

NORTH MARION HIGH SCHOOL (NMHS) BAND BOOSTERS BY-LAWS

Revised July 2021

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Article I – Name

The name of this organization shall be “North Marion High School (NMHS) Band Boosters”

Article II – Objectives

The purpose of this organization is to accomplish the following objectives.

1. To help the director develop and grow the band to reach their full potential.
2. To build and operate a group of parents and interested individuals willing to provide all possible financial, physical and moral support to the director of the instrumental music program. All such

support will be rendered in a cooperative environment and subject to the authority of the director.

3. To ensure that all organization support efforts are conducted under the guidance of and in accordance with the stated needs of the director as approved by the school principal
4. To generate and maintain a high level of excitement and supportive interest in the continued growth of the band program as it is developed and operated by the existing band director.
5. To ensure the organization does not attempt to function in the role of the administrative decision maker concerning the design and operation of the instrumental music program by the band director.
6. To raise funds for instrument purchase/repair, trips, band camp expenses and other necessities as deemed needed by the band director to ensure continued growth of the North Marion Band program.

Article III – Membership

The membership of this organization is open to any individual interested in and willing to work in support of the continued growth and development of North Marion High School Band. Members who actively participate in the organization shall have voting rights. In the event there is a question, the executive board shall determine active status.

Any board member missing three monthly meetings (except for illness) will be replaced by the chairperson appointing a replacement for the unexpired term.

In the interest of the safety of the students and welfare of the group, any potential illegal activity suspected by a member of the organization shall be reported to the appropriate authorities by the president or band director and dealt with accordingly.

The booster's organization will meet on the first Tuesday of every 3 months in the band room or via zoom unless a band function or school cancelation interferes. If this is the case, it will be moved to the next available Tuesday. A special meeting may be held if warranted. The Executive Board will meet monthly on the first Tuesday in the band room or via zoom.

Article IV – Officers

Section I – The officers of this organization shall be: President, Vice President, Secretary, Treasurer and Co-Treasurer.

Section II – Officer Responsibilities

- 1) President
 - a) Represent the Husky Band at all external meetings and events, when possible.
 - b) To preside over all executive board and general membership meetings.

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- c) To serve as the principle contact between the boosters, band director, and principals.
- d) Solicit volunteers for each committee. If a committee cannot decide upon a chair, he/she will select a chair.
- e) Coordinate with the activity coordinator on fundraising events.
- f) Will vote on any issue only to break a tie.
- g) To call a special meeting when necessary.
- h) Prepare an end-of-year report to assist the incoming President.
- i) Make purchases for events and supply needs. Purchases that are not of emergent nature, must first be approved by the executive board.

2) Vice President

- a) In the absence of the President, to accept and discharge all the responsibilities of the President's office.
- b) Maintain a roster of all band students.
- c) Coordinate recruitment of incoming students.
- d) Conduct an annual membership orientation.
- e) Make purchases for events and supply needs. Purchases that are not of emergent nature, must first be approved by the executive board.
- f) Coordinate the organization of and volunteer recruitment for all events and activities.
- g) Coordinate band support, to include chaperones and itineraries.
- h) Coordinate transportation needs throughout the year with the Band Director.
- i) Assist band director with coordination of major out-of-town trips, to include festivals, competitions and such.
- j) Prepare an end-of-year report to assist the incoming Vice-President.
- k) Complete First-Aid Inventory annually and submit needs to the treasurer for purchase.

3) Secretary

- a) To record complete minutes for all meetings and submit them to the band director within 7 days of said meeting.
- b) Make minutes available online or through email if requested.
- c) Process all incoming and outgoing correspondence.
- d) Assist the Band Director in administering and filing applications for Honors Band, All State Band and such.
- e) Publicity- make the public aware of special awards, achievements and upcoming events.
- f) Update and maintain the by-laws as voted on.
- g) Update and maintain the band calendar with the Band Director.
- h) Maintain a calendar/schedule of all concession stand workers needed and verified.
- i) Prepare an end-of-year report to assist the incoming Secretary.

4) Treasurer

- a) Maintain financial records and keep a full detailed and accurate account of receipts and expenditures.
- b) Make reports available through email or online showing band total as well as student account totals.

