

MIDVIEW BAND BOOSTERS

CONSTITUTION AND BY-LAWS

Article I. Name

The Name of the organization shall be “The Midview Band Boosters, Inc.”, a non-profit corporation incorporated under the laws of the State of Ohio on March 29, 1990.

Article II. Objective

Sec. 01 The objective of this organization shall be to promote creative musical activity among the students of the Midview School District by giving support to the school’s instrumental music program.

Sec. 02 Raise financial support for the music program, provide scholarships for graduating students, and provide awards and recognition to band members. Provide for the acquisition and improvement of band uniforms, and for the repair and purchase of new band instruments. Provide for other miscellaneous expenditures and support as may be determined by the Boosters and the Band Directors annually.

Article III. Membership

Sec. 01 All parents of present members of the Midview Schools instrumental music programs shall automatically become voting members of this organization after attendance at two (2) booster meetings.

Sec. 02 Non-voting associate membership is accorded to parents of all past members of the instrumental department and any interested residents of the Midview School District.

Sec. 03 No dues shall be charged for membership in this organization.

Article IV. Policies

Sec. 01 Midview Band Boosters Inc. will operate as a corporation not-for-profit under Section 1702.01 et seq., revised code of Ohio. A copy of the Articles of Incorporation will be kept on file with the Secretary.

Sec. 02 The policies of the organization shall at all times be in harmony with those of the Director and the school administration.

- Sec. 03 The organization shall at no time seek to direct the activities of the instrumental music department or to control its policies.
- The Executive Committee shall establish a committee headed by the Treasurer to be responsible for the compilation of the budget for the following year for presentation to the general membership for approval. This shall be accomplished by a review of the past year's income, expenses, requests from the Band Directors and any other such materials as may be deemed necessary by the committee and/or the Executive Committee. The budget shall be approved in May for the following year.
- Sec. 04 This organization shall not make donations, gifts, or otherwise give money to any political organization, ballot measure, and/or candidate. This organization shall not accept donations, gifts, or other monies from any political organization, ballot measure, and/or candidate.
- Sec. 05 The Booster Club can provide assistance to any student band member experiencing financial hardship or special needs. The assistance is intended to help with fees and items the band member is required to purchase to be part of the Band. The Midview Band Boosters' only condition for application is that the family makes an effort to volunteer for any Band needs and activities during the year and be an active Band Booster supporter.
- If a family has a financial hardship or special need, they will need to contact one of the Band Directors or the Band Booster President. A special meeting of the Executive Committee will be called to address the family's request for assistance. Confidentiality will be maintained.
- Sec. 06 An audit shall be made yearly of all treasurer's and concession stand books.
- Sec. 07 The fiscal year of the organization shall be from July 1st through June 30th.

Article V. Officers and Elections:

Sec. 01 Only parents of present members of the Midview Schools instrumental music programs shall be eligible to hold an office in this organization.

The officers of the Midview Band Boosters shall be: President, Vice-President, Treasurer, Assistant Treasurer and Secretary.

The Executive Committee shall be the officers and Band Directors.

Sec. 02 Election of officers shall be held in April and shall be by ballot when there is more than one nominee for office. Officers shall be installed at the May meeting and shall assume their official duties on June 1st of the school year in which they are elected.

Sec. 03 The term of office shall be one year, or until their successors have been elected.

Sec. 04 No member may hold more than one office at a time and may not serve more than two consecutive terms in the same office.

Sec. 05 The members shall have the authority to suspend the term limit. A majority vote of the members at the March meeting shall be required for approval. Prior consent of the candidates staying in office shall be required.

Sec. 06 If the office of the President becomes vacant, the Vice President shall succeed the President. Vacancy in any other office shall be filled by the Executive Committee.

Sec. 07 Officers wishing not to complete their terms of office should submit a letter of resignation to the Executive Committee. The current President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board.

Sec. 08 Officers may be asked to resign due to dereliction of duty. Dereliction of duty shall be determined by the Executive Committee based on concerns expressed by members of the booster organization. The recall motion is presented to the Booster membership at the next general meeting of the organization. If two-thirds of the voting membership approves the recall motion, the officer is removed from his/her position. The current President shall appoint a voting member to complete the term with the approval of the Executive Committee.

Sec. 09 The executive power of this organization shall be vested in the Executive Committee composed of the officers and Band Directors.

