

Poquessing Middle School Music Boosters By-Laws

Article I: Duties of Officers

Section 1: The President(s) shall preside at Membership and Executive Board Meetings and appoint all Committee Chairpersons. All Committee Chairpersons shall be appointed by the President after discussion with the Executive Board. The President is an ex-officio a member of all committees.

Section 2: The Vice President(s) shall assume all the duties of the President(s) in his/her absence and any duties assigned by the President(s) or Executive Board. He/she shall oversee all fund-raising activities sanctioned by the organization.

Section 3: The Secretary/Secretaries shall keep all records of all meetings. The Secretary/Secretaries shall keep a copy of the Constitution, By-Laws and Rules of Order; shall provide a copy of all minutes to each Executive Board officer, to the Directors of the Poquessing Music Department, and to the general membership. The Secretary shall maintain a list of email addresses for instrumental/choral members to use for general membership notifications via email, as necessary.

Section 4: The Treasurer(s) shall receive all funds due the organization, deposit same with a federally insured bank and make disbursements directed by the organization. He/she shall keep a full and correct amount of all money received organization and shall retain the corporate seal. The Treasurer(s) shall submit a financial statement of the organization for audit to a committee appointed by the President(s). All financial records should be submitted for audit no later than July 1st of each year and such audit to be completed by August 1st of the same year. The Treasurer will not Chair any fundraising activities. The Treasurer will assure that no checks shall be disbursed without two valid signatures affixed to them. Authorized signatures may be those of the President(s), Vice-President(s) and Treasurer whose names appear on the bank signature card.

All monies distributed by the Treasurer shall only be disbursed with proper accompanied papers – i.e. invoice, quote or advertisement of item to be purchased identifying the item/s, date, amount, name of vendor and purpose for purchase. The Treasurer will present a copy of the Income Tax forms, which were filed to the Executive Board as soon as possible and no later than the November meeting.

Section 5: The officers of the Executive Board of the Poquessing Middle School Music Boosters shall work closely with the Directors of the Poquessing Music Department in the spirit of cooperation to assure that the best interests of the students are met.

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Article II: Executive Board

Section 1: The Executive Board shall be composed of the five (5) officers of the organization, the immediate Past President of the organization or one additional supporting board member and the Directors of the Poquessing Music Department

Section 2: The Executive Board shall have general supervision of the affairs of the organization and shall make recommendations to the organization, shall be subject to the organization and take appropriate action in emergencies.

Section 3: Elected officers and chairpersons will be allowed to hold the same office for two (2) consecutive years with no vote needed to be re-elected as long as he/she desires to remain for subsequent terms and he/she is still a member in good standing. In the event that there is no nominee for any elected position after the second year, an exception will be made to allow an individual to hold the position again. The role of Treasurer cannot be filled by the same individual for more than two consecutive years. An individual may resume the role of treasurer after at least one year of not holding the position.

Section 4: Time and place of each meeting shall be fixed by the Executive Board.

Section 5: A majority of voting members shall constitute a quorum.

Section 6: Only the officers of the organization, the immediate Past President or supporting board member and the directors of the Poquessing Music Department shall have voting rights in every case. General members shall only have voting rights in general elections and on any changes to the governing documents of the organization.

Article III: Elections

Section 1: Nominations may be made from the floor at the general membership meeting in April or May. All nominees must be members in good standing with the organization and have participated in a volunteer capacity in Poquessing Music Department functions. All nominees must have a student in the Poquessing Music Program during the term of service, with the exception of Past President.

Once elected to the Executive Board, officers must be present for at least a portion of, if not all, of every meeting within a term and participate in the majority of board functions (i.e.-Back to Music, concerts, musical).

Section 2: Officers are to be elected by ballot at the May or June meeting or, if a single slate is presented, the Secretary is to cast one ballot.

Section 3: Elected officers shall be elected for an initial term of one (1) year and will be installed at the June meeting, but official duties will not be assumed until July 1st, to allow booster activities to be completed.

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Section 4: If any elected officer's post becomes vacant mid-term it shall be filled by an appointment from the Executive Board to fill the unexpired term. The qualifications outlined in Article III above will be used to determine who is eligible for this appointment.

If the position of President becomes vacant mid-term the Vice President shall fill that position and his/her position shall be filled by an appointment from the Executive Board.

Article IV

Section 1: Should circumstances arise where the Instrumental Music Director feels that the Neshaminy High School Instrumental Music Boosters Executive Board and/or the general membership is not fulfilling the stated purpose of supporting the director and the Instrumental Music Program, the director may, in extreme circumstances, move to disband the organization. The director will first review the circumstances with the building principal. At the principal's discretion, he/she will meet with members of the Executive Board to review any concerns that they or the organization may have. Should the principal agree with the director that the circumstances warrant the disbanding of the organization, the superintendent or his/her designee will review the request. After a full review by the administration, if both administrators and the director are in agreement, the officers of the Instrumental Music Booster organization shall be dismissed, and the organization will be disbanded as a functioning entity.

