

Cumberland Valley Band Boosters

By-Laws

Article 1 Duties of the Officers

Section A. The President shall preside at all meetings of the organization and shall be an ex-officio member of all committees.

Section B. The First Vice President shall assume the duties of the President in his/her absence and other duties as assigned.

Section C. The Second Vice President shall assume the duties of the President and First Vice President in his/her absence and other duties as assigned.

Section D. The Recording Secretary shall keep records and minutes of all the meetings.

Section E. The Corresponding Secretary shall attend to all correspondence, including the annual publication of the CV Marching Band Student Directory and is responsible for the proper media release and promotion of information and events to the public as it pertains to the CV Marching Band and Booster Organization.

Section F. The Treasurer shall pay all bills of the Organization and maintain the accounts.

Section G. The Assistant Treasurer shall receive and deposit all monies due the organization, and assist the treasurer in the regular duties that need performed.

Section H. The Music Department Chair, Marching Band Director, and the Assistant Marching Band Director shall serve as liaison with the School District.

Section J. The President will appoint officers as committee chairs or liaisons to all Standing Committee (s).

Article 2 The Executive Board

Section A. The Executive Board shall be composed of the officers of the organization and no more than six (6) Advisory Members.

Section A.1. An Advisory Member shall be any person who offers special and beneficial experience, expertise, and/or resources to the Band Boosters.

Section A.2. Standing Advisory Members shall include Director of Marching Band, Assistant Marching Band Director and Music Department Chair.

Section A.3. All Advisory Members, not listed in Section A.2 above, will be appointed by the Executive Board for a term expiring at the end of the current calendar year.

Section A.4. An advisory member may be excluded from any meeting or part of a meeting of the Executive Board if matters are to be discussed that involve the privacy of a student for like reasons, at the discretion of the President.

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Section A.5. Advisory Members may not vote at Executive Board meetings.

Section B. The Executive Board shall have the responsibility to carry out the affairs of the organization.

Section C. The Executive Board shall meet prior to each general membership meeting to review business, prepare the meeting agenda, and develop recommendations for actions to be taken.

Section D. The Executive Board shall appoint all Standing and Auxiliary Committee chairpersons from the General Band Booster membership. Chairpersons can be removed by a majority vote of the Executive Board.

Section E. A member of the Executive Board can be removed from office by a 2/3 majority vote of the General Membership.

Section F. The Executive Board will present all candidates to the General Membership for a vote on any Executive Board member vacancy.

Article 3 Meetings

Section A. The regular meetings of this organization shall be held each month. Any rescheduling shall require a simple majority of eligible voting members present at the preceding month(s) meeting(s).

Section B. An orientation meeting shall be held once a year to welcome the parents of new marching band members.

Section C. Special meetings may be called by the President.

Section D. All business shall be conducted at regular meetings except where time does not permit calling a regular or special meeting. In that case, the Executive Board shall act on behalf of the organization.

Article 4 Committees

Section A. All Standing and Auxiliary Committees are responsible to the Executive Board. All committees will be created and dissolved as needed at the discretion of the Executive Board.

Section B. Standing committees: Shall exist as committees required for the organization to be successful.

Section B.1. Band Banquet: The committee shall be responsible for the Annual Band Banquet, including accommodations, invitations, entertainment, senior recognition, etc.

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Section B.2. Band Booster Fundraising: The committee shall be responsible for the determination of adequate fundraising projects supporting the general fund as well as the coordination thereof.

Section B.3. Student Fund-raising: The committee shall be responsible for the determination of adequate student fund-raising projects, coordination of those projects, collection of orders and properly accounting/depositing of these funds.

Section B.4. Chaperones: The committee is responsible for providing adult chaperones for all band sponsored events. When accompanying the band on an event including overnight trips, the chaperones and/or Executive Board will pay their own way and obtain required background checks (Act 34 and Act 151) for individuals working with PA Public School children.

Section B.5. Concession Stand: The committee shall be responsible for the entire operation of all concession stands located at the CV High School stadium. The committee shall also be responsible for the safe operation of all equipment owned and operated by the Organization for the preparation of the sale of food, including maintaining equipment and an adequate supply of inventory. Co-Chairpersons shall be assigned for each concession stand to supervise the operations during football games and special events.

Section B.6. Echoes: Separate committees shall provide coordination for our sponsored "Echoes in the Valley" marching band show and our "Echoes in the Dome" indoor show to promote successful events.

Section B.7. Fry Wagon: The committee shall be responsible for the entire operation of the "Fry Wagon" during all events where this equipment is scheduled to be located. The committee shall also be responsible for the safe operation of the equipment for the organization including maintaining the equipment and having adequate supply of inventory for each event.

Section B.8. Sewing: The committee shall be responsible for cutting, sewing and mending articles necessary to support the marching band and indoor programs.

