



# BYLAWS

## **ARTICLE I: MEMBERSHIP**

1. Members shall include but not be limited to the parents or legal guardians of the students in the instrumental music and pageantry (color guard) programs, the director(s) and adult assistants, the school administrator(s), and any individual or organization who subscribes to the objectives and basis policies of this organization.
2. It is expected that all members will play an active role in organization sponsored activities to ensure the overall success of the stated purposes of the organization in Constitutional Article II. It is expected that all members will actively participate in the many committees that are necessary to ensure success of the organization, based on ones ability.
3. The executive board, president(s) and officers will be allowed one vote on any matter under consideration by the membership. In the event that the president(s) and officers are not able to vote, an ex-officio member may be designated.
4. Students may attend meetings by the executive board or general membership when accompanied by their parent or guardian. From time to time, students may be asked to leave the meeting, if matters are to be discussed that are deemed inappropriate by a majority vote of those adult members present.
5. Students are not eligible for membership, except those listed under Article II: Officers.
6. Each member share have one vote on any matter under consideration by the membership.
7. Membership starts on July 1<sup>st</sup> of each year and ends on June 30<sup>th</sup> of the following year.
8. The executive board, by affirmative vote of two-thirds of the membership, may suspend or expel a member for a cause after an appropriate hearing, Members delinquent with their Equal Partner Donations may have their voting rights restricted, should a majority vote of those present at any regularly constituted membership meeting, determine such.

## **ARTICLE II: OFFICERS**

### **GENERAL GUIDELINES**

1. The officers of this organization shall be president, first vice-president, second vice president, secretary, treasurer and such other officers and assistant officers as the needs of the organization may require. Such elected officers shall be known as the Executive Board.
2. The officers of this organization shall serve without compensation.
3. All officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
4. No person should serve more than three consecutive terms in the same office, unless the position remains uncontested.
5. A member shall hold one office at a time.
6. Officers of this organization shall serve for a term of one school year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year.
7. All officers shall deliver to their successors all official material and/or property of the organization within thirty (30) days following elections or by July 1<sup>st</sup>, which ever comes first.

### **ELECTIONS**

1. Nomination shall be taken at April's General Assembly meeting of each year. Election of new officers will follow at May's General Assembly meeting. Installation of new officers will follow at June's General Assembly Meeting, unless Awards Banquet or Mandatory Parent Meeting is held that same month, at which time installation will take place at either event.
2. If there is only one candidate for an office, election shall be by voice vote.
3. If there is more than one candidate for an office, election shall be by secret ballot.
4. A simple majority vote (50% + 1 or more) of the members present shall constitute a valid election.
5. Should any elected officer either resign or be removed from office, a special election must be held within sixty (60) days from the date of resignation or removal to fill the vacant position.

## **DUTIES OF THE PRESIDENT**

1. The president shall be in communication with the director(s) and all other officers of the organization.
2. The president shall have supervisory authority over the business affairs of the organization.
3. The president shall act as judge of all elections and declare results.
4. The president shall cast a deciding vote in case of a tie.
5. The president shall preside over all executive board and general membership meetings and maintain order
6. The president shall be a chairman of the executive board.
7. The president shall enforce a strict observance of the constitution and bylaws of the association.
8. The president may sign vouchers along with the approved signers.

## **DUTIES OF THE FIRST VICE-PRESIDENT**

1. The first vice-president shall perform the duties of the president in the absence of the president.
2. Upon resignation of the president, the first vice-president shall fill the office of the president until a special election can be held.
3. The vice-president shall be in charge of parliamentary procedure.
4. The first vice-president shall oversee all plans regarding implementations of fundraising support, including Student efforts and Corporate Donations, but not including Tournaments, Competitions or Benefit Concerts. (See Constitutional Article II: Purpose #7)

## **DUTIES OF THE SECOND VICE-PRESIDENT**

1. The second vice president shall perform the duties of the first vice president in the absence of the first president.
2. Upon resignation of the first vice president, the second vice-president shall fill the office of the first vice president until a special election can be held.
3. The second vice president shall oversee all plans regarding implementation of fundraising support for all Tournaments, Competitions and Benefit Concerts. (See Constitutional Article II: Purpose #7)

## **DUTIES OF THE SECRETARY**

1. The secretary shall keep records and minutes of all executive board and general membership meetings and route such records and minutes to all executive board members in a timely fashion.
2. The secretary will be in charge of Publicity of all events.
3. The secretary shall attend to all routine and required correspondence on behalf of the organization.
4. The secretary shall present a report of minutes at all general membership meetings including a record of attendance.
5. The secretary shall maintain a mailing list of all members and keep a file of all recordings.

