

NORTHERN LEHIGH BAND BOOSTERS BY-LAWS  
Revised April, 2012

ARTICLE 1: Name

Section 1: The name of this organization is the Northern Lehigh Band Boosters Association.

ARTICLE II: Purpose

Section 1: The purpose of this organization is to provide moral support, volunteer aide, and supplemental financial assistance to the band program as it strives for excellence.

Section 2: The band program is defined as including the middle and senior high school instrumental programs and related programs as approved by the school board.

Section 3: All projects and programs funded by this organization shall be the result of joint planning based upon the concepts of the band director and supported by the N.L. Band Boosters Association. This organization understands the extent of the responsibilities of the band director, administration, and school board and will abide by the school district policies.

ARTICLE III: Membership

Section 1: Membership in this organization shall be comprised of parents and legal guardians of the students in the band program, alumni, and any other persons age 18 and older desiring to participate in the function of the organization and the band program.

Section 2: Non-voting members of this organization shall be comprised of the band director, contracted members of the band staff and students.

Section 3: All members present excluding non-voting members have equal right to vote at all meetings. Non-voting members may be requested to leave the room during the voting process.

Section 4: Before becoming a member of this organization, all interested persons must submit the required dues. The dues amount shall be reviewed by the executive committee annually.

ARTICLE IV: Officers and Elections

- Section 1: The officers of this organization shall be comprised of a president, vice-president, secretary and treasurer. One person may hold 2 offices in case of emergency or lack of participation.
- Section 2: Election of officers will take place bi-annually at the April meetings.
- Section 3: Nomination for new officers will be taken bi-annually in the month preceding the elections. (March)
- Section 4: The consent of the nominee must be obtained before placing his/her name on the ballot.
- Section 5: Voting will occur by voice vote; contested positions by secret ballot.
- Section 6: In the absence of candidates to hold offices, appointments shall be made by the outgoing president, followed by a vote by all members of the organization.
- Section 7: Officers may succeed themselves in any office, subject to the above nomination/election process.
- Section 8: New officers will assume their respective offices in May.
- Section 9: If a vacancy occurs during an officer's term, the executive committee will appoint a temporary replacement with his/her consent, to serve until the next election.

#### ARTICLE V: Duties of the Officers

- Section 1: President  
The president shall preside over all of the organization's meetings, appoint committee chairpersons and shall fulfill all duties associated with the office of the president. The president will enforce a strict observance of the by-laws of the organization.
- Section 2: Vice-President  
The vice-president will assist the president and shall assume the president's duties in the president's absence.
- Section 3: Secretary  
The secretary shall keep an accurate record of the minutes, posting them to the website, and noting attendance at all meetings. The secretary shall also keep a file of all correspondence and update the booster website.
- Section 4: Treasurer

The treasurer shall collect all dues, assume responsibility for and keep accurate records of all money received and dispense funds by check for approved expenditures.

A: All checks written by the treasurer require two signatures (ie: president and treasurer.) All bank withdrawals also require these two signatures.

B: The president and the treasurer are authorized to sign emergency payments of up to \$50/month without prior approval of the organization.

C: A cash emergency fund of \$75 shall be set up and maintained by the organization. The president will keep this fund and provide an accurate accounting of expenditures.

D: The treasurer shall submit a complete, written monthly report at each organizational and executive meeting. The monthly report will include a bank statement, an itemized income and expense statement, and an ending balance. This is to be reviewed by the executive committee and the band director.

E: The treasurer shall also submit an annual end-of-year statement for the January booster meeting which will include the totals of the year and the balance at the end of the fiscal year.

F: It is the responsibility of the organization to insure bonding of the treasurer and president.

G. The treasurer shall be responsible for the following accounts established by the organization:

1. Student Savings Account: This account will consist of monies earned by the students through fundraisers, etc. An individual record shall be kept of the amount in each student's individual account. Any outstanding debt must be paid before a student may participate in a Band Booster sponsored trip.
2. General Savings Account: The general savings account shall consist of all monies earned by the organization which may include profit-sharing from student fundraising.
3. Checking Account: The checking account shall consist of all monies taken from the general savings account to be used for expenditures.

Section 5: An officer may be replaced at a regular monthly meeting by a majority of 2/3 vote of members present if s/he fails to perform their duties as listed in the by-laws. This can be initiated by any voting member.

## ARTICLE VI: Meetings

Section 1: The organization will meet every fourth Monday of the month at 7:00 pm in the band room of the Senior High School unless otherwise designated.

Section 2: Regular monthly meetings will be rescheduled only in the case of school closings or inclement weather.

#### ARTICLE VII: Committees

Section 1: The president shall appoint committees as necessary for the function of the organization.

Section 2: The standing committees are as follows:

- A. Executive
- B. Fundraising
- C. By-laws

Section 3: Committee Descriptions

A. Executive Committee

1. The executive committee is comprised of the four officers, the band director and the chairperson of each standing committee.
2. The duties of the executive committee are to organize matters concerning policy and business and present this information to the organization at monthly meetings.
3. The executive committee shall meet prior to each monthly meeting. Special meetings may be called by the president.
4. The executive committee shall appoint at least 2 persons to audit the books of the treasurer each April. This committee shall then submit a complete audited financial report at the May meeting.
5. Prior to each student fundraising activity, the executive committee shall determine the percentage of profit to be allocated to the general savings account. This may be done yearly.

B. Fundraising:

1. Fundraising will occur as needed to assist in fiscal responsibility of the organization.

C. By-laws:

1. By-laws will be reviewed immediately following the newly-elected officers every two years.
2. Booster vote with 2/3 majority to accept amendments.

#### ARTICLE VIII: General

Section 1: Band trip planning guidelines:

- A. Trips shall be determined by the executive committee and may solicit opinions from the band members.
- B. The following items will be decided on at the February Booster meeting:

1. Type of trip.
  2. Date of trip.
    - a. Check school calendar for conflicts
    - b. Check for athletic conflicts
    - c. Check for religious events
    - d. Check for days when school will not be missed
  3. Choose location of trip.
    - a. Trip must be of educational value.
    - b. Students should perform on trips more than one night
    - c. Who will be performing?
    - d. Determine possible itineraries, accommodations, performance opportunities, and cost per student and chaperone.
    - e. Make choices known to students and any prerequisites.
- C. Trip choices will be announced in a timely manner at a booster meeting at least 3 months prior to event.
1. Present final trip choices to students, giving details as to the tentative itinerary, performance opportunities, and cost. Make students aware that all plans are tentative until approved by administration and school board if it involves a school day. Vote if applicable.

#### Section 2: Chaperone Fees

- A. Any costs related to a band competition or performance which a chaperone volunteers their time will be covered by the NLBB. The fees include transportation and admission to the event.

#### Section 3: Termination of Student Accounts

- A. Upon graduation or exiting the band program, all monies existing in a student account can be reclaimed by the student. To reclaim the money, the student must follow these guidelines:
  1. The student must make a written request to the treasurer to reclaim the money existing in their account within one year after exiting the band program.
  2. If after one year no written request has been made to the treasurer by the student, the money will be transferred to the general fund.

#### Section 4: Scholarships:

- A. The Northern Lehigh Band Boosters annually sponsor one or more scholarships to seniors who are graduating from the Marching Band Program.
- B. Applications must be made available by the booster organization. Refer to application for specific details.
- C. Awards are based upon the following criteria:

1. Standing within the organization
2. Future academic/vocational training plans: Preferential consideration will be given to students who will be majoring in music or music education.
3. Financial Need: Financial need is a major consideration for this award.
4. Academic success at NLHS
5. Quality of response to application essay