

By-Laws of the Parkway Band Boosters' Club

Article I Name

Parkway Band Boosters

Article II Purpose

To provide independent support to the Band program of Parkway High School in the development of the character and the talents of the pupils in their band programs to bring into relationship the home, school, and community through enrichment of the instrumental music program.

Article III Membership and Dues

Section 1 Eligibility

Any person interested in the welfare of the Parkway High School Band is entitled to membership in the club on acceptance by the Board of Directors.

Section 2 Classes of Membership

There shall be three (3) classes of membership, namely active members, associate members and honorary members.

- A. Active Members** – An active member is one who has a child participating in the Band program at Parkway High School. Active members, upon admission to the club, shall endeavor to promote the purposes of the club to the best of their ability. Each active member is expected to attend as many meetings as possible; to participate in the various activities and the projects of the club; and when called upon, to help in the administration of club affairs. They are a voting member.
- B. Associate Members** – An associate member of the club may be a person who is interested in the welfare of the Band, although they have no child who is currently participating in the Band program. Associate members shall pay dues annually and be granted the same privileges as active members.
- C. Honorary Members** – Honorary members are those who, having rendered outstanding service to the club and who having been proposed for honorary membership, in writing to the Board of Directors

of the club, shall be voted on by ballot at the annual meeting. Honorary members are thereafter exempt from annual dues, and shall be granted the privilege of attendance at all club meetings, and may offer to assist the club in the various activities and projects of the club. They are a non-voting member.

Section 3 Dues

Annual dues for a membership in the club shall be \$5.00 (five dollars) per family for all associate members of the club.

Section 4 Voting Rights

Any member whose student's band account is not paid up to date in fees or dues prior to the start of any meeting relinquishes their voting rights until such dues or fees are paid in full.

Article IV Officers

Section 1 Officers and Eligibility

The officers of this club shall be a President, Vice-President, Secretary, Accounts Receivable Treasurer and Accounts Payable Treasurer. These officers shall be elected from the active and associate members of the club.

Section 2 Installation and Term

Officers shall be elected at the March meeting and installed at the May meeting of the club. The period from April through June will be a training/transition period for the newly elected officers. Each officer shall begin his/her term on June 1 of the election year. The term of office will be for one (1) year. No officer shall be eligible to the same office for more than two (2) terms.

Section 3 Duties of Officers

- A. President** - shall preside at all meetings of the club, of the Board of Directors, and the Executive Board. The President shall appoint special committees and shall call special meetings of the club, of the Board of Directors, and of the Executive Board when deemed necessary. In addition to the above, the President shall perform all other duties pertaining to this office.
- B. Vice-President** – shall act as an aide to the President. In the absence of the President or in case of his/her disability to act, shall perform the duties of the President. In case of a vacancy in the office of the President, this office shall be filled by the Vice-President. In addition to

the above, the Vice-President shall perform such duties assigned by the President.

- C. Secretary** – shall keep a record of all meetings of the club, the Board of Directors, and the Executive Board. The Secretary shall send, respond and coordinate all email communication and will work with the website committee chairperson to ensure up to date information is published to the site. In addition, he/she shall perform such duties as may be delegated to this office.

- D. Accounts Receivable Treasurer** – shall deposit all monies belonging to the organization. The Accounts Receivable Treasurer shall keep a record of all monies received and shall turn these records over for audit upon the completion of all business transactions for that year. The Accounts Receivable Treasurer, in conjunction with the Accounts Payable Treasurer is responsible for checking the organization's post office box; maintaining all financial records in Quickbooks or other approved financial software, reconciling the account with the bank statement each month and generating monthly financial reports for delivery to the membership at each monthly Band Booster meeting. The records shall be presented to the incoming Treasurers of the club once an audit is completed by a CPA.

- E. Accounts Payable Treasurer** – shall disburse funds for the organization by check. The Accounts Payable Treasurer shall keep a record of all receipts and expenses of the organization and shall turn these records over for audit upon completion of all business transactions for that year. The Accounts Payable Treasurer in conjunction with the Accounts Receivable Treasures is responsible for checking the organization's post office box; maintaining all financial records in Quickbooks or other approved financial software, reconciling the account with the bank statement each month and generating monthly financial reports for delivery to the membership at each monthly Band Booster meeting. The records shall be presented to the incoming Treasurers of the club once an audit is completed by a CPA.

Section 4 Removal of an Officer

An officer may be removed by a majority vote of the general membership during a regular or special meeting of the club.

Upon recommendation by the executive committee or the Board of Directors, the following conditions will constitute removal of an officer.

- A. Absence** – Three consecutive absences from an executive meeting

- B. Conduct** – Improper conduct of an officer

C. Performance – Inability to perform his/her duties as an officer

D. Health – Lack of mental capacity or health

E. Resignation – Resignation of an officer

Section 5 Additional Officer Information

A. Committees – To avoid conflicts of interest and undue burden, officers shall not serve as committee chairs.

B. Property – Officers serve as custodian of all tangible property belonging to the organization. As such, they are responsible for maintaining an inventory list of all property and ensuring all property is accounted for and in good working order.

