

Articles of the Bylaws of the Parkview High School Band Boosters

Amended Article of the Bylaws

June 19, 2019

Article I. Organization Name

The name of the Organization is the Parkview High School Band Boosters.

Article II. Objectives

To arouse and maintain enthusiastic interest in all activities of the Parkview High School Bands. To promote and support moral and financial music education and other undertakings to the Parkview High School Bands, so the band shall attain the highest possible degree of musical excellence.

Article III. Organizational Membership

A. Membership

1. The membership of this Organization shall not be limited. Anyone interested in furthering the aims of the Organization shall be eligible to join.
2. Yearly dues may be an amount specified and approved by a 3/4 vote of the Executive Board and then presented to the membership.

B. Categories of Membership

1. Voting Members - voting privileges shall be restricted to those members who are in good standings. Good standing is defined as being an active member, having a family member in the Parkview High School Band Program, attending a minimum of 50% of the meetings per year, and not being delinquent on membership dues.
2. Non-Voting Members – Non-Voting Members may be Area Business and Community Members that do not meet the requirements in Article III section B 1. These members who is interested in furthering the aims of the Organization, shall have all rights and privileges to Membership, however these members shall have no voting privileges.

C. Terms of Membership

1. Membership will run from June 1 through May 31. Each member shall have access to the Bylaws on the Parkview Band website under the Booster's page.
2. You may request a hard copy of the Bylaws if you do not have access to a computer.

Article IV. Executive Board

A. Executive Board Members

President

Vice President

Secretary

Treasurer

Parkview High School Band Director

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B. Election of Executive Board Members

All members of the Executive Board who meet the qualifications in Article IV section C, with the exception of the Band Director, shall be elected from the membership at large.

C. Qualifications of Executives

1. Executive Board members must be in good standing as defined in Article III Section B 1.
2. Executive Board Members and members running must be present at the election meeting.
3. Executive Board Members shall not miss more than two consecutive Executive Board Meetings. Such officers who do will be deemed to resign. The vacancy shall be filled immediately for the remainder of the term, by majority vote of the remaining members of the Executive Board.
4. Executive Board Members shall have a current family member in the Parkview High School Band Program during their term of office.
5. Family members shall not hold more than one position on the Executive Board for the Parkview High School Band Boosters. Executive Co-Board Members are permitted.
6. Executive Co-Board Member votes shall only count as one vote on an Executive Board Meeting.
7. The Parkview High School Band Director is exempt from Executive Board member qualifications.

D. Terms of Office

Terms of the office shall be one year, or until their successors are duly elected and installed.

E. Resignation

Executive Board Members shall have the right to resign at any time upon written notice to the Executive Board. Unless otherwise specified in notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

F. Removal

Any member of the Executive Board or members appointed by the Executive Board may be removed with or without cause, at any time by vote of majority of the members of the Executive Board if in their judgement the best interest of the Organization would be served thereby. Each member of the Executive Board must receive in writing the notice of the proposed removal at least five days in advance of the proposed action. An officer who has been removed as an Executive Board Member shall automatically be removed from office. Any member of the Executive Board who fail to meet the requirements in Article IV Section C, will automatically forfeit their position on the Board. Any Executive Board member that is removed from office must surrender any property belonging to the Parkview Viking Band Booster's or the Parkview Viking Band.

Article V. Nominating & Election of Executive Board Members

1. A nominating committee shall be formed by appointment of the Executive Board in February. This committee shall consist of an Executive Board Member, General Member of the Organization, and the Parkview High School Band Director.

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2. The Nominating Committee will be responsible for receiving the nominations from the body and will present qualified nominees to the Organization at the April meeting.
3. Nominations will be accepted either from the floor, by email, or by text in March and will be added to the list of Candidates submitted by the Nomination Committee. These candidates shall meet the requirements as in Article IV Section C.
4. The Secretary shall send a list of the candidates to the members prior the April meeting. The list shall state the date and time of the meeting as well as the slate of candidates for office.
5. The annual election will be held at the April meeting, voters shall meet the requirements as defined in Article III Section B. Those nominees who receive a majority vote from the quorum shall be elected. Quorum is defined in Article VI.
6. Ballots shall be counted by the Executive Board.
7. Elected officers of the Executive Board will be installed after the election, but official duties will not be assumed until June 1 to allow booster activities to be completed for the fiscal year.
8. Any vacancy that arises on the Executive Board shall be filled by appointment by majority vote of the remaining Executive Board to fill the unexpired term with the exception of The President's office, which shall be filled by the Vice-President. All candidates shall meet the requirements as in Article IV Section C.

