

Mt Pisgah Middle School Band Booster Association By-Laws

Article I - Name

The name of this association shall be The Mt. Pisgah Middle School Band Boosters, Herein referred to as the Boosters.

Article II - Objectives and Goals

Section I

The objectives of the Boosters shall be to support the band program of the Mt. Pisgah Middle School as a non-profit organization. It shall be made up of parents, families, and supporters dedicated to the enhancement of the band.

Section II

The goals of the Boosters shall be:

1. To provide assistance toward the purchase of the equipment and transportation designated by the Band director with financing approved by the Executive Board.
2. To provide awards and recognition to band members as determined by the band director and an appropriate committee.
3. To encourage and support participation of all band member families at band related events and fundraisers.

Article III - Membership

Section I

Membership shall include any adult interested in supporting the band program.

Section II

There shall be no dues.

Article IV - Meetings

Section I

The Executive Board shall meet once each month during the school year. The date and time shall be determined at the beginning of the term of office.

Section II

Special board meetings may be called at the discretion of the President and/or Executive Board. Five days prior notice shall be given.

Section III

General membership meetings of the Boosters may be held in conjunction with band events, such as concerts, or other performances. Notification of these meetings will be made to the parents through the band members and may be verbal or in writing.

Section IV

The band director is requested to be present at all board and general meetings.

Article V - Officers

Section I

The Executive Board shall consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Band Director
6. Fund Raiser Chairman
7. 6th Grade Representative
8. 7th Grade Representative
9. 8th Grade Representative
10. Special Events Coordinator
11. Volunteer Coordinator

Section II

The Executive Board shall have a minimum of 7 members to constitute a quorum. No vote shall be taken without a quorum present.

Section III

The Executive Board members shall be selected by a committee of 3 appointed by the President at the November Meeting. The slate of officers shall be presented at the Spring General Meeting. Nominations may also be taken from the floor at that time. The officers will then be elected by the general membership. The new Board's term of office shall begin in May.

Section IV

A vacancy in office may be filled by Presidential appointment with Executive Board approval. If it is deemed appropriate by the Executive board, this position may remain vacant.

Section V

There shall be no proxy of absentee votes.

Section VI

An Executive Board member missing 2 successive meetings without valid cause may be dismissed from the board.

Section VII

All band parents, committee members, and other interested adults are welcome to attend Executive Board meetings, but shall not have a vote in the proceedings.

Article VI - Duties of the Officers

Section I

President: The president shall preside at all regular and special meetings of the Boosters, preserve order, enforce the by-laws, and discharge all duties customary to the office. He/She shall be ex-officio member of all committees, and shall be informed of all committee meetings. He/She shall vote only to break ties.

Section II

Vice President: The Vice President shall preside in the absence of the President and assist him/her with the committees as designated by the President. He/She shall also be a liaison with the elementary schools to promote the band program at Mt. Pisgah Middle School, and to provide information to future band members and families at the spring orientation.

Section III

Secretary: The Secretary shall take minutes at both board and general meetings and provide copies for all officers at each board meeting, handle any correspondence deemed necessary for the business of the board, and maintain an accurate copy of the by-laws.

Section IV

Treasurer: The Treasurer shall receive all monies of the Boosters, shall keep an accurate record of all receipts and expenditures, and develop and monitor a system for payment of expenses approved by the Executive Board. He/She shall present a financial report at each board meeting which becomes part of

the minutes. He/She shall keep an itemized list of all funds and purchases by the Boosters. The Treasurer shall keep all monies in a local bank in an interest bearing account. A checking account shall be established with the Treasurer and President as the only persons allowed signing checks and withdrawing funds from the Booster account.

Section V

Band Director: The Band Director shall keep the Boosters informed of all band activities and needs, and provide a listing of current band members. He/She shall present a budget to the Executive Board at the August meeting.

Section VI

Fund Raiser Chairman: The Fund Raising Chairman will plan and coordinate the fund raising activities of the Boosters, and present information and ideas to the Executive Board for approval. He/She will work closely with the Special Events Chairman to implement the approved events, and also with the Treasurer to ensure an accurate recording of funds and expenses.

Section VII

6th Grade Representative: This board member shall represent the 6th grade at the Executive Board meetings. Additional duties shall include maintaining a record of all band activities, awards and publications during his/her term in office.

Section VIII

7th Grade Representative: This board member shall represent the 7th grade at the Executive Board meetings. This officer will head a committee formed to manage and maintain band equipment and, if the need arises, He/She will handle uniforms.

Section IX

8th Grade Representative: This officer shall represent the 8th grade at the Executive Board meetings. He/She shall also be responsible for providing publicity for the band by submitting pictures and news articles of band activities to the various publications and media in the community.

Section X

Special Events Chairman: He/She heads committees to implement the fund raising projects, working closely with the fund raising chairman. Additional responsibility includes assisting with recognition events, and other band related activities and social events.

Section XI

Volunteer Coordinator: This board member maintains a list of current band members and families and recruit volunteers for field trips, fund raisers, and other needs of the band and director. This officer will also recruit for a uniform committee if the need ever arises.

Article VII - Financial Procedures

Section I

To determine which items will be funded by the Boosters, the band director will present a proposed budget at the August Executive Board Meeting. The items will be voted on by the board on an individual basis, with each expenditure approved by a 3/4 majority.

Section II

Request for non-budgeted items shall be presented to the Executive Board at the monthly meetings. These will be discussed and approved by a 3/4 majority.

Section III

The Treasurer shall developed and monitor a system for the purchase of all items approved by the board. Only checks bearing the club name shall be used for purchases. The President and the Treasurer shall be required to sign all checks.

Section IV

An annual audit will be conducted by a person not on the Executive Board. It will be completed before August 1 of each year.

Article VIII - Rules of Order

Robert's Rules of Order shall govern the deliberations of the Booster Association.

Article IX - Amendment Procedures

These by-laws may be amended at a meeting of the Executive Board by a vote of 3/4 of the members present.

Article X - Dissolution

In the event the Band Boosters becomes dormant and/or disbands, all monies shall be put into the Mt. Pisgah Middle School Restricted Account to be used solely for the benefit of the band.