All projects undertaken by this organization must have the approval of the Executive Committee. Approval must result from majority vote. Projects having the majority vote of the Executive Committee will then be brought before the general membership before the same is undertaken.

If it should become necessary, the Executive Committee may make expenditures up to two hundred dollars (\$200) without the approval of the general membership.

Article VI. Duties of the Officers

Sec. 01 President: It shall be the duty of the President to preside at all meetings, enforce all rules, and perform such duties as regularly pertains to the office. The President shall co-sign all Booster checks that exceed \$500 and review and sign Booster tax returns. He or she shall appoint all committees and be the ex-officio member of all committees except the nominating committee.

Sec. 02 Vice President: The Vice President shall assist the President and in the absence of the President, shall act for him/her and perform the duties of the office. The Vice President shall also perform such other duties as usually pertain to their office, or as may be assigned by the President.

Sec. 03 Secretary: The Secretary shall keep a complete record of all proceedings of all meetings of the organization and a list of all members thereof and shall attend to all correspondence of the organization and shall furnish names of the committees to their respective chairpersons The Secretary shall distribute a written agenda, file the organization's documents on the website and storage hard drive. The Secretary shall also perform such other duties as usually pertain to their office, or as may be assigned by the President.

Sec. 04 Treasurer: The Treasurer shall have custody of the computer and associated equipment and software. The Treasurer shall collect and have charge of all monies of the organization, present a statement of accounts at all business meetings, pay all bills that have been authorized by the organization, and give an annual report. An auditor(s) shall be appointed in May by the Executive Committee to audit the books of the Treasurer and Concession stand. The Treasurer shall also perform such other duties as usually pertain to their office, or as may be assigned by the President.

Sec. 05 Assistant Treasurer: The Assistant Treasurer shall perform duties as requested by the Treasurer with the intention to succeed as the next Treasurer. These duties may include, but are not limited to, making deposits, taking money to the various activities and fundraisers, counting money before and/or after the various events and fundraisers and meeting with committee chairpersons. Duties will be determined based on the volunteer's schedule and availability. The Assistant Treasurer is precluded from any withdrawals.

Sec. 06 Directors of Instrumental Music: These members shall advise the organization concerning all work undertaken.

Article VII. Meetings

Sec. 01 Regular meetings of the organization shall be held monthly on a set day, determined by the Executive Committee, at the High School, beginning with August and ending with June, at which time the annual reports shall be made.

Sec. 02 Special meetings may be called by the President or upon written request of five members. A minimum of three days notice shall be given.

Sec. 03 A quorum shall consist of at least four (4) members of the Executive Committee.

Sec. 04 The Executive Committee shall meet preceding regular meeting dates at which time plans of work of the standing committee chairpersons shall be submitted.

Article VIII. Compensation

- (a) The members of the Executive Committee shall not receive compensation for services rendered to the organization.

Article IX. Conflict of Interests

- (a) A possible conflict of interest exists when an Executive Committee Member has a material personal interest, either direct or indirect, in a proposed transaction involving this organization. When an Executive Committee Member has an interest in a transaction being considered by the organization, he or she should disclose that conflict before the Executive Committee or Committee takes action on the matter. Any Executive Committee Member having a conflict of interest will not vote or use his or her personal influence on the matter and will not be present when the matter is discussed by the Executive Committee. The minutes of the meeting will reflect that a disclosure was made and the abstention from voting.
- (b) This policy also will apply to immediate family members, the organization's committees, and its volunteers. Band directors, committee members, staff members, volunteers, and the Executive Committee, will be notified of this policy annually. Midview Band Booster members shall adhere to this policy and provide information concerning any possible conflict of interest so that disclosure, if necessary, is made.
- (c) Definition of a Material Personal Interest
- A material personal interest is:*
- (i) *An ownership or investment interest in any entity with which this organization has a transaction or arrangement;*
 - (ii) *A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or*
 - (iii) *A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.*
 - (iv) *Compensation includes direct and indirect remuneration as well as gifts, favors, and non-financial benefits that are not insubstantial*

- (d) Any member of the Executive Committee having a conflict of interest that would cause that person to act contrary to the best interest of the organization shall disclose such conflict to the rest of the Committee. In such cases, the member shall not vote or use their personal influences on the matter. Such member may be counted in determining the quorum for the meeting.

