

# FARWELL BAND BOOSTERS BYLAWS

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## **Statement of Purpose**

The Band Boosters Organization shall act as a source of enthusiasm and support for all instrumental students enrolled in Farwell Area School.

The Band Boosters Organization will keep the Band Director, the School Administration and the Board of Education informed of all activities.

This Organization shall be nonprofit.

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## **Membership**

Membership is open to any person interested in the purpose of the Band Boosters Organization. Members must be 19 years of age or older.

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## **Meetings**

General meetings, when held, will normally be held the 1<sup>st</sup> Monday of the month at 6:30 PM in the High School. Additional general meetings will be held as necessary. Summer meetings during the months of June and July will be held as necessary. General Meetings will follow Robert's Rules of Order. The president will be able to call an emergency board or general meeting when necessary.

To be able to vote at a meeting you must be an active member for at least two consecutive months.

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## **Executive Board**

The Executive Board members will consist of:

President  
Vice-President  
Secretary  
Treasurer  
Band Director

All Executive Board members, except the Band Director and President, shall have full voting rights. The President shall vote in the case of a tie.

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## **Election of Officers**

A nominating committee will present a slate of officers at the first meeting in May. Additional nominations may be made from the floor during that meeting.

An election will be held during the 1<sup>st</sup>. meeting of June and the new officers will begin their term of office immediately and remain in office for one year. Vacancies will be filled by nominations from the floor and a majority vote.

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## **Policy for Financial Request**

All expenditures will require a signature of the President and Treasurer. Expenditures less than one hundred dollars (\$100.00) may be approved by and paid for by the President and Treasurer. Receipts must be submitted before reimbursement is made.

All requests for payment over one hundred dollars (\$100.00) must be submitted to the Band Booster President or Vice-President on or before scheduled Band Booster Meetings. Funding requests must be approved before any commitment of funds is given. Approval for funding request requires a simple majority of at least three active members that are present. The President will vote in the event of a tie.

Band Boosters will not approve funds for any expenditure unless pre-authorized according to the above paragraphs.

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### **Band Boosters Executive Board Job Descriptions**

#### **President:**

1. Generally oversees all business of organization.
2. Presides at all meetings including Executive Board and special meetings.
3. Prepares agenda for monthly general meetings and Executive Board meetings.
4. Contacts persons other than board whose presence is requested at a given meeting.
5. Maintains communications with school principal and keeps him/her informed of meetings dates and functions.
6. Appoints chairpersons of committees, with Band Director's assistance, and is ex-officio member of all committees.
7. Encourages each committee chairperson to have a co-chair or assistant.
8. Keeps President's file orderly and current.
9. Keeps the flow of business moving at meetings, but avoids monopolizing.
10. Is the tiebreaker in case of a tie vote.

#### **President Emergency Contingency Plan:**

In the event that the President is unable to perform his/her duties, the Vice-President shall perform the duties of the elected President until he/she is able to perform his/her duties again.

#### **Vice-President:**

1. Presides at meeting in President's absence.
2. Functions in ways he/she and President deem reasonable.
3. Attends all Executive Board and general meetings.
4. Acts as Membership Chairperson (keeps track of active and recruitment of new members).
5. Keeps track of student's points towards student's individual accomplishments, if applicable.

#### **Secretary:**

1. Takes minutes at monthly general meetings and Executive Board meetings.
2. Rewrites minutes shortly after meeting to avoid mistakes.
3. Makes a copy of minutes available at the next general meetings.
4. Reads general meeting minutes at each general meeting when appropriate.
5. Handles general correspondence of board.
6. Reads correspondence received.
7. Responsible for public notification of meetings and upcoming events.

8. Takes attendance of each meeting.
9. Meets and puts together newsletters with Executive Board.
10. Supplies a copy of minutes to High School and Middle School Principals, Superintendent, and Board of Education.
11. Keeps Master Copy of Bylaws.

#### **Treasurer:**

Note: The Band Boosters operate the combined treasury by maintaining a checking and savings account. All deposits and withdrawals of Band Boosters funds are conducted through these communal accounts.

