

# **GATEWAY BAND BOOSTERS BY-LAWS**

Approved 20-March-2007

## **Article I: NAME**

The name of the organization is the Gateway Band Boosters.

## **Article II: PURPOSE**

The purpose of the organization is to provide supplemental support to the band programs of the Gateway School District. The primary duty is acknowledged as pertaining to the educational mission of the district schools to provide music education. The Gateway Band Boosters will fill a secondary support role by sponsoring and sustaining extracurricular performance, social, and enrichment activities which provide meaningful experiences to augment the students' participation in music, in furtherance of this educational mission.

The form of the Gateway Band Booster support will include, but not be limited to, promoting interest among the school, parents and the community in the various ensembles (Marching Band, Concert Band, Wind Ensemble, Symphonic Band, Winter Percussion, Winter Guard and Jazz Band, providing assistance to the several directors and staff members, as requested, and providing labor and additional financial resource to assist the groups in transport to events, securing equipment, facilitating their performances and augmenting student opportunity for enrichment and personal growth.

This organization will strive to foster a spirit of friendliness, fellowship and cooperation between boosters, including the parents of involved students, and school staff.

## **Article III: MEMBERSHIP AND SUPPORT OBLIGATION**

1. Membership in the organization will be offered to:
  - a. Parents and guardians of music students and students participating in music department sponsored ensembles mentioned above in the Gateway School District,
  - b. Responsible adults over the age of 18 years, (inclusive of extended relatives of participating students), expressing desire for membership, and
  - c. Alumni of the music program and ensembles, upon graduation from High School.
  - d. Active Membership Status, allowing the member rights of participation in organization events, communications from the organization, voting privilege, holding office within the organization or making any representations of or for the band(s) or ensemble(s) will be granted only on condition that all financial obligations, including assessment(s) and related student support payments for which he/she may be responsible, are current.
2. Support Obligations of Membership (Bucket Contributions) include:
  - a. Monetary "Bucket" Payments
    - i. Annual membership financial obligation to support students in the band ensembles will be determined yearly by incoming elected officers, and announced in an open meeting of the organization before May 20th.
    - ii. The monetary bucket obligation will reflect the amount needed in contribution to support a band ensemble member. This will include travel,

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- activity, and costuming and equipment expenses assigned to the organization, based on the proposed performance and competition schedule for the several ensembles for the coming year. Any fees or material or equipment expenses specific to the ensemble in which a student is participating will also be identified.
- iii. Varying assessment amounts based on a student's participation in one, or which one, or in multiple ensembles supported by the band boosters may be required of particular parents/members in consideration of that participation. The components of such variation will be delineated to any active member requesting such an accounting.
  - iv. Payment of this monetary obligation, as determined by the Executive Board, will be fully payable before October 21 for the current program year.
    - v. Any balance remaining in the student financial bucket will be rolled over to the general fund upon graduation of the student or when the student's involvement in the organization has ended.
    - vi. Only cash/check payments made to a student's bucket in the current budget year can be refunded. A written request to the financial secretary is required.
- b. Ensemble Student Activity Support
- i. Additional monies may be obligated for payment, subject to the vote of the membership, to account for specific, identified, extra projects of the Band Boosters. Such projects are envisioned to include special trips for which a band ensemble will be sponsored, or, special acquisitions identified to augment the musical or transport capacity of the program(s), or may relate to exceptional expenses, so deemed by Executive Board, for the program year being funded.
  - ii. Such added expenses will bring with it the obligation on the Executive Board to present a budget and payment deadlines to the organization at a regularly scheduled meeting, and to secure approval by the vote of the membership at that time.
- c. Service "Bucket" Points
- i. Because the band ensembles require support of time, energy and labor in addition to financial means, a point system has been established to encourage active support by boosters. Participation in the points program is incumbent upon every band booster member. If a member fails to meet the service points obligation, a fee (to be determined by the Executive Board) may be assessed for the unearned service points.
    1. Points are awarded based upon a schedule in consideration of time, effort and value of services rendered, some items from which include: chairing a committee, fulfilling a support task for an event, fundraiser, etc., or participation with the bands and ensembles in travel, transport, supervision, or other required obligation. Work as a member of a committee, or making donation toward an event, also qualifies for points.

