

By-Laws
Of Manheim Central Band Boosters

Article I
Offices and Fiscal Year

1.01 Registered Office. The organization shall be located within the Manheim Central School District. Its official mailing address shall be 400 Adele Avenue, Manheim, PA, 17545.

1.02 Fiscal Year. The fiscal year of the organization shall begin the first day of July each year.

Article II
Name and Purpose

2.01 Name. The name of the organization shall be Manheim Central Band Boosters (MCBB).

2.02 Purpose. The purpose of the organization shall be to provide support to the Marching Bands at the Manheim Central Middle and High Schools, including the raising of funds, providing support services and activities, and to promote group and individual accomplishment to those in the bands.

Article III
Participants

3.01 The Manheim Central Band Boosters shall have two (2) categories for participants.

(1) Regular Participant. A regular participant shall be the parent(s) or guardian of a student active in the Marching Bands.

(2) Associate Participant. An associate participant must be a resident of the Manheim Central School District and have an interest in promoting the organization in a positive manner.

3.02 Voting. Regular participants will each have one (1) vote on matters brought before the organization.

Article IV

Executive Committee

4.01 Powers. The Executive Committee shall have full power to conduct, manage and direct the business and affairs of the organization.

4.02 Qualification and Selection. Each executive committee member shall be a natural person of full age and must be a regular participant of the organization. In the case of a vacancy, the new executive committee member shall be nominated by the remaining members of the Executive Committee and voted upon by the regular participants of the organization at the next meeting.

4.03 Terms of Office. An executive committee member shall serve no more than two (2) consecutive two-year (2) terms.

4.04 Officers. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Ways and Means Coordinator.

4.05 Resignation. An executive officer may resign at any time by giving written notice to the remaining members of the Executive Committee.

4.06 Removal. Any officer may be removed from office either for or without cause by the majority vote of the remaining executive officers. Regular participants may remove an executive officer or call a special General Meeting and a majority of all participants at the meeting must vote in favor of the removal.

4.07 Organization. At all meetings of the Executive Committee, the President shall preside. In the absence of the President, one of the following officers in the order stated shall preside; the Vice-President followed by the Treasurer.

4.08 Place of Meeting. Regular meetings of the organization shall be held within the Manheim Central School District at such time and place as shall be designated by the Executive Committee.

4.09 General Meetings. There shall be a minimum of three (3) General Meetings during the fiscal year of the organization. At such meetings the Executive committee shall transact such business as may be properly brought before the meeting. These General meetings shall be posted with the Manheim Central School District and scheduled on the school calendar. The General Meetings shall be in July, January, and April. At the January meeting, the annual election of officers shall take place. The newly elected officers; however, will take office and begin performing duties on March 1st of that year. All regular meetings will include a written secretary report, a written treasurer report, a report from the Ways and Means Committee, and other committees' or directors' reports as deemed necessary by the Executive Committee.

4.10 Executive Committee Meetings. The Executive Committee will meet in August, September, October, November, January, March and May unless the majority of the Committee deems any particular meeting unnecessary.

4.11 Special Meetings. Special meetings of the Executive Committee shall be held whenever called by the President or by two (2) or more of the members of the Executive Committee. Notice of each meeting shall be given to each executive committee member by telephone or in writing at least twenty-four (24) hours before the time of the meeting. In calling of a special General Meeting date, the above procedure is to be followed: band parents will be notified electronically or via flyer or phone call as soon as possible with a meeting agenda. The reason for the meeting must also be specified and only the item for which the meeting was called is to be on the agenda at this meeting.

4.12 Quorum. A majority of the Executive Committee must be present at each meeting in order to constitute a quorum for the transaction of business. Each executive committee member will be entitled to one (1) vote. The acts of the majority of the Executive Committee present at a meeting at which a quorum is present shall be the acts of the Executive Committee. In the absence of a quorum or majority of the Executive Committee, no binding vote may be taken. Appointed positions are established by the executive committee and are not eligible to vote.

Article V

Election of Officers

5.01 Election of Officers

- (1) Election of officers of the organization will take place by closed ballot.
- (2) Nominations may be made from the floor at the General Meeting.
- (3) A simple majority vote is sufficient to elect an officer of the organization.
- (4) Newly elected officers shall take office on March 1.

Article VI

Officers Duties/Appointed Position Duties

6.01 President. The President shall be the Chief Executive Officer of the organization.

He/she shall oversee the activities and operations of the organization.

