



BLANCHESTER MUSIC BOOSTERS

CONSTITUTION AND BY-LAWS

REVISION EFFECTIVE DATE: JULY 8, 2014

CONSTITUTION

ARTICLE I – OUR TITLE

The title of this organization shall be “The Blanchester Music Boosters”, hereafter referred to as the Boosters.

ARTICLE II – OUR PURPOSE

The purpose of the Boosters is to work with the administration of the Blanchester Local School and the Music Director(s) providing moral, logistical and financial support, continued growth and development of the Intermediate, Middle School and Sr. High Bands, Middle and High School Choirs, Color Guard and Winter Guard.

ARTICLE III – OUR MEMBERSHIP

Membership in the Boosters is open to all parents, foster parents, or legal guardians of any student currently participating in the music program grades 5 through 12 of the Blanchester Local Schools.

1. The Band Director, Assistant Band Director and Choir Director shall be voting members of the Boosters.
2. Membership alone confers eligibility to hold Executive Board and other positions of responsibility with the Boosters.
3. Membership entitles one vote per member at General Meetings of the Boosters.

ARTICLE IV – OUR OFFICERS

The officers of the Boosters shall be as follows: President, Vice President, Secretary, Treasurer and Co-Treasurer. Officers shall be elected from the general membership of the organization and shall serve terms of one calendar year. Officers may be nominated for re-election at the pleasure of the membership.

ARTICLE V – OUR EXECUTIVE BOARD

The Executive Board shall consist of the Officers of the Boosters, Band Director(s), and Choir Director(s) plus four members of the Boosters, when membership is of a capacity to do so, appointed by the President and Music Director(s). This Executive Board of Directors shall be empowered to act on behalf of the general membership when important decisions must be made. The President shall call meetings of the executive committee as needed subject to the following restrictions.

1. The President shall notify members either by mail, email, social media or telephone when a full Executive Committee meeting is called.
2. A majority of Board members present must approve any expenditure of funds by the Executive Committee.
3. Any action that takes an expenditure of funds approved by the executive committee must be reported at the next meeting of the general membership and shall be reflected in the minutes of that meeting.
4. A majority of the executive committee members shall constitute a quorum.
5. When an officer vacancy occurs, such a vacancy shall be filled by a majority vote of the Executive Committee.



BLANCHESTER MUSIC BOOSTERS

BY-LAWS

ARTICLE I – CALENDAR AND GENERAL MEETINGS

The Blanchester Music Boosters shall meet on a monthly basis, dates and times are the decision of the President and Music Director(s). Additional Executive Committee meetings shall be called at the discretion of the President and the Music Director(s).

ARTICLE II – ELECTION OF OFFICERS

Officers of the Boosters shall be elected annually. The election will be conducted during the business meeting in April. The term of the office for all elected Officers shall be one year, commencing on May 1st.

ARTICLE III – DUTIES OF THE EXECUTIVE BOARD

Section 1. Primary Duties

The Executive Board shall:

- a. Be responsible to the membership of the Boosters for the planning, funding direction and execution of all events and activities supported by the Boosters.
- b. Be responsible to the Blanchester School District and the community to provide a quality music support program.
- c. Recognize membership contributions.
- d. The Boosters, along with the input of the Music Director(s), shall determine student fees. This will be subject to School Board approval and will help determine the level of financial support needed by the Boosters.
- e. Maintain a book of Policies and Procedures which documents important decisions and directions. It shall be available for review in the music office by the members of the Boosters. Each policy letter shall be marked with the date it was reviewed and accepted by the Executive Board and shall be signed by the President.

Section 2. Duties of the President

The President shall:

- a. Serve as chief executive officer of the Boosters and shall preside over all scheduled meetings of the organization.
- b. Along with the Music Director(s), appoint qualified members of the Boosters to the Executive Board, chairpersons and positions of responsibility.
- c. Assure that the proposed expenditures which are not included in the approved budget are brought to the Executive Board.
- d. Communicate with other outside organizations and individuals.

Section 3. Duties of the Vice President

The Vice President shall:

- a. Preside over meetings in the absence of the President.
- b. Be responsible for planning and executing programs for each general meeting, Awards Night and any other special events requested by the President or Music Director(s).
- c. Assist in the execution of the President's duties and responsibilities.

