

PHILLIPSBURG HIGH SCHOOL

BAND BOOSTERS, Inc.



PHILLIPSBURG, NEW JERSEY

CONSTITUTION and BY-LAWS

PHILLIPSBURG HIGH SCHOOL BAND BOOSTERS, INC.



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PHILLIPSBURG HIGH SCHOOL BAND BOOSTERS, INC.



CONSTITUTION

ARTICLE I

ORGANIZATION NAME

The name of this organization shall be Phillipsburg High School Band Boosters Inc.

ARTICLE II

OBJECTIVES

The objective of the Phillipsburg High School (PHS) Band Boosters shall be:

- a. To offer services and moral support to the PHS Band while promoting the musical education of the Band Members (Marching Band, Dance Team, Concert Band, Jazz Programs).
- b. To provide supplemental financial support exclusively for the PHS Band,
- c. To promote a positive PHS Band and Booster organizational image
- d. To cooperate with those in charge of the Department of Bands and with the Phillipsburg School District Board of Education.
- e. To maintain the fiscal health of the Booster organization
- f. To establish partnerships with the school administration, the board of education, and the local community

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ARTICLE III

MEMBERSHIP

Membership in the PHS Band Boosters is open to any adult interested in the welfare of the PHS Band. (High School students are not eligible for membership until after they have graduated from high school). Dues shall be five dollars (\$5.00) per member per year to help cover liability insurance. Open enrollment for membership shall be all year, but must be a member by January 1st in order to vote in the May election. The membership year is defined as June through May with exception of exiting Senior parents who are invited to participate and vote at the June session.

ARTICLE IV

EXECUTIVE BOARD

The officers of the PHS Band Boosters shall consist of a: President, Vice President, Treasurer, Financial Secretary, Recording/Corresponding Secretary and Fundraising Chairperson. For a description of, each position, see By-Laws ARTICLE I.

ARTICLE V

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

This Constitution and By-Laws must be reviewed by the Constitution and By-Laws Committee (created on an as needed basis) every two (2) years (even-numbered calendar years) during the first quarter.

Amendments or revisions to the Constitution and By-Laws must be read at two (2) consecutive meetings. If parties disagree during the readings, alternative wording must be provided immediately and voted upon at such time.. At the second meeting, the amendments/revisions must be approved or disapproved by a simple majority vote.

Any amendment or revision ratified will become active immediately following ratification.

ARTICLE VI

MEETINGS

The regular meetings of the Band Boosters will be held on the first Monday of the month; unless the 1st Monday is a holiday then the meeting will occur on the 2nd Monday of the month,

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September through June. The date for July and August meetings will be established at the discretion of the Band Booster Board and the Director of Bands. The attendance of ten (10) band booster members shall constitute a quorum at all regular meetings and special meetings.

ARTICLE VII

PARLIAMENTARY PROCEDURE

PHS Band Boosters will follow Roberts Rules of Order.

APPROVED - 2014

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BY-LAWS

ARTICLE I

OFFICERS

President

Section 1 - The president shall preside at all meetings of the organization, appoint all committees and have privileges to attend all meetings of the committees. The president shall be able to spend up to \$100 without the authorization from the Executive Board or the general membership but with the agreement of the treasurer.

Vice President

Section 2 - The vice president shall assume all duties of the president in his or her absence. The vice president shall assist the president in his or her duties as needed. The vice president shall be responsible for recruiting and overseeing all committees. In the event the president steps down or can no longer serve as president, the vice president will fill in as Acting-President until a new president is elected (see Article III, Section 7 -).

Treasurer

Section 3 - The treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately as well as a complete record of all funds. The treasurer shall notify the general membership of placement of all monies into any accounts.

Financial Secretary

Section 4 - The financial secretary shall keep an accurate record of all money earned by band members from all fund-raising events. An accounting shall be available at each meeting or through the band director. The Financial Secretary shall report member records at each monthly Band Booster meeting.

Recording/Corresponding Secretary

Section 5 - The Recording Secretary shall keep accurate records and minutes of all meetings, and maintain the correspondence of the organization. It shall be his/her duty to send out all notices as directed by the

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president or by the band director.

Fundraising Chair

- Section 6 - The Fundraising Chair will be the chair for the fundraising activities and shall help identify fundraising opportunities and shall work to ensure that all fundraising projects are equipped with volunteers and materials needed. The Fundraising Chair will submit all required forms to the appropriate organizations for approval.

ARTICLE II

THE EXECUTIVE BOARD

- Section 1 - The Executive Board shall consist of the above mentioned officers.
- Section 2 - The Executive Board shall not consist of any two members of an immediate family.
- Section 3 - It shall be the duty of the Executive board to make proposals to be brought before the general membership for a vote.
- Section 4 - A member of the Executive Board may be removed from office if any one (1) of the following conditions applies:
- a. Misuse of funds or abuse of power as determined by a majority vote of the Executive Board.
 - b. Any inappropriate behavior as outlined by the Phillipsburg School District Board of Education.