Article VI. Voting

Voting may occur during a regular or special meeting or by email. Members voting will need to meet the requirements in Article III section B. Votes will be tallied as per Article V Section 6. The quorum will be defined as in Article VII Section 1. In the event of an election by email the quorum will be defined as in Article VII Section 4 and shall be counted by the Executive Board. A proposal will be passed by majority vote of the members who are present at a regular or special meeting, or a proposal will be passed by majority vote of an email election by the email replies that will be tallied and documented.

Article VII. Quorums & Meetings

1. 3/4 of the Executive Board and those Members who are present shall constitute a quorum for the transaction of business at any regular or special meeting.
2. The Executive Board shall strive to meet prior to any meeting to set the agenda.
3. Regular meetings will be held, with the dates being announced at the beginning of the school year. Reminders will be sent out via email, text, or thru social media 2 weeks prior.
4. A meeting may consist of an email to the Members of the Organization, in which email replies will be tallied and recorded.
5. Special meetings may be called by the President or by majority of the Executive Board.

Article VIII. Duties of Officers and Representatives

1. President

The President shall be the Chief Executive Officer, and perform the day to day liaison among the Organizational Members and the Parkview High School Band Director. They shall be the Chief Executive-officio member of all committees as they deems necessary.

2. Vice-President

The Vice president shall act as an aide to the President and shall perform the duties of the President in their absence. They shall be assigned specific duties, such as managing a festival, representing the organization, organizing fundraising and perform such other duties as delegated.

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3. Secretary

The Secretary will provide, maintain, and keep accurate records of all meetings (regular, special, executive) of the Organization. They will conduct all correspondence of the Organization, and notify members of the dates of meetings and events. The Secretary will also develop and maintain the membership lists and distribute the copies of the roster to the members of the committees (deemed necessary by the Executive Board), to properly perform their duties. They will also maintain the Booster email, website, and provide a written copy of the minutes at every meeting. The Secretary will also be responsible for reporting Parkview High School Band Booster activities to the local media.

4. Treasurer

The Treasurer is responsible for paying all debts and obligations of the Parkview High School Band Boosters to include, but not limited to the following;

1. Maintain the Organization's bank account
2. Prepare quarterly financial reports
3. Prepare fundraising reports
4. Bills in excess of \$100 must be approved by majority the Executive Board.
5. Keep records of individual student booster account and have them accessible to the band students and their family members.
6. The Treasurer shall be bonded for the maximum amount of funds that will be in their custody with the cost of the said bond being paid for by the Parkview High School Boosters.

5. Parkview High School Band Director

The Parkview High School Band Director shall act as a liaison between the Parkview High School Band Boosters, band personnel, and the school authorities. The Parkview High School Band Director will sit on Executive Board Meetings but may only vote on a proposal by the Executive Board Members if there is a conflict or a tie with the Executive Board Members.

Article IX. Committees

A. Development of Committees

Each committee that may be adopted will have an Executive Board Member as the Main Chairperson with appointed individual(s) assigned to the committee by majority vote of the Executive Board.

B. Proposed list of committees that may be implemented by the Executive Board

1. Budget / Ways and Means Committee

The Main Chair will be the Treasurer others that will be on this committee will be the Parkview High School Band Director, President, and appointed individual(s). The purpose of this committee will be to take the P.H.S. Band Directors proposed budget and execute a budgetary estimate for each aspect of the proposal. The committee will work on publicity as a way of raising awareness of the proposal in order to fund and execute the Parkview High School Band Directors budget request.

2. Chaperone and Competition Committee

The Main Chair will be the President and an appointed individual(s). This committee will help organize equipment transportation and the approval of the chaperones and the drivers. The committee will maintain a list making sure all chaperones, drivers, and organizational members working any event of the Parkview High School Band have had the appropriate approvals granted by Springfield Public Schools Administration.

3. Meals Committee

The Main Chair will be the Vice-President and an appointed individual(s). This Committee will determine when meals will be supplied at away events, festivals, or banquets. This committee will be responsible for planning, pricing, donations, preparing, and serving the meal. They will be

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required to stay within a given budget and keep records of the special dietary needs of all band students. The committee will also be in charge of the organization of the booster closet, keeping a record of incoming supplies and what is needed throughout the year.

