had a student in the Marching Band for 1 year within the last two years and must have a student in the Marching Band during their term of office.

Qualified Presidential nominee must have either served as a committee chair or served on the executive board the year prior to which they are seeking election.

#### Section 4.04 Terms of Office

Term of office shall be one (1) year or until their successors are duly elected and installed. If any officer fails to attend three (3) executive board meetings, such officer shall be deemed to have resigned and the vacancy shall be filled.

### Article V. Nominating & Election of Executive Board Members Section

#### 5.01 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, if at all possible, excluding current officers, band staff, and band directors.

#### Section 5.02 Nominating Committee's Responsibilities

The Nominating Committee will receive nominations from the body and will present qualified nominees to the organization at the April booster meeting.

#### Section 5.03 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 nomination committee. These candidates must meet the same requirements as in Article IV, Section 3.

#### Section 5.04 Compiled List of Candidates

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

#### Section 5.05 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 5.06 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) nonballoted members.

#### Section 5.07 Election Results

Election results will be included in the minutes at the next Band Booster meeting.

#### Section 5.08 Vacancy of an Office

Any vacancy that arises on the Executive Board shall be filled by nominations 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 meeting, except in cases of circumstances beyond their control or emergencies.

#### Section 6.01 President

The President shall preside at all meetings of the organization. He/She shall oversee all committees and shall perform all other duties usually pertaining to the office of president.

#### Section 6.02 Vice-President

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

### Section 6.03 Secretary

The secretary shall keep an accurate record of all meetings of the organization and the Executive Board. He/She shall conduct all correspondence of the organization, and shall notify members of the dates of meetings and events. He/She needs to have a computer and be familiar with Microsoft word and/or Google Doc. The secretary shall provide a written copy of the minutes at each monthly meeting, and a copy of cumulative attendance.

### Section 6.04 Treasurer

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 meeting. He/She shall keep an accurate record of all receipts and disbursements. He/She shall have the books audited annually. The Treasurer's duties shall be carried out in accordance with Article IX Section 4 of the fiscal policy. He/She needs to have a computer and be familiar with Microsoft Excel and/or Google sheets. The treasurer will receive all monies and make all deposits or withdrawals for fundraisers, trip payments, and merchandise orders. He/She is responsible for insuring that the taxes are filed

### Section 6.05 Financial Secretary

The financial secretary shall keep records of individual student account and have them accessible to the band students and their parents/guardians.

### Section 6.06 Uniform Representatives

The two (2) Uniform Representatives shall serve as contact persons for all matters pertaining to uniforms. They shall keep abreast of special needs and concerns as such. They will be responsible for uniform disbursement and collection.

### Section 6.07 Eighth Grade Representative

This is an appointed position filled by an incoming eighth grade student's parent. The purpose of this position is to have an open line of combination regarding all band business between the high school and the middle school. The eighth grade representative will be selected by the Executive Board prior to the beginning of the school year.

## Article VII. Committees

### Section 7.01 Clearances

All Committee members must have their clearances(Act 34 and 151)

### Section 7.02 Fundraising Committees

The fundraising committee will be co-chaired by the Vice Presidents. This committee will oversee all fundraising events required to finance the activities of the S.H.S. Marching Band. Prior approval for each major project must be obtained by the Executive board and the high school principal. Large group involvement fundraisers must be approved by the body. Novelty Table: Inventory will be done at the beginning of the season. Before any fundraising purchases be done the committee must seek Executive Board approval.

#### Section 7.03 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 a current Act 34 & 151 clearances and any other clearances required by the school district before chaperoning any event.

#### Section 7.04 Banquet Committee

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

#### Section 7.05 Senior Night Committee

This committee shall make preparation for senior recognition night. It will consist of any booster member willing to volunteer.