Section B.9. Uniforms: The committee shall be responsible for the maintenance, fitting, cleaning and storage of all marching band and guard uniforms.

Section B.10. Volunteers: The committee shall collect all Volunteer forms provided in the spring in order to create lists for all committee chairs. When extra volunteers are needed for special events, this committee shall call and solicit volunteers.

Section B.11. Mentoring: The committee assigns mentors to the new parents in marching band. The "Buddy Program" is used to help in the orientation of new parents understanding of the Band Booster Organization and how volunteering makes the organization successful.

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Section B.12. Web Page: The committee shall be responsible for maintaining, and operating of the Web Page and Facebook page operated by the Marching Band Organization. This includes preparing and updating the Marching Band Student-Parent Handbook and disseminating information to all Band Booster Members.

Section C. Auxiliary Committees: Shall exist as supporting committees as needed for the organization to be successful.

Section C.1. Band Apparel: The committee shall be responsible for ordering and selling CV Band logo merchandise.

Section C.2. Promotional Merchandise: The committee shall be responsible for the creating, making and selling of buttons, decals and/or magnets.

Section C.3. Equipment Truck/Pit: The committee shall be responsible for maintaining Band Booster equipment trucks, trailers, and the safe transportation, including the loading and unloading of all band equipment, at all authorized band activities.

Section C.4. Nominating Committee: The committee shall be responsible for contacting the general membership for eligible candidates for the annual election.

Section C.5. Photography: The committee shall be responsible for recording still and video images of the marching band and the Band Booster Organization for all band sponsored events.

Section C.6. Sign and Bench Covers: The committee shall be responsible for the safe transportation of and caring for the band sign and bench covers used at all marching band events.

Article 5 Dues

Section A. There shall be no dues.

Article 6 Non- Discrimination

Section A. The Board declares it to be the policy of the boosters to provide an equal opportunity for all children/adults to achieve their maximum potential through the programs offered in the booster's organization regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

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Article 7 Quorums

Section A. A quorum at a regular meeting shall be a majority of the Executive Board plus eight (8) non-Executive Board members.

Section B. A quorum at the Executive board meeting shall be a majority of that Board not including the advisory members.

Article 8 Elections

Section A. A nominating committee shall be appointed by the Executive Board at the March meeting. Such committee will report a slate of officers at the April meeting after which nominations may be made from the floor. The nominating committee can propose a slate of multiple candidates to run for Executive Board positions.

Section B. Officers shall be elected at the April meeting and will assume their duties at the first Executive Board meeting in May with a transition month of the previous board. No one person may hold the same elected office for more than two terms; unless there is not more than one candidate proposed by the nomination committee or by the floor for that office. Only one parent per family may hold an elected office at the same time.

Section C. A majority vote, of the eligible-voting members, for each slate of candidates for office will be declared the elected officer.

Section D. A majority of the eligible voting members present shall constitute an election.

Section E. In the case of a tie for an Executive Office position, the current Executive Board must abstain from voting on the office with a tie on the round of voting.

Article 9 Conflict of Interest

Section A. No Board member can be employed by the Cumberland Valley School district in a full-time or part-time capacity.

Section B. In the event of a potential organizational conflict, the potential conflict shall be reviewed by the President or designee to determine whether it is likely that the Boosters would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

The organizational relationship shall be disclosed as part of any notices to potential contractors;

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Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;

A competitive bid, quote or other basis of valuation is considered; and

The Board has determined that contracting with the related organization is in the best interests of the program involved.

Article 10 Authority

Section A. The rules contained in [*Robert's Rules of Order, Revised*](#) shall govern unless they conflict with the rules of the organization.

Article 11 Amendments

Section A. The Constitution and By-Laws may be amended by a majority vote of the eligible voting membership present at any regular meeting. The amendments must have been presented in writing at the regular meeting of the prior month.

Article 12 Budget

Section A. A budget for fall season will be presented at the general booster meeting in March. A budget for indoor season will be presented at the general booster meeting in October.

Section B. A formal budget review can be called for by the Executive Board. Adjustments to the budget as a result of the review will be presented at the next regular general membership meeting.

Section C. Individual line item adjustments to budgeted expenditures can be approved by the Executive Board throughout the year.

Section D. No Committee Member, Band Booster Member, or staff can spend over \$100.00 on a non-budgeted line item without the approval of the committee chairperson or the President. Purchases over \$500.00 on a non-budgeted line item must be approved by the Executive Board. Purchases over \$1,000.00 and not covered by a budget line item must be approved by the Executive Board and General Membership.

Article 13 Dismissal

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Section A. See Robert's Rules of Order, Revised, Part I Article XI para 63.

Article 14 Dissolution

Section A. In the event of the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all debts and liabilities of the organization, dispose of all the assets of the organization to the High School Music Department Activity Fund.

Adopted 02/08/83

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