

# Cumberland Valley Band Boosters

## By-Laws

### Article 1 Duties of the Officers

**Section A.** The President shall preside at all meetings of the organization and shall be an ex-officio member of all committees.

**Section B.** The First Vice President shall assume the duties of the President in his/her absence and other duties as assigned.

**Section C.** The Second Vice President shall assume the duties of the President and First Vice President in his/her absence and other duties as assigned.

**Section D.** The Recording Secretary shall keep records and minutes of all the meetings.

**Section E.** The Corresponding Secretary shall attend to all correspondence, including the annual publication of the CV Marching Band Student Directory and is responsible for the proper media release and promotion of information and events to the public as it pertains to the CV Marching Band and Booster Organization.

**Section F.** The Treasurer shall pay all bills of the Organization and maintain the student accounts.

**Section G.** The Assistant Treasurer shall receive and deposit all monies due the organization, and assist the treasurer in the regular duties that need performed.

**Section H.** The Music Department Chair, Marching Band Director, and the Assistant Marching Band Director shall serve as liaison with the School District.

**Section J.** The President will appoint officers as committee chairs or liaisons to all Standing Committee (s).

### Article 2 The Executive Board

**Section A.** The Executive Board shall be composed of the officers of the organization and no more than six (6) Advisory Members.

**Section A.1.** An Advisory Member shall be any person who offers special and beneficial experience, expertise, and/or resources to the Band Boosters.

**Section A.2.** Standing Advisory Members shall include Director of Marching Band, Assistant Marching Band Director and Music Department Chair.

**Section A.3.** All Advisory Members, not listed in Section A.2 above, will be appointed by the Executive Board for a term expiring at the end of the current calendar year.

# **Cumberland Valley Band Boosters**

## **By-Laws**

**Section A.4.** An advisory member may be excluded from any meeting or part of a meeting of the Executive Board if matters are to be discussed that involve the privacy of a student for like reasons, at the discretion of the President.

**Section A.5.** Advisory Members may not vote at Executive Board meetings.

**Section B.** The Executive Board shall have the responsibility to carry out the affairs of the organization.

**Section C.** The Executive Board shall meet prior to each general membership meeting to review business, prepare the meeting agenda, and develop recommendations for actions to be taken.

**Section D.** The Executive Board shall appoint all Standing and Auxiliary Committee chairpersons from the General Band Booster membership. Chairpersons can be removed by a majority vote of the Executive Board.

**Section E.** A member of the Executive Board can be removed from office by a 2/3-majority vote of the General Membership.

**Section F.** The Executive Board will present all candidates to the General Membership for a vote on any Executive Board member vacancy.

### **Article 3 Meetings**

**Section A.** The regular meetings of this organization shall be held each month. Any rescheduling shall require a simple majority of eligible voting members present at the preceding month(s) meeting(s).

**Section B.** An orientation meeting shall be held once a year to welcome the parents of new marching band members.

**Section C.** Special meetings may be called by the President.

**Section D.** All business shall be conducted at regular meetings except where time does not permit calling a regular or special meeting. In that case, the Executive Board shall act on behalf of the organization.

### **Article 4 Committees**

**Section A.** All Standing and Auxiliary Committees are responsible to the Executive Board. All committees will be created and dissolved as needed at the discretion of the Executive Board.

**Section B.** Standing committees: Shall exist as committees required for the organization to be successful.

# **Cumberland Valley Band Boosters**

## **By-Laws**

**Section B.1.** Band Banquet: The committee shall be responsible for the Annual Band Banquet, including accommodations, invitations, entertainment, senior recognition, etc.

**Section B.2.** Band Booster Fundraising: The committee shall be responsible for the determination of adequate fundraising projects supporting the general fund as well as the coordination thereof.

**Section B.3.** Student Fund-raising: The committee shall be responsible for the determination of adequate student fund-raising projects, coordination of those projects, collection of orders and properly accounting/depositing of these funds.

**Section B.4.** Chaperones: The committee is responsible for providing adult chaperones for all band sponsored events. When accompanying the band on an event including overnight trips, the chaperones and/or Executive Board will pay their own way and obtain required background checks (Act 34 and Act 151) for individuals working with PA Public School children.

**Section B.5.** Concession Stand: The committee shall be responsible for the entire operation of all concession stands located at the CV High School stadium. The committee shall also be responsible for the safe operation of all equipment owned and operated by the Organization for the preparation of the sale of food, including maintaining equipment and an adequate supply of inventory. Co-Chairpersons shall be assigned for each concession stand to supervise the operations during football games and special events.

**Section B.6.** Echoes: Separate committees shall provide coordination for our sponsored "Echoes in the Valley" marching band show and our "Echoes in the Dome" indoor show to promote successful events.

**Section B.7.** Fry Wagon: The committee shall be responsible for the entire operation of the "Fry Wagon" during all events where this equipment is scheduled to be located. The committee shall also be responsible for the safe operation of the equipment for the organization including maintaining the equipment and having adequate supply of inventory for each event.

**Section B.8.** Sewing: The committee shall be responsible for cutting, sewing and mending articles necessary to support the marching band and indoor programs.

**Section B.9.** Uniforms: The committee shall be responsible for the maintenance, fitting, cleaning and storage of all marching band and guard uniforms.