### **DUTIES OF THE TREASURER**

1. The treasurer shall be chair of the budget committee and be responsible for presenting the budget for general review and for presenting the budget for adoption at the first general meeting of the new school year.
2. The treasurer shall file appropriate tax forms necessary to preserve the tax-exempt status of the organization.
3. The treasurer shall receive all funds due the organization; issue appropriate receipts, is solely responsible for the deposit of funds in a designated depository determined by the board and shall pay all bills upon authorization of the board. The president, vice-president and secretary may be designated as “authorized signers” for the organizations designated depositories. Under no circumstances may the treasurer be an “authorized signer” for the organizations designated depositories.
4. All depository accounts shall be held in federally insured institutions.
5. The treasurer shall be the custodian of all monies and dies of the organization, recording the same in a legal manner.
6. The treasurer shall maintain correct accounts of all monies and shall make deposits and payments designated.
7. The treasurer shall move remaining funds in individual student accounts to cover any outstanding balances from that student at the end of the school year.
8. The treasurer shall present a written financial report at each meeting.
9. Records may be audited at the end of the school year or as deemed necessary by the membership.

10. On approval of the executive board, the treasurer may distribute funds up to a limit of five hundred dollars (\$500.00). Such disbursements shall be reported to the general membership at the next scheduled meeting.

11. The treasurer shall maintain a petty cash amount of two hundred dollars (\$200.00) for emergency receipted purchases to be fully reconciled.

12. All disbursements will be made by check with the exception of the petty cash and all deposits will be in the name of MVHS Band Boosters, MVHS Nighthawks Music Boosters, or other such name as approved by the general membership and acceptable by the organizations designated depositories.

13. As referenced in Constitutional Article III: Structure, the organization may by majority vote, employ the services of a licensed bookkeeper/accountant to maintain financial records, prepare and disseminate invoices and prepare and file annual tax returns.

### **DUTIES OF THE STUDENTS**

1. The band president and band equipment manager will serve in an advisory position to the Boosters, not in a directive position.

2. Those students, who serve in an advisory position, shall convey wishes of fellow students and report back to the student leadership council on decisions made.

3. The band president shall report to the booster vice-president on all student fundraising activities.

### **ARTICLE III: MEETINGS**

#### **EXECUTIVE BOARD**

1. The executive board shall be comprised of the president, vice-president, secretary, treasurer and the senior program director.

2. The executive board shall be responsible for the agenda of meetings and other organizational duties.

3. The executive board shall convene at a minimum of ten monthly meetings between July 1<sup>st</sup> and June 30<sup>th</sup> of the following year. Meetings may be held one hour prior to the start of the general membership meeting, or at another time deemed appropriate by the executive board.

## **GENERAL MEMBERSHIP**

1. The general membership shall convene at a minimum of seven (7) monthly meetings between July 1<sup>st</sup> and June 30<sup>th</sup> of the following year. Additional meetings may be scheduled based on the needs of the organization at the direction and discretion of the executive board.
2. All new and returning members are required to attend a Mandatory Parent Meeting to be held in June of each year to learn and discuss issues pertaining the following school years Marching Band and Pageantry (color guard) related activities.

## **COMMITTEES**

1. Committee Meetings will be held at the discretion of the Committee Chair and in accordance with the objectives of the committee to ensure the committee's desired outcome is realized.

## **ARTICLE IV: COMMITTEES**

### **GENERAL GUIDELINES**

1. The committees outlined in Article IV have been established to ensure the purposes outlined in Constitutional Article II are realized.
2. Each committee is to have a Committee Chair or Co-Chairs based on the overall needs and workload of each committee.
3. Committees are to be made up of volunteers from the General Membership.
4. Committees are to meet in a manner and location set forth by the committee chair or co-chairs that ensure the desired outcome of the committee is fully realized.
5. Committee chairs and/or co-chairs are to report out at executive board meetings as requested or required by the executive board.
5. Committee chairs and/or co-chairs are to report out to the General Membership any pertinent information relating to their committee.
6. Additional committees may be formed and existing committees revised, based on the needs of the organization.

## **GENERAL VOLUNTEERS COMMITTEE**

The General Volunteers Committee is established with the purpose of providing a pool of adult volunteers to help with, but not limited to:

- a. Loading and unloading of equipment for field tournaments and other performances
- b. Chaperoning of students for any program related performance and/or activity
- c. Assisting the band and pageantry with the movement of equipment to and from, as well as, on and off the performance field.
- d. Building and maintaining any equipment deemed necessary by the program director(s) and approved by the organization.