Section 4. Duties of the Music Director(s)

The Music Director(s) shall:

- a. Preside over meetings in the absence of the President or Vice President.
- b. Serve as permanent membership chairman of the Boosters.
- c. If a situation arises that a Vice President is not elected, then the Music Director will automatically hold this position and all duties will be handled by both the President and the Music Director(s) at their discretion.
- d. Establish policies and procedures for all band performances.
- e. Provide direction and information on events sponsored by the Boosters.
- f. Liaison to the Blanchester School Administration.
- g. Coordinate all school-provided transportation for music events when needed.
- h. Assure the awarding of the Music Booster Scholarships to music students as outlined in the scholarship information.

Section 5. Duties of the Secretary

The Secretary shall:

- a. Keep accurate records of the minutes of all scheduled and special meetings of the general membership.
- b. Keep and preserve the book of the Constitution, By-Laws and Policies and Procedures.
- c. Keep and preserve letters and other official communications.

Section 6. Duties of the Treasurer

The Treasurer shall:

- a. Maintain accurate records of deposits to and from the Booster account.
- b. Present a current Treasurer's Report at each regular meeting.
- c. Perform additional duties as the President may direct.
- d. The Treasurer is empowered to approve payment of invoices for funds deemed necessary and agreed upon by the Executive Committee.
- e. The Treasurer will also serve on the Finance and Fundraising Committees when the committee exists.
- f. Recommend and execute, with Executive Board approval, long term investment of Special Funds.
- g. Develop the yearly music booster budget in conjunction with the Music Director(s), President and Co-Treasurer for presentation at the March meeting, Fiscal Year to run May 1 to April 30.

Section 7. Duties of the Co-Treasurer

The Co-Treasurer shall:

- a. Server as Co-Signer on the Booster checking account and potential Special Fund accounts.
- b. Review the monthly treasurer reports.
- c. When needed, make deposits of fees, fundraising profits, etc. into the Booster bank account, and notify treasurer of amounts and what the deposits represent.
- d. Develop the yearly music booster budget in conjunction with the Music Director(s), President and Treasurer for presentation at the March meeting. Fiscal Year to run May 1 to April 30.

Section 8. Duties of the Director of Operations / Transportation

The Director of Operations / Transportation shall:

- a. Recruit and schedule qualified drivers to drive and pull the Boosters equipment trailer.
- b. Coordinate repair maintenance activities on Booster equipment.
- c. Oversee Pit Crew support activities.
- d. Make all necessary arrangements for staff, student and chaperone lodging that may be required to support Band activities.
- e. Assure all logistic support for Band travel.
- f. Provide coordination for parent travel.
- g. If no one fills this position, the Executive Board will handle duties at their discretion.

ARTICLE V – FUNDRAISING

To comply with state statutes, the Boosters must request approval from each building Principal for fundraising activities on a monthly basis. The request should be presented to the building Principal and the Director.

ARTICLE VI – COMMITTEES

The standing committees shall be formed as deemed necessary by the Executive Committee:

1. Publicity
2. Fundraising
3. Photography and Video Taping
4. Communications

ARTICLE VII – SPECIAL PROJECTS

The following special projects are undertaken by the Music Boosters subject to the availability of funds.

1. Senior Scholarships(s)
2. Information concerning the music departments will be communicated to the Intermediate, Middle and High Schools.

ARTICLE VIII – FISCAL MANAGEMENT

The proceeds of all fundraising activities sponsored and approved by the Boosters shall be deposited in the Boosters account unless otherwise approved by the Executive Committee.

1. The following officers of the Boosters are authorized to approve invoices, postage, office supplies, concession change and items necessary for daily operation. Routine purchases must be approved by the Executive Committee.
 - a. The current Executive Committee
2. Any balance at the end of the school year will carry over to the following year.
3. In the event that the Blanchester Music Boosters dissolves, all remaining monies shall be equally divided between existing music accounts in the Intermediate, Middle School and Senior High School. This includes accounts for both bands and choirs that exist in the buildings at the time. The Booster Treasurer and Co-Treasurer will need to work with the Blanchester Local Schools Treasurer and music teachers in aforementioned buildings to ensure accurate completion of that dissolution process.

ARTICLE IX – AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution of the Blanchester Music Boosters shall be approved as follows:

1. Amendments must be presented in writing no less than two (2) weeks prior to a regular meeting to the Executive Committee, in which adoption of the proposed amendments is to be the topic of discussion.
2. The proposed amendments shall be presented as items of new business for discussion and / or revision.
 - a. If changes are made, the proposed amendment must again be submitted to the Executive Committee and full members in writing for their review and a vote scheduled for the next regular meeting or a special meeting called for the purpose of adoption.
 - b. If after discussion the proposed amendment remains as presented to the full membership, a vote will be taken to amend the constitution as proposed.
 - c. A two-thirds majority of the Executive Committee and full membership present must vote to adopt the amendment.