

Brandywine Heights Music Booster Association
Bylaws
Written 2004
Revised 2007

Article 1 – Name

1. The name of this music support organization shall be the: Brandywine Heights Music Boosters, located in Topton, PA. With formal mailing address as: PO BOX 266, Mertztown, PA 19539 A member of the organization shall volunteer to collect and distribute the mail received to the appropriate people in a timely fashion, not to be any less than monthly.

Article II – Purpose

The objectives of this organization shall be:

Section 1. To create and maintain an enthusiastic interest in the activities of the Brandywine Heights music programs and their associated groups, Grades 9-12.

Section 2. To render moral and financial to the music programs Grades 7-12 including offering fundraising opportunities for students to diminish the personal costs of participating in the music program.

Section 3. To promote fellowship with parents and students of all music programs at the Brandywine Heights Area School District.

Section 4. To cooperate with those in charge of the music department programs, the administration of Brandywine Heights Area School District, and the Brandywine Heights School Board to promote the general activities of the music department.

Article III – Membership

1. The membership of this organization is open to current or former or their parent(s)/guardian(s) past or present who has a student in the music program interested in the progress and development of the music department of the Brandywine Heights Area School District.

Article IV – Governing Bodies

1. The governing body of this organization shall be the entire membership.
2. To accomplish the objectives of this organization, the membership shall elect a president, vice-president, treasurer, and secretary which shall be the administrative committee of the organization.

3. The term for all elected offices and committees shall be one year. Elected officers and chairpersons may succeed themselves for a maximum of four terms and must have a vested interest in the music program.
4. Elected officers, along with the music directors, assistant director, and band front instructors shall comprise the executive committee of the organization.
5. Duties of the executive committee.
 - a. The executive committees shall coordinate the activities of the organization.
 - b. A chairperson shall be secured for standing and special task/event committees as well as when deemed necessary by the executive committee.
 - c. The executive committee shall be responsible for the regular meetings and report in detail any actions taken on behalf of the organization. The committee shall prepare, develop, and recommend for approval of the general membership, plans, programs, and an annual budget designed to fulfill the organizations objectives and report monthly on the progress of the approved plans.
 - d. The executive committee may act on behalf of the organization on decisions or emergencies in such cases where immediate action is necessary. This includes being authorized to spend up to \$250.00 between membership meetings to meet contingencies for which have not been authorized by the membership. All expenditures are to be reported to the organization at its next regularly scheduled meeting.
6. Duties of officer:
 - a. President – shall preside over all meetings of the organization and executive committee and shall be a member ex-officio of all committees and task forces. The president shall perform the duties of treasurer and have the authority to make disbursements in the absence of the treasurer. At the discretion of the general membership, co-presidents may be nominated and elected.
 - b. Vice-President – shall perform all duties of president when president is absent and shall serve as chairman of Ways and Means.
 - c. Secretary – shall keep records of all proceedings of the club, board of directors, and executive committee, and oversee the club’s correspondence.
 - d. Treasurer – shall have charge and keep accurate records of all the organization’s funds. Also, and have charge and keep accurate records of all student credit information. The treasurer shall make disbursements in accordance with the approved budget as directed by the executive committee and/or via motion and approval of the general membership. The treasurer shall submit a monthly financial report of expenditure and income breakdown. The treasurer will prepare and present individuals with an accounting of their student credit at least once during an academic year. The treasurer shall submit the financial records for audit. The treasurer shall be a member of the Ways and Means Committee.
8. The fiscal year of the club shall be from July 1 to June 30.

Article V – Standing Committees and Duties

The following are standing duties to be carried out by the organization. Unless otherwise noted, a member of the organization will volunteer to coordinate the organizations' efforts towards the completion of the various duties. The chairperson may form a committee to ensure the completion of tasks. They shall prepare and present a written or oral report of their or their committee's activities of the past year. The report shall be submitted at the last scheduled meeting of the school year – usually May. Each chairperson is responsible for maintaining written guidelines for their respective task/ committee.

1. Ways and Means Committee – it is the duty of this committee to provide the club the projects necessary to support the executive committees' approved plans, programs, and budget with adequate fund raising. Chairperson is Vice-President and the Treasurer shall be a member as well.
2. Finance Committee – it is the duty of this committee to provide assistance to the Treasurer in developing a budget and financial plan for the presentation to the executive committee and general membership. Chairperson is Treasurer and the Vice President shall be a member as well.
3. Communication Committee – it is the responsibility of this committee to be sure that all correspondence and notification of events and meetings are available to the general membership of the club. Correspondence through newsletters, mailings, e-mailings, and/or phone contacts. Chairperson is Secretary with members of the committee being phone chain captains.
4. Historian and Publicity Committee – It shall be the duty of this committee to keep membership and community informed of upcoming events and the most recent activities of the music department, and to maintain a scrapbook of all music department activities. Chairperson would be a member of the organization.
5. Uniform Committee – It shall be the duty of this committee to maintain an inventory of all band uniforms as well as to insure the maintenance of uniforms through dry cleaning and repair. This committee would also keep records of distribution and return of uniforms and costumes. It would be the responsibility of this committee to compile a year end report of needs for the following year and present it to the finance committee so a budget may be developed for those items. Chairperson would be a member of the organization.

