

CUSHING BAND BOOSTERS BY-LAWS

Article 1: Name and Objective

Section 1: The name of this organization is Cushing Band Boosters

Section 2: This is a local organization established to support the Cushing Band in all of its activities: including financial, musical, chaperoning, fund raising projects and other activities as are from time to time necessary.

Section 3: Although this organization is NOT directly affiliated with the Cushing Public Schools, it will endeavor to cooperate with the school system, and to work through the system insofar as possible to improve the entire band program.

Article 2: Membership

Section 1: Any adult who is interested in the band program may be a member. Parents of band students are automatically members.

Article 3: Officers and Their Election

Section 1: Officers shall consist of a President, a Vice-President, and a Secretary/Treasurer. The Vice-President of the previous year shall assume the position of President in the following year (President-Elect).

Section 2: Election of Officers –

- A. Officers shall be elected annually in the month of April.
- B. Officers shall assume their official duties on July 1 following their election and shall serve for a term of one year.

Section 3: Nomination Committee –

- A. There shall be a nominating committee composed of at least three members to be appointed by the president at least one month prior to the election.
- B. This committee shall secure the names of nominees for each office and present them at the meeting in April, at which time nominations may be made from the floor.
- C. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4: Vacancy – A vacancy in any office shall be filled for the un-expired term by a majority of the members present and voting, notice of such election having been given.

Section 5: Removal of Officers – In the event any person elected to office consistently fails or refuses to perform the duties of his office, he shall be subject to removal from the office by a vote of the membership. However, such action shall not be taken without prior notice of at least one month being given to the non-performing officer. Thereafter the vacancy shall be filled in the same manner as any other vacancy by a meeting of the executive board officers. The Executive board shall evaluate officer performance quarterly.

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Article 4: Duties of Officers

- Section 1:** The **executive board** shall consist of all officers, the immediate past President, and the band directors. The immediate past President and band directors shall be ex-officio members of this board. This board shall have the power to make emergency decisions without special meeting.
- Section 2:** The **band directors** shall be ex-officio members of all committees, except the nomination committee, and all decisions and actions of the organization shall be made with the director's knowledge.
- Section 3:** The **President** shall conduct all meetings; have power to appoint committees and dismiss same; may be a member of all committees except the nominating committee; holds no voting power except to break a tie vote; and shall coordinate the work of the officers and committees of the organization so that the band program may be supported to the fullest extent.
- Section 4:** The **Vice-President** shall act as an aide to the President and shall perform the duties of the President due to absence or disability and shall be the President-Elect for the following year.
- Section 5:** The **Secretary/Treasurer** shall record the minutes of all meetings; shall keep available for reference a copy of these By-laws; shall have custody of all the funds of the organization; shall keep a full account of receipts and expenditures; shall make disbursements as approved by the membership; and shall perform other duties as delegated.
- A written financial statement shall be presented at every meeting and upon request.
- All financial information shall be examined annually by an outside auditor or auditing committee of not less than three members who, satisfied that the books are correct, shall sign a statement of the fact. The auditing committee shall be appointed by the President at least two weeks before the annual September meeting.
- Section 6:** All officers shall deliver to their successors any official materials no later than July 1 following the election, along with a job description or any other helpful information or instructions.

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Article 5: Committees

Section 1: The following committees shall be formed as necessary and will work in cooperation with each other in order to carry out the work of the organization.

- A. Fund raising** – To present ideas for fund raising and to handle all details pertaining to such activities thereby, relieving the band director from responsibility for them insofar as it is feasible.
- B. Concession** – To order and prepare materials for concession stands; and to secure persons to work at each home game.
- C. Nominating** – To secure and present names of those who are willing to serve in each office in time for the election of officers at the annual meeting.
- D. Contact** – To contact every parent during the school year to encourage attendance and involvement in the band booster program; and assist the band directors in obtaining chaperones for trips, refreshments for the hospitality room or other functions, finding volunteers for band related activities, and informing band parents of any information or changes in band functions.
- E. Scholarship** – To secure applications for candidates, decide recipient(s) of scholarships, and determine the amount of each scholarship. This committee shall be made up of non-senior parent members and the band directors as ex-officio members.

Article 6: Meetings

Section 1: Regular Band Booster meetings shall be held quarterly during the school year.

These meetings shall be the 2nd Tuesday of September, November, February, and April; normally held in the Cushing High School Band Room, or in a place to be announced; and will begin at 7:00pm.

Special meetings may be called by the president or executive board.

Those members present at any quarterly meeting shall constitute a quorum for the transaction of business.

A majority of those present and voting shall govern.

Section 2: Executive Board meetings shall be held outside of regularly scheduled meetings, as necessary to conduct official band booster business.