- (1) He/she serves as chairperson of the Executive Committee.
- (2) He/she presides at all meetings of the organization.
- (3) He/she sees that all activities, events and meetings are recorded on the Manheim Central School District calendar.
- (4) He/she is the representative of the organization to the Middle School and High School Band Directors and the Manheim Central School District.
- (5) He/she shall be a defacto member of all committees of the organization.
- (6) He/she shall schedule a Financial Review before the July General Booster meeting with one Executive Board member and two (2) other people at his/her discretion.

6.02 Vice-President. The Vice-President performs the duties of the President in his/her absence and other such duties as may from time to time be assigned by the President.

- (1) He/she will recruit a contact person to assist the Middle School Band Director. (2) He/she will recruit volunteers needed to assist the band in attending football games, competitions, parades, and for special needs that from time to time may arise.
- (3) He/she will provide the Ways and Means Coordinator with a list of volunteers.

6.03 Secretary. The Secretary performs the duties of recording all records of votes and maintains the minutes of the Executive Committee Meetings and the General Meetings of the organization.

- (1) He/she shall see that meeting reports are properly recorded, kept, and filed.
- (2) He/she records all attendees at each Executive Committee meetings and General meetings of the organization.
- (3) He/she keeps the By-Laws.
- (4) He/she shall be responsible for disseminating information to the members of the organization.
- (5) He/she will perform other duties as may from time to time be assigned by the President.

6.04 Treasurer. The Treasurer shall have or provide for the custody of the funds or other property of the organization and shall keep a separate bank account of the funds of the organization.

- (1) He/she shall collect and receive or provide for the collection and receipt of monies earned by, or in any manner due to or received by, the organization and shall deposit all funds in his/her custody as Treasurer in such bank(s) or other places of deposit as the Executive Committee may from time to time designate.
- (2) He/she, as required by the Executive Committee, shall render an account showing his/her transactions as Treasurer and the financial condition of the organization.

- (3) He/she has the authority to pay any invoice up to \$200 without the approval of the Executive Committee. Any invoice over \$200 but less than \$500 must have the approval of the President. The Executive Committee must approve any invoice over \$500.
- (4) All checks must contain two signatures, one being the Treasurer, the other being either the President or the Vice-President of the organization.
- (5) All bills must be accompanied by an invoice/receipt in order for payment to be made by the Treasurer.
- (6) He/she will administer all insurance purchases for the organization.
- (7) He/she will chair an Executive Committee Meetings or General Meetings in the absence of the President and Vice-President.
- (8) He/she will perform other duties as may from time to time be assigned by the President.

6.05 Ways and Means Coordinator. The Ways and Means Coordinator is responsible for heading the capital fundraisers deemed necessary to support the financial needs of the organization.

- (1) He/she will recruit other volunteers to assist in the fundraising.
- (2) He/she will be responsible to organize all fundraisers.
- (3) He/she will be certain all fundraisers are approved by the Executive Committee and meet the standards of the Manheim Central School District policies governing the types allowed.
- (4) He/she will recruit volunteers to assist in the running of fundraisers and concessions run by the organizations.
- (5) He/she will perform other duties as may from time to time be assigned by the President.

Article VII

Committees

7.01 Executive Committee.

- (1) The Executive Committee will formally review the by-laws on odd-numbered years. Proposed changes shall be communicated to all members of the Booster Club at least one week before a general or special meeting in which a first reading will occur. Revisions from this reading will be communicated to the members at least one week before the next Booster meeting. At this meeting the By-Laws may be amended by a simple majority vote of members present provided a quorum has been met. Revised By-Laws will take effect immediately.

(2) Actions of the Executive Committee must be reported to the participants at the next General Meeting.

Article VIII

Advisors

8.01 Advisors. The Manheim Central High School and Middle School Band Directors will serve as advisors to the organization. As needed, members of the Manheim Central School District may serve the organization in an advisory capacity.

Article IX

Standing Rules

9.01 Debt. No person or committee may incur any debt for the organization.

9.02 Liability Insurance. The organization will maintain liability insurance and provide a certificate of liability to the Manheim Central School District.

9.03 Student Funds. Funds recorded in individual student account records are not the property of the individual students. The funds are only transferrable to a participating marching band sibling of said student, who will be a marching band member with consecutive years of High School band participation. Final decision will be at the

discretion of the Executive Committee and the Marching Band Director. The funds will not be refunded. Unutilized funds will revert to the MCBB general fund.

9.04 Dissolution. If MCBB dissolves, all assets shall be turned over to the Manheim Central School District for use in the high school music programs.

9.05 Authority. All activities of MCBB must be in keeping with the policies of the Manheim Central School District.

9.06 Real Estate. MCBB, as an organization, is not allowed to own any real estate.