

## **Hempfield Band Booster Club Organizational Guidelines**

### **Name:**

The name of this organization shall be “The Hempfield Band Booster Club.”

### **Purpose:**

The purpose of the Hempfield Band Booster Club shall be to serve as a resource and support group for the Hempfield High School Band Program. Specifically, the Booster Club will provide time, talent, and financial resources to the Band for events, materials, and services in addition to those provided by the Hempfield School District.

### **Membership**

Membership in the Hempfield Band Booster Club includes parents of all indoor and outdoor band activities, including but not limited to: Concert Bands, Marching Knights, Jazz Ensembles, Indoor (Percussion and Color Guard), and Chamber Ensembles. Other members include alumni and members of the greater Hempfield community who wish to contribute their personal energy to the achievement of the Purpose described above.

### **Organizational Structure**

The organizational framework for the Hempfield Band Booster Club shall be comprised of:

- Executive Officers (President, Vice Presidents (3), Secretary, & Treasurer)
- Committee Chairpersons (one for each committee)
- Standing Committees (including, but not limited to: Chaperones, Equipment Crew, Merchandise, Sewing, and Special Events)
- Festival Committees (including but not be limited to: Advertising, Awards, Candy Grams, Clean-Up, Concessions, Greeters, Hospitality, Program, Parking, Set-Up, and Tickets) Festival Committees and their Chairpersons will function for all outdoor and indoor festivals sponsored by the Booster Club.
- Fundraising Committees (as needed).

### **Director’s Role and Responsibilities**

The Director of Bands serves as an advisor to the Hempfield Band Booster Club. The responsibilities of the Director of Bands shall include:

- Assisting with the establishment of yearly Club goals
- Presenting a “Director’s Report” at each regular meeting
- Attending Officers’ meetings
- Serving as a liaison between the Hempfield Band Booster Club and Band Staff
- Communicating with Hempfield School District Administration
- Collection of specific student information as required.

When necessary, members of the Band Staff may be requested by the Club to present a report to the Officers or the General Membership.

## **Decision-Making**

Decision-making by the Hempfield Band Booster Club rests in the hands of the Officers, the Committee Chairpersons, the Committees, and the General Membership. Decisions shall be made in accordance with Robert's Rules of Order, with a simple majority of the members present needed to reach a decision. All decisions shall be made in the best interests of the members of the Hempfield High School Band Program, and with respect for the educational principles of the Hempfield School District. Consideration shall be given to other Musical Organizations (Chorus and Orchestra) when decisions are made regarding the Band Program.

## **Fundraising**

Fundraising shall be conducted to support the Yearly Goals and Yearly Budget of the Hempfield Band Booster Club and shall be coordinated with other fundraising projects in Hempfield High School. Typically, fundraising should stem from parental rather than student effort, which reflects the Purpose of the Hempfield Band Booster Club. Fundraising projects should be undertaken with respect for the greater Hempfield Community, while stressing community-centered activities from which residents may benefit.

## **Financial Support**

When it is established as a yearly goal, the Hempfield Band Booster Club may provide financial support to the Band Program. This financial support is not intended to replace the responsibility of the Hempfield School District. Rather, this financial support is intended to enhance the existing financial responsibility of the Hempfield School District. Financial contributions to the Hempfield School District require Booster Club approval.

## **Purchase of Materials and Services**

When materials are purchased by the Hempfield Band Booster Club for student use the ownership of these materials is immediately turned over to the Hempfield School District. When the services of one or more individuals are provided through the resources of the Hempfield Band Booster Club, these services will be provided in an educational, professional, and ethical manner, which coincides with employment practices of the Hempfield School District. Purchased services will also be subject to administrative review by the Hempfield School District. Purchases of materials and services may be approved by the majority vote of the Officers during the course of the fiscal year; the annual total not to exceed five percent (5%) of the approved budget total. Purchases exceeding this limit are to be presented in the form of a motion at a meeting of the Club and require a two-thirds vote of the majority of members attending.

## **Yearly Goals and Budget**

The Officers, in conjunction with the Band Director, will develop Yearly Goals and an accompanying Yearly Budget. The Yearly Goals and Budget shall be discussed and approved by the General Membership. Committee chairs are responsible to maintain their budgeted amount of money as outlined in the yearly budget. All Chairpersons must obtain permission from their respective Vice President to exceed their budget. The Vice President will consult with the Booster Club Officers, as needed, to approve expenses over budget.

## **Regular Meetings**

General membership meetings of the Hempfield Band Booster Club will be held, at minimum, 8 months of the year (March meeting required for voting of elected officers for the following season). Meetings are held at 7:00 p.m. at Hempfield High School. When appropriate or due to State regulations, Booster meetings may be held using virtual meeting options. Dates for these meetings will be established by the Officers and distributed to the membership at the Orientation Meeting in May or early June. When a matter of procedure is in question, Robert's Rules of Order shall be applied. A **Special General Membership Meeting** may be called by the President provided that all members are notified at least one week prior to the Special Meeting.

## **Orientation Meeting**

An Orientation Meeting for all members will be held in May or early June each year.

