

**BRECKSVILLE-BROADVIEW HEIGHTS HIGH SCHOOL
BAND BOOSTERS**

BYLAWS

Date: Approved - September, 2006

Name: Brecksville-Broadview Heights High School Band Boosters

City: Broadview Heights, Ohio 44147

ARTICLE I: NAME

- Section 1. The name of this association is the Brecksville-Broadview Heights High School Band Boosters.
- Section 2. It shall be a non-profit association registered under the laws of the State of Ohio. I.D. #23-7176418
- Section 3. The fiscal year of the Brecksville-Broadview Heights High School Band Boosters shall be from July 1st through June 30th.

ARTICLE II: OBJECTIVES

- Section 1. The primary objectives of the Brecksville-Broadview Heights High School Band Boosters are:
- a. To acquire, maintain, and replace band uniforms as needed, and
 - b. To provide such services and material assistance to the bands as needed when no other resources are available including Brecksville-Broadview Heights Board of Education funding:
- Section 2. The secondary objectives of the Brecksville-Broadview Heights High School Band Boosters are:
- a. To assist in planning and fund raising for trips and special appearances including those outside of normal music events, and
 - b. To promote positive understanding and support of the band programs among students, parents, school, and community.

- Section 3: All Marching Band uniforms, Wind Ensemble uniforms, Symphonic uniforms, Concert blazers, Flag Line uniforms and accessories, Drum Major uniforms, instruments, music, and any other miscellaneous equipment are the property of the Brecksville-Broadview Heights Board of Education. All above equipment is purchased by the Band Boosters.
- Section 4: Any tangible property held by the organization may not be disposed of, leased, mortgaged, or sold without the approved vote of the members.
- Section 5: The organization shall collect yearly fees, the amount to be set by the executive committee. Such fees are for uniform cleaning, maintenance, and repair.

ARTICLE III: MEMBERSHIP

- Section 1: Membership in this organization shall be open to all.
- Section 2: Members eighteen (18) years or older shall be entitled to one vote.
- Section 3: Each member shall receive a copy of the By Laws on request.

ARTICLE IV: OFFICERS AND THEIR ELECTION

- Section 1. Officers:
- a. The Brecksville-Broadview Heights High School Band Boosters shall elect officers including a President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer, and
- Section 2. Duties
- a. The President shall:
 1. Chair the executive committee,
 2. preside at all meetings of the association,
 3. perform such other duties as may be prescribed in the By Laws or assigned by the association,
 4. be a member ex-officio of all committees,
 5. coordinate the work of the officers,
 6. secure complete membership list,
 7. have the accounts examined annually by an auditor or an audit committee of not fewer than three (3) members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report, and
 8. represent band boosters to other organizations in the district or will appoint that person.

- b. The 1st Vice President shall:
 - 1. act as aide to the president,
 - 2. in their designated order, perform the duties of the president in the absence or inability of that officer to serve,
 - 3. appoint all Program Committees Chairpersons, and
 - 4. monitor all Program Committees.

- c: The 2nd Vice President shall:
 - 1. appoint all “Ways and Means Committees” Chairpersons and
 - 2. monitor all “Ways and Means” Committees.

- d: the Secretary shall:
 - 1. record the minutes of all meetings of the association,
 - 2. make proper record of same, one copy to go to each member of the Executive Committee as soon after meetings as possible,
 - 3. perform other delegated duties as assigned by the Executive Committee,
 - 4. notify all members, by written notices, of all special meetings at least one week before the date of such meetings, and
 - 5. assume all correspondence and manage the sunshine budget.
 - a. Flowers will be sent with the loss of an immediate family member of a band student or of the band staff.
 - b. Thank you, sympathy, and get well cards will be sent to anyone else as appropriate.

- e. The Treasurer shall:
 - 1. be responsible for all money and securities of the organization,
 - 2. present a financial statement at every meeting of the association,
 - 3. at the end of the fiscal year, submit financial books and records for audit,
 - 4. keep a full and accurate account of receipts and expenditures,
 - 5. make disbursements as authorized by the President, Executive Committee or association in accordance with the budget adopted by the association,
 - 6. secure a non-profit institutional fidelity bonding policy at the beginning of each fiscal year,
 - 7. ensure tax return prepared by licensed tax professional and completed return is filed in a timely manner,
 - 8. present, to the band director, a yearly list of gifts that are donated to the school for forwarding to the school principal,
 - 9. appoint and monitor
 - a. Band fees committee chairman: keep accurate records of band fees paid by students.