#### Section 7.06 Scholarship Committee

A scholarship fund is to be established and maintained on a yearly basis. The scholarship committee will solicit funds from area businesses. This scholarship sponsored by the boosters and shall be awarded to two (2) recipients. However, those recipients are chosen by the Band director in coordination with the High School Scholarship Committee. They will select the candidates' bases upon applications, participation, teacher and personal recommendations and personal essay.

#### Section 7.07 Miscellaneous Committee

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) Parent Pre-View (August Event)
- (b) Perspective Night
- (c) Major fundraising event (March Event)

## Article VIII. Quorum & Meetings

#### Section 8.01 Quorum

A quorum shall consist of 2/3 of the executive board and those present at the regular meeting.

#### Section 8.02 Executive board Meetings

The executive board should strive to meet prior to the regular monthly meetings to set the agenda.

#### Section 8.03 Meetings

The regular monthly meeting shall be held by the last week of each month at 7:30 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 the direction of the executive board. If a meeting is cancelled due to an emergency, the meeting will be scheduled at the earliest convenience.

#### Section 8.04 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 9.01 Budget

The marching band director will submit the next fiscal budget in writing to the executive board for review by the third Monday in June. It will be submitted for approval to the membership at the July meeting.

#### Section 9.02 Bills/Expenses

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

#### Section 9.03 Deposits

All marching band deposits shall be made within two weeks of the end of each fundraiser by the treasurer.

#### Section 9.04 Financial Reports/Treasurer's Monthly Report

The treasurer shall provide an oral or written monthly report including the following;

- (a) Checking account balance at the beginning of the accounting period
- (b) Itemized list of deposits, itemized list of expenses
- (c) Checking account balances at the end of the accounting period
- (d) Fundraising chairperson's report

#### Section 9.05 Collection of Monies

The following shall be observed in the collection of monies: All monies owed to the Southmoreland Band Boosters should be in paid form of check or money order. In the event that a check is reported to have insufficient funds (will be put through band twice), that 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 with 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 student's band 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 student's band career. Each fundraiser should be paid for with its own individual check. No combined checks will be accepted. Games of chance includes all games 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 into the black box, or a booster officer by the designated deadline. The holder of unsold tickets not turned in prior to the due date becomes financially responsible for said tickets.

#### Section 9.06 Disbursements

All disbursements shall be made by check. Each check shall bear two (2) manual signatures, those signatures being the president, treasurer, and/or band director, not a spouse or relative.

#### Section 9.07 Accounting Period

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

#### Section 9.08 Band Jackets

Band jackets ordering procedures will be as follows: after a student has been a band member for two (2) years, he/she is eligible to order a Letterman Jacket through the band the following fall season.

#### Section 9.09 Outstanding Payments Due

All outstanding payments due from the student fundraising or uniform costs will be deducted from that individual student profit account.

#### Section 9.10 Student Funds



All credits in a student's account become property of the booster's upon termination of the student's participation in the organization. Credits 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 the band before June 1st, their account becomes property of the boosters and cannot be transferred to a sibling. Graduating seniors account balances will be absorbed into the general account.

(a) Students' credits may not be used for pictures, banners, t-shirts (other than the one t-shirt booster provides for uniform) or banquets. As per 501(c)(3) IRS code

(b) Students' credits can only be used for approved purchases for that student for that current year.

#### Section 9.11 Trip Spending Withdrawal

Band members going on a trip may have the option to withdrawal from excess credits 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. Payments will be made in cash by the band director or chaperone on a day to day basis. Parents of minor students must approve withdrawals.

#### Section 9.12 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 approval fundraiser profits can be deposited in the student's band booster account. Students wishing to fundraise individually may not use the names of Southmoreland Band Boosters or Southmoreland Marching Band. Fundraising product approval all fundraiser 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 Southmoreland Band booster.

### 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: The change has been proposed by the Executive board or 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. Any concerns that arise will be discussed by the Executive board and in agreement with Roberts Rules of Order.

## Article XI. Rights on Dissolution

Upon the dissolution of the Organization, the Executive Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all the assets of the organization in such a manner, or to such an organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.