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2. The Ways and Means Chairman is tasked to determine point value for time and service rendered upon approval by the Executive Board. The Executive Board may revise the schedule for points from year to year in evaluation as to the support requirements of the band ensembles and performance of the organization there toward.
- ii. Before May 21 of the current program year, the Executive Board will present the Points Obligation for each ensemble (student) member to the membership of the Gateway Band Boosters at a general meeting assembled, and will provide details on the point value schedule for the year.
  1. The Points Obligation will be based on the number of participants expected in the ensemble(s), number of band booster organization members, proposed performance and competition schedule for the several ensembles, and any exceptional obligations imposed on the organization.
  2. The Points Obligation will be in consideration of the obligation to support one band or ensemble member.
  3. Varying points amounts based on a student's participation in one, or which one, or in multiple ensembles supported by the band boosters may be required of particular parents/members in consideration of that participation. The components of such variation will be delineated to any active member requesting such an accounting.
- iii. It will remain the obligation of the band booster member to report participation in support capacity and assure credit for the points earned through those activities.
- iv. Specific requirement for service will be imposed for competitions and events for external audience specifically sponsored by the Gateway Band Boosters (Contest of Champions, Indoor Contest of Champions, etc.) Participation in work assignments for such events by Gateway Band Booster members will be expected, and a condition for a child's (student's) eligibility for participation recognition (letter, medal, recognition plaque, scholarship, etc.) and annual banquet.
- v. Points must be accumulated before the end of the calendar year for the Marching Band. Points requirements for other ensembles will be set and deadlines announced with adequate forewarning, consistent with the performance schedule of each ensemble.
- d. Hardship Cases and Variations
  - i. The Executive Board will be given authority to relieve the burden of monetary bucket obligation, additional financial payment and service points for specific hardship cases when presented by written request. These will be reviewed privately, and adjustments made on a case-by-case basis by vote of the Board.
    1. A budget line item must be established to accrue a reserve that also may be allocated against these hardship needs.

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- ii. This provision also allows the establishment of point and monetary “tiers” which may be established for multiple students from one family involved in the supported ensembles to relieve onerous support burdens.
- iii. Also, the establishment of membership grades, or varying support obligations, for alumni or boosters from the community without a family member participating may be established by the Executive Board.
- e. Reports
  - i. Reports accounting for the assessment(s) and points for each student’s account, including an indication of standing, if current or delinquent, will be provided on a regular and timely basis by the Financial Secretary.
  - ii. Delivery of reports will be sufficient that they be made available at regular meetings of the organization.
- f. Delinquency
  - i. Any student’s account for monies or points found to be delinquent as of the foregoing due dates will be ineligible to receive participation recognition (letter, medal, recognition plaque, scholarship application, etc.) presented by the boosters. In addition, such student and affiliated boosters will not be allowed to attend the banquet traditionally held at year’s end. Performance in special trips with any sponsored ensemble will not be permitted to any student in delinquency.

### **Article IV: MEETINGS**

1. A Regular Meeting schedule shall be established on a yearly basis (e.g., the Third Wednesday of each month) by the President.
  - a. In the event a scheduled meeting conflicts with a Music Department program and/or school calendar event, that meeting may be rescheduled at the President’s discretion. Notification through established communication channels at least 3 days prior to the meeting is in order for such a re-scheduling. The members present shall constitute a quorum.
  - b. Members may identify business for the meeting by advising the President at least four (4) days before the date of the meeting.
2. A Special Meeting may be called by the President or shall be called by the President upon the written request of twenty (20) members. Notification of special meetings will be provided via normal communication channels to all members. Notification will state specifically the business or purpose for the special meeting. No other business may be transacted at such a special meeting than that stated by notification. The members present shall constitute a quorum.
3. The Executive Board shall meet monthly throughout the year. Additional meetings of the Executive Board may be called by the President or upon request of a majority of Executive Board members. A majority of the members of the Executive Board shall constitute a quorum.

### **Article V: OFFICERS AND DUTIES**

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The elected officers shall be President, Vice President, Secretary, Treasurer, Financial Officer and Ways and Means Officer. These shall comprise the Executive Board.

