**MARTINSBURG HIGH SCHOOL BAND**

**BOOSTERS ASSOCIATION, INC. BY-LAWS**

# ARTICLE I: NAME

The name of the association is the Martinsburg High School Band Boosters Association, Inc. It is a local unity organized independently and under no specific authority.

# ARTICLE II: ARTICLES OF ORGANIZATION

The organization exists as an association of its members. Its “Articles of Organization” comprise these by-laws, as from time to time amended, and its articles of Association, if any. In the absence of separate articles of association, the by-laws shall be deemed to be the articles of association. In the event of any conflict between by-laws and articles of association, these by-laws shall govern.

# ARTICLE III: OBJECTIVES

**Section I:** The objectives of this association are:

1. To promote the welfare and musical education of all students in the Instrumental program in Martinsburg High School.
2. To foster cooperation between the citizens of the community, the band director, school officials, parents, and members of the band.
3. To raise the standards of all school instrumental programs.
4. To support the standards of all school instrumental programs with the resources which the association may have available, either collectively, or as individuals. Such assistance may be in the form of expertise, moral support, physical energies, or financial supplement.
5. Any monies raised in the name of the Martinsburg Band Boosters must be spent in support of the Martinsburg Instrumental Program. The Instrumental Program is defined as Band, Guard, Percussion, Jazz Ensemble, Pep Band, and Steel Drum Ensemble.

**Section II:** The objectives of this association are promoted through personal contact and development through projects, meetings, and programs, and are governed and qualified by the basic policies set forth in Article IV.

# ARTICLE IV: BASIC POLICIES

1. The Association shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the Association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or product, or with any partisan interest, or any other purpose not appropriately related to promotion of the objectives of the Association.
3. The Association shall not intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or other means.
4. The Association shall cooperate with schools to support the improvements of instrumental education in ways that will not interfere with administration of the schools, and shall not seek to control their policies.
5. The association may cooperate with other organizations and agencies concerned with band education, but persons representing the Association in such matters shall make no commitments that bind the Association.
6. In the event of the dissolution of the Association, its assets will be donated to Martinsburg High School for the sole use of the Instrumental Music Program. The Director may choose to create a separate bank account if Martinsburg High School cannot guarantee the use of the funds solely for Instrumental Music Students.

## ARTICLE V: MEMBERSHIP AND DUES

**Section I:** Any individual who subscribes to the objectives and basic policies of this Association and/or has or has had children in the Martinsburg High Band may become a member, subject to the by-laws. The Association is available to any individual who meets the membership qualifications without regard to race, color, creed, or national origin.

**Section II:** The Association shall conductan annual enrollment of members, but qualified persons shall be admitted to membership at any time.

**Section III:** Only members in the Association shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions.

# ARTICLE VI: OFFICERS AND THEIR ELECTION

**Section I:**

1. The officers of this Association shall consist of a President, Vice President, Secretary, and Treasurer or Co-Treasurers.
2. Officers will be elected annually by ballot in the month of April. However, if there is only one nominee for any office, the Secretary shall cast the elective ballot of the Association for the nominee.
3. Officers shall assume their official duties on June 1, and shall serve for a term of one year, and/or until the election and qualification of their successors.

**Section II:**

1. There shall be a nominating committee composed of a minimum of three members who shall be appointed by the President no later than the March meeting.
2. The nominating committee shall nominate at least one eligible person for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be taken from the floor. Husband and wife may be nominated for and hold a joint office. The office of Treasurer may be divided into a joint office as the Association sees fit.
3. Only those persons, who have signified their consent to serve, if elected, shall be nominated for, or elected to, such office.
4. Voting will take place at the end of the April meeting. Every Band Booster in attendance is allowed one vote, unless that Booster holds a joint office on the Executive Board with their spouse. In this case, both individuals do not get a vote. One vote is permitted for the joint office held. Band Boosters will indicate their choice for each office by private ballot. Write-ins are not permitted. After all ballots have been collected, three members not on the ballot will tally the results. The person or persons with the highest number of votes for each office is elected to their respective offices.