4. Field & Equipment Crew Committee

The Main Chair will be the Treasurer and appointed individual(s). The committee will help with band repairs, maintenance of equipment, building of needed equipment, and the set-up and taking down of any necessary equipment required by the band on or off the field. This will include game night preparation of the stands, water, bleacher covers, signs, and blocking off the band section.

5. Uniform Committee

The Main Chair will be the Vice-President and appointed individual(s). The purpose of this committee is to make sure the uniform and hats are in tip top shape for our band. This will include but not be limited to, fitting, issuing, maintaining, pluming the hats, and inventory of the uniforms. Uniforms will need to be handed out and taken in before and after games, competitions, and festivals. The committee will make sure that the band students are placing the uniforms in the bag properly, and following directions at competitions. They will report to the Treasurer if a student needs additional supplies (gloves, socks, shirt, etc.) in excess what they were assigned at the beginning of the season.

Article X. Fiscal Policy

A. Bills / Expenses

All bills / expenses shall be submitted to the Treasurer.

B. Deposits

Deposits shall be made within one week of the receipt of each fundraiser. Deposits with large amounts of cash should never leave the premises without being in a locked bag and shall be transported to the bank with another Executive Board Member.

C. Collection of monies

All monies collected by the Parkview High School Band Boosters should be paid by check or money order, whenever possible. All monies collected will be documented for each event. The collection of larger amounts of money shall be counted by the Treasurer and the President of the Executive Board and supervised by the Parkview High School Band Director and or the Vice President or Secretary of the Executive Board.

D. Disbursements

All disbursements shall be made by check, debit card, or credit card. The check or transaction shall bear the signature of either the President, Vice-President, or the Treasurer. Disbursements in excess of \$500 shall bear the Signature of two Executive Board Members.

E. Accounting Period

The accounting period shall begin June 1 and shall end May 31.

F. Outstanding Payments Due

All outstanding dues from a student will be deducted from that student's escrow account held by the Organization. If a student does not have an escrow account and dues remain outstanding then the membership will be considered not in good standing with the Organization.

G. Student Fund

All funds in the student's escrow account shall become property of the Organization upon termination of the student's participation in the Organization. Funds may be transferred to a sibling that is currently in band or transferred to a future student with the approval of the Executive Board.

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H. Fundraising

Fundraising for the Parkview High School Bands may only be done on behalf of the Organization. Private fundraising for band students is unacceptable. Only Parkview High School Band Director and the Organization approved fundraiser profits may be deposited into the band student's escrow account. A fundraiser must be presented and approved by the Executive Board prior to the fundraiser's start date.

I. Audit

An annual audit of the Parkview Viking Band Boosters financial records will be conducted by June 30 of each year by an audit committee comprised of the Treasurer, Secretary, and two appointed members who do not have authority to sign checks. The Treasurer will be present at the audit in case questions arise and clarification is needed.

J. Donations

All monies donated to the Parkview Viking Band Boosters Organization should be made by check whenever possible. All monetary donations will be reported to all Executive Board Members and will be documented in a financial journal. If the donation is not monetary and the item exceeds a value of \$10 the product will be inventoried and stored at the school. Perishable donations will be accepted on days of events and be distributed at the event that day.

Article XI. Amendments

The Articles of the By-laws may be amended in any matter at any regular or special meeting of the Organization by majority vote of the members present at the meeting. The adoption of the Articles shall be signed and dated by the President of the Parkview High School Band Boosters and Attested the Secretary of Executive Board.

Article XII. Rights on Dissolution

In case of dissolution of the Parkview High School Band Boosters Organization shall, after paying and making provisions for the payment of all the liabilities of the Organization, any monies left in the treasury shall be turned over to the Parkview High School Bands.

Article XIII. Indemnification

To the fullest extent permitted by the law, the Organization shall indemnify its "agents" as described by law, including its directors, officers, employees, and volunteers, and including persons formerly occupying any such position, and their heirs, executors and administrators, against all expenses, judgements, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding" and including any action by or in the right of the Organization, by reason of fact that the person is or was a person as described in the Non-Profit Corporation Act. Such right of indemnification shall not be deemed exclusive of any other right to which such person may be entitled apart from this Article. The Organization shall have the power to purchase and maintain insurance on behalf of any agent of the Organization to the fullest extent permitted by law, against liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, or to give other indemnification to the extent permitted by law.