

# Constitution of the Lancaster Band Boosters

## Article I **NAME**

The name of the organization shall be Lancaster Band Boosters.

## Article II **PURPOSE**

1. To promote the Lancaster Central School District through the Lancaster Marching Band and Lancaster Winter guard in and out of the community.
2. To host and/or assist in functions and events involving the Marching Band, Winter guard.
3. To raise money for the support of the Marching Band/Winter guard.
4. To support and assist the Marching Band, Winter guard Director and staff.
5. To otherwise help in any way to maintain and/or improve the well-being of the Marching Band, Winter guard.

## Article III **MEMBERSHIP**

1. Membership in the organization shall be open to:
  - A. Any parent or guardian of a student in the Marching Band.
  - B. Any interested member of the community who is at least four years out of high school.
2. Any person who is eligible for membership is welcome to attend any general or special meetings of the organization.
3. Membership becomes effective after attendance of a total of 3 events and/or meetings.
4. Membership entitles bearer to:
  - A. Voting privileges
  - B. Right to hold elective office or appointment
  - C. Right to attend all meetings of the organization or committees.
  - D. All rights stated by these by-laws.

# Constitution of the Lancaster Band Boosters

## Article IV

### GENERAL & SPECIAL GENERAL MEETINGS

1. At the discretion of the officers, the scheduled time of the general meetings will be at 6:30 pm. Meeting dates (August, September, October, November, February, March, April, and May) will be published on the Lancaster Central School District Calendar. Changes to the stated meetings may be made at a general or officers meeting. Members will be notified.
2. At a general or special meetings of the organization, any resolution may be passed by most of the members in attendance.
3. The parliamentary rules as stated in "Roberts Rules of Order" shall govern organizational meetings.

## Article V

### OFFICERS

1. All members of the organization are eligible to run for any office. Officers shall be elected for one year at the May general meeting. The officers shall take office immediately following the July 4<sup>th</sup> parade.
2. All officers will transfer to their successors all books, papers, and other property of the Band Boosters in their possession by July 5<sup>th</sup>.
3. The elected officers will serve as the official parent chaperones for the annual trip.
4. A vacancy in any office shall be filled for the unexpired term by appointment by the remaining officers and shall be approved by the general membership at the next general meeting.
5. The following shall be the officers of the organization and shall serve on the officers committee:

#### A. Co-Presidents

Elected by general membership, the co-presidents shall be the chief executive officers of this organization and shall preside at all general and officer meetings. The co-presidents shall:

- i. Exercise general supervision of the affairs and activities of the organization.
- ii. Serve as members' ex-officio of all committees.
- iii. Represent the organization to the Marching Band staff, school authorities and the general public.
- iv. Be authorized to sign contracts with outside parties on behalf of the organization.
- v. Do all things necessary for the fulfillment of the general responsibilities of the office.

#### B. Vice President

Elected by the general membership, the vice-president shall

- i. Assume the duties of the co-presidents in case of their absence.
- ii. Chair the nominating committee
- iii. Otherwise assist the co-presidents.

# Constitution of the Lancaster Band Boosters

## C. Recording Secretary

Elected by the general membership, the recording secretary shall

- i. Assume the duties of the co-presidents in case of their absence.
- ii. Keep accurate records of all general and officers' meetings.
- iii. Keep a copy of the bylaws
- iv. Otherwise assist the co-presidents.

## D. Treasurer

Elected by the general membership, the treasurer, shall

- i. Receive, keep account of and deposit all monies of the organization.
- ii. Make disbursements as authorized
- iii. Report all receipts and disbursements at the monthly meetings.

## E. Corresponding Secretary

Elected by the general membership, the corresponding secretary shall

- i. Be responsible for the organization correspondence
- ii. Otherwise assist the co-presidents.

## Article VI COMMITTEES

The organization shall establish such committees as are needed to achieve its objectives.

### 1. Publicity & Historian Chairperson

Shall be appointed by the co-presidents and shall collect and maintain a record of events and activities of the Marching Band and Booster organization.

### 2. Pit Crew Chief

Shall be appointed by the co-presidents and shall be responsible for recruiting and training boosters to assist during competitions and practices of the Marching Band.

### 3. Meal Planner

Shall be appointed by the co-presidents and shall be responsible for preparing hosting pre-competition meals for members, staff, and volunteers of the Marching *Band/Winter guard*.

### 4. Uniform

Shall be appointed by the co-presidents and shall be responsible for maintaining records of student uniform numbers, distributing uniforms and for the general maintenance and fitting of the uniforms.

## Article VII FINANCES

The organization is a non-profit organization:

1. The financial records are to be maintained by the treasurer.
2. All disbursement more than \$750.00 shall be approved in advance at general membership meetings.
3. Expenditures of amounts less than \$750.00 may be made upon approval of four elected

# Constitution of the Lancaster Band Boosters

officers.

4. All checks shall require two signatures. Signatures will be any of the following officers: co-president(s), treasurer or recording secretary.
5. Financial records shall be reviewed annually following executive meeting. Designation of the reviewer shall be made by the co-presidents.

## Article VII1

### **PASSAGE & AMENDMENTS OF BY-LAWS**

The by-laws of this constitution may be amended at any time by a 2/3 vote of the members present at a general meeting. Proposed amendment must be presented at a general meeting one month prior to being voted upon.

Revised: 11/01, 9/02, 9/03, 12/07, 9/09