Section III: Any vacancy occurring in any office shall be filled for the unexpired term by appointment from the Executive Board.

ARTICLE VII: DUTIES OF OFFICERS

Section I: The President shall preside at all meetings of the Association and the Executive Board and shall perform such other duties as may be prescribed in these bylaws or assigned by the Association. He will also coordinate the work of the officers and committees of the Association to promote the objectives of the Association.

Section II: The Vice-President shall assist the President, and shall perform the duties of the President in the absence or disability of that officer to act. The Vice-President shall assume the duties of any unfilled position.

Section III: The Secretary shall record the minutes of all meetings of the Association, and shall perform such other duties as may be assigned.

Section IV: The Treasurer shall have the custody of all the funds of the Association, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved budget, as authorized by the Association or a special committee. The Treasurer shall present a financial report/statement at every meeting of the Association, and at other times when requested by the officers. The Treasurer shall be responsible for the maintenance of such books of account and records and shall be sufficient to establish the items of gross income, receipts, and disbursements of the Association. He/she shall file all State and Federal tax forms and distribute appropriate tax forms to any adjunct instructor that qualifies. The Treasurer shall be bonded in the amount determined by the Association, with the premium to be paid by the Association. The Treasurer’s accounts shall be examined annually by an auditor, or auditing committee of not less than three members, who, satisfied that the Treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the President, not later than the April meeting, and they shall report to the Association not later than the July meeting.

Section V: All officers shall:

1. Perform the duties prescribed in the parliamentary authority, in addition to those outlined in these bylaws, and others as may be assigned from time to time.
2. Deliver to their successors all official material of the Association not later than the June meeting, including a log book that gives a general idea of dates and times of events or activities carried out by respective offices.

ARTICLE VIII: DUTIES OF COMMITTEE CHAIRPERSONS

Section I: The Band Spectacular Chairperson(s) is responsible for organizing the annual marching competition. These duties may include, but are not limited to, creating a program, getting sponsors for the program, updating the Band Spectacular page on the website, booking exhibition ensembles, selling air grams, candy grams, t-shirts, registering bands, assigning hosts to greet arriving bands, creating a performance schedule, coordinating and registering the event with Chapter XIII TOB officials, and creating judge and director hospitality areas.

Section II: The Chaperone Chairperson is responsible for organizing chaperones for every band trip or event that requires them, including, but not limited to, away football games (10), marching competitions (10), parades (10), concert festival (3), and spring trips (20). This person is also responsible for keeping medical forms and medical kits current.

Section III: The Concession Stand Chairperson(s) is responsible for opening the concession stand for all football, soccer, and track events, organizing parent volunteers, ordering supplies, keeping track of inventory and money, attending annual health meetings and organizing the cleaning of the concession stand at the beginning and end of each season.

Section IV: The Equipment Chairperson is responsible for maintaining all band equipment, including, but not limited to, the band truck, golf cart, pit carts, and drum major podium.

Section V: The Hospitality Committee Chairperson(s) is responsible for providing food and drink for any event that requires it. Some annual events that require food and drink are percussion, guard, and band camps, the Band Spectacular (judge and director hospitality areas), the Christmas Concert (cookies and punch), and the Band Banquet.

Section VI: The Phone Tree Chairperson is responsible for keeping an accurate list of all Booster members and disseminating all pertinent information to them through the telephone or e-mail about meetings and upcoming events.

Section VII: The Publicity Committee is responsible for contacting local newspaper, radio, and television stations about upcoming major events and performances and also letting them know about major awards and recognitions in the program.

Section VIII: The Uniform Committee is responsible for distributing, maintaining, collecting, and inventorying uniforms for the marching band and jazz band.

Section IX: The Ways and Means Committee is charged with the fundraising for the band. With the exception of the concession stand and Band Spectacular, this committee is responsible for all other fundraisers for the band. Some fundraisers held in the past are Joe Corbi, Bon-Ton, and Food Lion bonus cards.

Section X: The Webmaster is responsible for updating and maintaining the band’s website. Website information should pertain to booster meetings, schedules, concession stand assignments, and pictures.