- c) To collect all funds after each event, excluding the concession funds (handled and placed in lock- box by the concession chair).
 - d) Responsible for the safekeeping of all funds, making timely and accurate deposits.
 - e) File and pay all fees in a timely manner.
 - f) Make purchases for events and supply needs. Purchases that are not of emergent nature, must first be approved by the executive board.
 - g) Signing financial documents when needed.
 - h) Two signatures required on each check written, one being the Treasurer, the other may come from the Co-Treasurer, President, Vice President or band director.
 - i) Coordinate student account balances.
 - j) Create an expenditure/income report for all concession activity.
 - k) Maintain up-to-date records of all transactions and to give a monthly report of the financial condition to the board.
 - l) Filing all year-end tax returns.
 - m) Prepare an end-of-year report to assist the incoming Treasurer.
 - n) Meet with the band director once a week on an agreed upon day to collect money from the lock-box.
 - o) Verifying all funds collected and deposited.
 - p) Annually deposit 10% of all profit making revenue into a uniform/instrument account.
 - q) Required to go to Band Camp.
- 5) Co-Treasurer
- a) In the absence of the Treasurer, to accept and discharge all the responsibilities of the Treasurer's office.
 - b) Assist the Treasurer on collection of dues as needed.
 - c) Co-sign checks as needed.
 - d) Hold the Treasurer accountable by meeting monthly to discuss current numbers prior to the financial report being given to the board.
 - e) Prepare an end-of-year report to assist the incoming Co-Treasurer.

Section III – Officers shall be elected for a one-year term and may succeed themselves multiple times as long as they are properly fulfilling their duties.

Section IV – If an officer is not properly fulfilling their duties, an impeachment may be requested by any member of the organization in good standing in writing and submitted to the executive board. The executive board will act on this request before the next scheduled business meeting. A $\frac{3}{4}$ majority vote must be passed by the board and then the membership at the next meeting. These votes must be by secret written ballot.

Article V – Elections

Section I – At the April meeting, the President shall appoint a four-person election committee. This committee will be responsible for coordinating the election process.

Section II – The members present at the April business meeting will be polled to determine members willing to serve as officers and standing committee members if elected. A list of those willing will be generated by the election committee.

Section III – At the regular May business meeting, the President will open the floor for nominations. The Election Committee will be responsible to ensure that those nominated are willing to serve.

Section IV – The President will then appoint a telling committee, who will be responsible to collect and tabulate votes. The committee will not consist of any nominated persons.

Section V – The election and tabulation of votes will take place at the regular May business meeting.

Section VI – Newly elected officers and committee members will take office June 1st. Newly elected officers and committee members will meet with outgoing officers between the regular April and May business meeting to discuss issues and prepare the annual budget proposal.

Article VI – The Executive Board

Section I – The executive board shall be composed of the elected officers of this organization and the North Marion Band Director.

Section II – The Executive Board shall meet prior to each monthly business meeting for the specific purpose of developing an agenda of business to be conducted at the regularly scheduled meeting. It shall develop and present to the business meeting an open-ended agenda for the conduct of such meeting. Minutes of Executive Board meetings shall be kept and shall be maintained as part of the permanent records of this organization.

Section III – The Executive Board shall develop annually a twelve-month planning calendar of known events, activities, fundraising and other special projects. A set of goals and objectives statement shall be presented to the organization at the first scheduled business meeting of the school year for discussion and adoption as the annual plan of action for this group.

Section IV - The Executive Board is hereby empowered to function as an emergency decision-making authority for this organization in situations where insufficient time exists to convene a meeting of the organization for discussion and decisions concerning the matter at hand.

Section V – The affairs of this organization shall be managed by the Executive Board. Each executive board member shall be entitled to one vote.

Section VI – Special meetings of the Executive Board may be called by the President, and shall be called by the President or Secretary at the direction of no less than two Executive Board members then in office, or as may otherwise be provided by law. Such meetings shall be held at the principle office of this organization, unless otherwise directed by the Executive Board and stated in the notice of the meeting, in which case the meeting may be held at any place within or without the state of West Virginia. Any

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request for such meeting shall state the purpose or purposes of the proposed meeting. Notice of any special meeting of the Executive Board shall be given at least ten (10) days previously there to by written notice to each Executive Board member at his or her address. Notice of any special meeting of the Executive Board may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where an Executive Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The purpose of any special meeting of the Executive Board shall be specified in the notice of such meeting.

