

# **WESTMINSTER HIGH SCHOOL INSTRUMENTAL MUSIC BOOSTERS Constitution and By-Laws**

## **ARTICLE I – ORGANIZATION**

### **Section 1 – Name**

This non-profit organization shall be known as  
“The Westminster High School Instrumental Music Boosters”

### **Section 2 – The Mission**

The Westminster High School Instrumental Music Boosters’ Mission shall be:

- A. To support students and the music department in their effort to produce the highest quality musicians and music programs in the community.
- B. To support and cooperate with those who are in charge of the instrumental music programs and its administrative officials.
- C. To engage the school and the greater community to support the efforts of the instrumental music program through active participation in events supported by the organization.
- D. To help promote interest, enthusiasm, and financial support to all instrumental music programs.

## **ARTICLE II – FISCAL YEAR**

The Fiscal Year utilized by the organization’s activities and involvement, shall coincide with the fiscal year of the Carroll County Public Schools. This time line may be changed at the discretion of the Executive Board (see Article V) after presentation to the General membership.

## **ARTICLE III – MEMBERSHIP**

### **Section 1 – Types**

There shall be four types of membership:

- A. PARENT/GUARDIAN member: Shall include all parents, step –parents, grandparents, and guardians of students who are enrolled in the Wind Ensemble, Symphonic Band, Concert Band, Orchestra, Jazz Ensemble, Marching Band, Color Guard, Indoor Percussion Ensemble, and any such future group deemed part of the WHS Instrumental Music Program.
- B. STUDENT member: Shall be students who will be appointed as Ex-Officio representatives. They shall be a representative from the Wind Ensemble, Symphonic Band, Concert Band, Orchestra, Jazz Ensemble, Marching Band, Color Guard, Indoor Percussion Ensemble, and any such future group deemed part of the WHS Instrumental Music Program.
- C. ALUMNI member: Shall be any previously enrolled Instrumental Music Program student or former Booster parents that no longer have a child in the Instrumental Music Program, and are willing to actively support the goals of the Instrumental Music Boosters.
- D. SUPPORTING member: Shall be any individual, organization and or businesses that are interested in fostering the purpose and mission of the WHS Instrumental Music Boosters and offers cash or in-kind service contributions of at least a hundred dollar (\$100.00) per year.

**Section 2 – Dues**

Dues from members may be established at the annual meeting during the month of May. All the funds collected from membership dues shall be used primarily to support the instrumental student activities and communications.

**ARTICLE IV - OFFICERS, ELECTIONS, TERMS/DUTIES**

**Section 1 –Officers**

- A. Officers of the WHS Instrumental Music Booster shall be the PRESIDENT, the VICE PRESIDENT, the SECRETARY and the TREASURER.
- B. The President, Vice President and Secretary will be elected annually and will serve no more than two consecutive terms in the same office.
- C. The Treasurer will be appointed by the President and approved by the Executive Board.
- D. All Officers must be Parent/Guardian members.

**Section 2 - Election of Officers**

- A. The President shall appoint a Nominating Committee no later than the February meeting. The nominating committee shall gather nominations and names of nominees and present them at the March General meeting. Nominations from the floor will be allowed. A final list of nominees shall be determined during this meeting.
- B. The election of officers shall take place every year during the April General meeting. A simple ballot vote by the members present shall be required for the election to be official. No write-in votes will be accepted. The votes shall be counted by the Secretary and Nominations Committee Chair, and recorded and announced by the Secretary. The nominee with the highest number of votes will be named the Officer. In the case of a tie, the President shall cast the tie-breaking vote.
- C. The new officers shall be installed and begin their term at the succeeding May General meeting.

**Section 3 – Terms of Office/Duties**

- A. The PRESIDENT shall:
  - 1) Serve a term of 1 year
  - 2) Preside at all meetings
  - 3) Appoint all committee chair persons
  - 4) Appoint consultants /advisors if so indicated
  - 5) Be an Ex-Officio member of all committees
  - 6) Coordinate efforts to promote interest to strive for active participation by all Booster members.
  - 7) Assume the office of Immediate Past-President at the end of the term of office
- B. The VICE PRESIDENT shall:
  - 1) Serve a term of 1 year
  - 2) Assume all duties of the President in his/her absence
  - 3) Chair the Membership and Recruitment Committee
  - 4) Be an Ex-Officio member of all committees
- C. The SECRETARY shall:
  - 1) Serve a term of 1 year
  - 2) Keep all records of the minutes of the meetings and decisions made by the Executive Board and the General membership
  - 3) Attend to all official correspondence of the organization

- 4) Chair the Public Relations Committee
  - 5) Maintain files of the minutes of meetings and provide copies during meetings and to the Executive Board.
  - 6) Be responsible for the distribution of the Newsletter to the General membership.
  - 7) Post meeting minutes on the Web site of the WHS Instrumental Music Boosters, after contents are approved.
- D. The TREASURER shall:
- 1) Serve a term of 1 year
  - 2) Collect all money due to the organization
  - 3) Pay all bills when verified by the person incurring the bill and the President of the organization
  - 4) Maintain the appropriate financial records and provide accounting of all income and expenditures at the monthly meetings and upon request.
  - 5) Maintain tax records and submit information needed for tax purposes to the contracted accountant.
  - 6) Submit all financial records to the Executive Board for an outside audit. An Executive Board representative will present the results of the audit to the General membership annually during the first quarter of the next fiscal year.
  - 7) Chair the Finance Committee

#### **Section 4 - Vacancies**

- A. In the event of a vacancy in the office of the President, the elected Vice President shall assume the role of President, and a special election shall be held to elect a new Vice President.
- B. In the event of a vacancy of the office of the Secretary, the President shall, with approval of the Executive Board, appoint an active member to serve as Secretary until the next scheduled election.

