

**Pride of Newark**

**Newark Band Parents Club, Inc.**

**ARTICLE V**

**NAME AND MISSION OF THE ORGANIZATION**

Section 1. NAME: This organization is established and shall operate in a not for profit capacity and shall be known as the Newark Band Parents Club, Inc., hereinafter called the Band Boosters.

Section 2. MISSION: To provide inspiration, guidance, and assistance to all band students and staff in order to develop and sustain top performing instrumental music programs at all levels. To secure closer contact between interested parents, students, teachers, directors, and staff, thereby assuring clear communication and cooperation among all those involved in the band program. To foster closer ties between the parents of younger music students and the parents of high school students, thereby strengthening the entire band program. To promote music culture throughout the community by fostering greater concern, attendance and other public support of all band activities, thereby rendering moral support to the students. To assist with the purchase of equipment and supplies which would not be available through the school budget, facilitated by fundraisers or donations.

**ARTICLE VI**

**MEMBERSHIP AND MEETINGS**

Section 1. MEMBERS: The membership shall include any parent or guardian whose child is enrolled in the band program of the Newark City Schools. Parents or Legal Guardians of band members, upon payment of dues, shall be voting members. Membership dues shall be established by rule.

Section 2. VOTE: Each voting member shall have one vote only at a meeting of the members. Only voting members in attendance shall vote.

Section 3. MONTHLY MEETINGS OF MEMBERS: The regular monthly meeting of members of the Band Boosters shall be held on the second Monday of each month of each year in the band room of the Newark

High School unless otherwise notified. No regular monthly meeting shall be held in the month of June or December.

Section 4. ANNUAL MEETING OF VOTING MEMBERS: The annual meeting shall be held on the regular monthly meeting in April of each year. The annual meeting shall include the election of officers for the coming year.

Section 5. SPECIAL MEETING OF MEMBERS: The President may call a special meeting of Officers at any time on his\her own initiative or a meeting may be requested by a Band Instructor. Notice shall be given to each member as soon as possible or at least seven days previous to the meeting, by telephone, email or regular U.S. mail, of the meeting and at such special meeting, there shall only be considered such business as is specified in the notice of the meeting.

Section 6. ORDER OF BUSINESS: At all meetings of the Band Boosters, the order of business shall be as follows:

1. Pledge of Allegiance
2. Reading and approval of minutes of immediate prior meeting.
3. Report of officers – President, and President-Elect, Treasurer.
4. Report of Committees
5. Unfinished business
6. New Business
7. Adjournment

Section 7. QUORUM FOR MEETINGS: The members in attendance who have paid their annual dues shall be a majority of the members and these members shall constitute a quorum for official actions of the Booster Club.

## **ARTICLE VII**

### **GOVERNMENT**

Section 1. EXECUTIVE COMMITTEE: The general management of the affairs of the Band Boosters shall be vested in the Executive Committee who shall be the officers, the immediately prior President and one non-officer parent. The non-officer parent shall be a parent nominated by and voted upon by the voting membership of the Band Boosters. The high school band instructor and the middle school band instructor(s) shall serve as at-large members who will advise, but shall not have a vote with the committee. The President shall act as the tie

breaker on votes if necessary. The Executive Committee may add or remove any person from the Executive Committee at any time it deems necessary or appropriate in its sole discretion by a majority vote.

Section 2. OFFICERS: The officers of the Band Boosters shall consist of a President, President Elect, Secretary, Recording Secretary and Treasurer, who shall be elected by the voting members. Officers shall be Band Boosters voting members and must have a child enrolled in the band program during their entire term. In the event an officer cannot complete their term, the Executive Committee shall approve a replacement for the term. Officer's terms are limited to one year. Officers must be from separate households.

Section 3. PRESIDENT AS COMMITTEE MEMBER: The President shall be a member, ex officio, of all committees. The President and Executive Committee shall appoint a chairperson of each committee.

Section 4. MEETINGS OF THE EXECUTIVE COMMITTEE: Shall be called by the President on his\her own initiative whenever in his\her judgment it may be deemed necessary, or may be requested by the Band instructor, or upon request of two members of the Executive Committee.

Section 5. QUORUM FOR EXECUTIVE COMMITTEE MEETINGS: A majority of the Executive Committee shall constitute a quorum.

## **ARTICLE VIII**

### **DUTIES OF OFFICERS**

Section 1. PRESIDENT: The President shall supervise all activities of the Organization, execute all instruments in behalf of the Executive Committee, act as official liaison with the school and community officials on behalf of the organization; call such meetings of the Executive Committee and General Membership as deemed necessary, coordinate an annual audit of the financial records of the organization, and perform such other duties usually inherent in such office.

