

Piedmont Band Booster Organization

By-Laws

Revised - February 2016

Article I - Name

The name of this organization will be known as The Piedmont Band Booster Organization.

Article II - Objectives

The objectives of the Band Booster Organization will be:

- A. To promote the growth and development of the Piedmont Band Program.
- B. To encourage music education among the students and make the community aware of the benefits of a quality school band program.
- C. To be a positive and encouraging voice for our band and school.
- D. To provide financial support to the band program by hosting various fundraising efforts/events.
- E. To provide support to the band program by giving of time and talents.

Article III - Membership

- A. Any person over the age of 18 may be a member of the Piedmont Band Booster Organization. Being a "member" means only that a person attends a meeting or helps with a booster activity, anyone that wants to "boost the band".
- B. No membership fee is required to be a booster.
- C. The Piedmont Band Boosters will meet on the last Thursday of each month at 7:00 p.m. (excluding December). If needed, the Executive Board will meet before the general meeting or at any other time it becomes necessary.

Article IV - Voting/Order of Business

- A. Projects for the benefit of the Piedmont Band Program will be decided by a vote of the members.
- B. All members present may vote on an agenda item.
- C. A majority vote of members present will constitute an approval of issues.
- D. The Band Director(s) will participate in an advisory capacity.
- E. The Band Director(s) has/have the right to a final approval of an agenda vote.
- F. Band Booster meetings are scheduled to start at 7:00 p.m. and should end at 8:00 p.m. Meeting time may be extended to complete unfinished business with approval from the membership present.

Article V - Structure of Executive Board and Terms of Office

- A. The Piedmont Band Booster Organization will maintain a minimum of six officers which will include a president, vice-president, secretary, treasurer, committees coordinator and communications coordinator. These officers will be recognized as the "Executive Board".
- B. As a general rule, the term of office for elected officials will be one year.
- C. Officers may serve additional terms only as outlined in Article VII.

Article VI - Duties of Officers/Executive Board

President:

- A. Preside over all general membership and executive board meetings.
- B. Provide an agenda for all meetings and abide by the agenda during the meeting.
- C. Work with the director(s), officers, and committee coordinators to create a booster schedule of events.
- D. Work with/assist committee coordinators on their projects when needed.

Vice President:

- A. Act as an aide to the President.
- B. Perform the duties of the President when he/she is not present or temporarily unable to serve.

Secretary:

- A. Take general membership and executive board meeting minutes.
- B. Keep both a digital and paper record of minutes on file.
- C. Distribute copies of the prior meeting's minutes at the general meeting and make advance copies available to director(s) and president for review.
- D. Call for a vote of approval of the minutes by the membership.
- E. Track meeting time and advise the President when 15 minutes of meeting time remains.

Treasurer:

- A. Receive, deposit and record all monies of the organization.
- B. Keep an accurate account of all PO's, receipts, and disbursements.
- C. Give a financial report at each meeting of regular booster funds.
- D. Give a financial report and update of Football/Band Concessions when available.
- E. Give a financial summary update of fundraising events.
- F. Keep copies of all financial records and reports.

Committees Coordinator:

- A. Serve as the point of contact for all Article XI committee coordinators.
- B. Ensure that all committee positions have what they need and are running smoothly.
- C. Responsible for finding a new committee coordinator if someone is no longer able/willing to serve.
- D. Report to the rest of the board on the status and needs of Article XI committees.

Communications Coordinator:

- A. Keep an accurate record of parent contact and email information.
- B. E-mail reminders of upcoming meetings.
- C. E-mail approved newsletters, committee and director information to parents when needed.
- D. Report at membership meetings any changes or corrections needed.
- E. Have copies of communications available at meetings.

Article VII - Elections and Vacancies

- A. Band Booster officers will be elected at the January booster meeting.
 - B. Written notice of elections will be given to current members with a valid email address on file prior to the January election meeting.
 - C. Individuals may be nominated or volunteer to fill any position. Voting for officers will be done by secret ballot. Candidates will exit the room during the voting process. A majority vote of the members present is needed for election.
 - D. In the event of a tie, the vote must be tabled until the next meeting.
 - E. An officer may hold office for more than one year if no one else seeks the position and the current officer is willing to stay on.
 - F. If an office is left vacant for any reason, it must be filled as soon as possible.
- Nominations/
volunteers will be accepted at a booster meeting and election will be by a majority vote of the members present.
- G. Nominees or volunteers for president need to have prior Executive Board experience.

