

Heath Band Boosters By-Laws

Revised 2015

Article I – Name

The name of this organization shall be the Heath Band Boosters.

Article II – Purpose

The purpose of this organization is

1. To promote interest in the school band.
1. To further the interest of the band students.
2. To aid in providing funds for equipment and expenses.
3. To provide assistance to the band director(s) as required, thus allowing them to focus on the educational aspects of the instrumental music education program of the Heath City Schools, including any auxiliary groups.

Article III – Membership

Membership is open to all parents/legal guardians of band members grades 6-12 and any individuals interested in the purpose of the organization.

Article IV – Officers and their Election

The officers of the club shall be a President, a Vice President, a Secretary, and a Treasurer.

The officers shall be elected at the April General Meeting for a term of one year. The officers shall begin their term in June. In the event of the resignation or incapacitation of the President, the Vice President shall become President and a new Vice President elected at the earliest possible date. Any vacancies occurring in the offices of Vice President, Treasurer, or Secretary shall be filled by appointment by the President with Executive Board (consisting of the elected officers, the band director, assistant band director, and a representative of the Heath City Schools) approval. All officers may serve unlimited terms as long as they are voted into office except the President who may serve a maximum of two consecutive terms. To be elected an officer, the person must be actively involved during the school year (i.e., attending booster meetings and participating in fundraisers).

Article V– Duties of Officers

President:

The President shall preside at and set the agenda for all general and executive meetings. He/She shall appoint the chairpersons of all standing and special committees, and assist those chairpersons if needed with the selection of committee members. The President shall be a voting ex-officio member of all committees, and shall be notified of their meetings. The President may call special meetings of the general membership or Executive Board. The President shall represent the organization on all public occasions, and be the liaison officer with the Heath City Schools officials. The President shall be empowered to approve up to \$100.00 in emergency expenditures without Executive

Board or general membership approval. The expenditures shall be reported to the organization at the earliest possible date.

The President shall recommend names for the slate of officers at the March meeting for the purpose of selecting a slate of officers for the April election. Members present at the March meeting may also recommend names.

The President shall enlist the services of an outside party by the May meeting for the purpose of auditing the Treasurer's account of that term. The report shall be made at the September Board meetings. An audit will also be performed upon change of treasurer.

Vice President:

The Vice President shall perform the duties of the President in the President's absence. The Vice President shall be responsible to oversee the standing annual fund raising projects and shall assist with the operation of those projects. The Vice President shall be an ex-officio member of all fund-raising committees. The Vice President shall have the option to assume the Presidency the following year if the President chooses to vacate that position or has met the term limits.

Secretary:

The Secretary shall keep the minutes of all general and Executive Board meetings. The Secretary shall handle all written records and correspondence as directed by the organization. The Secretary shall notify the membership and publicize all Booster meetings. The band instructor shall provide him/her with a current address and telephone number list of all band members and parents grades 6-12 by the September General Meeting. The list shall remain confidential. The Secretary shall be responsible for finding a Public Relations representative.

Treasurer:

The Treasurer shall receive and deposit all monies of the organization's general funds as well as any special funds. The Treasurer shall maintain accurate and current records of all financial transactions and make a financial report at all regular general meetings. The Treasurer shall prepare the financial records for auditing at the conclusion of his/her term. The Treasurer shall represent the organization in all financial transactions and operations with general memberships or Executive Board approval.

The Treasurer, or a duly appointed person, shall be responsible for collecting monies from students/parents generated through Band Booster initiated activities. The duly appointed person shall then turn over all monies to the Treasurer along with a completed financial report.

All bills shall be submitted to the Treasurer in a timely fashion. General membership or Executive Board must approve all bills over \$100.00 for payment. Disbursement of organization funds will be by check only; the treasurer and two other officers will have check-writing authority. All monies received will be deposited into the Band Booster account.

Executive Board:

The Executive Board shall consist of the elected officers, the band director (as a non-voting member), assistant band director (as a non-voting member), and a representative of the Heath City Schools. The officers shall execute the responsibilities of their respective offices in relation to the Executive Board. The Board shall act upon the suggestions and recommendations of the Band Director for the establishment of goals, policies, and activities presented for the development, success, and general welfare of the band program.

The Board shall ratify any appointments by the President in filling vacancies in the offices of Vice President, Secretary, and Treasurer.

The Board shall have the power to act in the best interests of the organization in all matters where time is of the essence.

Article VI – Committees**Uniform:**

The Uniform Chairperson shall be responsible for notifying the band director about charges due for uniform use. The chair may recommend purchasing needed uniform items. The chair will appoint members to serve on the committee. The committee will insure proper fitting of uniforms for each band student. The chair will ensure that uniforms are cleaned as needed in accordance with cleaning instructions provided by the uniform manufacturer and to ensure that all repairs to uniforms are made as needed. The chair will report to the Band Director any abuse and make any suggestions to help maintain the uniforms in excellent condition.

Fund-Raising:

A committee shall be established to organize and operate each of the fund-raising projects. The Vice President shall appoint the members of the committees and may appoint a chairperson or have the committee select their own. The chairperson shall be responsible to the Vice President who shall oversee all fund-raising endeavors. Prior to any fund-raiser, the Executive Board will be responsible for deciding what percentage of the profit, if any, will be applied to the student accounts. The coordinator of the fundraiser shall provide written financial reports to the treasurer with monies received from all fund raisers.