These meetings may be held at a time and place convenient to the members of the executive board.

All officers must be present at executive board meetings to constitute a quorum.

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Article 7: Sponsor Eligibility for Overnight and Non-overnight Trips

Section 1: Honor Band Trips: Parents of students who chair for a honor band will have first option to sponsor the trip(s) in the following order:

- A. Parents of seniors who have chaired for the first time in a honor band
- B. Senior parents
- C. Junior parents
- D. Sophomore parents
- E. Freshman parents
- F. If after all the above have been offered the option to and sponsors are still needed, any booster may be a sponsor.

Section 2: Cushing High School Band Spring Trip

- A. Highly active boosters: boosters who attend meetings, work the concession stand and chaperone trips. A roster will be used to record booster's participation.
- B. Senior parents
- C. Junior parents
- D. Sophomore parents
- E. Freshman parents

Section 3: Sponsor Expenses for Trips

- A. For honor band trips the sponsor's motel fee will be covered if the room is shared with students. No other expenses will be covered.
- B. For the spring trip the sponsor will pay for their own expenses. (room, food, etc.)

Section 4: Other activities (football games, marching contests, solo/ensemble contests, etc.)

- A. Parent(s) of participating students are encouraged to attend any events and activities of the band student involved, can utilize school transportation as room permits, and are expected to help with equipment moving and student supervision.
- B. Most events are free and open to the public. Events that charge for admission will allow band parents to attend to no charge if they are easily identified as part of the group.

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Article 8: Finances

Section 1: All checks must be signed by two officers.

Section 2: The Secretary/Treasurer is to be notified as soon as possible of any items charged to the organization. Charges may be made only by the officers, band directors, chairpersons of the committees or other adults directly delegated to do so, and these only for projects approved by the membership.

Section 3: The Secretary/Treasurer is authorized to pay all recurring expenses such as phone, concession supplies, etc. but any other expenditure of funds shall be made only after approval by the membership.

Section 4: It shall be the policy of the Band Boosters not to loan concession equipment unless approved by the members at a regular meeting.

Section 5: A. At the end of each school year, the Cushing Band Boosters makes available a scholarship to seniors in the Cushing High School Band to help with the expenses of continuing their education.

B. The Cushing Band Boosters Selection Committee reserves the right of dividing the scholarship among multiple applicants or not awarding a scholarship for a given year. The amount allocated for the total award(s) shall be determined at the April meeting, and is dependent upon financial resources during the given year. The award(s) is to be used while attending a post-secondary institution: including Vo-Tech, Trade Schools, and colleges or universities.

C. The recipient(s) shall be chosen by a selection committee made up of Cushing Band Boosters (not parents of seniors) from the applications received. Selection for the award will be based upon the following criteria in order of importance:

- * Participation in band during high school career
- * Participation in Cushing High School Band
- * Participation in music activities other than class requirements
(Honor Bands, Solo & Ensembles, Band Officer, etc.)
- * Character & quality of participation
(Leadership, Citizenship, Attitude, Musicianship, Punctuality, etc.)
- * Performance in academic activities other than band
(School Clubs and organizations, such as NHS, Spanish Club, Student Council, etc.; Academic awards & achievements, volunteer service at school or school function)
- * Plans for continuing education/intended major
- * Financial need (based on cost of continuing education,
NOT the financial situation of the student)

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The application deadline each year is May 1, 9AM (or the first Monday thereafter if on a weekend). NO late applications will be accepted. NO exceptions.

D. Seniors applying for the scholarship will submit

1. The application form.
2. A 100-150 word typed statement of why you believe you should receive the scholarship.
3. Two (2) letters of recommendation from two (2) separate sources. Both should be typed and signed by the author of the letter.
4. A copy of their official transcript including the last seven (7) semesters of High School course work.

E. The recipient(s) of the award will have until November 1 of the same year to use the scholarship. Proof of enrollment at a post- secondary institution is required for collection of the scholarship. (EX: an official bursar's bill or financial office bill for the classes to be taken in the FALL SEMESTER of the same year)

If the recipient is unable to continue their education until a later date, a six month extension may be granted by a vote of the Cushing Band Boosters.

F. The Scholarship Committee will meet after the deadline for the submitted applications, but before the Band Spring Concert. The award(s) should also be announced at the Band Spring Concert and/or the CHS Scholarship Assembly.

Article 9: Revision of By-Laws

Section 1: A copy of these By-Laws shall be given to the band directors and each officer upon his election, and shall be available to any member.

Section 2: By-Laws shall be reviewed and necessary revisions made every January, or as needed.

Section 3: These By-Laws may be amended at any regular meeting of the organization by a two-thirds majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting or at least two weeks in advance.