ARTICLE III

TERMS OF OFFICE AND ELECTIONS

The term of office shall be for one (1) year, except for the Treasurer who will serve a two (2) year term.

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- Section 1 - The nominating committee shall present a slate of officers to the general membership during the April meeting.
- Section 2 - The officer elections will take place during the May board meeting
- Section 3 - Nominations may be made from the floor on the day of the election. Both the nominator and the nominee must be present. The nominator must present his/her case for the nomination.
- Section 4 - Anyone not winning a particular office position may be nominated and run for the next position.
- Section 5 - Elected officers will assume their office during New Business at the June Meeting.
- Section 6 - It is the responsibility of the outgoing officers to provide transitional assistance during June and July.
- Section 7 - In the event of a vacancy of office or removal from office, a special election will be held to fill the vacancy.
- Section 8 - Members must be present at the meeting in order to vote.

ARTICLE IV

STANDING COMMITTEES

Chaperone Committee

- Section 1 - It shall be the duty of the Chaperone Committee to select members from the PHS Band Boosters to accompany the Band as chaperones whenever the Director of Bands deems necessary. The Chairperson(s) shall submit the names selected to the band director for final approval. In order for Band Boosters to be chaperones, he or she must be out of high school for at least four (4) years.

Nominating Committee

- Section 2 - The Nominating Committee shall have a minimum of three (3) members appointed from the general membership at the March meeting. It shall be the duty of the Nominating Committee to select a slate of officers for the Executive Board from the active members of the Band Boosters.

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Auditing Committee

- Section 3 - The duties of the Auditing Committee shall be to meet after the March meeting for the purpose of auditing the Treasurer's and Financial Secretary's books and report back to the general membership at the April meeting. The committee shall consist of at least three (3) members at large. It shall be the responsibility of the Vice President to organize the committee or to make a general booster population motion to hire an outside CPA for auditing purposes.

Scholarship Committee

- Section 4 - The Scholarship Committee shall review and select the scholarship recipients from those Senior student(s) submitting his/her application for the Band Booster Scholarships. The committee shall consist of at least three (3) members at large of which no member is a Senior parent.

Band Banquet Committee

- Section 5 - The Band Banquet Committee shall help organize the Band Banquet. Duties include, but are not limited to making and sending out invitations, ordering and/or preparing food, decorations, planning a location, securing sponsors, etc.

Hosted Marching Band Festival

- Section 6 - The duties of the Hosted Marching Band Festival Committee are to help organize the annual Band Festival including, but not limited to program sales, parking, concessions, etc. The committee will be made up of members at large to organize and propose motions for the general populations' vote regarding ads, student account breakdown, and other festival needs within a sufficient period of time prior to the festival.

Hosted Jazz Festival

- Section 7 - The duties of the Hosted Jazz Festival Committee are to help organize the annual Jazz Festival including, but not limited to admission pricing, concessions, advertisement, etc. The committee will be made up of members at large to organize and propose motions for the general populations' vote regarding the proposed expenditure for the event, any student account breakdown, and other festival needs within a sufficient period of time prior to the festival.

Competition/Travel Committee

- Section 8 - The duties of the Competition/Travel Committee are to help organize logistics surrounding away band competitions or band trips including, but not limited to providing any refreshment and food

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plans, the transportation of any food/refreshments, travel logistics, etc. The committee will be made up of members at large to organize and propose motions for the general populations' vote regarding the proposed expenditure for the event and other needs within a sufficient period of time prior to the event.

Constitution and By-Laws Committee

- Section 9 - A committee shall be formed during the month of January every two years (even numbered years) to review and (if applicable) amend the PHS Band Constitution and By-Laws. This committee shall consist of the Director of Bands, the Band Booster president and a representative from each grade level (grades 8-12). If the required representatives are not available, then the executive board will act as committee members.

Fundraising Committee

- Section 10 - The responsibility of the fundraising committee is to research possible fundraisers and to report to the Fundraising Chair the results of the research. If the fundraiser is considered viable by the Fundraising Chair, the fundraiser will be presented at the next Band Booster meeting. If time is of the essence the Executive Board may decide prior to the next month's booster meeting to accept the fundraising idea. During the next meeting the Executive Board must inform the Band Boosters of their decision. Each fundraising activity requires that there be a Band Booster sponsor who manages the given fundraising activity. All fundraisers will follow the Phillipsburg Board of Education School Policy.

ARTICLE V

MEETINGS

- Section 1 - All officers shall attend all meetings unless they have a valid reason for being absent. All officers must see that their reports are prepared and presented at all meetings whether they attend or not.
- Section 2 - Special meetings may be called by the President or Vice President (in the absence of the President) and general membership must be notified of such meeting.

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- Section 3 - Exiting officers shall have all materials (books, account cards, keys, login/passwords, etc.) associated with the board positions ready to be turned over at the end of Old Business at the June meeting to the newly elected officers. Officer certification shall be signed by the officers in June to be sent to the bank so that business may continue without interruption.