### **ARTICLE V – THE EXECUTIVE BOARD**

- A. Shall comprise of the current Officers of the Organization, the Immediate Past President, and the Instrumental Music Directors
- B. Meets at least once per month and prior to the scheduled General membership meeting
- C. Serves as the governing board of the organization

### **ARTICLE VI – MEETINGS**

#### **Section 1 – General Membership Meeting**

- A. Shall be held once a month with the specific day and time determined by the Executive Board.
- B. All General membership meetings shall be governed by Robert's Rules of Order Revised with the following regular order of business at each General membership meeting unless changed by the Executive Board.

#### **Section 2 -Contents of the Agenda**

The order and contents of the agenda shall include:

- 1) Introductions and Welcome
- 2) Reading of Minutes from previous meeting(s)
- 3) Treasurer's report
- 4) Director's report
- 5) Reports of the Committees

- 6) Old Business
- 7) New Business

### **Section 3 – Special/Emergency Meeting**

Special and/or emergency meetings may be called by the President. Notification of such meetings shall be in writing and may be disseminated by electronic means to intended attendees at least 3 days prior to the set meeting date. Only specified agenda items may be discussed at this special /emergency meeting

### **Section 4 – Quorum**

- A. A quorum shall be those members in attendance at a General, Special or Emergency meeting of which two (2) must be Officers with one being either the President or the Vice President.
- B. A majority of the quorum present will be necessary to take any action on matters presented before the organization.

## **ARTICLE VII – COMMITTEES**

### **Section 1 Appointment**

- A. Committees of the WHS Instrumental Music Boosters shall be Standing or Ad-Hoc.
- B. Committee Coordinators shall be appointed by the President with approval from the Executive Board, unless otherwise stated in this by-law.

### **Section 2 Standing Committees**

The following shall be the description of the working committees of the WHS Instrumental Music Boosters:

- A. **FINANCE COMMITTEE** – money and accounting, ways and means
  - 1) The Treasurer shall serve as Committee Chairperson and appoint any subcommittee coordinators.
  - 2) The Finance Committee shall:
    - i. Submit plans for raising funds to the Executive Board and to the General membership of the organization.
    - ii. Be responsible for maintaining student accounts and coordinating any student account programs.
    - iii. Coordinate corporate/patron sponsors for the organization.
    - iv. Provide the Treasurer with monthly reports of revenues earned at each General meeting.
- B. **PUBLIC RELATIONS COMMITTEE**– communications and newsletters
  - 1) The Secretary shall serve as the Committee Chairperson and may appoint any subcommittee coordinators.
  - 2) The Public Relations Committee shall:
    - i. Coordinate any telephone, and/or electronic communication efforts for the purpose of advising all members on the activities of the organization.
    - ii. Attend to all advertising and correspond with the press, news media, radio and school announcements on matters of publicity for the entire organization.
    - iii. Maybe asked to help with the publicity of special events as deemed appropriate by the Executive Board.
    - iv. Be responsible for publishing a quarterly newsletter for the Fall edition (August), Winter Edition (November), Spring Edition (February), Summer Edition (May).

- v. Maintain and update the WHS Instrumental Music Boosters' Web site as needed and in collaboration with Newsletter, Publicity and Fund Raising coordinators.

**C. EVENTS COMMITTEE** – band and color guard related functions, home shows, trips

- 1) Chairperson shall be appointed by the President. The Chairperson may appoint any subcommittee coordinators.
- 2) The Events Committee shall:
  - i. Be responsible for coordinating all band related functions inclusive of fund raising and non-fund raising events.
  - ii. Coordinate all aspects of home shows/competitions and concerts. This includes the concession management, the program development and sale, and video recording of all performances as requested by the director (s).
  - iii. Collaborate with the Finance Committee on all of the Fund Raising activities.
  - iv. Coordinate any travel events in collaboration with the other committees and subcommittees needed for the events.

**D. CLOTHING/APPAREL COMMITTEE** – uniforms and care, spirit wear

- 1) Chairperson shall be appointed by the President. The Committee chairperson may appoint any subcommittee coordinators.
- 2) The Clothing Committee shall:
  - i. Maintain and purchase uniforms for the marching band, band front and band ensemble students, with prior approval for expenditures by the Executive Board and in accordance with the budget.
  - ii. Inform new parents about the proper care of the uniforms and any items that may have to be purchased that goes with the uniforms.
  - iii. Be responsible for getting uniforms distributed and collected from the band members prior to and following all performances.
  - iv. Coordinate with the Director (s) and Students, schedules for fitting for uniforms and any of the additional items needed for all in-coming students and others needing to order uniforms.
  - v. Coordinate with the ordering and fitting of band jackets.
  - vi. Coordinate the ordering, purchasing, and distribution of spirit wear.

