

NORTHGATE BAND BOOSTERS **CONSTITUTION & BY- LAWS**

ARTICLE I -- NAME

The name of this organization shall be "Northgate Band Boosters". In these by-laws, this organization shall be called the Boosters.

ARTICLE II -- CONSTITUTION

The Boosters exists as a voluntary association of its members. The constitution of the Boosters shall consist of these by-laws and amendments.

ARTICLE III -- PURPOSE

The purpose of this organization is to:

- ◆ Encourage and maintain an enthusiastic interest in the Band Program of the Northgate School District.
- ◆ Support the Band Director and staff through fund-raising projects and volunteer services, while providing a safe environment for the students.
- ◆ Maintain the highest standards among students, parents and band staff.

ARTICLE IV -- MEMBERSHIP

Only instrumentalist and bandfront member's parent(s) or guardian(s) shall be considered active members of the Boosters.

ARTICLE V -- OFFICERS

- Section 1 The elected officers of the Boosters shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer.
- Section 2 All elected officers are for a term of one year, with possible re-election into the same office for one additional term. Having served two successive years, an elected officer shall not be eligible to run for the same office unless unopposed.
- Section 3 Anyone resigning or being recalled from any office(s) twice will be ineligible to run for an Executive Board position thereafter.

ARTICLE VI -- DUTIES OF OFFICERS

The **President** shall call all meetings and preside over same, and supervise all business of the Boosters.

The **First Vice-President** shall preside in the absence of the President and shall temporarily assume all duties of the President if a vacancy occurs in that office. The First Vice-President serves as the chair of the Concession Stand Committee.

The **Second Vice-President** shall assume the duties of the First Vice-President in their absence and shall temporarily assume all duties of the President if a simultaneous vacancy occurs in the offices of the President and First-Vice President. The Second Vice-President serves as chair of the Social Committee.

The **Secretary** shall keep minutes of all proceedings of Boosters meetings and Executive Board meetings. The secretary shall keep such other records as may be determined by the Boosters, its officers or committees. The Secretary shall ensure that the minutes of the present and previous years are available for reference at all Boosters and Executive Board meetings. The Secretary shall also maintain and make available a current copy of the Boosters by-laws. The Secretary shall serve as chair of the Internet Committee.

The **Treasurer** shall keep accurate records of the Boosters' financial transactions, receive and disburse the Boosters' funds as directed by the Boosters, present a statement of account at every regular meeting of the Boosters, and at such times as directed by the Boosters or Executive Board. The Treasurer will, upon the request of any booster member, permit said member view of the General Fund account and will also cooperate with the Finance Committee to initiate a full annual financial examination during the month of May (Article XIV).

ARTICLE VII -- EXECUTIVE BOARD

- Section 1 The Executive Board shall be comprised of the elected officers and non-voting band staff.
- Section 2 The Executive Board shall conduct all necessary business between meetings of the Boosters; shall make or approve all plans for the fulfillment of the Boosters' purposes; shall appoint Standing Committees; and constitute the By-Laws Committee.
- Section 3 All actions of the Executive Board shall be reported to the Boosters at the next General Meeting for approval by the Boosters.
- Section 4 The presence of a majority of Executive Board members shall constitute a quorum to transact Board business.
- Section 5 Resignation
Any officer wishing to resign from office must submit their resignation to the Executive Board in writing and shall be considered binding.

Section 6 Removal or recall of an officer
Any allegations of misconduct, misappropriation of funds, or of an officer consistently not serving in the best interest of the Boosters, must be submitted in writing, signed by the voting member making the allegations. This must be presented to the Executive Board, via certified mail, and a copy forwarded to the said officer.

A majority vote by the General Membership shall constitute retention or removal of the officer from the Board by secret, written ballot, tallied by the band staff. No proxy voting is allowed.

Any officer absenting themselves for more than three successive meetings shall be automatically suspended from office. Serious illness and excused absences accepted.

Section 7 Vacancy due to resignation or removal.

The Executive Board will direct the Nominating Committee to select a nominee for the office. Persons filling such vacancies shall immediately carry out their duties, pending confirmation of their election by vote of the membership at the next regular General Meeting.

