

**Constitution and By-Laws
of the
Hazleton Area High School Band
Boosters**

Revised and Approved: _____

**This revision superseded any and all previously documented
Constitution and By-Laws**

Deleted: May 4, 2009

CONSTITUTION

HAZLETON AREA HIGH SCHOOL BAND BOOSTERS

Revised 8/10/18

Deleted: 4/6/2009

Article I – Name

The name of this organization shall be “Hazleton Area High School Band Boosters”. Here after referred to as “Organization”.

Article II – Purpose

- Section I To cooperate with those in charge of the instrumental music department, the Administration of the Hazleton Area High School and the School Board.
- Section II To build and maintain an organization which helps promote the general activities of the H.A.H.S.B., by maintaining an enthusiastic interest in the various phases of the H.A.H.S.B., and to lend all possible moral and financial support to the H.A.H.S.B., and its activities.

Article III – Membership

The membership of this organization shall not be limited. Anyone interested in the progress and development of the H.A.H.S.B., is eligible for membership.

- Section I Parents or guardians of pupil involved in the H.A.H.S.B., who are in “GOOD STANDING” (have attended three (3) or more general membership meetings, or have actively participated on a committee or a function of the Organization), AND have paid their students’ membership dues, shall be considered eligible as voters in the election of officers.
- Section II All others shall be considered non-voting members.

Article IV – Officers and Elections

Section I The officers shall be; President, Vice President, ~~Secretary, and Treasurer.~~

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Section II All officers shall be elected by this organization at the regular May meeting described in the By-Laws.

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Section III Officers shall assume their official duties as of June 1st. The officer shall serve for a term of one (1) year or until a **member is no longer eligible to be a voting member or incapable of performing the duties of the office.** ~~The position duties will be absorbed by remaining officers until proper election for replacement can be held.~~

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Section IV A person shall not be eligible to serve more than two (2) consecutive terms in the **same office** and can only serve a total of ~~four~~ terms as an officer **per each child's years as a high school student. (THIS ALLOWS A PARENT TO SERVE AS AN OFFICER FOR ~~FOUR~~ (4) YEARS PER CHILD.)**

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Article V – Meetings

General membership meeting shall take place the first ~~week~~ of each month at 6:30pm or as predetermined at the previous month's meeting.

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Article VI – Amendments

The constitution and by-laws may be amended by a majority of the voting members present at any general membership meeting. The amendment(s) must have been presented in writing at the preceding general membership meeting.

New amendments must be read at two (2) consecutive meetings, before being passed or rejected.

BY-LAWS

HAZLETON AREA HIGH SCHOOL BAND BOOSTERS

Article I – Duties of Officers

Section I The President shall preside at all meetings of the Organization and shall be ex-officio, a member of all committees, have no voting privileges, but may vote at the May meeting (**ELECTION OF OFFICERS**).

The President shall run: officer's, executive board, and general membership meetings by Parliamentary Law.

The Executive Officers will plan the monthly membership meeting agenda and distribute the same agenda at the start of each and every general membership meeting.

The President will keep abreast of all committees, goals, and progress in achieving those goals.

The President will notify all officers and committee heads of special meetings at least three (3) days in advance. Emergency meetings can be called by the President or the Band Director.

Section II The Vice President shall assume all duties of the President in the President's absence (at meetings and/or activities), and shall assist all officers in fulfilling their duties.

Section III The Secretary shall keep records and minutes of all meetings and shall tend to all correspondence addressed to the H.A.H.S. B.B.

Section IV The Treasurer shall be bonded by the Organization, receive all funds due the Organization and deposit same in a Hazleton Area Bank. The Treasurer shall pay out moneys on order of the Organization. Checks **MUST BE SIGNED** by two (2) officers. The President and Treasurer will have access to all passwords for electronic banking and records. The Treasurer will render a monthly report at each general membership meeting. In the event that the Treasurer is unavailable for meetings, the report must be given to another officer for reporting at the meeting. Treasurer will serve as a member of the Budget Committee. The Treasurer will render a yearly report. The Treasurer's books will be available at all regular scheduled meetings of the Organization. An Audit Committee comprising of volunteers from the general membership selected at the June meeting will perform a mandatory audit of the Treasurer's financial records bi-annually (December and June).

