Bylaws of the Southmoreland Band Boosters

As Amended and Restated
5/18/2026

Article I. Organization Name

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

Article II. Objectives

- To foster and maintain enthusiastic interest in the various phases of the Southmoreland High School (SHS) Marching Band.
- To promote and support music education and other undertakings of the SHS Marching Band.
- To lend all possible support, both moral and financial, to the SHS Marching Band and to the Band Director.
- To mutually cooperate (both Southmoreland 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 SHS Marching Band program. Perspective community volunteer members must express, in writing, their desire to join, to be reviewed by the Executive Board.

Section 3.02 Membership Categories

3.02.01 Membership shall fall into two categories:

A. Voting: voting privileges shall be restricted to those members who are parents/guardians of children in the marching band and are in good standing.
B. Non-Voting: non-voting members are:
    a. Those not in good standing.
    b. Parents/guardians of senior band members (who will not have another student band member that is remaining in the marching band) may not motion or vote on any business that will affect the upcoming year.
    c. Community volunteers that do not have a child in the marching band.

3.02.02 Good standing is defined by both financial and by attendance.

A. Good financial standing is defined as not having an outstanding balance.
B. Good attendance is defined as having attended a minimum of five meetings.

Section 3.03 Terms of Membership

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

Section 3.04 Medical Staff

Medical staff are volunteers that fulfil requirements to have medical professionals present at marching band events.

A. 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.
B. If the situation arises where necessary and interested individuals cannot be provided among band parents, the Band Director has the option to contact former band parents or outside individuals to perform the duties of a medical professional within their scope of practice. 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 SHS Marching Band unit.
C. The medical staff volunteer will check all medical forms for completion before the season and again prior to any organization trips. He/She will complete a medication administration form for each student for record keeping to be filed with the student's medical forms. He/She will be responsible for the medical bag and will complete all medication administration at all events and trips.

Section 3.05 Announcer

The Band Director and Executive Board reserve the right to appoint an announcer to accompany the marching 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 may consist of the following:

A. President
B. Vice President (2)
C. Secretary
D. Treasurer
E. Financial Secretary
F. Band Director
G. Uniform Representatives
H. Middle School Representative

Section 4.02 Executive Board Member Eligibility

All members of the Executive Board, except for the Band Director and the Middle School Representative, shall be elected from the membership at large who meet the qualifications in Section 4.03.

Section 4.03 Qualifications of Executive Board

A qualified Executive Board member nominee must:

A. Have current clearances (Acts 34 and 151) by the May elections.
B. Be a member in good standing (see section 3.02), owing no money
C. Be able to meet attendance requirements for regular monthly SBB meetings.
D. Have attended at least five (5) SBB meetings from June 1st through April's SBB meeting of the current band year. This shall include the nomination meeting in April.
E. Have had a student in the Marching Band for one (1) year within the last two years and must have a student in the SHS Marching Band during their term of office
F. 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 an Executive Board member prior to the meeting to still be considered.

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.

SBB President nominees must have either served on a committee, served as chaperone for a minimum of 50% of events, or have served on the Executive Board during their students' tenure in the marching band.

Exception Clause: In the event that the number of qualified nominees is insufficient to fill all open positions, SBB may accept nominations from members who do not fully meet the qualification requirements.

Section 4.04 Terms of Office

A term of office shall be one (1) year in accordance with the terms of membership in Section 3.03. Extensions may be granted until their successors are duly elected and installed.

In accordance with Southmoreland School District Booster Club Guidelines, the positions of President and Treasurer are limited to two (2) one-year consecutive term maximum, however exceptions may be made by the district designee. (Refer to district booster guidelines)

Article V. Nomination and Election of Executive Board Members

Section 5.01 Nominating Committee

A nominating committee may be formed at the March meeting of the organization. This committee shall consist of two (2) members of the organization, if possible, excluding current officers, band staff, and band directors.

Section 5.02 Responsibilities of the Nominating Committee

The nominating committee will receive nominations from the body and will present qualified nominees to the organization at the April 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 nominees submitted by the nomination committee. These nominees must meet the same requirements as in Article IV, Section 4.03.

Section 5.04 Compiled List of Candidates

The Secretary shall provide a list of nominees to all organization members prior to the last meeting in May. This list shall state the date and time of the election meeting as well as the slate of nominees 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 senior parents in attendance, ballots shall be counted by three (3) un-balloted organization members.

Section 5.07 Election Results

Election results will be included in the minutes at the next Southmoreland 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 4.03.

Article VI. Duties of Officers and Representatives

All members of the Executive Board shall promote SBB, it's officers, Marching Band students and Band Director in a positive manner to the SBB members and community at all public events, fundraisers, and virtually on social media platforms.

Section 6.01 Attendance:

All members of the Executive Board shall show their commitment to the SBB organization through attendance at meetings and events. If any officer fails to meet attendance requirements such officer shall be deemed to have resigned and the position vacant.

A. Attendance at meetings
   Officers shall not have more than 2 unexcused absences from Executive Board meetings.

B. Attendance at events
   All officers must volunteer at major events including but not limited to Band Banquet and major fundraising events. At least one officer should attend all other games and events.

