

Constitution and By-Laws of the Garden Spot Band Boosters Association

This document made the 17th day of October 1995, revised on May 13, 1997, April 10, 1999, September 13th, 2004, June 12, 2006, and, August 14, 2006.

Article I NAMES OF ORGANIZATION

This non-profit organization shall be known as the Garden Spot Band Boosters (hereinafter called the “Boosters”, with the official address as Garden Spot High School, 669 East Main Street, Box 609, New Holland, PA 17557

Article II OBJECTIVES

Section A To arouse and maintain an enthusiastic interest in the various phases of the Band Program of the Eastern Lancaster County schools.

Section B To lend all possible support to the general Band Program of the Eastern Lancaster County schools.

Section C To cooperate with those in charge of the Band Program to the end that this program shall maintain the highest possible degree of efficiency.

Section D To build and maintain an organization to help promote the general activities of the Band Program of the Eastern Lancaster schools.

Article III MEMBERSHIP

Section A Membership in the Boosters shall be open to all parents, teachers, students, alumni, and friends of the Eastern Lancaster County schools who are interested in assisting with the objectives outlined in Article II above. The Garden Spot High School Band Director and Assistant Director shall be ex-officio members.

Section B Dues shall not be required.

Article IV MEETINGS OF THE BOOSTERS

Section A Meetings shall be called monthly by the Garden Spot Band Booster Executive Committee at 7:00 pm in the Garden Spot High School Band Room. Any member of the Garden Spot Band Boosters, Student Band Officers, Student Band Representatives, or Student Band Council (section leaders, front captains, drum majors) is invited to attend any general meeting.

Section B During the week of Band Camp, the annual Band Picnic will be held.

Section C Garden Spot Band Booster budget meeting will be held the Tuesday of band camp. All Band Booster Officers are to be present.

Article V AUTHORITY

Section A Roberts' Rules of Order shall govern the Boosters in all cases.

Section B A majority vote, 50% plus one, of the members present at any meeting shall constitute an election of an officer.

Section C A simple majority of the membership present is necessary to carry a motion.

Section D Checks shall require two signatures – the Treasurer and either the President, Vice President, or Secretary.

Section E The Band Director has final authority in the event of an irresolvable conflict, or as a tie-breaking vote.

Article VI OFFICERS OF THE BOOSTERS

Section A The officers of the Boosters shall be President, Vice President, Secretary, Treasurer, Financial Secretary and Student Account Treasurer.

Section B Duties of Officers:

1. The President shall preside at all meetings of the Boosters, appoint all committee chairpersons, shall be an ex-officio member of all committees, and will be a member of the Executive Committee. The President will set and prepare the agenda for the general meeting. The President shall remain a member of the executive committee and serve as advisor for 1 year after term has ended.
2. The Vice President shall assume all the duties of the President in his/her absence. The Vice President shall assume the office of the President the following year.
3. The Secretary shall take minutes of each general meeting and distribute these minutes at the next general meeting. The secretary shall also record the minutes of each Executive meeting. All minutes shall be kept in the official Boosters' Minutes Book, which will be kept in the Band Room.
4. The Treasurer shall keep an accurate record of all receipts and disbursements showing each activity separately, as well as a complete record of all funds. The Treasurer may, without future approval, pay any expenditure previously approved by the Boosters, or included in the budget. All financial records shall be kept in the official Boosters' Ledger. Along with the Fund Raising Committee, the Treasurer will oversee the student Activity Accounts. The Treasurer is required to have two signatures for writing checks.
5. The Student Account Treasurer role is to record all transactions made towards a students account be it fundraiser and /or trip payments. These records will be audited preferably on a monthly basis, but not less than bi-monthly by the Financial Secretary. The Student Account Treasurer will also make bank deposits after recording credits into student accounts and submit bank deposits and records to the Treasurer. It is the responsibility of the Student Account Treasurer to see that student payments are picked up from the band room on a weekly basis during times where this action is warranted. The Student Account Treasurer will also give students an accounting of their student account balances twice a year.
6. The Financial Secretary role is to audit the books on a monthly basis. The Financial Secretary is not required to have a student in the Band Program..

Article VII ELECTION OF OFFICERS

Section A A nominating committee shall be appointed by the President during the April meeting each year. This committee must nominate at least one person per office, except President. The Vice President will assume the office of the President for the following year. Nominees for Vice President

must be actively involved in the Booster organization and willing to assume the office of President the following year.

Section B Nominations may be made from the floor after the report of the nominating committee at the June Meeting, provided nominees are qualified and contacted prior to the meeting.

Section C Nominees must be parents of current band students, and must be currently active in the Booster organization, with the exception of the Financial Secretary. Nominees may not be faculty of the Eastern Lancaster County School District, K-12, due to possible conflict of interest in situations where their job could pose conflict within the Booster organization.

Section D Officers shall be elected annually at the June Meeting and their term will coincide with the Boosters' year (July 1 through June 30).

Article VIII THE EXECUTIVE COMMITTEE

Section A The Executive Committee shall be composed of the officers of the Boosters, the Band Director and Assistant Band Director.

Section B The Executive Committee shall have general supervision of the affairs of the Boosters.

Section C The Executive Committee shall meet at the request of the President, Vice President, Band Director or Assistant Band Director.

Article IX STANDING COMMITTEES

Section A There shall be the following standing committees: Fundraising, Communications, Chaperone, Social, Scholarship, and Vehicle and Band Equipment. Other committees may be formed, as the Executive Committee shall determine.

Section B The Band Director and Assistant Band Director shall be ex-officio members of all committees.

Section C Members of the Executive Committee shall serve as committee chairperson if so directed by the President.

Section D Duties of the committees:

1. The **Fund Raising Committee** shall be responsible for the various money raising projects of the Boosters. This Committee will be responsible for collecting all monies and properly accounting for it prior to submitting it to the Student Account Treasurer.
2. The **Communications Committee** shall be responsible for notifying Boosters' members of meetings, cancellations, and other business. It shall be responsible for the printing and circulating of a Band Booster Newsletter to all Band and Booster families, supplying publicity information to the news media through out the year.
3. The **Chaperone Committee** shall be responsible for organizing chaperones for each home and away marching band performance, parade, and Band trips.
4. The **Social Committee** shall be responsible for planning any social events.
5. The **Vehicle and Band Equipment Committee** shall be responsible for maintaining vehicles and all equipment used by the band for a musical function. It shall be responsible for obtaining or the building of various items needed during the season.
6. The **Scholarship Committee**. Shall be responsible for updating scholarship requirements and applications, as well as reviewing all completed applications and selecting the recipient/s for the Annual Booster Scholarship awards. Committee members may not have a student in the 12th grade.

Article X **COMMUNICATION**

The Band Director and Assistant Director shall advise the Boosters of all band engagements and dates, advise the Boosters of priority needs upon which the Boosters may assist to augment school purchases and financial support, make recommendations to the Boosters for the special awards or recognitions, and approve band participation for the Booster projects upon request.

Article XI **AMENDMENTS**

The Constitution and By-laws may be amended by a two-thirds majority vote of the members present at any general meeting. The amendment must

have been presented in writing at the preceding general meeting of the Boosters.

The by-laws shall be reviewed and revised as needed at least every two years.