Article VIII - Fundraising, Booster Funds and Purchase Orders

- A. All fundraising activities must be approved by a majority vote of the members present.
- B. Final approval must be given by the Piedmont Public School Board.
- C. Spending of booster funds must be voted on and approved at a regular booster meeting by the members present or by special approval of the executive board and director.
- D. All purchase orders must be requested and approved before any spending can occur.
- E. Original receipts must show proof of payment to be reimbursed (credit card, check number or cash).
- F. All original receipts must be turned in to the Band Booster Treasurer immediately to be processed for reimbursement. You must include your signature and a PO number.
- G. Piedmont Public Schools will NOT reimburse any sales tax.
- H. Receipts must be for approved purchase ONLY. Do not include personal purchases.

Article IX - Officer and Booster Conduct

Elected officers and band booster members must conduct themselves in a manner that will contribute to the overall success and positive attitude of the students, organization, and school system. It is understood that as adults we must be a good example.

- A. Band booster officers may be removed from office for any reason deemed necessary by a three fourths vote of the other officers and band director.

- B. In the event that The Piedmont Band Booster Organization loses sight of its goals and objectives or misrepresents the band program or Piedmont Public Schools, the director and school board have the right to dissolve the organization.

Article X - By-law Revisions

By-laws will be reviewed annually by the executive board and changes will be approved by a majority of the members present at a general membership meeting. Any revisions needed will be made following the January meeting and voted on at the next general membership meeting. Notice of revisions will be given to current members with a valid email on file prior to the general membership meeting at which voting on revisions will occur. The roles of Committee Chairpersons and Coordinators as detailed in Article XI are an important part of our Band Booster By-laws. However, revisions to material contained in Article XI can be made at any general meeting as deemed necessary. Revisions to material contained in Article XI will be approved by a majority vote of the members present at any general membership meeting as long as those changes do not contradict the By-laws contained in Articles I through X.

Article XI - Duties of Committee Chairpersons and Coordinators

Job duties and responsibilities are written to fit current committees and events. These are to be reviewed annually or as needed. In the event that the information below is not fitting due to cancellation of a program or event, revisions will be made following the January meeting and approved by a majority vote of the members present at the next general membership meeting.

Publicity/Photographer:

- A. Be available to photograph Pride of Piedmont activities and events.
- B. Submit photos to local newspaper.
- C. Keep local newspapers and other media informed of upcoming events.

Fundraising Coordinator:

Student fundraising efforts:

Band Boosters organize and sponsor fundraising efforts that directly benefit the participating band member. Profits are credited to their band account. All fundraising efforts must first be approved by the membership and the school board. If selling products that result in any booster expenses a purchase order is required.

OKC Dodgers Coordinator:

- A. Serve as contact personnel with the OKC Dodgers representing the Pride of Piedmont.
- B. Notify members of upcoming work opportunities and other pertinent information.
- C. Organize volunteers to work shifts.
- D. Track work dates, volunteers, and number of hours worked.
- E. Verify payment, prepare activity sheet showing student credits, retain copies for file, and get deposit to Booster Treasurer for processing.

General fundraising efforts:

The Band Booster Organization hosts fundraising events/efforts that directly benefit the organization itself. Profits from these activities are used to fund booster projects and activities throughout the year. All fundraising efforts must first be approved by the membership and the school board. If selling products that result in any booster expenses a purchase order is required.

General Fundraising Coordinator:

- A. Research and organize fundraising opportunities for the Band Booster Organization.
- B. Request approval for fundraising from the membership and the school board.
- C. Request a purchase order for any booster expenses.
- D. Organize volunteers to assist when needed.
- E. Keep accurate records of all fundraising monies, prepare activity sheet, retain copies for file and deliver deposit(s) to Booster Treasurer for processing.

Band Program fundraising efforts:

Members of the Band Booster Organization may organize fundraisers that benefit the band program directly instead of the Booster Organization. It must be specified at time of presentation that proceeds will go toward the band program and must receive approval from the membership, school board, and band director(s).

Duck Week Bake Sale Coordinator:

Boosters host a bake sale to support Duck Week efforts. 100% of money raised is donated to this cause.

- A. Coordinate with Duck Week Teacher Representative on the date and location.
- B. Notify parents and students of participation and details of the bake sale.
- C. Count and deliver all monies to Duck Week Teacher Representative.
- D. Notify Communications Coordinator of results and thank parents for participating.

Caring Meals Coordinator:

The band boosters desire to provide greeting cards and/or meals to fellow band families in need.

Meals may be provided to families with a new baby, serious illness, or death in the immediate family. Also, assistance may be provided with the funeral luncheon if needed.

- A. Organize list of parent volunteers willing to provide meals/cards to families in need.
- B. Arrange for cards and meals to be delivered.