C. Excused Absences include illness, death in the family, day of religious conviction, or job-related commitments with advance notice to the SBB President or Vice President.

D. SBB prohibits any form of retaliation against individuals who, in good faith, report concerns or misconduct. Retaliation against whistleblowers is strictly prohibited and may result in immediate removal from their executive board position. Attendance at future non-public events will be at the discretion of the SBB executive board and Band Director.

Section 6.02 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. He/She will maintain additional calendar entries for the season to be provided to the Band Director. The President shall be the only individual authorized to represent the SBB to the community, media, social media and/or school board unless responsibility is delegated by the President. He/She will communicate all weekly updates to the Middle School, 9th, 10th, 11th, and 12th grade parent via text message as directed by the executive board members.

Section 6.03 Vice Presidents

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 will be present for all fundraising item disbursements. He/She needs to have a computer and be familiar with Microsoft Excel and/or Google Sheets. He/She shall perform other duties as may be delegated. The Vice Presidents will be responsible for monitoring the SBB 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 member with more seniority.

Section 6.04 Secretary

The Secretary must have a computer and be familiar with Microsoft Word and/or Google Docs. He/She shall keep an accurate record of all meetings of the organization and the Executive Board. He/She shall provide a written copy of the minutes at each monthly meeting, and a copy of cumulative attendance. He/She shall conduct all correspondence of the organization and shall notify members of the dates of meetings and events. He/She will support the President as requested to communicate all weekly updates to the Middle School, 9th, 10th, 11th, and 12th grade parent via text message as directed by the executive board members. He/She shall perform such other duties as may be delegated.

Section 6.05 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 is responsible for preparing a Treasurer's report for the monthly Booster Meeting with the balance of student accounts and booster accounts recorded as separate entries. He/She shall have the books audited annually by June 30th each year. The Treasurer's duties shall be carried out in accordance with Article IX 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 monitoring budget entries and recording all expenses for the season. He/She shall perform such other duties as may be delegated.

The Treasurer will complete/obtain the following documents:

A. Games of Chance License – Due annually by January 31
B. Walmart Tax Exempt Card – Due annually by January 31
C. File Taxes to IRS – Due annually by April 15
D. File Charitable Tax-Exempt Form 501(c)(3) – Due every 5 Years (next due date)

Section 6.06 Financial Secretary

The Financial Secretary shall keep records of individual student accounts and have them accessible to the band students and their parents/guardians. He/She needs to have a computer and be familiar with Microsoft Excel and/or Google Sheets. He/She will be post updates in the band room by student ID number at each monthly Booster Meeting. He/She shall perform such other duties as may be delegated. If no qualified nominee is available for this position, the position may be selected by the Band Director in collaboration with the Executive Board.

Section 6.07 Uniform Representatives

The two (2) Uniform Representatives shall serve as contact person for all matters pertaining to uniforms. He/She shall keep informed of special needs and concerns as such. He/She will be responsible for uniform disbursement and collection. He/She shall perform such other duties as may be delegated. If no qualified nominees are available for this position, the position may be selected by the Band Director in collaboration with the Executive Board.

Section 6.08 Head Chaperone

The Head Chaperone will be selected by the Band Director in collaboration with the Executive Board. All chaperones must have current clearances (Act 34 and 151), and any other clearances required by the school district before chaperoning any event. He/She will conduct all volunteer communications. He/She will check medical forms for completion along with medical volunteer for the season and any organization trips. He/She will monitor medical bag supplies and stock appropriately prior to all events and trips with the medical volunteer. He/She will be in charge of bus snacks/drinks collections. If supplies are required, he/she may solicit for donations on FB page and/or address the board for materials requiring purchase. Annually, he/she will document all executive board and booster organization volunteer hours for the Charitable Tax-Exempt form. He/She shall perform such other duties as may be delegated.

Section 6.09 Middle School Representative

This is an appointed position filled by an incoming middle school student's parent. The purpose of this position is to have an open line of communication regarding all SHS Marching Band business between the high school and the middle school. The Middle School Representative will be selected by the Executive Board prior to the beginning of the school year. He/She will communicate weekly updates to middle school parents via text message as directed by the

executive board members. He/She will assist the Uniform Representative for disbursement and collection. He/She shall perform such other duties as may be delegated.

Article VII. Committees

All Committee members must have their clearances (Acts 34 and 151). Volunteers for chairing these committees will be taken at the May meeting. All interested parties will be given a list of responsibilities prior to their commitment.

Section 7.01 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 SHS 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 membership body.

A. Novelty Table: Inventory of the Novelty Table will be done at the beginning of the season. Before any fundraising purchases are made, the committee must seek Executive Board approval. Any donations received for the purpose of fundraising become the property of the SBB upon receipt. Each executive board member will be responsible for volunteering to run the Novelty Table at least twice per season. The Novelty Table will be set up by 5pm prior to every home game. All Senior Banners must be hung in designated locations by the Novelty Table volunteers. The Novelty Table volunteers will check in with vendors set up for candy, cookie, ice cream, and flower sales as scheduled for the season.