Section 2: If the Poquessing Middle School Music Boosters shall at any time disband, any monies in the treasury shall be placed in trust with the Neshaminy School District for the expressed purpose of the support of the Poquessing Music Department.

Section 3: Future reinstatement of the organization will be at the discretion of the Instrumental Music Director. Reinstatement will be executed through the election of new officers. This would be accomplished by the forming of a nominating committee chaired by the Instrumental Music Director and to include five parents of students in the current Instrumental Music Program. The slate of nominees will be presented to the parents of the members of the program for a vote to confirm / select the officers.

Article V

Section 1: No expenditure which adds to the physical properties of the school shall be authorized until first approved by the School District.

Section 2: Any instrument, equipment or other items purchased by the Booster organization become the property of the Neshaminy School District and will be registered as such.

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Article VI: Committees

Section 1: The Standing Musical Committees shall be:

- Ticket Sales
- Kiss the Cast
- Flowers/Balloons
- Decorating
- Program Ads/Patron Ads
- Concession Stand
- Publicity

The Standing Music Booster Committees shall be:

- Finance
- Music Adjudication Trip
- Fundraising

Committees will be headed by the membership at large and not the Executive Board members but will report to the Executive Board. It is recommended that each Committee have a Chairperson and a Co-Chairperson. The purpose of the Co-Chairperson is to gain experience and insight into the workings of the Committee for future endeavors.

Section 2: The President(s) shall appoint other committees as he/she shall deem necessary.

Article VII: Finance

Section 1: The Finance Committee shall consist of the Directors of the Poquessing Music Department, the President(s), the Vice President(s), the Treasurer(s), and the Secretary(s). They shall be responsible for making recommendations to the organization regarding changes to the budget during the budget year.

Section 2: The Finance Committee shall present the proposed budget to be acted upon by the membership at the organization's first general meeting of each school year.

Section 3: The Finance Committee may approve non-budgeted expenditures up to two thousand dollars (\$2,000.00) cumulative per fiscal year.

Section 4: Any obligation of expenditure not budgeted, of the organization's assets in excess of one thousand five hundred dollars (\$1,500.00), requires the prior approval of the membership.

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Section 5: All funds of the organization shall be deposited in a local federally insured banking institution designated by the Executive Board.

Section 6: All disbursements of funds of the organization shall be made by checks signed by any two (2) of the following: President(s), Vice President(s), or Treasurer, whose names appear on the bank signature card at the federally insured banking institution of the organization.

Section 7: The President(s), or his/her designee in case of emergency, may authorize non-budgeted expenditures not to exceed five hundred dollars (\$500.00).

Section 8: Time permitting, all disbursements, regardless of amount, will be presented to the Booster organization for approval. All disbursements will be detailed on the monthly treasurer's report for review by the organization membership.

Section 9: Scholarships

The Poquessing Middle School Music Scholarship is a one-year, non-renewable award for up to \$150.00 to be used towards private music lessons, a music camp, Neshaminy Summer Music Program, music books, supplies, instruments, and/or any instructional materials/equipment. There will be four scholarships and one or more private scholarships (if available) awarded for up to \$150 to deserving music students. Recipients of the scholarships are chosen by the Poquessing Middle School Music Directors.

The award shall be paid directly to the music instructor, camp or vendor of the recipients' choice. The Music Directors may provide a list of qualified teachers to scholarship recipients as requested. This list may not include the Poquessing Middle School Music Directors, their spouses, or their immediate relatives as instructors, who may indeed possess the qualifications of such instructor. It is the recipients' responsibility to provide to the Poquessing Music Boosters Treasurer the name and address of the private teacher or camp of his choosing so that a check for the appropriate amount may be written and authorized directly to such entity.

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Revision History

Revision Date	Description of Change
October 3, 2011	Original Bylaw version
April 18, 2014	<p>Revised to include:</p> <ul style="list-style-type: none"> • Ability to have more than one person in the President/Vice President/Secretary/Treasurer. • Clarified that “All nominees must be members in good standing with the organization and have participated in a volunteer capacity in Poquessing Music Department functions.”
August 27, 2018	<p>Revised to include:</p> <ul style="list-style-type: none"> • Headers and Footers • President is a member of all committees. • The role of Treasurer cannot be filled by the same individual for more than two consecutive years. An individual may resume the role of treasurer after at least one year of not holding the position. • Article III Section 1 – Added April or May and that all nominees must have a student in the program during the term of service, with the exception of Past President. Section 2 Added May or June or, if a single slate is presented, the Secretary is to cast one ballot. • Section 4 – Corrected to apply to any elected officer’s post. • Added Article IV Section 1 and Section 3 • Article VI Section 1: Addition of Standing Music Booster Committee for Finance, Fundraising and Music Adjudication Trip • Added that it is recommended that each Committee have a Chairperson and a Co-Chairperson. The purpose of the Co-Chairperson is to gain experience and insight into the workings of the Committee for future endeavors. • Article VII: Updated amounts in Section 3, 4, and 7 • Section 8: Added All disbursements will be detailed on the monthly treasurer’s report for review by the organization membership.

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