1. President
  - a. The President shall preside at all meetings of the organization and be an ex-officio member of all Standing Committees.
  - b. The President shall appoint any special committees.
  - c. The President shall appoint an Audit Committee to audit the books of the organization at the end of the fiscal year.
2. Vice President
  - a. The Vice President shall perform the duties of the President in absence of the President as needed or requested.
  - b. The Vice President shall chair the Nomination Committee.
  - c. The Vice President shall be responsible for the communication processes employed by the Band Boosters organization to its members.
3. Secretary
  - a. The Secretary shall keep a record of all regular, special and Executive Board meetings.
  - b. The Secretary shall distribute the Executive Board and general meeting minutes to the Board.
  - c. The Secretary shall make available to any active member, upon request, the minutes of the general meetings.
  - d. The Secretary shall conduct the correspondence of the organization.
4. Treasurer
  - a. The Treasurer shall receive all monies and deposit them in a bank designated by the Executive Board.
  - b. The Treasurer shall pay all monies as authorized and submit books for audit at the end of the fiscal year.
  - c. All disbursements shall be by check and all deposits shall be in the name of "Gateway Band Boosters". All checks shall be signed by two of three elected officers, as designated on the bankcard.
  - d. The Treasurer shall prepare and distribute a monthly financial statement at each Executive Board and general meeting.
5. Financial Secretary
  - a. The Financial Secretary will keep the records of the family accounts and show credit properly awarded in the accounts for both financial contribution as well as point obligation fulfillment.
  - b. The Financial Secretary shall prepare a monthly statement reflecting the financial and point status for the booster member/student. These will be available at Executive Board as well as general meetings.
  - c. The Financial Secretary will solicit the assistance of the President and Vice President as well as the Band Director for required assistance in helping resolve family obligations.
6. Ways and Means Officer
  - a. The Ways and Means Officer will be responsible for developing resources for the organization. This will include finding and developing opportunity (ways) to

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- generate revenue (means) for the organization, as well as securing “in kind” resources, as possible or desirable.
- b. The task will include not only securing revenue for general expenses for the organization, but also in making available to the membership fundraising projects which will allow them the chance to complete their support obligations through earnest and reasonable participation.
  - c. The Ways and Means Officer shall appoint all Standing Committees
7. The purpose of the Executive Board shall be to advance the mission of the Band Boosters Organization, representing the membership of the organization to all constituencies, conduct the business of the organization, and facilitate the conduct of business with the general membership. The duties shall specifically include:
- a. To evaluate the plans of the committees for fundraising projects and to select appropriate options to present to the membership for approval or modifications.
  - b. To present to the membership an annual operating budget before May 31st of the pending program year. A budget change must be secured by approval from the membership for any expenditure beyond those approved in the initial, yearly budget. This budget will recommend to the general membership specific expenditures either for the operation of the organization in a general budget, or for special projects for the benefit of the Gateway High School music and performance ensembles, keeping within the bounds of these by-laws.
  - c. To review the other plans and activities of the various standing and special committees, assuring legal and moral standards are upheld, notably maintaining compliance with school district policies and standards.
8. Elected, incoming officers, in conjunction with the Band Director, shall prepare the Band Booster budget for the upcoming year
- a. The budget will be presented at a general membership meeting for a vote of approval before May 31<sup>st</sup>, coincident with the financial assessment as stipulated in paragraph III.2.a.
  - b. Any two elected officers can authorize emergency expenditures up to \$50.00.
  - c. Expense(s) incurred by a booster or staff member on behalf of the booster organization of less than \$25 will be reimbursed upon submission of a Treasurer Reimbursement Form and a receipt detailing the expense(s). Copies of the Treasurer Reimbursement Form may be obtained from the Treasurer.
  - d. Expense(s) to be incurred by a booster or staff member on behalf of the booster organization of more than \$25 must be pre-approved by the Treasurer (or other individual designated by the Board) or such expense(s) will not be reimbursed. The booster or staff member must present an Expense Pre-Authorization Form to the Treasurer (or other individual designated by the Board) prior to incurring the expense. The Treasurer (or other individual designated by the Board) will review the expense to ensure that it conforms to the current budget limits and will either approved or deny the expense and will return the Expense Pre-Authorization Form to the person requesting reimbursement of the expense. If the expense is approved, the person requesting reimbursement must then present the Treasurer (or other individual designated by the Board) with a receipt and then reimbursement will be made. Copies of the Expense Pre-Authorization Form may be obtained from the Treasurer (or other individual designated by the Board).

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- e. A budget line item to provide resource for “gestures of good will” should be funded to promote harmony within the community and educational system in which the organization operates.
  - i. The Executive Board can authorize expenditures to finance such gestures to other organizations, staff and administrative officers, or to families or persons with close connection to the band and ensembles at such occasions as bereavement, achievement, sickness, or celebration as deemed appropriate by Board vote.
  - ii. Expenditure for such gestures should be reasonable, perhaps as much as \$50.00, this figure offered for guidance, the Executive Board given responsible latitude according to situation.
  - iii. Organizations providing support to band functions may be granted “gestures of good will” in an amount approved by the membership prior to the function.
- f. The budget must fund contributions toward the Noah Gray Scholarship (named in memory of a former marching band musician) to provide educational money to eligible, selected graduating seniors who are members of the Marching Band.
  - i. The Noah Gray Scholarship is presented at the Gateway High School Senior Awards Night.
  - ii. The scholarship application process is documented and follows the guidelines of the high school guidance office.
  - iii. Number of grants and the amount of each scholarship presented is determined by the approved budget and successful compliance to that budget. At a minimum one scholarship must be awarded.