ARTICLE VI

STUDENT BAND ACCOUNTS

- Section 1 - Monies earned by a student and/or parent/guardian for his or her accounts will be dictated by the extent of his/her participation in the fund-raising event. Monies earned through working fundraising events (eg, concession stands, program sales) will be credited to the designated Student Band Account.
- Section 2 - Monies from Student Band Accounts may be used for approved required uniform, or equipment/attire in the amount of no less than \$9.00 per request. The student's parent/guardian must provide a written request and have the request approved by the Director of Bands in advance. If advanced approval was not obtained, the expense is at the sole responsibility of the student. The approved request must then be submitted to the President and Financial Secretary by the Director of Bands and the parent/guardian of the band member. No monies will be paid out of a student account without this written request. No monies shall exchange hands with students. Monies will only be distributed to the parent/guardian who has an approved request, and shall subsequently provide a receipt for the expense.
- Section 3 - Outstanding student payments (i.e. dry cleaning costs) owed can be deducted from the Student Account upon the vote by and at the discretion of the Executive Board.
- Section 4 - Students shall have the ability to withdraw monies for the cost of that year's trip(s). The Band Boosters' will determine, in advance, the date required for the fund requests to be submitted. The student's parent/guardian must request the transfer in writing to the President or Financial Secretary in order for the funds to be used. No monies will be paid out of a student account without this written request. Additional incidental expense funds may be taken out of the student's account based on the Band Boosters' motion determining an appropriate per day amount for that specific trip.
- Section 5 - Upon graduation, any remaining money in the Student Account, if chosen by the student, may be transferred to a sibling's account, providing the sibling is in the band the next school year.

He/She may also choose to put the monies into:

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- a. the Melissa M. Genowitz Memorial Scholarship,
- b. Neil Boyer Scholarship,
- c. the Band Improvement Fund (See ARTICLE VII),
- d. Or the Phillipsburg High School Band Booster General Fund.

If no written decision is made upon graduation, the money will be considered abandoned and transferred in to the Band Booster General Fund.

Section 6 - In the event that a current Band Member, in good standing, requests his/her Student's Band Account funds be withdrawn for a Vocal Music Program, the Band Member and parent/guardian shall attend a Band Booster meeting and make a formal request. The request shall be prepared in writing prior to the meeting so that the request can be discussed during the New Business section of the meeting agenda. The Band Boosters will make a determination during the Band Booster meeting.

ARTICLE VII

BAND IMPROVEMENT FUND

- Section 1 - The treasurer shall maintain a separate account of the Band Improvement Fund. The source of funding for the Band Improvement Fund shall be from student accounts if so designated by a student (Refer to Article VI) or donations from any individual or group that wishes to direct monies to the Band Improvement Fund.
- Section 2 - The Band Improvement Fund is intended to be used for the purchase of equipment or instruments that will be of long-term benefit to the band. Long-term is defined to be four years or longer. It is not intended to be utilized for consumable items (reeds, drum covers, etc.) or items which are used for a single season (flags, props, etc.).
- Section 3 - Requests for purchases to be funded from the Band Improvement Fund shall be made by the Director of Bands to the Executive Board. The Executive Board shall review the requests and bring appropriate proposals to the general membership for a vote.



Article VIII

ELECTRONIC & SOCIAL MEDIA GUIDELINES

The Band Boosters recognize the importance of the Internet in shaping public thinking about our organization and our current and future activities. Social media sites allow the Band Boosters to connect to members and potential members in a very interactive way. The Band Boosters also recognize the importance of our Booster Membership joining in and helping shape conversation and direction through interaction in social media. The Band Boosters are committed to supporting honest, transparent, and knowledgeable dialogue on the Internet through social media.

All official social media accounts are managed by the Executive Board. The Executive Board is responsible for the security of passwords and upkeep of these accounts. The Executive Board grants access to other Booster Members to administer groups on the platforms and to post content when applicable.

Keep a friendly and professional tone when posting updates and having conversations with supporters. When posting or replying to a message, take the time to review the content to ensure it cannot be interpreted in any negative light. And you should reply to comments in a timely manner if a response is needed.

ARTICLE VIII

Non Permitted Activities Under US Internal Revenue Law

Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on by a Corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future UNITED STATES INTERNAL REVENUE LAW) or (by a Corporation contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any further UNITED STATES INTERNAL REVENUE LAW).

ARTICLE IX

Dissolution

Upon dissolution of the Phillipsburg High School Band Boosters, Inc., assets shall be distributed for one or more exempt purposes within the meaning of Section 502(c)(3) of the Internal Revenue Code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose.

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REVISION HISTORY

REVISED 1983	AMENDED 2000	REVISED 2010	REVISED 2014
AMENDED 1983	AMENDED 2002	AMENDED 2010	AMENDED 2014
AMENDED 1984	AMENDED 2003		
		REVISED 2012	
AMENDED 1991	REVISED 2008	AMENDED 2012	
AMENDED 1992	AMENDED 2008		
AMENDED 1993			
AMENDED 1994			

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