Transportation Coordinator:

- A. Obtain a list from the director of all events requiring transportation of instruments.
- B. Enlist drivers for the semi and/or band trailer for all events.
- C. Enlist drivers for the booster trailer for any event at which the band is being fed.
- D. This position does NOT entail coordinating bus transportation for students.

Band Banquet Coordinator:

Each spring the boosters host a banquet for all band members 8th-12th grade. Boosters provide a meal at no cost to the band members. A fee will be charged for family members with the amount depending on the determined cost of the meal. Awards are given to members for their accomplishments by the directors and seniors are recognized with a special keepsake gift.

- A. Organize date, time and location for the banquet.
- B. Organize a planning meeting to decide on menu and theme and recruit volunteers to help with decorating, meal prep and clean-up.
- C. Request a purchase order for any booster expenses.
- D. Request donations needed from parents.
- E. Send personal invitations for administration and special guests (consult directors).
- F. Appoint a volunteer to be in charge of having a keepsake gift for every senior and make sure to request a purchase order for any supplies needed.

Uniform Checkout Coordinator:

- A. Schedule with director a date or dates for uniform checkout.
- B. Sort and verify that inventory is ready for checkout.
- C. Coordinate volunteers and assign specific duties for checkout date(s).
- D. Notify Communications Coordinator of dates and times for checkout by the various groups of students.
- E. Make OSK kit for competitions.
- F. Arrange for parent volunteers to make needed alterations to uniforms.
- G. Have supplies to repair any unexpected uniform mishap while traveling/performing.

Band Camp Meals Coordinator:

The boosters provide band members with an assortment of meals, special treats and activities during the two weeks of band camp.

- A. Arrange for permission to use PHS kitchen during band camp.
- B. Coordinate with director as to when meals will be provided.
- C. Plan menus and arrange for parent volunteers to supply food and help with meal prep, serving, and clean up on each meal day.

Band Camp Activities Coordinator:

- A. Coordinate Band Wars and any other special events planned and arrange for parent volunteers to assist with donations of materials and/or time.
- B. Design and order Band Camp T-Shirt.
- C. Seek donations of prizes or treats and send thank you notes to all donors.

Band Director Meals Coordinator:

The Band Boosters provide meals to our directors and band staff on Tuesday evenings during the marching season.

- A. Verify with the director the number of staff to plan for

- C. Give parents a reminder as their date approaches and keep track of what has been served
so that meals are not often duplicated.
- D. Keep note of likes, dislikes, allergies, etc. should someone ask.
- E. Arrange for someone to make sure all food is cleaned up by the end of the day.

Spirit Team Coordinator:

The boosters like to encourage the students and show our spirit by decorating all Pride of Piedmont members' lockers and the band room with posters and signs. Local merchants and boosters show support with signs along the streets of Piedmont as well. When possible, a police escort is arranged for state competition send off.

- A. Schedule date, time, and location for volunteers to make signs and decorate before each competition and senior night (coordinate with director to have band room open if working there).
- B. Create a locker design for OBA and BOA.
- C. Get a list of all sections of the band.
- D. Coordinate with school office to get a list of each band member's locker number.
- E. Ask for parent volunteers to help decorate lockers and hang signs.
- F. Arrange for local merchants and churches to post encouraging words for contest days.
- G. Organize a parent send off to coordinate with the bus route and ask parents to hold up signs, blow horns, etc.
- H. Request a police escort for buses as the band heads to OBA and BOA.

Parent Pit Team Coordinator:

Parent volunteers assist with getting the Front Ensemble equipment on the field as quickly and efficiently as possible.

- A. Communicate directly with the Percussion Director for what, when and where instructions.
- B. Communicate directly with parent volunteers to keep them informed of instructions.
- C. All volunteers for the Parent Pit Team **MUST** have worked an event prior to working at the OBA or BOA competitions.

Teacher Conference Meals Coordinator:

The band boosters provide the teachers and staff at each school where the band program has a presence a meal at both the Fall and Spring Parent/Teacher Conferences.

- A. Coordinate the date and time for meals with each school principal.
- B. Organize a menu and notify each principal.
- C. Organize parents volunteers to help provide the meal, set-up, serve, and clean-up.

Football Concessions Coordinator(s):

The Band Boosters and Touchdown Club partner together to work concessions at all home football games. All profits are split 50/50 at the end of the season. A start-up amount is left in the

Volunteer Coordinator:

Coordinate parent volunteers to work at all home football games.

- A. Varsity games require volunteers at the home stand, visitor stand, and the grill.
- B. If multiple JV games are played, volunteers may work in shifts.
- C. Remind scheduled volunteers in advance of their shift.
- D. Notify volunteers of any cancellations as soon as possible.