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Any amount in excess of five hundred dollars (\$500.00) for any project during the financial year that has not been voted on by the general membership shall not be paid without consent of a quorum at a scheduled meeting of the Organization. Conversely, when spending less than five hundred dollars (\$500.00) with the express consent and request of the Band Director, ~~three (3)~~ ~~of four (4)~~ officers must agree on the validity of the expenditure and notify the general membership of the expenditure at the following general membership meeting. This process will not exceed one thousand dollars (\$1,000.00) for fiscal year and is not recommended.

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Proper bills, invoices, receipts, or some form of verification will be required for payment of any bill. The Treasurer without specific approval of the majority officers can accommodate no pre-payment.

No pre-signed blank checks shall be circulated or issued.

The counting of money during and/or any event (**CONCESSION STAND DRAWERS, FUND RAISING EVENTS, ETC.**) shall be done in the presence of the Treasurer or designated officer, or in the absence of said officer, in the presence of a general member.

Section V

In the event that any officer does not honor and comply with the terms and conditions of his/her office as mandated by these By-Laws, Articles I- IV, and Duties of Officers, that officer will be relieved of his/her responsibilities by recommendations of the Band Director, and the other Officers. That vote will be taken at the next general membership meeting.

Article II –Elections

Section I

Floor Nominations shall be formed from the voting members in attendance at the regular scheduled March meeting each year. The nominations committee is to consist of a minimum of two (2) members, excluding present officers. Nominations may then be made from the floor again at the April meeting. Anyone being nominated or voted in for office must be present at the meetings to accept nomination and accept position.

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Section II

Officers are to be elected at the annual general membership meeting in May.

Section III

A majority of votes by acclamation of the **eligible** voting members present shall constitute an election.

Section IV In the case where a vacancy occurs in the office of the President, a special election shall be called by the Vice President to fill the vacancy. This election will be held by the general membership.

Article III – Terms of Office

The President, Vice President, Secretary, and Treasurer shall be elected for a term of one (1) year and shall be eligible for re-election for one (1) addition term in the same office.

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Article IV – The Executive Board

Section I The Executive Board shall be composed of the officers of the Organization, the Chairpersons of the Standing Committees, the Director of Instrumental Music of Hazleton Area High School, and the Assistant Music/Band Director,

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Section II The officers and if deemed necessary, the Executive Board shall meet prior to each monthly meeting to determine the business of the Organization. There will be a minimum of five (5) organizational meetings per year. These meetings will take place one hour prior to the monthly general membership meeting, or as predetermined by the officers at a previous officers' meeting.

Article V – Meetings

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Section I The regular monthly meetings of this Organization shall be held in the first week of each calendar month. Beginning in June and ending in May of the school year, unless otherwise authorized by the Officers of the Organization.

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Section II Special meetings of the Officers or Executive Board may be called by the President or a majority of the officers, with a three (3) day notice. *Emergency meetings can be called by the President or the Band Director.*

Article VI – Committees

Section I There shall be the following committees:

Standing Committees:

Ways and Means (**FUNDRAISING**)
Concession
Chaperone
Publicity

Organizational Committees:

Social/Entertainment/Banquet
Alumni
Pit/Percussion
Trip

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Special Committees:

Audit
By-Law
Budget
Scholarship Committee

Section I-a All directors and committee chairs seeking a vendor, contractor or sub-contractor shall solicit a minimum of two (2), preferably three (3) bids. Chairs may also look to the general membership to either donate or provide a product at a lower cost.

Section I-b Chairpersons submit a report when their function is completed to the general membership.

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Section I-c No person shall hold more than two (2) positions in the Organization during any one (1) year. Or hold any positions that have any conflict of interest (ie. Treasurer/ Ways and Means).

Section II The Ways and Means Committee shall consist of a general chairperson and at least three (3) members. The general chairperson will submit plans for raising funds to the officers for approval; who, in turn presents them to the general membership for a vote.

Section III The Concession Committee shall consist of a chairperson and a minimum of two (2) members. If this position cannot be filled, the officers will then be responsible for the Concession Committee's function.

1. All invoices from the concession stand must be given to the Treasurer within one (1) week of their receipt.
2. No food or perishable items for the concession stand may be ordered after the concession stand has been closed for the season or past the date of the last home game. **(EXCEPTION: IF THE STADIUM IS CHOSEN AS A NEUTRAL SITE FOR POST SEASON EVENT)**
3. No account of the Organization may be used to purchase any food or materials for the private use of any individual(s).

