

# **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.

**Section F.** The Treasurer shall pay all bills of the Organization.

**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 Instrumental Music Director, Supervisor of Music 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, Supervisor of Music, Assistant Marching Band Director and immediate past President.

**Section A.3.** All elected Advisory Members will be elected to the Executive Board in accordance with Article 7 of the by-laws for a term of one (1) year. A special election for an advisory member may be held at any regular meeting of the membership. If elected after the regular election in December, the term will be until the next regular election in December. If the advisory member wishes to participate only at general membership meeting, no vote is necessary.

# **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. In order to chair a committee you must be a parent or legal guardian of an active member. 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 the second Tuesday of 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.

# **Cumberland Valley Band Boosters**

## **By-Laws**

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

**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 as well as the coordination thereof.

**Section B.3.** Chaperones: The committee is responsible for providing adult chaperones for all band sponsored events. Chaperones must have a valid TB test issued by the school nurse. When accompanying the band on an event including overnight trips, the chaperones and/or Executive Board will pay their own way.

**Section B.4.** Concession Stand: The committee shall be responsible for the entire operation of all concession stands located at the CV High School stadium. Shall 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.5.** Echoes: The committee shall provide coordination for our sponsored "Echoes in the Valley" band show to insure a successful event.

**Section B.6.** Fry Wagon: The committee shall be responsible for the entire operation the "Fry Wagon" during all events where this equipment is scheduled to be located. Shall 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.7.** Instrument Maintenance: The committee shall be responsible for maintaining all musical instruments owned by the band boosters. Will assist the Band Director with the maintenance of school owned musical equipment.

**Section B.8.** Newsletter: The committee shall be responsible for a regular newsletter disseminating information to all Band Booster Members.

**Section B.9.** Sewing: The committee shall be responsible for cutting, sewing and mending articles necessary to support the Marching Band.

**Section B.10.** Student Accounts: The committee is responsible for maintaining student accounts for all active members of the Marching Band. The money, held within this account, is to be used for the student's purposes only. The student

## **Cumberland Valley Band Boosters By-Laws**

accounts can be used for sponsored band trips, such as major trips, and to pay for charter buses used during the marching band season. This money can also be used to pay for uniform cleaning and other expenses incurred in relation only to the marching band which are approved by the general membership.

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 to marching band the next season, their account must be liquidated by September 30th; IE: a student participated as a freshman, elected not to participate as a sophomore. They must liquidate their account by September 30th, coming into their sophomore year. If not liquidated their account by September 30th, any balance will be transferred into the Boosters' General fund.

Options for liquidation are the following:

- Refund of cash deposits only
- Transfer to general fund
- Transfer to benevolent fund
- Transfer to any budget line item
- Transfer to another active marching band member

The Student Account Funds shall be kept in a separate bank account from the General Fund money.

**Section B.11.** Student Fund-raising: The committee shall be responsible for the determination of adequate student fund-raising projects, coordination of those projects, the collection of orders and properly accounting/depositing of these funds.

**Section B.12.** Uniforms: The committee shall be responsible for the maintenance, fitting, cleaning and storage of all marching band and guard uniforms.

**Section B.13.** Volunteers: the committee shall collect all Volunteer forms provided at the new parent meeting and the returning students 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. This committee helps 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.14.** Web Page: The committee shall be responsible for maintaining, and operating of the Web Page operated by the Marching Band Organization. This includes updating information in order to disseminate information to all Band Booster Members.

# **Cumberland Valley Band Boosters**

## **By-Laws**

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

**Section C.1.** Alumni Liaison: The committee shall be responsible for communication between the Alumni Association and the Band Booster Organization.

**Section C.2.** Band Apparel: The committee shall be responsible for ordering and selling CV Band logo merchandise to general membership and Band supporters.

**Section C.3.** Buttons: The committee shall be responsible for the creating, making and selling of buttons.

**Section C.4.** Equipment: The committee shall be responsible for maintaining Band Booster equipment, props, and the safe transportation, including the loading and unloading of all band equipment, at all authorized band activities.

**Section C.5.** Flowers: The committee shall be responsible for sending flowers to band students for sickness, death in the immediate family (mother, father, guardian, sibling, or grandparents) or to other band related personnel at the request of the Executive Board. This committee shall handle any purchases of flowers for the Band Booster event(s) for the organization.

**Section C.6.** Nominating Committee: The committee shall be responsible for contacting the general membership for eligible candidates for the annual election.

**Section C.7.** 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.8.** Publicity: The committee shall be 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 C.9.** 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.

**Section C.10.** Spirit: The committee shall be responsible for generating enthusiasm and decorating the band room and bulletin boards at the High School and Middle School for special events and recruiting.

**Section C.11.** Student Directory: The committee shall be responsible for the annual publication of the CV Marching Band Student Directory.

# **Cumberland Valley Band Boosters**

## **By-Laws**

**Section C.12.** Telephone: The committee shall be responsible for making phone calls to the general membership providing updated messages from the Band Director and/or Band Booster President.

### **Article 5 Dues**

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

### **Article 6 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 7 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 B.1.** A majority vote, of the eligible-voting members, for each slate of candidates for office will be declared the elected officer.

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

**Section D.** Open Advisory Board positions, in accordance with Article II section A.3 of the By-Laws, will be elected during a general membership meeting.

**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 8 Authority**

# **Cumberland Valley Band Boosters**

## **By-Laws**

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

### **Article 9 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 10 Budget**

**Section A.** A revenue and expenditure budget will be prepared by the newly elected Executive Board and presented for ratification 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 require ratification at the next regular meeting.

**Section C.** Individual line item adjustments to budgeted expenditures, approved by the Executive Board can be made throughout the year without approval at the next regular meeting provided the increase does not exceed the lesser of \$1,000.00 or 10% of the budgeted amount.

**Section D.** No Committee Member, Band Booster Member, or staff can spend over \$100.00 without the approval of the committee chairperson, over \$500.00 without the approval of the Executive Board, over \$1,000.00 without the approval of the Executive Board and General Membership.

### **Article 11 Dismissal**

**Section A.** See *Robert's Rules of Order, Revised*, Part I Article XI para 63.

### **Article 12 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.

Adopted 02/08/83  
Revised 04/15/98  
Revised 08/11/98  
Revised 04/18/02