C. Correspondence – Officers shall ensure correspondence to incoming freshman and returning band members is distributed prior to the end of the school year. Correspondence should include, but is not limited to, information about band camp, fees, the booster's organization and registration dates.

D. Registration – All officers will be present at registration and will distribute and collect completed student information forms, medical forms, financial agreements and instrument rental agreements. In addition, the treasurers will collect fees at this time.

Article V Board of Directors

Section 1 Membership

The Board of Directors of the club shall consist of the elected officers and the chairs of the standing committees. The retiring President may be asked by the newly elected President to act in an advisory capacity to the incoming President.

Section 2 Duties

The Board of Directors shall transact all business of the club, shall fill all vacancies arising between elections in the list of officers, with the exception of the President; in which case the Vice-President shall automatically succeed to the position of President.

The Board of Directors shall pass on all expenditures with the following guidelines:

1. A proposed budget will be submitted by the Band Director on or before April 15 for consideration by the Executive Board.

2. The proposed budget will be reviewed for accuracy, suitability and cost effectiveness by the Executive Board and the officers elected to serve during the next calendar year and presented to the Board of Directors with any recommended revisions for approval at the May board meeting and presented to the general membership at the May regular meeting.
3. A receipt from all purchases must be submitted to the Treasurers after the purchase is made.

Section 3 Executive Board

The Executive Board of the club shall consist of all elected officers of the club. The duties of the Executive Board shall be to act in an advisory capacity to the President and to decide matters of immediate importance between meetings of the Board of Directors and shall perform all other duties delegated by the Board of Directors, and shall render a full report of its acts at the next meeting of the Board of Directors.

Article VI Standing Committees

Section 1 Committees

The following standing committees shall be formed each year: Bingo, Website, Concessions, Chaperones, Uniforms, Equipment, Banquet, Senior Liaison, Scholarship, Hospitality and/or such committees as the board may from time to time find necessary. The President, with approval of the Band Director and Executive Board, shall appoint a chairperson(s) for each of these committees and shall consult the chairperson(s) regarding the appointment of other members of the Committee, if requested. Each chairperson(s) shall render a report to the club on the work of his/her committee when called upon to do so by the President or the Board of Directors. The President is ex-officio member of all committees where not otherwise restricted by the by-laws. The chairpersons of each committee are members of the Board of Directors.

Section 2 Duties of the Standing Committees

A. Bingo – Responsible for:

1. Attending and completing the gaming certification course in Baton Rouge
2. Coordinating volunteers for each week's bingo session
3. Ordering all bingo supplies
4. Maintaining all financial records in Quickbooks or other approved financial software
5. Reconciling the account with the bank statement each month

6. Generating monthly financial reports for delivery to the membership at each monthly Band Booster meeting
7. Turning in all bingo financial records for audit upon completion of all business transactions for that year
8. Ensuring that all money distributed by the Parkway Band Boosters Bingo account will be for purchased items only
9. Ensuring all checks from the account will be made payable to the company or individual from which purchase is being made upon presentation of invoice or receipt
10. Ensuring no money will be spent for the benefit of an individual student
11. Other duties as necessary for the delivery of bingo each week

B. Website – Responsible for:

1. Keeping the website current with updated information regarding band activities
2. Working with the secretary to get executive board correspondence posted on the website
3. Working with the Band Director to ensure calendar updates and schedule changes are posted on the site as they occur

C. Concessions – Responsible for:

1. Overseeing the “Home” and “Visitor” concession stands during the football season, the marching contest and special events as necessary
2. Stocking the concession stand, enlisting volunteers, determining pricing, setting up accounts with vendors, with Board approval, turning in receipts/band deposit slips in a timely manner (within a week of the expenditure)
3. Keeping a detailed log, including purchased items, cash receipts, where the items were bought, and quantities purchased
4. Obtaining petty cash for each concession stand from the Accounts Payable Treasurer
5. Verifying and submitting monies earned at each game to the Accounts Receivable Treasurer within 48 hours of each game
6. Collaborating with the Treasurers, to ask for bids during the months of June and July prior to the Fall football season in order to obtain the least costly vendors for all concession items

D. Chaperones – Responsible for:

1. Coordinating chaperones for all band functions (The number of chaperones will be determined by the event)

2. Overseeing Band members conduct
3. Assisting Band members with show preparations (uniforms, instruments, etc.)
4. Dealing with other needs that should arise.

D. Uniforms – Responsible for:

1. Measuring all students for uniforms during band camp
2. Matching uniforms in stock to students as measurements dictate
3. Maintaining a list of all students and the uniform pieces and helmets assigned to them
4. Altering uniforms as needed
5. Organizing, maintaining and repairing uniforms and helmets as needed
6. Distributing uniforms for all band events
7. Coordinating dry cleaning of uniforms at the end of marching season
8. Maintaining the cleanliness and organization of the uniform storage room and closets

F. Equipment – Responsible for:

1. Coordinating drivers to pull the equipment trailers to all band functions
2. Maintaining the trailers including, but not limited to tires, wheel bearings, lights, chains and locks.
3. Working through the bus barn to coordinate any ongoing upkeep or needed repairs.