1. Responsible for the integrity of collection of all moneys.
2. Arranges for non-board member to audit Band Booster books in May.
3. Works closely with various Committee Chairpersons, deposits moneys, and arranges for payment of bills.
4. Prepares financial statement of financial activities concerning various committees.
5. Prepares financial statement of all fundraisers.
6. Prepares financial reports:
  - A) Prepares a written report for each general meeting.
  - B) Prepares verbal report of Executive Board meetings (with written report available upon request).
  - C) Prepares written annual financial summary.
7. Treasurer must be bonded at Band Boosters expense.

#### **Treasurer Emergency Contingency Plan:**

In the event that the Treasurer is unable to perform his/her duties, the President shall call a special board meeting to appoint an acting Treasurer until the elected Treasurer is able to return to his/her duties. Minutes shall be taken to record who the acting Treasurer is, and those minutes shall be taken to the bank to change the name on the signature card. The Band Boosters checkbook and savings account passbook shall be picked up from the previous Treasurer's possession until he/she is able to perform his/her duties again.

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### **Band Booster Committee's**

#### **Color Guard/Winter Guard Committee**

1. Represents the Color Guard to the Band Boosters.
2. Insures that equipment and uniforms are accounted for and properly maintained.  
Oversees Color Guard functions and financial accountability.
3. Assists Band Director in locating and securing the services of a Color Guard Instructor.

#### **Banquet Committee**

1. Plans and oversees ~~end-of-year~~ **awards** banquet.
2. Planning includes theme, decorations, speakers and food.
3. This committee of parents and students designs and creates decorations, sets up and cleans up the banquet hall.

#### **Social Committee**

1. Oversees possible get together of the band students and/or parents outside of performance.
2. Oversee refreshments after performances by taking care of facilities and food/drink arrangements.

### **Freshman Parent Committee**

1. Serves as liaison between Band Boosters and new band members and parents.
2. Helps ensure attendance of freshman parents at the Band Camp Parent Meeting.

### **Chaperone Committee**

1. Organizes the parent chaperones needed for each band function.
2. Calls parents prior to functions to insure at least the minimum number of chaperones.

### **Fundraising Committee**

1. There must be two (2) co-chairs on this committee. If no co-chair is available, the chairperson must work directly with the Treasurer.
2. Oversee fundraising.
3. Responsible for exploring new avenues of fundraising.

### **Cabin Fever Committee**

1. Oversees the plans for Cabin Fever Variety Show.
2. Makes sure workers are signed up for jobs as outlined in the Cabin Fever Guidebook.
3. Oversees each Cabin Fever Committee.
4. Arranges the facilities – for performance area as well as staging, changing and refreshment, etc.....

### **Concession Committee**

1. There must be two (2) co-chairs on this committee. If no co-chair is available, the chairperson must work directly with the Treasurer.
2. Coordinate band concession sales, including food and products.
3. Oversees staffing of Band Boosters concessions for basketball games, volleyball games, track meets and other concessions opportunities.
4. Coordinates the purchase of concessions for games and concessions at Cabin Fever Variety Show.
5. Leftover Food Products: Only opened, perishable, consumable food products may be taken by workers after an event is over. If large quantities of food are taken, a donation shall be made to the Band Boosters of equal to or greater than the cost of the items that are taken.
6. The person(s) buying the concessions must turn in their receipts to the Treasurer at least seven (7) days prior to a meeting for bookkeeping purposes.
7. A two (2) person team shall man the concession both.
  - A) Money shall be counted by the primary person at the end of each event and recorded on the Concession Report provided by the Treasurer.
  - B) A second count shall be performed by the second person.
  - C) Both parties shall sign and date the form where indicated.

8. One hundred dollars (\$100.00) is to be left in the cash box for the next event and the balance is to be called to the Treasurer no later than the following day, and arrangements for delivery of the cash to the Treasurer for recording and deposit will be made at that time. If the Treasurer is not available due to vacation, etc., then the president shall be contacted for recording the deposit of the money, who will then report all transactions to the Treasurer upon his/her return.
9. When all events are done for the year, the one hundred dollars (\$100.00) petty cash and cash box must be turned into the Treasurer.

### **Bylaw Revision**

1. The bylaws will be reviewed as necessary.
2. Bylaw revision shall require a 2/3<sup>rd</sup>. majority of the voting membership present at the regularly scheduled monthly meeting after the amendment(s) has been read to the general membership at a previous monthly meeting.



Adopted Tuesday, October 14, 2003  
Revised Tuesday, May 11, 2010/srb  
Re-Revised May 1, 2023 FBB Meeting