ARTICLE VIII -- STANDING COMMITTEES and ASSIGNMENTS

Section 1 The Executive Board shall appoint a chair for the following committees: Band Festival, Chaperone, Equipment, Finance, Fundraising, Historian, Nominating, Publicity, Social, Telephone, Uniform and such other committees as the Boosters or Executive Board deem necessary or expedient to carry out the Boosters' purposes.

Section 2 Each committee chair shall provide a written report on the status of the committee and its work to the Boosters for each general meeting. No committee shall be undertaken without the approval of the Executive Board.

Section 3 Time will be allotted at each general meeting for reports from the committees and discussion of matters affecting their work.

Section 4 Membership and duties of the standing committees are:

The ***Band Festival Committee*** shall consist of a chair and as many members as are deemed necessary. The committee shall be responsible for the planning and operations of the Band Festival. This committee will have full support of all other standing committees. The chair will be the director of all other committees for this event. Within one month of the festival completion, the committee shall report its expenditures and revenues.

The **Chaperone Committee** shall consist of a chair and as many members that are deemed necessary. The committee shall be responsible for securing adults, with a Pennsylvania Act 33 Clearance on file with the Boosters and Northgate School District, to act as chaperones for all Band functions deemed necessary by the Band Director. A chaperone is defined as age 21 or older who is a parent, guardian or family member of a current band, bandfront or staff member. The committee must ensure the safety and welfare of the students at all Band functions (i.e., first aid supplies, medical history forms, and bus attendance).

The **Concessions Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall be responsible for the planning and operations of the stadium concession stand for any home football games (Jr. High, Junior Varsity and Varsity) and other band program activities; and, shall also provide snacks and drinks for all bands. The committee's monthly report shall include a listing of expenditures and revenues.

The **Equipment Committee** shall consist of a chair and as many members that are deemed necessary. The committee shall be responsible for the care, cleanliness, inventory, issuance and storage of band and bandfront equipment, not including instrumental equipment.

The **Finance Committee** shall consist of a chair and two other members, none of whom shall be members of the Executive Board. The duties of the committee are outlined in Article XIV.

The **Fundraising Committee** shall consist of a chair and as many members that are deemed necessary. The committee shall be responsible for student fundraising activities as needed.

1. The Fundraising committee chairperson will submit a schedule of fundraising events before the start of the school year.
2. All fundraisers will be submitted to the Fundraising Chairperson and reviewed by the committee to qualify as a "Band" fundraiser. All members of the band (instrumentalists and auxiliary) will be given the opportunity to participate in ALL fundraisers. Fundraisers will not be held exclusive for individuals or select subdivisions of the band without the permission of the booster organization.

The **Historian Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall be responsible for compiling an annual book of history covering the activities of the Band, consisting of newspaper clippings, pictures, commentary and whatever other materials are available. This permanent record shall be turned in at the end of the school year, but preferably be completed for the banquet for viewing. Reimbursement for supplies is not to exceed budgeted amount.

The **Internet Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall be responsible for the content and maintenance of the Boosters web site in a timely manner.

The **Nominating Committee** shall consist of a chair and two members. The committee shall carry out its duties as described in Article XII, Section 1.

The **Publicity Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall be the link between the Boosters and the community at large and shall be responsible for submitting all general news releases and any other material necessary to publicize to those outside the Boosters the work and activities of the Boosters and the Northgate Middle / High School Bands.

The **Social Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall be responsible for serving drinks and snacks for band functions at the high school. The committee will also provide a host/hostess for all visiting bands at any band function. This committee will also be responsible for organizing the annual Band Banquet.

The **Telephone Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall assist the Executive Board and all other committees by making contacts as are needed to communicate with Booster members or others.

The **Uniform Committee** shall consist of a chair and as many members as are deemed necessary. The committee shall be responsible for the care, cleanliness, repair, inventory, issuance and storage of band uniforms and shall work with the band staff and students to fulfill this task. The committee will inventory band uniforms at least twice yearly: upon committee's issuing uniforms to band members and upon return. The committee will also assist in acquiring, exchanging and issuing of auxiliary corps uniforms and accessories.

ARTICLE IX -- FINANCES

Section 1 The fiscal year of the Boosters shall be from May 1 to April 30.