Section 2. PRESIDENT-ELECT: the President-Elect shall act for the President in his\her absence; shall perform such other duties as delegated by the President; and support the other officers as necessary. The President-Elect shall be responsible for transportation

needs for the band including scheduling of the buses, drivers, trucks, trailers, and maintenance items related to transportation. The President-Elect shall become the President of the Booster Club at the end of his\her President-Elect term of office.

Section 3. SECRETARY: The Secretary shall keep accurate and detailed records and minutes of all meetings. Minutes from the previous meeting will be read, published, and open for discussion at each Band Boosters meeting. He\she shall perform such other duties as directed by the President.

Section 4. RECORDING SECRETARY: The Recording Secretary shall attend to all correspondence. He\She will keep an up-to-date list of all committee chairpersons, their home and work telephone numbers, and the home and work numbers of all band students and their parents or guardians. He\she shall also perform such duties as directed by the President.

Section 5. TREASURER: The Treasurer shall keep the books for the organization; account for all monies and deposit them in Booster bank account promptly; pay all approved accounts and bills as they come due; keep a running list of all money appropriated but not yet paid out; present a current Treasurer's report at each regularly scheduled monthly meeting; prepare a permanent record copy of each monthly Treasurer's Report for delivery to the President; account for monies in individual student accounts and maintain up-to-date accounts; and also perform such duties as directed by the President.

Section 6. EXECUTION OF DOCUMENTS: The President or Treasurer shall sign all leases, contracts, or other instruments in writing. The President or Treasurer's signature shall be required for every check request.

## **ARTICLE IX**

### **ELECTION OF OFFICERS**

Section 1. ELECTION OF OFFICERS: The voting members shall elect from among their number a President-Elect, Secretary, Recording Secretary, and Treasurer. The meeting of the voting members to elect officers shall be at the annual meeting. The election of officers shall be decided by the majority vote of the voting members present at the annual meeting of the Band Boosters. Candidates will be nominated by written ballot at the March meeting. Election of officers will be at

the April meeting. Before acceptance of an elected office, each candidate will have read and understood the responsibilities required of their position, and will be a voting member in good standing for at least six months with a current band student prior to running for office.

Only one voting member per household may hold an office. New Officers-elect may hold meetings to insure an easier transition of leadership. Each term of office will be from the first day of June until the thirty-first day of May. All materials, documentation, records, receipts, keys and any other supporting documentation in the possession of any past officer will be transferred and delivered to the newly elected officer at the May Meeting or earlier, if desired. Any person resigning from office must do so in writing, submitted to the President within two weeks of resignation. The Executive Committee will appoint replacements.

Any Elected Officer, Committee Chairperson, or Committee Member may be removed, for cause, at any meeting of the Executive Committee. "Cause" shall include but not be limited to: (a) conviction of a felony; (b) knowing participation in a transaction or activity which could jeopardize the band members or Band Booster; (c) theft, embezzlement or commingling of funds of the Band Boosters with the funds of any such person; (d) failure to fulfill the responsibilities of the job; or a way not in good standing with the band, school, or organization members. The Executive Committee will be responsible for appointment or replacement.

## **ARTICLE X**

### **APPOINTMENT OF COMMITTEE CHAIRPERSONS**

Section 1. **Appointment of Committee Chairpersons:** The Committee Chairpersons are to be appointed by the President by recommendation of the voting membership and approved by the Executive Committee. Officers may not act as Committee Chairpersons. A chairperson shall be a voting member in good standing and may only chair one committee. A voting member may serve on more than one committee.

Section 2. **COMMITTEES:**

- (A) Travel committee shall be responsible for planning trips including the room list, bus list, and planning food and drinks required for each trip.
- (B) Uniform Committee shall be responsible for assisting uniform chairperson with any duties relating to uniforms.
- (C) Chaperone Committee shall be responsible for keeping an accurate record of all chaperones, contacting chaperones for all events, designating band attire for all events and obtaining chaperone badges.
- (D) Concessions Committee shall be responsible for securing any items necessary for concessions and coordinating staffing for events staffing events.
- (E) Program Committee shall be responsible for securing advertisers, proofing ads, and staffing football and basketball game program sales and any other related duties.
- (F) Public Relations Committee shall be responsible for promoting the activities of the organization, by advertising at radio stations, cable news, etc. submitting noteworthy band booster news and photographs to the local newspapers during football season, competitions, and at other important events. The committee will be responsible for establishing a high visibility for the band boosters in community functions. The Executive Committee, prior to submission for publication, will approve all publication concerning the band boosters. The Committee is also responsible for compiling, printing, and delivering printed materials to the members.
- (G) Band Camp\Special Events Committee shall be responsible for contacting appropriate committee chairpersons to coordinate all activities and necessities as assigned.
- (H) Fund Raising Committee shall be responsible for evaluating fundraisers and making recommendation to the Executive Committee.
- (I) Prop and Pit Committees shall be responsible for working with the Band Instructors and his\her staff in the design,

construction, transportation, care of, storage, and display of all pit equipment. The Chairperson is responsible for enlisting and training adequate personnel to effectively implement putting the show on the road.