**Section B.10.** Volunteers: The committee shall collect all Volunteer forms provided in the spring in order to create lists for all committee chairs. When extra volunteers are needed for special events, this committee shall call and solicit volunteers.

# **Cumberland Valley Band Boosters**

## **By-Laws**

**Section B.11.** Mentoring: The committee assigns mentors to the new parents in marching band. The "Buddy Program" is used to help in the orientation of new parents understanding of the Band Booster Organization and how volunteering makes the organization successful.

**Section B.12.** Web Page: The committee shall be responsible for maintaining, and operating of the Web Page and Facebook page operated by the Marching Band Organization. This includes preparing and updating the Marching Band Student-Parent Handbook and disseminating information to all Band Booster Members.

**Section C.** Auxiliary Committees: Shall exist as supporting committees as needed for the organization to be successful.

**Section C.1.** Band Apparel: The committee shall be responsible for ordering and selling CV Band logo merchandise.

**Section C.2.** Promotional Merchandise: The committee shall be responsible for the creating, making and selling of buttons, decals and/or magnets.

**Section C.3.** Equipment Truck/Pit: The committee shall be responsible for maintaining Band Booster equipment trucks, trailers, and the safe transportation, including the loading and unloading of all band equipment, at all authorized band activities.

**Section C.4.** Nominating Committee: The committee shall be responsible for contacting the general membership for eligible candidates for the annual election.

**Section C.5.** Photography: The committee shall be responsible for recording still and video images of the marching band and the Band Booster Organization for all band sponsored events.

**Section C.6.** Sign and Bench Covers: The committee shall be responsible for the safe transportation of and caring for the band sign and bench covers used at all marching band events.

### **Article 5 Dues**

**Section A.** There shall be no dues.

### **Article 6 Student Accounts**

**Section A.** The Treasurer is responsible for maintaining student accounts for all active members. The money held within this account is to be used for the band purposes only. The student accounts can be used for sponsored band trips, pay for attendance at the annual banquet, band apparel, and any other mandated band expense.

# **Cumberland Valley Band Boosters**

## **By-Laws**

To maintain a student account you must be in 8th grade or higher. Seniors must liquidate their accounts by the end of April of their senior year. If not liquidated, any balance will be transferred into the Boosters' General Fund. If a student does not return the next season, their account must be liquidated by September 30<sup>th</sup>. For example, if a student participated as a freshman, elected not to participate as a sophomore, they must liquidate their account by September 30<sup>th</sup> coming into their sophomore year. If not liquidated their account by September 30<sup>th</sup>, any balance will be transferred into the Boosters' General fund.

Options for liquidation are the following:

1. Transfer to general fund
2. Transfer to benevolent fund
3. Transfer to any budget line item
4. Transfer to another active band member

### **Article 7 Quorums**

**Section A.** A quorum at a regular meeting shall be a majority of the Executive Board plus eight (8) non-Executive Board members.

**Section B.** A quorum at the Executive board meeting shall be a majority of that Board not including the advisory members.

### **Article 8 Elections**

**Section A.** A nominating committee shall be appointed by the Executive Board at the October meeting. Such committee will report a slate of officers at the November meeting after which nominations may be made from the floor. The nominating committee can propose a slate of multiple candidates to run for Executive Board positions.

**Section B.** Officers shall be elected at the December meeting and will assume their duties at the first Executive Board meeting of the new calendar year. No one person may hold the same elected office for more than two terms; unless there is not more than one candidate proposed by the nomination committee or by the floor for that office. Only one parent per family may hold an elected office at the same time.

**Section C.** A majority vote, of the eligible-voting members, for each slate of candidates for office will be declared the elected officer.

**Section D.** A majority of the eligible voting members present shall constitute an election.

# **Cumberland Valley Band Boosters**

## **By-Laws**

**Section E.** In the case of a tie for an Executive Office position, the current Executive Board must abstain from voting on the office with a tie on the round of voting.

### **Article 9 Authority**

**Section A.** The rules contained in [\*Robert's Rules of Order, Revised\*](#) shall govern unless they conflict with the rules of the organization.

### **Article 10 Amendments**

**Section A.** The Constitution and By-Laws may be amended by a majority vote of the eligible voting membership present at any regular meeting. The amendments must have been presented in writing at the regular meeting of the prior month.

### **Article 11 Budget**

**Section A.** A revenue and expenditure budget will be prepared by the newly elected Executive Board and presented at the January general membership meeting.

**Section B.** A formal budget review can be called for by the Executive Board. Adjustments to the budget as a result of the review will be presented at the next regular general membership meeting.

**Section C.** Individual line item adjustments to budgeted expenditures can be approved by the Executive Board throughout the year.

**Section D.** No Committee Member, Band Booster Member, or staff can spend over \$100.00 without the approval of the committee chairperson or the President, or over \$500.00 without the approval of the Executive Board. Purchases over \$1,000.00 and not covered by a budget line item must be approved by the Executive Board and General Membership.

### **Article 12 Dismissal**

**Section A.** See [\*Robert's Rules of Order, Revised\*](#), Part I Article XI para 63.

### **Article 13 Dissolution**

**Section A.** In the event of the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all debts and liabilities of the organization, dispose of all the assets of the organization to the High School Music Department Activity Fund.

**Cumberland Valley Band Boosters  
By-Laws**

Adopted 02/08/83  
Revised 04/15/98  
Revised 08/11/98  
Revised 04/18/02  
Revised 01/09/12