

**GREATER NANTICOKE AREA BAND ASSOCIATION
BY-LAWS
2008**

Article 1: Name

This organization shall be known as the Greater Nanticoke Area Band Association.

Article 2: Purpose

The purpose of this Association shall be to support the growth and interests of the marching band, concert band, jazz band and band front of the Greater Nanticoke Area School District.

Article 3: Membership

Section 1: This Association shall consist of parents, guardians, and family members of any child involved in any of the organizations mentioned above in Article 2.

Section 2: Dues shall be \$3.00 per person or \$5.00 per family per year, to be paid by the end of September each year. Upon payment, the members will receive a copy of the By-Laws.

Section 3: The Band Director and Assistant Band Director shall be recognized as advisors to this organization in all matters. They shall not have a vote and shall not be eligible to hold an elective office.

Section 4: A voting members shall be one who has paid their dues for the school year, attended at least two meetings, and must be in attendance at the meeting in order to exercise their right to vote.

Section 5: An active member is one who attends meetings and participates in band activities (football stand, fundraisers, etc.).

Section 6: In order to be considered as a chaperone on the Spring Band Trip, one must be an active voting member.

Article 4: Officers

Section 1: The officers of this Association shall be: President, Vice President, Treasurer, and Secretary.

A. The term of office shall be August 1 through July 31.

B. Nomination and notification of a nominee shall be held in April. Election of officers shall be held in May. Any active member (Article 3, Section 5) of the Association is eligible to nominate or be nominated for office.

C. Installation of officers shall be held at the August meeting.

D. Officers are elected to a one-year term. No officer may hold the same office for more than two consecutive years.

Section 2: Duties of the Officers

A. President:

1. Shall preside over all regular and special meetings of the Association.
2. Shall appoint special committees as the need for these committees shall arise.
3. Shall only have voting rights in case of a tie.
4. Shall call special meetings as the need arises.

B. Vice President:

1. Shall perform all those duties of the president in the absence thereof.
2. Shall take on the responsibilities of a vacant office until the next monthly meeting, at which time an election will be held.

C. Secretary:

1. Shall keep accurate minutes of all meetings of the Association, including executive committee meetings.
2. Shall handle all written correspondence between the Association and all non-Association parties.
3. Shall record and read all minutes from a chronologically-dated book. The record book will be available at all meetings.

D. Treasurer:

1. Shall keep the books of account of the Association.
2. Shall receive all funds and disburse them on proper orders.
3. Shall formulate a written document of all transactions and give a report to the Association at all regular meetings.
4. Shall keep an ongoing record of each band member's account in a bound ledger. Each student's account balance will be updated and available within 30 days after the close of each fundraiser.
5. Shall be bonded at the expense of the Association.

Section 3: Vacancy of an Office

In the event that an office is left vacant due to illness or removal of an officer, the Vice President will fulfill the duties until the next meeting, when a replacement will be elected.

Section 4: Removal of an Officer

In the event that an officers does not fulfill their responsibilities or act in the best interest of the Association, they may be removed from office with a 2/3 vote of the voting members present. All members will be notified of such a vote via the phone chain. The officer involved shall be notified so that all sides of the issue can be heard.

Article 5: Standing Committees

Section 1: All Committees shall report to the President.

Section 2: Committees shall gather prices for all special events for discussion and approval by the Association.

Section 3: The Executive Committee shall consist of the four officers, an advisor, and an elected representative from the membership. Their responsibilities include urgent business that occurs between meetings and situations of a personal and confidential nature. Minutes shall be kept by the secretary and reported to the Association at the next monthly meeting.

Article 6: Meetings

Section 1: Regular meetings shall be held the first Tuesday of each month, unless there are extenuating circumstances.

Section 2: Members may request a special meeting through the President. The membership shall be notified through the phone chain.

Section 3: A quorum shall consist of 5 voting members present and voting.

Section 4: Meetings shall be conducted according to Robert's Rules of Order.

Article 7: Amending the By-Laws

These By-Laws may be amended at any meeting of the Association by a 2/3 majority of the voting members present, provided that such amendments have been presented in writing to the membership at least one meeting prior to the vote. All members shall be notified of such a vote via the phone chain.

Article 8: Band Awards

Section 1: All senior band members are eligible for a band award. The total amount of the senior award monies will be determined annually by the membership and will be awarded according to a point system. Members will receive:

- Two points per year for participation in marching band
- One point per year for participation in concert band
- One point per year for participation in jazz band

It is recommended that the value of a point be \$5.00 if possible. Credit for participation will be determined by the Director upon assurance that all Handbook obligations have been met.

Section 2: Jackets are awarded to all second year marching band members.

Section 3: Letters will be awarded to all band members after four years of participation, provided that they are least in their junior year. The letter will be awarded at the close of marching band season at the Director's approval.

Article 9: Fundraisers

*****PARTICIPATION IN FUNDRAISERS IS STRONGLY ENCOURAGED IN ORDER TO SUPPORT BAND AWARDS AND ACTIVITIES!*****

Section 1: An account of each band member's profits from fundraisers will be kept, and made available at each meeting or through the Band Treasurer. The purpose of the student account is to help defray the cost of the annual band trip. The type of fundraiser will be designated before the event by a vote from the members of the association. The types of fundraisers are as follows:

- a. Association Fundraiser for the Benefit of the Student Band Member – 80% of the profit goes to the student's account and 20% of the profit goes to the Association.
- b. General Association Fundraiser – 20% of the profit goes to the student's account and 80% goes to the Association, UNLESS there is no way to determine each student's or family's contribution. In these cases, 100% of the profit will go to the Association.
- c. Student Fundraiser – 100% of the profit goes to the student's account.
- d. Football Stand – 100% of the profit goes to the Association.

Section 2: Student accounts are to be used to pay for the cost of the band trip. If there is more money in the student's account than they need, it may be used by any family member who is attending the trip. If the student does not attend the band trip, a valid reason must be presented in written form by the parent to the Director, or the money will revert to the Association. If the reason is considered to be valid, the earned money will be held in their account for one year from June 1 to May 31, until one of the following exists: (a) participation in the next band trip; (b) a band member quits the band; (c) band member graduates. If conditions (b) and (c) exist, the money will become the property of the Association. All interest in all accounts is the property of the Association. Any monies remaining in a senior band member's account upon graduation can revert to a younger sibling's account, and are subject to the rules specified above.

If after the second year with valid excuses the band member does not go on the trip, and has money in their account, the first year's money will become the property of the Association. The band member may come to the Association and the band Director with a specific request to be considered to purchase articles for the band with the reverted money. Anything purchased would remain the sole property of the band Association. The Band Director's decision is final on all matters.

Section 3: Each marching band/color guard member will be required to participate in the initial fundraiser by selling 10 or more \$5.00 lottery tickets or pay a \$50.00 participation fee no later than August 31.

Section 4: Staff who participate in fundraising may also have an account to help defray the cost of the trip. If not used for that purpose, the monies will revert to the Association at the end of the school year.

Section 5: At least one parent of each band member is responsible for working at the football refreshment stand when scheduled. If they cannot work, it is their responsibility to get someone to fill in for them. A parent does have the option of working in the food stand or being a part of the pit crew.

Section 6: At any competition we host, a parent for each child is expected to help.

Article 10: Audit of Accounts

Section 1: Financial records will be turned over to the new Treasurer by the August meeting. An audit committee will be formed. The audit will be performed by June 30.

Section 2: The audit committee will include three members at large. They will be appointed by the President and approved by the body. The incoming and outgoing Treasurer must be present at the audit for information purposes.