Purchasing Coordinator:

Work with Touchdown Club Sponsor to supply food for concessions.

- A. Request purchase orders for supplies as needed.
- B. Purchase food and supplies using last year's purchase log as a guide.
- C. Coordinate Pepsi order with the Athletic Director.
- D. Order needed fresh produce and bread from current vendor.
- E. Check inventory before each home game and make any additional purchases needed.
- F. Check propane before each game and have tanks refilled as needed.
- G. Keep track of all spending and promptly turn in all receipts to the Athletic Director.
- H. Retain copies for file, Touchdown Club, and Band Booster Treasurer.
- I. Do a final inventory, make needed returns, and transfer remaining candy and Pepsi product to the Tip Off Club.
- J. Submit a year end summary report including recommended transfer of funds to each club and the Athletic Director. A start-up fund for the following year will need to remain in the combined Football/Band Account #215. All remaining profits will be split 50/50 after approval from both clubs.

Junior Varsity Stand Manager:

- A. Arrive one hour early to prepare concession food for home games (Home Stand only).
- B. Prepare chili, nacho cheese, popcorn, coffee, and hot cocoa.

Varsity Stand Manager:

- A. Arrive two hours early to prepare food for home games (Home Stand, Visitor Stand, and Grill areas).
- B. Prepare chili, nacho cheese, popcorn, coffee, and hot cocoa.
- C. Large rolling Pepsi cart (home stand) will need to be filled with ice, pop, water, and Gatorade and moved to grill area.
- D. Gas will need to be moved to grill area. Check propane bottles.
- E. Warmer will need to be moved to grill area and turned on (stored in visitor stand). Place pan of water in bottom for steam.
- F. Tables will need to be set up, 2 in grilling area, and 1 condiment table on the lawn north of the grilling area.

H. Hamburger meat, hot dogs, and hot links and other grilling supplies will be found in the visitor's stand.

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Junior Varsity Cashier(s):

- A. Athletic Director will provide cash box for home stand, to be found in elevator room.
- B. Touchdown Club and Band Boosters will each provide a cashier for all home games. A parent from each club must verify money.
- C. Cashiers arrive one hour before game to verify cash box. Place a portion in drawer, remaining money in elevator room.
- D. During games cashiers will periodically need to check drawer, replenish small bills, and move extra cash and large bills from till to money bags. Large sums of money will be kept in the elevator room.
- E. Go to the stand before the end of the third quarter of the last game to count money.
- F. Band Booster and Touchdown Club cashiers will count and sort money from sales and fill out all paperwork.
- G. Athletic Director or Principal/Assistant Principal will pick up all money and deposit slips to process.

Varsity Cashier(s):

- A. Athletic Director will leave cash box for all stands in the elevator room.
- B. Touchdown Club and Band Boosters will each provide a cashier for all home games. A parent from each club must verify money.
- C. Cashiers arrive two hours before game to verify cash box and divide money between stands and grill for all Varsity games. Money needs to be in stands by 5:30 for grill.
- D. During Varsity games cashiers will periodically need to check stands, replenish small bills, and move extra cash and large bills from till to money bags. Large sums of money will be kept in the elevator room.
- E. Stands are scheduled to shut down by the end of the 3rd quarter so arrange to arrive by then to count money. Cashiers will collect all money from each location.
- F. Band Booster and Touchdown Club cashiers will count and sort money from sales and fill out all paperwork.
- G. Athletic Director or Principal/Assistant Principal will pick up all money and deposit slips to process.

Competition Meals Coordinator:

Band Boosters provide meals for our members, directors, and bus drivers at each competition.

- A. Meet with President/officers to discuss plans for season and budget. President will request needed purchase orders. Limited PO's will be open to cover the entire season's expenses. President will discuss with director the number of meals needed for each given date and when those meals or snacks should be served.
- B. Decide on a menu or theme keeping allergies and special needs in mind.
- C. Arrange for donations from parents for supplies as needed.
- D. Make a shopping list or arrange to order food with President.
- E. Check the band trailer for supplies such as utensils and foil pans and plan to purchase those as needed

G. Arrange for parent volunteers to fill ice chests and water jugs at the school.

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H. Arrange for parent volunteers to help with set-up, serving, and clean-up for each meal.

I. Volunteers may eat after everyone else has been served.

These By-laws are printed and presented to the Piedmont Band Boosters and Directors for review. All comments or suggested changes should be emailed to the piedmontbandboosters@gmail.com no later than Friday, February 19th, 2016. All comments and suggested changes will be discussed and considered at the February 25th, 2016 regular booster meeting. If no changes are required, the final draft will be presented to the members at the meeting for final approval.