### **Article VI: ELECTION OF OFFICERS**

1. The term of office for all officers of the organization shall be June 1 to May 31.
2. Officers shall be elected at the October general membership meeting and be installed to assume duties as of January 1<sup>st</sup>.
  - a. A Nominating Committee of at least 3 persons will be recruited and chaired by the Vice President and meet initially before January 21<sup>st</sup>, and subsequently as often as needed to meet election deadlines. Those on the Nominating Committee other than the Vice President will be organization members not on the Executive Board.
  - b. The Nominating Committee will work to assure a full (at least 2 nominees for each office) and responsive (willing to serve if elected) slate of candidates (organization members with Active Membership Status) is presented to the membership at the time of the election. Additional nominations from the membership will be entertained up to and as part of the meeting at which the vote is taken.
  - c. Simple plurality (most votes from among those candidates advanced for nomination) will be sufficient for election.
3. Officers may not be elected to more than two successive terms in the same office.
4. Parents of seniors may hold any elective office. HOWEVER, caution is cited in these by laws of the advisability to have parents of underclassmen involved with the Executive

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Board. The collective wisdom and experience of previously serving officers, still available to the organization as their children continue in the band ensembles, is a resource of inestimable value to incoming officers. These will know of available resources and challenges that may present and may offer insight as consulted. Of course, the viability of the organization with regard to such matters rests in the selection of officers by election from the membership.

5. Any officer of the Executive Board may be removed by a two-thirds majority vote of the Executive Board.
  - a. Upon such action, the Nominating Committee must re-convene and recommend a replacement to the general membership at the next general meeting. Nominations for replacement officer(s) may also be entertained at the general meeting.
  - b. A vote will then be staged for election by plurality vote from among the recommended candidates, or, election from among several candidates, as then proposed. Replacements will fill only the unexpired term of the replaced officer.

### **Article IX: STANDING COMMITTEES**

1. The Ways and Means Officer is responsible for all standing committees. Standing committees are designated for ongoing and repeated tasks required of the Band Booster organization. This includes recurring fund raising events, as well as support and transport responsibilities relegated to the organization. The Ways and Means Officer maintains a standing committee handbook for reference of the membership detailing scope of charter and accountability for each committee.
2. Formation of a standing committee and appointment of its chair is conducted by the Ways and Means Officer, subject to review and approval of the Executive Board. Committee chairs shall recruit members to serve on a committee, by number according to task and scope of activity, from among the general membership of the organization. The Ways and Means Officer may recommend disbanding a standing committee, subject to review and approval of the Executive Board.
3. All committee chairs will submit documentation within 2 weeks following a completed event, duty, task or activity with appropriate reporting information of points, monies and process to the Financial Secretary.
4. Parents of senior band members may hold chair positions for major committees (i.e. uniforms, chaperones, pit crew, contest of champions, banquet, senior night, etc.) only if there is serving with him/her a primary, designated co-chair who is a parent of an underclassman. This provision has for its purpose the passing of critical information and experience and retaining this "institutional" knowledge within the organization.
5. Any Committee Chair may be removed by a two-thirds majority vote of the Executive Board.

### **Article X: ENACTMENT AND AMENDMENT**

1. Amendment to these by-laws may be implemented upon the following provisions:
  - a. Proposed changes to the by-laws shall be advanced to the President in writing for inclusion in the agenda and presented to the membership of the organization in

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writing at a regularly scheduled meeting for reading and discussion. Changes will be itemized, and considered item by item.

- b. A vote taken of the membership will be called at the next following regularly scheduled meeting. The vote will be taken item by item as proposed.
  - c. Items for change will be approved for inclusion in the by-laws upon receiving at least a two-third-majority vote from the membership to approve.
2. The currently proposed revision of the by-laws shall be in put in force in total upon completion of the process stipulated in the foregoing paragraph, viz a viz., presentation of the same to the membership of the organization at a regularly scheduled meeting and the proposition being put to vote at the next succeeding meeting of the general membership, securing a two-third-majority vote from the membership to approve.

### **Article XI: DISSOLUTION**

1. Upon dissolution, all the assets of the Gateway Band Boosters shall be liquidated and funds held and expended by the Gateway School District in accordance with the purposes of the organization until all such funds shall be expended.
2. If Gateway School District is not in existence or is unwilling or unable to accept the assets of the Gateway Band Boosters, upon the dissolution of the Gateway Band Boosters, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Gateway Band Boosters is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.