

Valley View Band Boosters By-Laws

*Adopted by
Board of Directors*

ARTICLE I – NAME

The name of this non-profit organization shall be the Valley View Band Boosters, hereinafter referred to as the Band Boosters.

ARTICLE II – OBJECTIVE

The objectives of the Valley View Band Boosters shall be:

- A. To arouse and maintain an enthusiastic interest in the various facets of the instrumental music program of the Valley View Local School District. This includes, but is not limited to, Marching Band, Spartan Guard, Jazz Band, and Concert Band.
- B. To lend all possible support, both moral and financial, to the instrumental music program of the Valley View Local School District, including but not limited to:

- Maintenance and purchase of band uniforms, props, and other miscellaneous equipment
- Purchase and repair of instruments
- Sponsor and promote musical contests
- Chaperoning band functions
- Assist with band camp
- Organize band banquets and purchase awards
- Promotion of recreational activities for the music program

- C. To cooperate with the instrumental music personnel, School administration, and School Board of the Valley View Local School District to the end that this program be maintained at the highest possible degree of efficiency.

ARTICLE III – BAND DIRECTOR

Section 1. The Band Director will be the final decision maker regarding all matters pertaining to the instrumental music program of the Valley View Local School District.

Section 2. The Band Director shall be the official liaison between the Band Boosters and school administration.

ARTICLE IV – MEMBERSHIP

Section 1. Any adult willing to subscribe to the purpose and By-Laws of the Band Boosters shall be eligible for regular membership.

Section 2. Membership is open to:

- Parents/Guardians of students, grades 5 through 12, participating in the band program.
- Participants in the annual fund/membership drive.

Section 3. The membership year shall run from July 1 to June 30.

Section 4. The right to vote is limited to regular members who are in compliance with Sections 1 and 2 of this Article.

Section 5. Alumnus of the Valley View instrumental music program are Honorary Members and as such are welcome to participate in the activities of the Band Boosters.

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ARTICLE V – OFFICERS

Section 1. The elected officers of the Band Boosters shall be:

President
Vice President
Secretary
Treasurer

Section 2. Any Band Booster member shall be eligible to run for and serve as an officer and/or chairperson of any committee.

Section 3. Terms of office for all officers shall be one year.

Section 4. In the event that an officer cannot complete his/her full term for any reason, a replacement for that term will be appointed by majority vote of the remaining members of the Executive Committee.

Section 5. Any officer may be removed from office for just cause as determined by a 75% majority of the Executive Committee recommending removal to the membership and then a 75% majority approval of the voting members in attendance at any regularly scheduled membership meeting.

ARTICLE VI – DUTY OF OFFICERS

Section 1. President – The President is the official head of the Band Boosters. He/she shall preside at all meetings, appoint all committees, and shall be ex-officio member of each committee.

Section 2. Vice President – The Vice President shall assume all the duties of the President in his/her absence. He/she shall serve as chairperson for the Nominating and Fund Raising committees and assume other duties delegated to him/her by the President.

Section 3. Secretary – The Secretary shall record and keep complete minutes of Band Booster meetings and other documents associated with the Band Boosters. A copy of the minutes shall be sent to the Valley View Local School District Principals and Superintendent. He/she shall perform other duties as deemed necessary.

Section 4. Treasurer – The Treasurer shall receive all funds due the organization, deposit same, pay all bills as determined by the membership. The Treasurer shall report the financial status of the Band Boosters at each Band Booster Meeting, and shall submit financial records for an independent audit as directed by the membership. The Treasurer shall develop and administer annual budget forecasts for the Band Boosters. The budgets will be reviewed, adjusted as necessary, adopted by the Executive Committee and majority membership approval.

ARTICLE VII – ELECTIONS

Section 1. The nominating committee shall be appointed by the President at the regular March meeting of each year.

Section 2. Nominations may be made from the floor after the report of the nominating committee at the regular April meeting.

Section 3. Officers are to be elected at the regular May meeting. They shall take office on July 1.

Section 4. A majority vote of the members present shall constitute an election.

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ARTICLE VIII – THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the officers of the Band Boosters, the Band Director(s) and two members-at-large from the general membership.

Section 2. The Executive Committee shall have the emergency power to act for the membership between meetings of the organization. Actions taken at any such meeting will be reported at the next regularly scheduled meeting.

Section 3. The Executive Committee shall meet as needed, in addition to the regular monthly meeting of the Band Boosters.

ARTICLE IX – MEETINGS

Section 1. The regular meetings of this organization shall be held on the second Tuesday of each calendar month, except when changed by vote of the general membership.

Section 2. A quorum shall consist of those members present.

Section 3. Special meetings may be called by the President. Notice of the date, time, place and business to be transacted shall be given by the Secretary to the members at least five (5) days in advance. Only that business for which notice has been given shall be transacted.

ARTICLE X – FINANCES

Section 1. Financial matters shall be guided by an annual budget outline with the fiscal year starting July 1.

Section 2. The following expenditures and limits shall have standing approval unless changed by a majority vote:

- A. The Band Director shall have authority to spend and approve up to \$200 for routine expenses as designated ARTICLE II. This allowance shall be self renewing only with the approval of his/her previous expense.
- B. The Treasurer shall be authorized to advance up to \$50 to the Hospitality Chairperson to cover routine expenses. This allowance shall be self renewing up to a maximum of \$200 per year, with the approval of previous expenditures.
- C. The Treasurer shall be authorized to advance reasonable funds up to \$500, provided that the following circumstances exist:
 - 1) The expenditure shall be one which, in the judgement of the majority of the Executive Committee, would be approved by the membership.
 - 2) The expenditure shall be one in which the goods or service required must be authorized before the formal approval by the membership can be reasonably obtained.
 - 3) The expenditures must be one which furthers the purposes outlined in ARTICLE II of these By-Laws.
 - 4) Current status of forecasted income and budget expenses shall be considered before the above is approved.

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5) Appropriate receipts are submitted.

Section 3. Should the Band Boosters disband for any reason, all funds in the Band Boosters accounts will be transferred in full to the Valley View Schools Band Program.

ARTICLE XI - STANDING COMMITTEES

Section 1. There shall be the following standing committees:

- A. Fund Raising Committee – This committee will discuss possible Fund Raisers to benefit the instrumental music program. The chairman of this committee will present the fund raising proposals to the Band Boosters and the Band Boosters will have final approval. This committee will oversee all fund raising activities undertaken by the Band Boosters.
- B. Chaperone Committee – This committee will be responsible for soliciting volunteers to act as chaperones on trips taken by the instrumental music program.
- C. Uniform Committee – This committee will distribute uniforms; hem and adjust uniform pants, skirts and jacket sleeves; make repairs to uniforms as needed; collect and see that uniforms are cleaned when turned in and ready for re-distribution the following season, reorder supplies related to the uniforms.
- D. Publicity Committee – This committee is responsible for contacting, newspapers, TV and radio stations and for schools announcements and poster publicity.
- E. Hospitality Committee – This committee is responsible for serving refreshments to band members at all football games, as resources allow.

Section 2. Special committees shall be appointed as needed.

Section 3. No person shall be appointed as member or chairperson of any committee without his or her consent.

ARTICLE XII – PARLIMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they do not conflict with the rules of the Band Boosters.

ARTICLE XIII – AMENDMENTS

These By-Laws may be amended by a 75% majority vote of those present at any regular meeting. The amendments must have been presented at the preceding regular meeting of the Band Boosters.

ADOPTED THIS _____ DAY OF _____, _____

VALLEY VIEW BAND BOOSTERS

By _____

Title _____