- b. Student accounts committee chairman: maintain accurate records of students' credits that can be used towards trips and other student functions that Band Boosters and band director deems appropriate. At the end of each school year (June), each band student's (freshman, sophomore, and junior) credit will be carried over to the following year's account, if they remain in band. If they elect to drop band, all credits will be transferred to the Band Boosters general fund. All credits remaining in each senior account will be transferred to the Band Boosters general fund at the end of that senior's last school year. Funds can be transferred to siblings in the band and for the following year. Students or parents may contact the Student Account chairperson to obtain information regarding the current balance of their account. The band director will not have this information.
10. Endowment fund must be maintained as a separate account and cannot be mixed with other funds.

Section 3. Term of Office

- a. Officers shall hold office until the close of the fiscal year. The term of office for each officer shall be one year. No elected officer shall serve more than two (2) successive years in the same office.
- b. All elected officers must have a student in the high school band program.

Section 4. Nominations and elections

- a. There shall be a nominating committee composed of three (3) members of whom only one (1) shall be a member of the Executive Committee. The Nominating Committee will be formed by the President with the approval of the Executive Committee by February 1st. Members shall serve no more than two (2) successive terms on this committee.
- b. At/by the May meeting, the Election of Officers will be held for the succeeding year. Officers will be elected by a majority of voting members present at the elections meeting:
 - 1. A slate of officers, these being President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer, will be presented to the Executive Committee by the Nominating Committee and mailed to the membership a minimum of two (2) weeks prior to the May elections meeting, and
 - 2. Nominations from the floor will be accepted for all officers at the elections meeting.
- c. A vacancy occurring in any elective position shall be filled for the unexpired term by the President with the approval of the Executive Committee. In case a vacancy occurs in the office of President, the 1st Vice President will succeed.

ARTICLE V: MEETINGS

- Section 1: A minimum of eight (8) general meetings of the association shall be held August through June, on the day of the month and time determined by the Executive Committee.
- a. Ten (10) members shall constitute a quorum.
- Section 2: Executive Committee meetings:
- a. The Executive Committee meetings will be at the call of the chair,
 - b. One (1) week notice shall be given, and
 - c. Half (1/2) of the Executive Committee constitutes a quorum.
- Section 3: Special Meetings:
- a. Special meetings of the members may be called by the Executive Committee or by any ten (10) of the members by written notice, given at least one (1) week before the date of such meeting.

ARTICLE VI: EXECUTIVE COMMITTEE

- Section 1: The Executive Committee shall consist of the officers of the association (as stated in Article IV, Section 1.a) and the band director.
- Section 2: The duties of the Executive Committee shall be:
- a. to present a report at the regular meetings of the association,
 - b. to prepare and submit to the general association for approval a budget for the fiscal year. As part of preparing the budget, student fees for the following year will be established.
 - c. Manage the approved budget
 1. No disbursement of association funds shall be made unless authorized within the approved budget, or approved by a majority vote of the executive committee.
 2. Deviations exceeding 20 percent from approved budget expenditures shall be submitted to the Executive Committee for review and approval before disbursement is made.
 3. The treasurer, with concurrence of the President shall have authority to disburse funds for unusual or emergency items not to exceed \$200.
 4. Requests for funding not authorized by the approved budget shall be submitted for review and approval at a general meeting.
 5. Band director to provide the Treasurer a written copy of agreement or contract entered into for services for which the boosters organization is liable for payment.
 6. Requests for reimbursement must be submitted prior to current fiscal year end (June 30th). No reimbursement will be made for prior year expenses.

- d. The executive committee may create or delete such ways and means standing committees as it may deem necessary to promote the objects and carry on the work of the association.
- e. Maintain a reserve account for the replacement of uniforms and compute annual savings goal for uniforms until such uniform purchase is made.

It must be decided at the budget meeting each year the amount to be added to the uniform account. That amount should be added as a line item to the budget. Once that money is deposited to a separate account, it may not be used for regular operating expenses and must be voted on to be used for anything besides uniforms.

Suggested way to calculate: current replacement cost of uniforms x current number of students, minus any monies currently in reserve for uniforms, divided by expected remaining life of uniforms (stated in years) to equal annual savings goal.

- f. The Organization will provide financial assistance to students with need for band trips. The amount of this assistance will be equal to the amount the student earns on approved fund raisers under Article VII, Section 7, but not to exceed fifty percent (50%) of the trip cost. Need will be determined by the band director.