Section 2 Funds

1. All monies paid or donated to the Boosters shall be placed in either of the following funding areas, designated by the director:
 - ◆ General (i.e., parades, group performances)
 - ◆ Individual student (i.e., candy, hoagie sales, etc.)
2. Monies remaining at the end of the fiscal year shall be carried forward to the next fiscal year.
3. All revenues received from any source shall be counted and deposited by the Treasurer, or other Executive Board member in case of an emergency, on a weekly basis. A written report of all revenues and expenses shall be provided

monthly and made available at all scheduled General Meetings or as directed by the Executive Board. Should no written report be made for two consecutive months, then the Executive Board shall take appropriate action to produce such reports

Section 3 Disbursements

1. Monies shall be used to:
 - ◆ Pay for the operations of the Boosters
 - ◆ Finance special projects and activities to fulfill the purpose of the Boosters.
2. All funds dispersed shall need to be verified with a receipt. The Treasurer will maintain receipts.
3. All disbursements over \$100.00, not including expenses of the concession stand, must be approved by a majority vote of the general membership taken at any meeting.
4. All receipts turned in for reimbursement of a previously approved purchase by any member of the Boosters must be done within six months of the expenditure. Any receipts turned in after said time will not be eligible for reimbursement.
5. All bank accounts shall contain the names of three authorized signatures; the President, the First Vice-President and the Treasurer, any two signatures of which must appear on all checks or withdrawal documents. Pre-signing more than three blank checks with at least one signature in advance of need is not permitted.

Section 4 Individual Student Accounts

1. Monies in a student account may be used for the following band-related expenses only:
 - A. Assessment payments
 - B. In the event that students must purchase equipment or article(s) of clothing for uniforms (per the Band Director), and such purchases will not be made through the Boosters, said cost of these expenditures will be reimbursed to the student under the following conditions:
 1. All payments due the Boosters have been satisfied
 2. The purchase must have been made from only a supplied approved vendor list.
 3. The student submits a receipt(s) of payment for said purchase to the Treasurer

4. Funds are available meeting or exceeding the reimbursement amount. If sufficient funds are not available, reimbursement will only be in the amount of remaining funds. Reimbursement will be made by check within two weeks of Treasurer receiving receipt(s).

C. Band Camp

D. Band Trip

E. In the event that the band trip package does not include all meals, a meal allowance may be drawn from the student's account for only the non-included meals at a rate of \$5 per breakfast, \$10 per lunch and \$10 per dinner. Meal allowances must be pre-arranged and requested from the Treasurer no later than the final due date of payment for the trip.

F. In the event that a student's parent(s)/guardian(s) act as a chaperone on the trip, the chaperone trip and meal allowance may be drawn from the student's account.

2. In the event that there is any unused balance in a graduated students' account, those monies will be transferred automatically to a siblings account at the end of August. In the case of no siblings, the remaining balance will be divided as equally as possible into all active student accounts at the end of August, with any remaining monies placed into the general fund.
3. If accounts are in arrears, students will forfeit their participation in any Booster sponsored activities (i.e. year-end banquet, etc.)

Section 5 Review

1. The accounts of the Boosters shall be verified annually as described in Article XIV.
2. Any member of the Booster organization requesting to see the Booster checkbook will be offered the opportunity to view the General Fund account within a timely manner.
3. Members may inspect their child's/children's accounts upon request, at the earliest opportunity for the Treasurer.

ARTICLE X -- MEETINGS

Section 1 The Boosters will meet monthly at a regular time and place, as agreed upon by the members of the Executive Board and the Band Director for the General Meeting.

Section 2 The Executive Board will meet monthly, at a regular time and place prior to each General Meeting.

Section 3 Agenda

The President shall open and close the regular meetings and the agenda will consist of at least the following, in addition to other predetermined business:

1. Call to Order
2. Pledge of Allegiance
3. Secretary report: Reading of the minutes from the previous meeting
4. Treasurer report: Report of general fund, student accounts, etc.
5. Committee reports: Chairpersons information report
6. Student Liaison Report
7. Band Director report: Any necessary information
8. Old Business
9. New Business
10. Roll Call
11. Adjournment

Section 4 The current issue of Robert's Rules of Order shall govern the conduct of the meetings of the Boosters, as they are applicable and consistent with the Constitution and By-Laws of the Boosters.