- (J) Maintenance Committee shall be responsible for any and all repairs necessary for equipment such as: radios, golf carts, ice machines, freezers, trucks, trailers, and other miscellaneous equipment.
- (K) Band Store Committee shall be responsible for inventory and sales.
- (L) Ad Hoc Committees shall be created by the President as requested by the Executive Committee, voting members, and/or Band instructors.

### Section 3. **APPOINTMENTS OF OTHER PERSONNEL**

- (A) Head Nurse\EMT may be responsible for organizing and securing staff, health forms, and supplies. A nurse or EMT may be present at any and all events that band students are present. Nursing\EMT staff must be licensed and/or certified by the State of Ohio.
- (B) Video\Picture Person shall be responsible for documenting the band season including photos and videos of the entire season, including special events.
- (C) Webmaster shall be responsible for maintaining and updating the Band website with the information as provided to them by the Public Relations Committee or President.

## **ARTICLE XI**

### **DUTIES AND POWERS OF EXECUTIVE COMMITTEE**

Section 1. **MANAGEMENT OF BAND BOOSTERS:** The Executive Committee shall have general charge and management of the affairs, funds, and property of the Band Boosters. The Executive Committee shall have full power, and it shall be their duty to carry out the purposes of the Band Boosters according to its bylaws; to determine whether the conduct of any member is detrimental to the welfare of

the Band Boosters, and to fix the penalty for such misconduct or any violation of the Bylaws or rules.

## Section 2. **TERMS OF OFFICE**

The Executive Committee shall consist of the current Band Booster Officer's, the immediate past President and one non-officer parent. The terms of office shall be one year.

## Section 3 **RULE MAKING**

The Executive Committee may make rules for the conduct of the members and use of the Band Booster's property, and define and limit the privilege of members, not inconsistent, however, with anything set forth in these Bylaws.

## Section 3. **POWERS**

The Executive Committee may vote the expenditure of monies as it deems necessary or advisable, and it may contract for the lease or purchase in the name of the Band Boosters of properties, or facilities for use of the Band Boosters.

## **ARTICLE XII**

### **COMPENSATION OF OFFICERS AND COMMITTEE MEMBERS**

Neither the officers, committee chairpersons, nor members serving on committees shall receive salary or compensation for services rendered as such to the Band Boosters.

## **ARTICLE XIII**

### **RULES AND REGULATIONS FOR MEMBERS**

Section 1. **EXPULSION:** Any member whose conduct, shall in the opinion of the Executive Committee be considered detrimental to the welfare of the organization, may be expelled from membership by a vote of two-thirds of the entire Executive Committee, after due notice to such member and the giving to him/her an opportunity to be heard.

Section 2. **ADDITIONAL:** The Executive Committee may establish and enforce any and all additional rules and regulations deemed advisable and necessary.

Section 3. **PARLIAMENTARY PROCEDURES:** Roberts Rules of Order shall be the final source of authority in questions of parliamentary procedure and shall be used to govern all meetings.

Section 4 **USE OF LOGOS AND BAND MATERIALS:** Members are prohibited from utilizing band logo and merchandise for personnel gain without prior approval from the Executive Committee, and the Band Director.

## **Article IX**

### **AMENDMENTS**

These Bylaws may be amended only by a two-thirds majority vote of the members present at a regular or special meeting of the Band Boosters, provided notice of the purpose of proposed amendments has been stated in the call for meeting.

## **Article X**

### **DISCRIMINATION**

The Booster Club will not discriminate based on gender, race, economic status, ethnic background, sexual orientation, physical ability, or cultural and religious backgrounds.

## **Article XI**

### **DISSOLUTION OF ORGANIZATION**

Upon the liquidation, dissolution or abandonment of this organization, its assets, remaining after payment or provision of payment of all debts and liabilities of this organization, shall be distributed to an organization organized and operated exclusively for the support and advancement of band programs at the primary and secondary school levels and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.