ARTICLE VII: STANDING COMMITTEES

- Section 1: Each committee chairperson shall enlist as many committee members as necessary to carry out the committee responsibilities.
- Section 2: Each committee shall be responsible to the designated officer as stated in Article VII; Section 6 and Article VII; Section 7.
- Section 3: Committee chairpersons may give a report at each meeting for the record.
- Section 4: Committees may be formed or dissolved as needed by the Executive Committee.
- Section 5: Detailed job descriptions for each committee shall be maintained in a separate folder by the current committee chair. Folder shall be passed from chair to chair.
- Section 6: There shall be the following **Program Committees** under the direction of the 1st Vice President:
 - a. Box Office/Ushers – man the box office, collect tickets, and distribute programs at performances.

- b. Chaperones – recruit suitable adults to supervise students on band trips and related functions in cooperation with the band director. Supervise transport of band equipment. Assure that established school guidelines for conduct are enforced.
- c. Drum line representative – works with drum line advisor to keep boosters informed of all issues pertaining to drum line. Coordinates committees for indoor drum line season.
- d. Eighth Grade Hospitality – coordinate the hosting of two (2) eighth (8th) grade activities:
 - 1. the eighth (8th) grade participation at a BBHHS football game, and
 - 2. the parent/student orientation in April or May.
- e. Flag Line Representative – Assist flag line advisor with Flag Line uniforms and related accessories. Keep records of items issued and take necessary action in the cleaning, repair, and replacement of uniforms and accessories. Deal with issues pertaining to flag line.
- f. Game snacks – provide small snack and drink after half time for southwest conference football games for visiting and home band members.
- g. Hospitality – Provide refreshments for meetings and other functions as requested.
- h. Newsletter – prepare and edit the newsletter. Send to print and mail to families of all band members.
- i. Parent Mentors – assist the parents of new band members by assigning them the parent of a junior or senior band member to answer any questions about the band.
- j. PSO Representative – represent Band Boosters at the High School PSO meetings and PSO Council meetings. Promote all Band Booster events. (Two different people may assume this position). Report back to band boosters on pertinent topics discussed at PSO meetings.
- k. Publicity – contact newspapers, cable TV, local publications, etc. for publicity of band and Band Booster activities.
- l. Senior Night – a junior parent who coordinates “Senior Parent” Reception before the Senior Night football game.
- m. Communication – develop and coordinate email or phone chain of families whose children are band members.
- n. Uniforms & Property-Band – handle the issuing and receipt of all band uniforms and related accessories. Take necessary action in the cleaning, repair, and replacement of uniforms and accessories. Supervise uniform room, address and document uniform related issues before and after each band event.
- o. Volunteers – Recruit and maintain a database of volunteers to distribute to chairpersons and update throughout the year.
- p. Webmaster – Posts information to the booster portion of the band website. Items could include monthly minutes, fundraiser information, or other announcements as requested.

- Section 7: There shall be the following **Ways & Means Committees** under the direction of the 2nd Vice President for the purpose of securing funds to be used by the Brecksville-Broadview Heights Band Boosters as stated in Article II:
- a. Athletic Programs-Ads/Layout – acquire advertisers, school sports photos, format the fall and winter sports programs, and arrange for the printing of programs.
 - b. Athletic Programs-Sales – sell programs at all home athletic contests during the fall and winter sports seasons.
 - c. Sub sandwiches – coordinate sales, ordering, assembly and delivery of sandwiches.
 - d. Citrus Fruit – coordinate ordering, sales and delivery of fruit.
 - e. Cookbooks – sell cookbooks at any function where possible.
 - f. Endowments & Patrons – solicit donations and provide list of names for publication in athletic programs.
 - g. Jacobs Field – manage and coordinate volunteers to operate given concession stand.
 - h. Pancake Breakfast – plan and conduct pancake breakfast, usually scheduled for Sunday of Art Mart.

No fundraising shall be done by individuals or small groups within the band.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Brecksville-Broadview Heights High School Band Boosters organization in instances where they are not in specific contradiction to the bylaws.

ARTICLE IX: AMENDMENTS

Section 1: The bylaws may be amended at any regular meeting of the association by a two-thirds (2/3) vote of the members present at a meeting called for that purpose.

ARTICLE X: PERMANENT DEDICATION OF ASSETS OF THE BAND TO AN EXEMPT PURPOSE

In the event of dissolution of the Brecksville-Broadview Heights High School Band Boosters Organization, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the organization, transfer its assets to the Brecksville-Broadview Heights High School Band Program.