Section 5 The membership in attendance and a majority of the voting Executive Board will constitute a quorum for conducting business at any regular or special Boosters meeting.

ARTICLE XI - VOTING

Section 1 Members must be present at meetings to be eligible to vote.

Section 2 A quorum for voting shall be the same as a quorum for meetings as stated in Article X, Section 5.

Section 3 Voting at any meeting shall be by voice or by show of hands, but a roll call or secret ballot may be requested by any member or held at the discretion of the President.

Section 4 A secret ballot must be held when more than one person is nominated for a position (Article XII, Section 2).

ARTICLE XII -- NOMINATIONS and ELECTIONS

Section 1 A Nominating Committee shall prepare a slate of nominations to fill all offices for the following year, from a list of members who have attended at least two (2) general membership meetings between June and April. This slate shall be presented to the Boosters at the April meeting each year. Anyone resigning or being recalled from any office(s) twice will be ineligible to run for an Executive Board position thereafter.

Section 2 An election of officers shall be held each year at the May regular meeting. Nominations for any office may be made from the floor, provided prior permission being nominated has been secured, and that person meets the eligibility set forth in Section 1. If more than one person has been nominated for any position, a secret ballot election shall be held. Tallies of the vote will be counted by non-voting members of the Executive Board.

ARTICLE XIII -- BAND DIRECTOR

Section 1 The Band Director shall be a permanent, non-voting member of the Executive Board and shall be present at all meetings of the Executive Board and general membership.

Section 2 The Band Director shall discuss with the Boosters any planned Band activity, as necessary.

Section 3 The Band Director shall keep the Executive Board informed of any real or potential problems that may affect the Band or the organization as a whole.

Section 4 The Band Director shall have final authority regarding any appearances or policy of the Band in all Band-related activities.

ARTICLE XIV -- FINANCIAL EXAMINATION

The Finance Committee (as described in Article VIII, Section 4) shall ensure that an examination be performed by an independent accountant. This examination shall be no more than one month in duration. This examination of the Boosters' financial record shall be conducted each year and the results of the examination reported to the Executive Board and made available to the membership at the June meeting. The Boosters shall provide financial resources for carrying out this task.

ARTICLE XV -- AMENDMENTS

Section 1 To amend these by-laws, the potential change shall be submitted in writing to the By-Laws committee for consideration. The By-Laws committee may reject the potential change before submitting to the general membership for vote, and ask for resubmission.

Section 2 These by-laws may be amended by a simple positive majority vote, after three readings not occurring in the same meeting, of the members present at any regular meeting or at a special meeting called for that purpose, provided that a quorum is present, and that a written copy of the same shall have been distributed at the meeting.

Section 3 If an amendment or change of the by-laws is approved by the vote of the Boosters, as outlined in Section 2 of this article, the amendment or change becomes effective immediately.

Section 4 The date of the adoption of any amendment or change to these by-laws will be recorded both in the minutes of the Boosters and on the official copy of the by-laws maintained by the Secretary.

ARTICLE XVI -- DISSOLUTION

In the event of the dissolution of the Boosters, all funds remaining in the treasury after payment of any remaining obligations shall remain in the financial institution for a period not exceeding one year, for the purpose of establishing a new organization. After this time the funds will be given to the Northgate School District for the exclusive use to purchase or maintain instruments.

RECORD OF AMENDMENTS

Approved by the Executive Board and formal vote of the membership attending the regular meeting of the Northgate Band Boosters this fifteenth day of June, 2004.

Amended by a formal vote of the membership attending the regular meeting of the Northgate Band Boosters this fifth day of October, 2004.

Amended by a formal vote of the membership attending the regular meeting of the Northgate Band Boosters this seventh day of December, 2004.

Amended by a formal vote of the membership attending the regular meeting of the Northgate Band Boosters this fifth day of April, 2005.

Amended by a formal vote of the membership attending the regular meeting of the Northgate Band Boosters this second day of August, 2005.

Amended by a formal vote of the membership attending the regular meeting of the Northgate Band Boosters this second day of May, 2006.

Amended by a formal vote of the membership attending the regular meeting of the Northgate Band Boosters this fifth day of April, 2011.