Article VII – Standing Committees

Section I – There shall be the following standing committees: Fundraising, Concession, Uniform, Publicity, Truck/Equipment (maintaining and servicing the instrument truck and other equipment used by the band), Sideline Crew (moving podium and pit equipment on and off the field) and other such committees as the Executive Board shall determine.

- 1) *The Fundraising Committee shall consist of a chairperson plus 3 other members and such additional members deemed necessary by the chairperson and director.* This committee shall:
 - a) Submit fundraising activities and dates to the band director to submit to the financial secretary of North Marion High School for authorization to proceed.
 - b) Organize and lead any and all fundraising efforts decided/voted upon by the organization.
 - c) Prepare an end of the year report to assist the next chairperson.
- 2) *The Concession Committee shall consist of a chairperson or “Concessionaire” and a co-chairperson or “Co-Concessionaire” plus 4 other members and such additional members deemed necessary by the chairperson/co-chairperson and director.* This committee shall:
 - a) Create a sign-up list for band camp meetings and get student/parent volunteers to work concessions.
 - b) Work alongside the chairperson to be responsible for the supervision and cooperation of concessions with other members as may be appointed.
 - c) Track sales and student volunteers and place in the treasurer lock-box located in the band office after every event.
 - d) Submit orders for supplies as needed and place receipts in the treasurer lock-box in a timely manner.
 - e) Prepare an end of the year report to assist the next chairperson/co-chairperson. This report should include concession stand inventory.
- 3) *The Uniform Committee – shall consist of a chairperson plus 2 other members and such additional members deemed necessary by the chairperson and director.* This committee shall:
 - a) Be present at summer band to size and fit uniforms to the band and guard members.
 - b) Arrange to have uniforms altered as needed.
 - c) Shall arrange to have uniforms cleaned twice a year.

- d) Have at least one member available at all performances in the event some uniform needs altered/repaired.
 - e) Prepare an end of the year report to assist the next chairperson. This report should include uniform inventory and condition.
- 4) *The Budget Committee – shall consist of the past year’s officers and committee chairpersons, all newly elected officers and appointed chairpersons, and the Director of Instrumental Music.* This committee shall:
- a) Be responsible for developing a proposed annual operating budget prior to the May meeting. This proposed budget will be presented to the membership at the May meeting and will be voted on by the organization at the May meeting.
 - b) Prepare an end of the year report to assist the next chairperson.
- 5) *The Truck/Equipment Committee – shall consist of a chairperson and such additional members deemed necessary by the chairperson and director.* This committee shall:
- a) Be responsible for any maintenance needed for the instrument truck.
 - b) Get the truck inspected (boosters will reimburse if a check cannot be made at time).
 - c) When possible, drive or find a driver for the truck to any away performance.
 - d) Prepare an end of the year report to assist the next chairperson.
- 6) *The Pit/Props Committee – shall consist of a chairperson and such additional members deemed necessary by the chairperson and director.* This committee shall:
- a) Procure and maintain band equipment as necessary, coordinating needs with the Director of Instrumental Music. Mostly involving pit equipment and props.
 - b) Prepare an end of the year report to assist the next chairperson.

Section II –Members may remain on committees as long as their desire is to support the Band program at North Marion High School. If Committee Members do not conduct themselves properly or do not act in the best interest of the North Marion Band Program, they may be removed by a vote of the Executive Board. At least one member of each committee shall be appointed as the chair by the members. If this cannot be done, the president will appoint one.

Article VIII – Finance

Section I- The Treasurer shall be required to prepare a financial report at the close of his or her term and to file copies of such report with the Executive Board and with such other internal or external groups or individuals as the Executive Board shall direct. The annual financial report shall become a part of the permanent organizational record.

Section II – The books of the Treasurer shall be audited at least annually by an auditor approved by the executive board. The annual audit shall be conducted during the month of May and is to be completed before changing of officers June 1st.

Section III –Ten percent of all profit-making revenue (excluding student account fundraising activities) shall be deposited in a perpetual savings account annually for the express purpose of uniform and

instrument needs. Funds from this account may only be withdrawn with four (4) of the five (5) before mentioned executive board members voting in favor of fund use for the purpose(s) of uniform and instrument needs.