## **HOSPITALITY COMMITTEE**

The Hospitality Committee is established with the purpose of providing and executing any program related events that involve the preparation and serving of food and beverages including, but not limited to:

- a. Pre and Post Tournament meals and snacks
- b. Concession Stands and/or Snack Bars at any organization sponsored tournament, competition or performance.
- c. Other special events at the request of the program director(s) and approved by the organization.

## **FUNDRAISING COMMITTEE**

The Fundraising Committee is established with the purpose of providing a source of program funding opportunities that help the organization meet its obligations under Constitutional Article II: Purposes. Because of the importance of this committee to the overall success of the organization, it is strongly suggested that this committee be led by two co-chairs with a similar drive and desire for meeting the specific funding needs of the organization. Major Events will fall under specific committees as described. Activities under the control of this committee include, but are not limited to:

- a. Any student run fundraising activity such as carwashes, product sales or raffles.
- b. Any organization sponsored activity that involve the cooperation of local businesses.
- c. Soliciting and securing of Corporate Donations.

## **HOME FOOTBALL GAME SALES COMMITTEE**

The Home Football Game Sales Committee is established with the purpose of organizing and executing the sales of any items at MVHS Home Football Games including, but not limited to:

- a. Popcorn, Cotton Candy or any other food items.
- b. Home or Away Snack Bar Concessions as permitted by agreements with MVHS and Athletics.
- c. In-Stand raffle ticket sales.

## **TRANSPORTATION COMMITTEE**

The Transportation Committee is established with the purpose of organizing and overseeing the equipment transportation needs of the organization. The transportation needs of the students will reside with program director(s) unless otherwise directed by the program director(s). The Transportation Committees oversight includes, but is not limited to:

- a. Sourcing a driver with a Class A Commercial License to pull the organization owned 53' equipment trailer. Non Class A Licensed drivers may be used to pull the 20' equipment trailer.
- b. Overseeing the loading and unloading of equipment in conjunction with the Student Equipment Manager(s) at all events.
- c. Overseeing and coordinating any maintenance of the organization owned equipment trailer(s) and other utility vehicles.

## **UNIFORMS & SEWING COMMITTEE**

The Uniforms & Sewing Committee is established with the purpose of issuing, fitting and maintaining uniforms and providing sewing services for program required flags, props and other items at the discretion of the program director(s). Responsibilities include, but are not limited to:

- a. Fitting all students in uniforms at designated Fitting Days and providing follow up hemming and alterations of uniforms to meet the required fit and approval of the program director(s).
- b. Working with pageantry staff on the design and execution of any program related flags and props deemed necessary by the program director(s).
- c. Maintaining uniforms, mending as necessary and sending out uniforms for professional dry cleaning service.

## **FIELD TOURNAMENT COMMITTEE**

The Field Tournament Committee is established with the purpose of running a first-class, successful Field Tournament for financial gain by the organization. Committee duties include, but are not limited to:

- a. Sending out invitation letters to potential competitors providing details of the tournament.
- b. Scheduling of volunteers for day of Ticket Sales, Parking & Control, Band Guides, Program Sales, Admissions & Gate Control, Event Set Up & Clean Up, (Concession Stands & Judges Hospitality will be under the control of the Hospitality Committee)
- c. Producing a quality Program/Ad Book that generates revenues for the organization.

## **ARTICLE V: STUDENT ACCOUNTS**

1. Individual Student Accounts will be utilized as a depository for all monies raised under the organizations non-profit status when such fundraiser is designated that all or part of the proceeds are to benefit the Individual Student Accounts.
2. Individual Student Account monies may be utilized for the purchase of program related items or to cover outstanding Equal Partner Donations, at the discretion of the program director(s).
3. At the close of the school year all Individual Student Accounts are to be closed out with the following options:
  - a. Accumulated monies will be applied against outstanding current year Equal Partner Donations.
  - b. Accumulated monies can be applied against the next school years Equal Partner Donations.
  - c. Accumulated monies can be moved over to an Individual Student Tour Account, should such an activity be scheduled on a definite basis.
4. Due to the organizations non-profit status, under no circumstance may funds raised during organization sponsored activities be refunded to the student, parent or legal guardian.
5. Student who leave the program or graduate, with funds still in their account, may elect to transfer those funds to another student remaining in the program. Any funds not specifically directed to another student will become the property of the organization