G. Banquet – Responsible for:

1. Organizing the annual band banquet including theme, location, decorations, caterers, video presentations, annual band student awards, senior plaques and programs
2. Working with the Senior Liaison and Scholarship Chairperson to ensure their duties are completed prior to the banquet

H. Senior Liaison – Responsible for:

1. Working with the senior class to complete senior information sheets for their plaques
2. Working with the senior class to prepare a senior video
3. Working with the senior class to choose and purchase band directors gifts

4. Working with the banquet chairperson(s) to choose and purchase senior gifts and decorate the senior table(s)
 5. Working with the scholarship chairperson to ensure seniors have scholarship applications
- I. **Scholarship** – Responsible for the duties outlined in Article XI of the by-laws
- J. **Hospitality** – Responsible for:
- Coordinating refreshments for students during band camp
 - Working with the board to arrange the end of band camp party
 - Coordinating refreshments for the annual Christmas concert
 - Working with the Band Director when refreshments or other hospitality items are needed for special events sponsored by the band

Article VII Meetings

Section 1 Regular Scheduled Meetings

A regular meeting of the club shall be held on the third Monday of every month at 6:30 p.m. in the Parkway High School Band Room beginning with the third Monday in August unless otherwise decided by the Board of Directors of the club. Five (5) days' notice shall be given to the members in the event a change is made in the scheduled date of meeting.

Section 2 Special Meetings

Special meetings of the club may be called by the President or by a majority vote of the Board of Directors and giving not less than twenty four (24) hours' notice.

Section 3 Board of Directors Meetings

A meeting of the Board of Directors of the club will be held prior to the regular scheduled meeting of the general membership, August to May inclusive.

Section 4 Executive Board Meetings

Meetings of the Executive Board may be called by the President as needed.

Section 5 Nominating Committee

At the January meeting, a Nominating Committee composed of five (5) members shall be formed; two (2) of whom shall be elected by the Board of Directors, and three (3) elected by the club at large. This committee shall present at the February meeting a slate of one (1) nomination for each office. Additional nominations for each office can be obtained from the floor on the day of the election. The nomination and election of officers shall be held at the March meeting of the club, and the newly elected officers shall be installed at the May meeting and assume their duties June 1 of the election year. Election shall be by ballot if there is more than one nominee for an office.

Article VIII Quorum

Those members present shall constitute a quorum for the transaction of business at a regular meeting of the club.

The quorum for an election meeting shall be ten (10) percent of the voting members of the club.

The quorum for a meeting of the Board of Directors shall be five (5) members of the Board of Directors.

The quorum for a meeting of the Executive Board shall be three (3) members of the Executive Board.

Article IX Parliamentary Authority

Meetings of the club, the Board of Directors, and the Executive Board shall be conducted by the rules of parliamentary procedure and Robert's Rules of Order/Revised. These procedures and rules shall be authority for the club in all questions on parliamentary law not covered by the club's by-laws.

Article X Amendments

Section 1 By-laws

The by-laws of the Parkway Band Boosters organization may be amended at any regular or duly called special meeting of the club by a two-thirds vote of the voting members present. Notice of the proposed amendment(s) must be given in writing at a preceding meeting of the club.

Section 2 Amendments

Any amendment(s) voted on and passed shall be attached to and made a part of the by-laws and a record shall be preserved by the Secretary. The by-laws with all amendments to same shall be kept up to date at all times by the Secretary and be available to the club President, all other officers, and/or each member of the club.

Section 3 Distribution of By-Laws

A current copy of the by-laws will be made available to each member (Active and Associate) upon request.

Article XI Ludwig-Simmons Memorial Scholarship

At the March meeting, the President shall appoint a Scholarship Chairperson. The chairperson cannot be a senior parent. The chairperson will be responsible for obtaining three (3) volunteer judges that meet the following criteria:

- A.** Judges cannot be affiliated with or related to a member of Parkway High School, the Pride of Pantherland Band and/or the booster's organization.
- B.** Judges must be willing to read all essays and rank essays based on the set standards.
- C.** Judges will select two (2) members from the graduating band class for the award of two (2) \$500.00 scholarships.

The chairperson, with the help of the senior class liaison, will distribute scholarship applications to all graduating senior band members no later than the beginning of April and will collect completed applications no later than 2 weeks prior to the annual banquet. The chairperson will make three (3) copies of each completed application removing/masking names, addresses and other personal identification from the copies. Copies will be distributed to each judge with instructions to read each application and rank in numerical order based on scholastic achievement, financial need and scholastic activity participation. Applicants do not have to be considering the music field as their major in college. Judges must make their selections no later than 1 week prior to the annual banquet. Once all applications have been ranked, the top 2 will be named as the year's scholarship recipients.

After selection, the committee chairperson will prepare a certificate and instruction letter for each recipient. The recipients will be announced and presented their certificates and letters by the Band Director at the annual banquet.