Section IV – An emergency fund will be set up based upon the yearly budget to be used in case of medical or mechanical emergency during a band trip. Authority to approve expenditure shall be granted by the band director and one board member. The responsible party who has the authority to make an expenditure on the band booster’s behalf will be reimbursed full payment of the provided receipt.

Section V- Any expenditure not covered in the annual operating budget, must have full Executive Board approval; regardless of amount.

Section VI – Ten percent of all concession earnings will be given to NMHS Athletic Board.

Section VII – All financial reports, bank statements, ledgers, medical forms, etc. will be kept in the designated filing cabinet in the band director’s office.

Section VIII – All deposits will be made with locking deposit bags.

Section IX – The Treasurer cannot reimburse themselves with check or cash on their own. Another officer needs to sign the check or reimburse the Treasurer.

Section X - A student leaving the band may request their account balance to be transferred to another student if it is submitted in writing within 30 days of graduation/announcing they aren’t returning. If a student has an immediate family member leave the band, their account balance will be immediately transferred to said student, unless a written request says otherwise. If a student leaving the band does not request a transfer, their account credits will go directly to the band’s general fund.

Responsibility of parent and students working concession stands

Responsibility of parent and student involvement staffing concession stands for all games that are held at the home football field.

It is required that at least one parent/guardian volunteer work concessions and students are to work concessions (soccer, JV, Husky Pups). By participating, your child will earn credits toward trips/band camp. If you do not volunteer, your child will not be eligible to receive trip credit. By the end of the concession season, you are required to earn at least 40 credits from working concession into your student’s account. Credits for the events not worked will be taken out of your child’s account as credits are put in the account from fundraisers that students participate in until debt is paid to the boosters. If a student account is empty upon graduation and credits are still owed to the boosters for concessions not worked by parent and student, this fee will have to be paid before your child’s graduation.

There will be a sign up for concession dates and times.

- Scrimmage game -20 credits half day 40 credits all day, parents and students.
- Varsity games -20 credits a game for parents or guardians.
- Soccer, JV, Husky pups -10 credits parents or guardians, 5 credits Students.

(All credits earned will be put into a student account, 1 credit is equal to \$1)

Responsibility of parent and students working fundraisers

If a student is being asked to participate in a fundraiser that does not place credits into their student account and has the sole purpose of earning money for the band, they will be required to participate in said fundraiser. If participation does not occur, the student account will be charged a fee for a total of 20 credits to make up for the money not earned. If a student account is empty upon graduation and credits are still owed to the boosters for required fundraisers not worked by parent and student, this fee will have to be paid before the child's graduation.

Article IX – Quorum

Section I – Ten members of the organization shall constitute a quorum at business meetings. A majority of the Executive Board shall constitute a quorum at Executive Board Meetings. In the event there are not ten members present, the executive board holds the right to make decisions as needed.

Article X - Authority

Section I-The rules contained in “Robert’s Rules of Order, revised” shall govern this organization in all cases in which they do not conflict with the rules of the organization.

<https://www.constitution.org/rror/rror--00.htm>

Section II - The Accounting Procedures Manual for the public schools in West Virginia, specifically Chapter 2 – Parent-Teacher Associations, Booster Groups and Other School Support Organizations. Page 29-37 at the attached link.

<https://wvde.us/wp-content/uploads/2017/10/68-8619-23903-2012-07-13-15-07-46-932.pdf>

Article XI – Amendments

Section I- The By-Laws may be amended by a two-thirds majority vote of the members present at any regular business meeting. The amendments must have been presented in writing at the preceding regular meeting of the organization.

Article XII – Dissolution

The North Marion Band Boosters, hereafter referred to as NMHSBB may be dissolved only with authorization by its Executive Board given at a special meeting called for that purpose and with subsequent approval by a two-thirds vote of the voting members. Upon dissolution or other termination of the NMHSBB, all remaining assets of the NMHSBB, after payment in full of all of its debts, obligations, and necessary final expenses, or after making of adequate provisions therefore, shall be distributed to such tax-exempt organizations (with similar purposes to those of the NMHSBB) as shall be chosen by the then existing Executive Board.