## **Committee Meetings**

Meetings of the individual Committees shall be convened at appropriate intervals by the Committee Chairpersons.

## **Officers' Meetings**

Officers' meetings shall be held within a two-week period preceding the regularly scheduled General Membership Meetings.

## **Officers' Duties**

**President** >The President shall:

1. Preside over Officers and General Membership meetings.
2. Oversee the duties of all other Officers.
3. Coordinate Festival Committees.
4. Develop (with the Director of Bands) Yearly Club Goals.
5. The President or Treasurer shall be authorized to sign checks of the Club.
6. Serve as an ex-Officio member of all committees.
7. Orient, with the Director, new Officers and Committee Chairpersons
8. Establish and chair a Nominating Committee to secure Officers for the coming year.

**Vice President of Festivals** > The Vice President of Festivals shall:

1. Plan and organize the annual festival events the Hempfield Bands host.
2. Coordinate the responsibilities of each Festival Committee.
3. Assist the President and Director in New Committee Chairperson Orientation.
4. Assist the President in any other way necessary.

**Vice President of Student Affairs** > The Vice President of Festivals shall:

1. Preside over Officers and General Membership meetings in the President's absence.
2. Plan and coordinate band student events throughout the year
3. Coordinate the responsibilities of each Student Affairs Committee.
4. Assist the President and Director in New Committee Chairperson Orientation.
5. Assist the President in any other way necessary.

**Vice President of Fundraising** > The Vice President of Fundraising shall:

1. Assist the President and Director in New Committee Chairperson Orientation.
2. Assist the President in any other way necessary.
3. Present all fundraising ideas, pricing, and potential income to the Officers for approval.
4. Recommend and coordinate all chairpersons for fundraisers.
5. Report annually on total fundraising amounts for each program funded by Hempfield Band Booster Club:

**Secretary** > The Secretary shall:

1. Record minutes from the Officers and General Membership meetings.
2. Present these minutes to the Officers and General Membership for approval.
3. Produce Club correspondence when necessary.
4. Take attendance at Officers' and General Membership meetings
5. Coordinate the connection of mentor parents with new parents during the parent orientation meeting and as needed.

**Treasurer** > The Treasurer shall:

1. Maintain all financial records of the Hempfield Band Booster Club
2. Develop, with the Officers and Band Director, a Yearly Budget which reflects the financial needs of the Yearly Goals.
3. Maintain bank accounts for the Hempfield Band Booster Club.
4. Collect all Booster Club monies and pay all Booster Club bills.
5. The President, and Treasurer shall be authorized to sign checks of the Club.
6. Submit all financial records for an annual independent review.
7. Maintain accurate records of all general fund and student account fundraised monies and provide a report for each meeting of the Executive Board and General Membership

### **Nomination and Election of Officers**

Officers shall be elected at the March meeting. The Nominating Committee will bring forward its list of nominees then the floor will be open to other nominations. When nominations are closed, a simple majority of the members present will determine the successful candidate for each office. Each officer's term shall be one year. Any member may only serve as President for a maximum of two consecutive terms. All officers must have a student member in the high school band program.

### **Committee Selection**

Members may volunteer for any committee to which they can develop their energies. The number of members per committee is limited only to the number of volunteers for that committee. Committees will be formed at the March meeting for the following year. There is no limit to the number of years a person may serve on any given committee.

### **Selection of Committee Chairpersons**

Committee Chairpersons shall be selected by the Officers, in discussion with the Band Director, following the March meeting. Individuals may indicate their willingness to chair a committee when they volunteer for Committee service at the March meeting. All Committee Chairpersons should be selected by May 15.

### **Chaperones**

Volunteers that escort students to various events (competitions, games etc.), must comply with a mandatory background check for criminal history and child abuse:

- State Police Criminal History Record (Act 34)
- Department of Public Welfare Child Abuse Report (Act 151)
- FBI Criminal Background Check (Act 114)
- Arrest/Conviction Report (Act 24 of 2011; Act 82 of 2012)

NO volunteer may begin to serve in this capacity until sufficient documentation is provided to the Band Director and Band Booster President. The costs incurred by this background check will be reimbursed by the Club upon presentation of the receipts. An annual confirmation of clearance status will be filed with the President.

### **Change in Guidelines**

Changes to these Guidelines can be affected by a motion from the Officers, or the floor. The Guidelines can be amended at any regular meeting of the Club by a two-thirds vote, provided the amendment was submitted in writing at the previous meeting. No amendment to these Guidelines shall be permitted without at least equal notice and a two-thirds vote.

### **Dissolution Statement**

Upon the dissolution of The Hempfield Band Booster Club, the officers shall, after paying or making provisions for the payment of all of the liabilities of The Hempfield Band Booster Club, dispose of all assets of The Hempfield Band Booster Club in such a manner, or to such organization(s), organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501( c )(3) of the Internal Revenue code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the officers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

By-laws Revised and approved at August 10<sup>th</sup> 2021 Monthly Booster Mtg.

By-laws revised and approved at February 13th, 2023 Monthly Booster Mtg.