Special:

The President shall appoint special committees, as needed, designating the chairperson, membership, purpose, and authority of each. Meetings shall be at the call of the committee chairperson.

Public Relations:

The public relations representative will advertise booster meetings in local newspapers and will submit articles about band activities (e.g., concerts, festivals, contests, parades, etc.) This person will assist the vice president in providing information to band parents as needed.

Transportation:

The transportation chair will secure vehicles, other than school buses, needed to take equipment to performances. They will also assist in making sure the equipment is loaded and supervise the student equipment managers.

Article VII – Meetings**General:**

The Band Boosters shall meet monthly during the months of September, October, November, January, February, March, April, and May. The annual election of officers shall be held at the April meeting with the newly elected officers beginning their term in June. The time in between can be used for training and observation. Installation for new officers will be held at the May meeting.

The Booster meetings will be scheduled with school officials sufficiently in advance to permit general publication, preferably for the entire school year.

Special:

Special meetings, general and executive, may be called by the President as deemed necessary. Special meetings shall be communicated to the membership in the most expedient way.

Article VIII – Quorums

For a general meeting, a majority of the Board and any members present shall constitute a quorum.

For the Board, a majority of members present shall constitute a quorum.

For Committees, a majority of the appointed members present shall constitute a quorum.

Article IX – Amendments

The By-Laws of the Heath Band Boosters may be amended at any regular or duly called special meeting by a majority of the Board and members present provided a two week notice has been given to the membership of the proposed amendment(s).

Article X – Purchasing

The Band Director will work in conjunction with committee heads as purchasing agent for all items or services budgeted or approved for the band or Band Boosters. The President and/or band director shall be empowered to approve up to \$100.00 in expenditures without Executive Board or general membership approval. The Band Director in requesting funds shall submit to the Treasurer receipts for money spent on legitimate band business/material. These receipts shall serve as sufficient cause for expenditure up to an annual amount not to exceed \$100.00. All property purchased for the instrumental band program shall become the property of the Heath Board of Education. (The property is owned by the Board of Education for insurance purposes.)

Article XI – Uniform Fees

Each band student is issued a marching band uniform and a concert band vest for use during the marching and concert band seasons and will be assessed a charge, determined yearly by the Executive Board. These charges are payable to the Heath Band Boosters. Fees are due before the start of band camp.

Article XII – Special Funds

Scholarship/Financial Aid:

The purpose of this fund is to provide financial assistance for selected students to attend music clinics, camps, or workshops. Financial assistance will be based upon need and availability of funds. The Executive Board will approve the amount of assistance provided. The student or parent asking for assistance must have worked the fundraisers to help earn some of their own money and must have a written statement from a parent stating financial difficulty.

The Scholarship and Financial Aid Fund will be maintained in a separate ledger account under the control of the Heath Band Boosters. The Treasurer shall be responsible for deposits and withdrawals. The fund shall maintain a minimum balance of \$100.00. The amount to be deposited will be determined at the May meeting.

Uniform:

The purpose of this fund is to provide monies, at the needed time, to purchase new band uniforms, amounts to be approved by the Executive Board. The fund will be maintained in a separate ledger account under the control of the Heath Band Boosters. The Treasurer shall be responsible for deposits and withdrawals. The fund shall maintain a minimum balance of \$100.00. At least \$1,000 will be deposited into this fund at the end of each school year if funds are available. The amount to be deposited will be determined at the May meeting.

Sources of income for these funds may be appropriated funds from the Heath Band Booster general funds, private and/or anonymous donations, business and civic club donations, and other sources as designated.

Instrument:

The purpose of this fund is to provide monies, at the needed time, to purchase new band instruments, amounts to be approved by the Executive Board. The fund will be maintained in a separate ledger account under the control of the Heath Band Boosters. The Treasurer shall be responsible for deposits and withdrawals. The fund shall maintain a minimum balance of \$100.00. At least \$1,000 will be deposited into this fund at the end of each school year if funds are available. The amount to be deposited will be determined at the May meeting.

Sources of income for these funds may be appropriated funds from the Heath Band Booster general funds, private and/or anonymous donations, business and civic club donations, and other sources as designated.

Article XII – Student Accounts

The Heath Band Booster Organization has initiated a courtesy service for the band students. Each student, grades 8-12, shall have an expense account set up in his/her name. The student will earn monies for his/her account through fundraisers and/or donations. The purpose of this account is to offset expenses for field trips, band camp, and uniform needs (shoes, gloves, etc).

Students may earn funds each school year to be used for band expenses. When a student graduates or leaves the band program, the funds remaining in his/her account will be transferred to the general fund or to a sibling's account. Due to the fact that the Heath Band Boosters is a non-profit organization, any funds placed in the student accounts are non-refundable.

Article XIV – Dissolution

If for any reason a valid request should be given to dismantle this organization, the following procedures apply:

- a. A motion is required,
- b. Any motion for dismantling must be tabled until the following meeting,
- c. All parents of students grades 8-12, as well as school officials and the president of the school board, will be notified in writing at least two weeks prior to the next scheduled meeting of the intent to dismantle.
- d. The above motion must be re-stated, seconded, voted on with a 2/3 majority of those present,,
- e. A committee comprised of the four elected officers will oversee the dismantling as follows:
 - Ensure all outstanding debts are paid,
 - List all assets (tangible and bank accounts),
 - Liquidate all assets,
 - Dispense all remaining funds to the Heath High School Band Department.

Heath Band Booster By-Laws revised and approved August 2015