Section 7.02 Parent Preview Committee

The committee will consist of any SBB members willing to volunteer. The Parent Preview committee is responsible for preparing the following fundraising opportunity flyers: shout outs, senior gift (Lawn Dog), refreshments, 50/50 and raffle items. The President will prepare a speech to open the Parent Preview.

Section 7.03 Senior Night Committee

This committee will make preparation for senior recognition night at a home football game. It will consist of any SBB member willing to volunteer. The Senior Night committee is responsible for the senior flower order and disbursement prior to the pre-game show. and refreshments.

Section 7.04 Banquet Committee

The committee will consist of any SBB members willing to volunteer. The Banquet committee is responsible for securing a venue, catering, decorations, teacher/senior gifts, and entertainment. The President will prepare a speech to open the Banquet. A volunteer will be needed to perform a blessing following President's Speech.

Section 7.05 Miscellaneous Committees

A. Prospective Night
B. Major fundraising event (Spring event)

Article VIII. Quorum and Meetings

Section 8.01 Quorum

A quorum shall consist of ⅔ 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 (in-person or virtual) shall be held by the last week of each month at 7:30pm. 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 canceled due to an emergency, the meeting will be scheduled at the earliest convenience.

Section 8.04 Additional Executive Board Meetings

Additional Executive Board meetings may be called by the President or by majority vote of the Executive Board, as deemed necessary.

Article IX. Fiscal Policy

Section 9.01 Budget

The SHS Marching Band Director will submit the next annual budget in writing to the executive board for review by the third Monday in May. It will be submitted for approval to the membership at the June meeting.

Section 9.02 Bills/Expenses

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

Section 9.03 Deposits

All SBB deposits shall be made within two (2) 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

Section 9.05 Collection of Monies

The following shall be observed in the collection of monies:

A. All monies owed to the Southmoreland Band Boosters should be paid in the form of a check or money order made out to SBB.
B. No cash will be accepted.
C. If a check is reported to have insufficient funds (will be put through the bank twice), that individual has one week from notification by the Executive Board to resolve the matter. Payment may only be fulfilled with a money order and must include all fees (to the individual

and the organization) 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. If the obligation is not met, actions will be pursued through Southmoreland School District's magistrate.

D. 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.
E. Each fundraiser should be paid for with its own individual check. No combined checks will be accepted.
F. All fundraiser payments and other outstanding balances must be current in order for payments to be applied toward any scheduled trip payment.
G. Games of Chance include 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 SBB 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 of the President, Treasurer, and/or Band Director only.

Section 9.07 Accounting Period

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

Section 9.08 Band Jackets

Band jacket ordering procedures will be as follows: after a student has been a band member for two (2) years, he/she will be 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 credit account.

Section 9.10 Student Funds

All credits in a student's account become property of the SBB upon termination of the student's participation in the organization. Credits can be transferred to a sibling that is currently in the 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 SBB 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, 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 withdraw from excess credits to use as spending money, if and only if the trip expense is paid in full. The amount of the withdrawal will be decided by the Executive Board on a per-trip basis. Payments will be made in cash by the Band Director or a chaperone on a day-to-day basis. Parents of minor students must approve withdrawals.

Section 9.12 Fundraising

Fundraising for the SHS Marching Band can only be done through the SBB. Private fundraising for marching band students is unacceptable in the Southmoreland School District. Only school district- and SBB-approved fundraiser credits can be deposited in the student's account. Students wishing to fundraise individually may not use the names of Southmoreland Band Boosters or Southmoreland Marching Band. Fundraising product and approval of all fundraiser expenditures must be presented to the Executive Board prior to the fundraiser's starting date. Prior approval must be awarded by the Executive Board in order to initiate the fundraiser for the SBB.

Section 9.13 Scholarship

A scholarship is to be established and awarded on a yearly basis. This scholarship is sponsored by the SBB and shall be awarded to up to two (2) recipients. Scholarship recipients are chosen by the Band Director. Candidates will be selected based upon applications, participation, teacher and personal recommendations, and personal essay. Scholarships shall be awarded as one (1) $750 scholarship and one (1) $250 scholarship.

Section 9.14 PayPal

The SBB PayPal account will be set up and maintained by the President and/or Treasurer of the SBB executive board. The acting President and/or Treasurer will be the only authorized users of PayPal. Proof of identity will need to be established via PayPal in order to have access to the platform. It is the responsibility of the exiting President and/or Treasurer to hand off the account details and assist in transferring login credentials. The password will be confidential and not shared with all members of the SBB and updated annually and as needed throughout the season.

All PayPal purchases must be approved by the executive SBB board members. The acceptance of payments received via PayPal shall be determined by the SBB executive board. A fee of 2% + $.50 per transaction may be assessed to each payment received via the PayPal Platform. The Treasurer will report out all PayPal transactions on their Financial/Monthly Treasurer's Report.

Article X. Records Retention

SBB shall retain official records for a retention period of seven (7) years.

Article XI. Amendments

These bylaws should be reviewed, changed, corrected, or left standing January through March. They may 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 ⅔ 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 Executive 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 XII. 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 principal 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.