Section IV The Trip Committee will consist of a chairperson, who is responsible for all trips of the Organization, and the chairperson of the Ways and Means Committee. The chairperson of the Trip Committee shall also be a member of the Ways and Means Committee.

Keep records of deposits made to each student account and prepare bank deposits for the Treasurer in a timely manner, as determined by the Treasurer.

Section V The Chaperone Committee will be responsible for seeing that all Officers, members and parents of students have proper clearances required by the state and school district. They will also be responsible for having the correct amount of chaperones deemed necessary to accompany the band to any function in which it will participated and inform chaperones of their respective duties.

Section VI Band Boosters Scholarship

Overview:

The Hazleton Area High School Band Boosters (H.A.H.S.B.B.) will sponsor a scholarship fund for any high school seniors who complete the marching season of their graduations year as a member of the Marching Cougars. Scholarships will be distributed to graduating seniors attending a four-year college, university, or conservatory, within the year of their graduation, who declare their major or minor as a nationally recognized/accredited major or minor in music (i.e. Music Education, Music Performance, Music Theory, Music Business, Music Composition, Music Theatre, etc.). Scholarship(s) disbursement shall not exceed five hundred dollars (\$500.00)

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per individual member. The H.A.H.S.B.B. reserves the right to modify the disbursement amount based on perspective candidates for the scholarship. For clarification, reference H.A.H.S.B.B. Sholarship Fund Disbursement

<u>H.A.H.S.B.B Scholarship Fund Disbursement</u>	
<u>Scholarship Candidates</u>	<u>Maximum Disbursement Per Student</u>
<u>1</u>	<u>\$500</u>
<u>2</u>	<u>\$250</u>
<u>3</u>	<u>\$175</u>
<u>4</u>	<u>\$150</u>

Criteria & Application:

All eligible students must provide:

- (1) Initial Scholarship Application found in Appendix A
- (2) Proof of acceptance into a certified school of music for the year following their graduation.
- (3) Documentation of a nationally accredited major or minor in music.
- (4) Unofficial transcript documenting a GPA (Grade Point Average) of 3.0 or higher.
- (5) Disbursement Scholarship Application found in Appendix B

Disbursement

The H.A.H.S.B.B. reserves the right to deny the Band Boosters Scholarship for any reason including but not limited to inappropriate conduct as a Marching Cougar. Initial applications must be submitted to the Hazleton Area High School Director of Bands within forty-five (45) days prior to graduation. Disbursements Applications, including all, referenced documents, must be submitted to the Hazleton Area High School Director of Bands prior to January 1st of the year immediately following the applicants graduation date. The H.A.H.S.B.B reserves the right to modify disbursement amounts if (1) any applicants fail to meet the referenced deadlines, (2) any applicants fail to meet the referenced requirements, (3) any applicants are denied for any reason.

Approval Procedure

Subject on the financial stability of the organization, all applicants meeting the specific guidelines outlined above will be approved by the Director of Bands, HAMC, H.A.H.S.B.B. Elected Officers. All decisions are final and appeals of decisions will not be accepted.

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Reimbursement

Upon the modification of the nationally accredited major or minor in music to a discipline outside of music, the recipient shall notify the organization within five (5) calendar days explaining their decision of changing majors and/or minors. Reimbursement will be voted on by the general membership at the H.A.H.S.B.B. Meeting immediately following the written notification.

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Section VII The Director of Instrumental Music of Hazleton Area High School and the President shall be ex-officio, a member of all committees.

Article VII – Financial Year

The financial Year of the Organization shall extend from June 1st to May 31st.

Article VIII – Fees/Dues

Section I Dues shall be set by officers and Executive Board per family per financial year. Dues will be collected at the beginning of the month of July. Students will not be permitted to participate in fund-raising activities without the timely payment of these dues and are encouraged to pay dues promptly to insure their participation in such activities. Dues are not refundable and must be paid by the September General Membership meeting. Any dues not paid timely will receive options for payment by Treasurer.