**E. MEMBERSHIP and RECRUITMENT COMMITTEE**

- 1) The Vice-President shall serve as the Membership and Recruitment Committee chairperson and shall appoint any subcommittee coordinators.
- 2) The Membership and Recruitment Committee shall:
  - i. Consist of a parent assistant from each ensemble who will assist the directors with ensemble related events, communications, and program fundraising.
  - ii. Be responsible along with all members and students, for getting people actively engaged in the activities of the organization.
  - iii. Coordinate middle school performance and visitations in conjunction with the Director(s). Develop student recruitment packets with the help of the Director(s) and student leaders. These shall be given out to the perspective middle school students during the annual visit and performance.
  - iv. Be responsible in obtaining volunteers for any fundraising and non-fund raising events and competitions.
  - v. Recruit chaperones for travel events.

- vi. Be responsible for conducting volunteer training in accordance with the Carroll County Public School system guidelines for all Booster volunteers.
- F. PIT CREW COMMITTEE** – percussion equipment and trailer maintenance
- 1) Chairperson shall be appointed by the President. The Chairperson may appoint any subcommittee coordinators.
  - 2) The Pitt Crew Committee shall:
    - i. Be responsible for maintaining the equipment necessary for the on-field performances including summer band camp and practice sessions. This will include competitions at home and away.
    - ii. Oversee the maintenance of the WHS Instrumental Music Boosters trailer.
    - iii. Coordinate any travel arrangements for equipment to events outside of the school.
- G. PROPS COMMITTEE**– construction of show props for band and color guard
- 1) Chairperson shall be appointed by the President. The Committee Chairperson may appoint any subcommittee coordinators.
  - 2) The Props Committee shall:
    - i. Be responsible for the construction of props for band and color guard performances in consultation with the Director’s design and specifications.
- H. NOMINATING COMMITTEE**– elections
- 1) The Nominating Committee Chairperson shall be the Immediate Past –President. This committee shall meet annually no later than the February meeting.
  - 2) The Committee shall:
    - i. Solicit nominations from the General membership for the set of officers towards the succeeding year.
    - ii. Verify the eligibility and willingness of nominees.
    - iii. Prepare a slate of candidates for each office.
    - iv. Submit a ballot to the Executive Board prior to the General membership meeting in April, for a vote to be taken by the members present.
- I. BY-LAWS COMMITTEE** – revisions and updates
- 1) The Chairperson shall be appointed by the President and should consist of at least one member of the Executive Board.
  - 2) The By-Laws committee shall:
    - i. Conduct a formal review for changes of the by-laws at least every two years.
    - ii. Present such amendments to the Executive Board in accordance with Article XI.

**Section 3 -Ad-Hoc Committees – Special Task Force**

The Committee will convene as indicated by the specifics of the matter presented to the organization.

**ARTICLE VIII – FISCAL YEAR**

The fiscal year shall be established to coincide with the fiscal year of the Carroll County Public Schools. This time line may be changed at the discretion of the Executive Board after presentation to the General membership.

## **ARTICLE IX – BUDGET**

### **Section 1. – Presentation/Approval**

- A. The budget shall be based upon the projection and plans of the WHS Instrumental Music Boosters and student events for the Fiscal Year. The incoming Treasurer shall present the summary to the General membership during the May meeting.
- B. The General membership shall approve the budget in anticipation of the events and needs of the Department during the school term from June through the following May.

### **Section 2. -Modifications**

The President has the authority to modify the budget in the amount not to exceed \$200.00. Modifications of \$201-\$1,000 must be approved by a majority vote of the Executive Board. All modifications exceeding \$1,000 must come before the General membership for approval either during a regular or special/emergency meeting.

## **ARTICLE X – FUND RAISING EXPENDITURES**

### **Section 1. - New Uniforms**

An exact amount will be designated for placement in a high-yield account during the budget annually in May, but will be at least \$2000 for new uniforms.

### **Section 2. – Other Expenditures**

Other funds, as determined by the Executive Board after presentation to the General membership, will be placed in a high-yield account for the purpose of band trips and other major approved expenditures.

### **Section 3. - Purpose**

When specific fundraisers are held with a purpose, those funds can only be expended for the intended purpose unless a vote is taken before the General membership. This should only happen in emergency situations.

## **ARTICLE XI – AMENDMENTS**

Any proposed amendments to this Constitution and By-Laws must be presented to the Executive Board at a meeting prior to presentation to the organization. A majority of the Executive Board will consider proposals before they are presented to the General membership of the organization. All proposed changes shall be presented at one meeting and then voted on at the next regularly scheduled meeting. Copies of this document shall be available to all members at no cost.

*Adopted April 5, 1997*

*Amended: April 6, 2000*

*Amended: April, 2010*