Article X. Committees

Sec. 01 General

- (a) Each Committee shall be responsible to the President and shall report to him/her as requested.
- (b) Committee chairpersons shall be prepared to give a report upon request at each general meeting.
- (c) Each committee chairperson shall enlist as many members as necessary to fulfill the committee's responsibilities.
- (d) Standing committee chairpersons are responsible for presenting and maintaining written budget records available to all committee members. Once the budget is approved, no further approval is required except when such expenditure or income deviate from the approved budget.
- (e) Unless otherwise ordered by the Executive Committee, committees shall act by a majority of its members meeting at a time and place designated by the chairperson.

Sec. 02 Standing Committees

Standing Committees represent on-going Band Booster activities. Each is chaired by a Band Booster. There shall be standing committees as follows:

- (a) Concession Stand: Coordinates volunteers and operates the concession stand for all home varsity football games and other events such as the Parade of Bands. The Chairperson is responsible for all concession finances including the Concession checking account; accepted accounting practices shall be followed. Additional duties are listed in the Concession Stand Procedures Manual.

- (b) Uniforms: Coordinates volunteers and organizes Marching Band uniform fittings and orders new items such as gloves, shoes, etc. Also makes arrangements for the pick-up and drop-off of uniforms with the cleaners and sees to any repairs. Works closely with the Band Director.
- (c) Apparel: Coordinates with graphic designers to order and purchase Band related apparel including sweatshirts, jackets, hats, window decals, etc. Oversees the inventory of sizes and operates a stand to sell apparel at Band/Booster events. Handles finances including the use of the Square® credit card reader.
- (d) Photographer/Videographer: Photographs and records Band/Booster events for publicity and posting on the website and social media. Coordinates production of photo and video presentations.
- (e) Webmaster: Manage the Band/Booster websites and social media. Upload photos, newsletters, meeting minutes and other content to the website. Push frequent social media messages out on the Band Booster Facebook page. Collaborate with the media representative for the high school to ensure band events appear in the high school's various communication outlets (calendar, website).
- (f) Band Barn: Coordinates volunteers, purchases items and distributes snacks and drinks for both home and visitor marching bands at all varsity home football games (including playoff games if applicable). Provides refreshments for all bands at the Parade of Bands. Provides refreshments for the marching band at away playoff games. All purchases and reimbursements are coordinated with the Concession chairperson. Maintains the Barn.
- (g) Band BBQ: Coordinates volunteers, and organizes a dinner for band members and their families during Band Camp in August.
- (h) Scholarship Committee: Review scholarship applications and shall award a scholarship to the two (2) most deserving applicants. All applicants must be in their year of graduation and have been a band member for four years. The amount of these scholarships shall be determined annually.
- (i) Senior Night Dinner: Coordinates volunteers and organizes a dinner for senior band members and their families during the third quarter of the Senior Night football game.

Sec. 03 Fundraising Committees:

Standing Committees for major fundraising events shall be organized throughout the year. These events include:

- (a) Gold Cards: Coordinates routes, transportation and collection of funds from selling the cards.
- (b) Parade of Bands: Solicit sponsors for the program, gift baskets, candy grams, 50/50 raffle, trophies and others.
- (c) Christmas Concert/Evening with the Band: Coordinates volunteers, Solicit sponsors for the program, gift baskets, candy grams, 50/50 raffle, trophies and others.
- (d) Night at the Races: Coordinates volunteers, reserve the venue and game producers. Organize catering, gift baskets, 50/50 and other raffles.

Sec. 04 Nominating Committee: The Nominating Committee shall consist of three members not presiding elected officers.

Other Committees as deemed necessary each year.

Sec. 05 Chairpersons of Standing Committees shall be appointed by the President or Executive Committee.

Sec. 06 A Parliamentarian may be appointed.

Article XI. Funds

Sec. 01 General

- (a) All funds received shall be deposited in the name of The Midview Band Boosters, in such bank or other financial institution as approved by the Executive Committee. No funds shall be disbursed except by check and duly authorized. Checks exceeding \$500 must be signed by the Treasurer and the President.
- (b) Funds of this organization shall not be expended for items which would normally be supplied by the Board of Education or for expenditures that would normally be paid by the Music Department of Midview High School

- (c) In addition to the funds in this section the Executive Committee shall have the authority to set up Special Funds for specific one-time purchases or events.
- (d) The Executive Committee shall have the authority to sweep excess monies from all funds except the Uniform into other Band Funds as necessary. Excess money in the General Fund at the end of the fiscal year shall be deposited into the Uniform Reserve Fund. Approval by the membership shall be required.