Section II Any Band member taking part in any fund-raiser shall be responsible for either the product or payment of said product by the due date of that particular fund-raiser. If this is not complied with, the Band member will be unable to participate in any future organizations sponsored activity until such time as their account has been settled. Accounts can and will be turned over to the Magistrate if deemed necessary. If dues are not paid, any funds raised for trip will be applied to the dues first.

Section III A NON REFUNDABLE deposit will be made by each person (Student or Chaperone) planning on attending any Band trip. **This deposit is not refundable for any reason.** If any trip is cancelled by the organization(s), any other trip

payments that may have been made will be considered for refund, depending on the contract that was signed by the Band Organization.

Any other methods of accumulated/earning/raising money for any band trips will be addressed through the individual committee's paperwork.

Funds raised by a student can be carried over to same student's account for the following year for future trip purposes only. Any unused funds for nonreturning members will automatically go into general fund.

However, at no time is any money paid/accrued/raised refundable or transferable to any other student or chaperone.

Section IV Any complimentary trips allocated to the group due to the number of Band members attending such trips will be given to the Band Director first, and the Assistant Band Director, secondly. No other complimentary trips will be provided by the Organization.

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Section V **Under no circumstance shall any member of the Organization use the Organization for any monetary or personal gain.**

Article IX - Quorum

Ten (10) members of the Organization including the officers, if present, shall constitute a quorum and a general meeting can thus be held.

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Article X – Distribution of Funds

In the event this Organization shall become non-existed, all remaining funds (**AFTER OUTSTANDING DEBTS HAVE BEEN PAID AND ALL MONIES DUE BY REFUND HAVE BEEN GRANTED TO THOSE ACCOUNTS IN GOOD STANDING HAVE BEEN DISTRIBUTED**) in the treasury at the time, shall be deposited with the Hazleton Area High School Band Activities Fund.

Article XI – Disciplinary

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Section I: Any member affiliated with the Organization: Directors, Parents, Guardians, Students, Officers, Volunteers, Members, for any violations will be prosecuted to the fullest extent of the rules and regulations set forth by the Hazleton Area Board of Education, Hazleton Area School District, Hazleton Area High School, Hazleton Area Athletic Department, Hazleton Area High School Band Boosters, Hazleton Area Marching Cougars Student Hand Book, State and Local Authorities.

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Section II. Students participating within the Hazleton Area Marching Cougars may be removed from the organization for any violations as set forth by the Hazleton Area Board of Education, Hazleton Area School District, Hazleton Area High School, Hazleton Area Athletic Department, Hazleton Area High School Band Boosters, Hazleton Area Marching Cougars Student Hand Book, State and Local Authorities.

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Article XII – Graduated Students

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Students who have graduated from the program shall not be permitted to assist with the band without having appropriate clearances on file.

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Article XIII – Authority

The rules contained in Robert’s Rules of Order, Revised, shall govern this Organization in all cases in which they do not conflict with the rules set forth.

Appendix A – Initial Scholarship Application

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Section I: Student Information

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Student Full Name: _____ **Home**

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Mailing Address: _____ **City,**

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State, Zip: _____

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Student Phone Number: _____

Student Email Address: _____

Parent / Guardian Name(s): _____

Anticipated Major: _____

Anticipated School: _____

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Were you accepted to the anticipated school listed above? _____

Were you accepted to the music department of the anticipated school listed above? _____

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Section II: Band Director/ H.A.H.S. B.B. Approval

Band Director: _____

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Band Boosters: _____

Section III: Required Paperwork

(1) Initial Scholarship Application found in Appendix A

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(2) Proof of acceptance into a certified school of music for the year following their graduation.

(3) Documentation of a nationally accredited major or minor in music.

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Appendix B – Scholarship Disbursement Application

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Section I: Student Information

Name: _____

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Home Mailing Address: _____

City, State, Zip: _____

Student Phone Number: _____

Student Email Address: _____

Section II: Band Director / H.A.H.S.B.B. Approval

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Band Director: _____

Band Boosters: _____

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Section III: Additional Documents

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(4) Unofficial transcript documenting a GPA (Grade Point Average) of 3.0 or higher

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(5) Disbursement Scholarship Application found in Appendix B

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Section IV: Treasurer (To Be Completed by H.A.H.S. B.B. Treasurer)

Treasurer: _____

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Amount: _____ **Check #:** _____

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