Article VI – Special Task Committees

Special Task Committees will be created to perform specific functions throughout the school year, including and not limited to:

Concerts – Festival of Carols, Spring, & Showcase	Band Camp Picnic
Jazz Fest	Band Camp Social
Music in our Schools Concert	
Senior Citizen Teas for Festival of Carols & Spring Concert	

Article VII – Music Department Group (s) – Drumline, Colorguard, Indoor Twirlers

1. The Indoor Drumline, Colorguard, & Twirlers shall each be considered a Group of the Music Department as their directors are under the supervision of the Brandywine Heights Band Director.

2. A representative of the each group must be present at all Music Booster meetings. This representative will fill the roll of liaison between the BHMB and the group. They should be prepared to report on their respective groups activities. It need not be the same person at each meeting.
3. Members of any group mentioned above may participate in the fund raisers sponsored by the BHMB. Student Credit accumulated may be used by the student to diminish their costs of participating in the group as well as band and/or chorus. Any monies earned through BHMB sponsored sales not designated as student credit will go the general fund of the BHMB
4. Any funding needed by the group to meet expenses above and beyond the monies budgeted by the district is to be provided through the individual group's fund raising efforts. These efforts can not conflict with BHMB fund raisers.
5. Student Credit shall be handled in the same manner as Student Credit for Band/Choral/Band Front Members. See Article X
6. The BHMB Newsletter may serve as a vehicle for informing the group's families of upcoming news.

Article VIII – Meetings

1. Regular meetings of the organization will be held at least monthly during the school months. The monthly newsletter (excluding July) will advise the membership of date, place, and time if necessary. There are no meetings in December unless needed.
2. The executive committee shall meet at least once a month during the school year and at least once in advance of the school year beginning to prepare for band camp and the upcoming year.. There is no meeting in December unless needed.
3. Special meetings may be called at the discretion of the executive committee.
4. A quorum of members is necessary at all organizational meetings in order to conduct business. A quorum will consist of five members of the general membership, not including officers and directors.
5. At all meetings a majority vote of members present is required to approve all questions.
6. Roberts Rules of Order shall be the parliamentary procedure in all cases in which they do not conflict with the rules of the organization.

Article IX– Nominations and Elections

1. When deemed necessary, the administrative committee shall appoint a nominating task force no later than January first of each year. It shall be the duty of this task force to submit to the General membership at the March meeting a list of candidates for each office.
2. Nominations for any office may be made from the floor with the consent of the nominee.
3. Officers for the coming year shall be elected by majority vote of members present at the April meeting provided the number present constitutes a quorum. When more than one candidate is nominated for one office, voting shall be by secret ballot.
4. The newly elected officers (the administrative committee) shall be prepared to take office following the last scheduled meeting of the school year and appoint committee chairpersons

where needed promptly. The first meeting of the new board of directors is to be held prior to the school year.

5. Orderly transfer of all records to new officers shall occur immediately after the last meeting of the fiscal year. The transfer of financial records shall include a certified audit that should be completed as soon as possible after the end of the club's fiscal year.
6. In the event of a vacancy in the office of President, the Vice-President shall serve as President and assume all the duties thereof until the next regularly scheduled election unless there is a co-president. In the situation of co-presidents, the remaining co-president shall assume all duties until the next regularly scheduled election.
7. In the event of a vacancy in the office of Vice-President, Secretary, or Treasurer, the administrative committee shall appoint a replacement whom shall serve until the next regularly scheduled election. At the next regularly scheduled meeting following such an appointment, a ratification vote shall be taken. A simple majority of the members present and voting approval shall constitute acceptance of the appointee.

Article X – Use of Student Credit

1. Student credit accumulated can be used towards the costs of participating in the Brandywine Heights Music Booster Program. Examples include, but are not limited to; gloves, socks, gowns, trips, etc.
2. Student credit will remain in the students name until graduation even if the student is inactive in the music program.
3. Upon graduation if there are remaining monies, in the excess of ten dollars, in the student's credit account they will have the following options to donate the monies to:
 - a. Scholarship
 - b. Equipment
 - c. Uniforms
 - d. General Music Booster Fund
 - e. Another active member of the Brandywine Heights Music Program
4. A letter will be sent to seniors to choose the account one month prior to graduation if there is no sibling who can receive the leftover credit. In the situation where the monies are less than ten dollars, and/or the graduating senior did not respond to the letter, the monies will roll into the General Fund June 30th of the graduating year.

Article XI – Amendments

1. These bylaws may be amended at any regular meeting of the Brandywine Heights Music Boosters by a majority vote of members present providing they constitute a quorum and provided such an amendment has been read at a previous meeting regular or special meeting.
2. These bylaws are to be reviewed and edited, if necessary, by a special task committee every three years. Approving the revision is by a majority vote in favor of the revision provided a quorum is present and the revision was made available and/or presented at a previous meeting.