Sec. 02

Band Funds

- (a) Uniform Reserve Fund: There shall be a Uniform Reserve Fund set aside for the purpose of purchasing new uniforms and accessories for the high school Marching Band. The Fund is to be on deposit with an insured savings institution at the highest yield compatible with the organization's plans for purchasing the uniforms. A minimum deposit of \$6000 shall be made annually to this fund.
- (b) Concession Stand Fund: There shall be a Concession Fund for the purpose of operating the football concession stand. A start up balance of approximately \$3000 is used to purchase inventory and provide change; game profits are deposited during the season. At the end of the season the profits are transferred to the General Fund, leaving \$3000 for the next season.
- (c) Director's Fund: There shall be a Band Director's Fund to pay expenses at the Director's discretion. This includes but is not limited to new instruments, instrument repair, competition fees and instructor fees. The annual budget determines the amount allocated for this fund.
- (d) Trip Fund: There shall be a separate fund for the purpose of defraying the student costs for the annual band trip. The annual budget determines the amount allocated for this fund.
- (e) Scholarship Fund: There shall be a Scholarship Fund for the purpose of awarding scholarships to deserving students. The annual budget determines the amount allocated for this fund.
- (f) General Fund: All other organization expenses shall be paid by the general fund. Any other fundraiser not already designated shall deposit proceeds into this fund.

Article XII. Rules of Order

Robert's Rules of Order (revised) shall be authority for all parliamentary proceedings of all meetings insofar as they may be applicable and not being inconsistent to these by-laws.

Article XIII. Dissolution

Upon dissolution of the Organization and Corporation any assets remaining shall be disposed of as provided in the Articles of Incorporation.

Article XIV. Amendments

These by-laws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present provided a full written text of the proposed amendments has been presented at a previous meeting.

Approved and Adopted by Combined Constitution Committee

Mr. Robert Bayless
Mr. John Hottenrott
Mr. Allen Bartlett

Mrs. Agnes Zarembe
Mrs. Linda Spitzer
Mr. Gerald Severns

REVISED: March 1979

Mrs. Jill Grigon
Mrs. Donna Wakefield

Mrs. Carolyn Maynard
Mr. Edward Lichtenberg

REVISED: May 1982

Mr. Robert Mathewson
Mrs. Linda Benefield
Mr. Edward Lichtenberg

Mr. Russ Gardner
Mrs. Rita Carlton
Mr. Gerald Severns

REVISED: January 1985

Mrs. Sally Logar
Mrs. Diane DeFazio
Mr. Edward Lichtenberg

Mrs. Karen Jackson
Mrs. Judy Lichtenberg
Mr. Gerald Severns

REVISED: October 1991

Mr. James Berlyoung
Mr. David Shively
Mrs. Shirley Uehlein

Mr. Clarence Barber
Mrs. Barbara Elek

REVISED: March 1997

Mrs. Sheree Vajda
Mrs. Gale Cox
Mr. Clare Gallaher

Mr. Tim Matheson
Mrs. Kathy Squires

REVISED: March 1998

Mrs. Sheree Vajda
Mr. Clare Gallaher
Mrs. Marty Twining

Mrs. Kathy Squires
Mrs. Jeannie Carpenter

REVISED: October 2010

Mr. Timothy Best
Mr. William Nix
Ms. Christine Elkanick

Ms. Becky Pragg
Mr. Josh Brunger

REVISED: April 2011

Mr. Josh Brunger
Mr. Timothy Best
Ms. Chris Elkanick

Ms. Barbara Fieger
Mr. William Nix
Ms. Rebecca Pragg

REVISED April 2016

Mr. Josh Brunger
Mrs. Tammy Koleski
Ms. Barbara Fieger

Mrs. Janet Hetrick
Mr. Matt Plas
Mr. Tim Gallagher

Revisions Adopted on the 5th Day of May, 2016

Tammy Koleski, President

Cindy Grabo, Treasurer

Josh Brunger, Director of Instrumental Music