Section XI: Special Committees that are created will be assigned duties by the Executive Board.

Section XII: All committee chairpersons shall:

1. Perform the duties prescribed in the parliamentary authority, in addition to those outlined in these bylaws, and others as may be assigned from time to time.
2. Deliver to their successors all official material of the Association no later than the June meeting, including a log book that gives a general idea of dates and times of events or activities carried out by respective offices.

ARTICLE IX: MEETINGS

Section I: Regular meetings of the Association shall be held on the first Tuesday of each month at 7:30 p.m. unless otherwise scheduled by the Association or the Executive Board. The Executive Board will meet on the last Tuesday of each month at 7:30 p.m. to set the agenda for each meeting. A minimum of one day’s notice shall be given in the event that date or time is changed except when school is cancelled. According to Berkeley County Board policy, when there is no school there will be no after school activities.

 Meetings will be called to order and run by the President or Vice-President in the event the President is unavailable. Each Officer and Committee Chairperson will give their report as requested by the President. The Officer or Committee Chairperson may bring a motion to the floor or take questions at this time. Other individuals may ask questions or bring motions to the floor under new business and old business. Any individual making a motion must state “I move that…” or “I would like to make a motion that…” There must then be a second to the motion or there is no discussion and the motion dies. Once a motion has been seconded, it is open for discussion. Amendments may be made to the original motion at this time by the same process as the original motion. Once the discussion is completed, the President shall call for a vote. The Association will then vote on the amendment. If the discussion becomes repetitive or unproductive, any member may ask for a vote by saying “I’d like to call the question.”

Section II: Special meetings may be called by the President with one day’s notice having been given.

Section III: Eight members shall constitute a quorum for the transaction of business in any meeting of the Association. The quorum must include (1) Band Director or Assistant Band Director, (2) President or Vice-President of the Association, and (3) at least one other Executive Board Member for official business to take place.

Section IV: The Executive Board, as defined in Article IX, shall meet at the call of the President, or, in his/her absence, the Vice President.

Section V: Any request of money, equipment, or use of facility by another organization or individual other than a voting member of the Martinsburg Band Boosters must be submitted in writing seven (7) calendar days before the scheduled monthly meeting. All monetary requests will be tabled, discussed by the Executive Board and voted on by the Association at the next meeting. Any organization using the concession stand must use the same pricing and items from the menu created by the Association unless given approval in writing by the Executive Board.

# ARTICLE X: AMENDMENTS

**Section I:** These by-laws may be amended at any regular meeting by the Executive Board, provided that notice of the proposed amendment shall have been given at the previous meeting.

**Section II:** A committee may be appointed by the Executive Board to submit a revised set of by-laws as a substitute for the existing by-laws. The requirements for the adoption of a revised set of by-laws shall be the same as in the case of an amendment.

**ARTICLE XI: DEFINITIONS**

**Association:** The Association refers to the Band Booster Organization as a whole including Officers, Committee Chairpersons, Executive Board, Directors, and all other Band Boosters.

**Band Booster:** Sometimes referred to as “Booster,” this is any individual who has or has had a child in the Martinsburg High School Band program.

**Band Director:** This is the individual hired by Berkeley County Schools to lead the Band Program at Martinsburg High School. The Band Director has the power to overrule any decision made by the Association and does not require the approval of the Association to act on behalf of the Band program.

**Committee Chairpersons:** These are individuals that are elected, appointed, or volunteer to lead special groups created by the Association.

**Executive Board:** This group consists of the Band Director, Assistant Band Director, President, Vice-President, Treasurer or Co-Treasurers, and the Secretary of the Association. This group has the authority to act on behalf of the entire Association.

**Fiscal Year:** This refers to our business calendar that runs July 1 – June 30.

**Quorum:** A quorum consists of eight members that must include the Band Director or Assistant Band Director, President or Vice-President of the Association, and one other member of the Executive Board. If any of these three conditions are not met, no official business can take place.

**Special Committee:** This is a committee outside of the standard committees created by the Executive Board to carry out a specific task. This committee will be dissolved as soon as their task is complete.