

Constitution and By-laws
Of
East Noble Band Boosters

Approved
April 3, 1979
December, 2000
Revised:
April 3, 1983
May 1, 1990
March 4, 1997
April 12, 2018

Item I – NAME – MISSION STATEMENT

- a. The name of this organization shall be ‘THE EAST NOBLE BAND BOOSTERS INC.’”
- b. It is the mission of the East Noble Band Boosters Inc. to increase the public’s knowledge, and make known that music is a means by which our young people can express themselves. That music is a very important part of education and is a positive stabilizing force in our young musicians. That by encouraging participation and regular practice we will indirectly assist in disciplining our teenager’s time.

Item II – PURPOSE

The purpose of which this organization I formed are:

- a. To assist the East Noble School Corporation in promoting musical education for our sons or daughters.
- b. To aid in bringing the Bands of the East Noble School Corporation and the Directors in closer contact with the parents. To increase the community’s interest in the band and its activities that live within the East Noble School Corporation area.
- c. To assist the East Noble School Corporation and the Band Directors in maintaining and financing the school band and/or bands.
- d. To cooperate with the School Board of East Noble School Corporation, the East Noble School and the Superintendent of the schools.

Item III – MEMBERSHIP – VOTING MEMBERS – VOTING

- a. Membership in this organization shall not be limited. Anyone interested in the promotion, progress and development of the band and/or bands in the East Noble School Corporation is eligible for membership. General membership can participate in meetings and discussions; however, shall have no voting rights.

b. General voting

General voting for elections will be made available online two (2) weeks prior to the close of election. ONE (1) vote per family only. If any family votes more than one (1) time, ALL of their votes will be voided. The president is required to notify all parents, in writing by email, of the dates and rules of voting.

- c. Voting members for Ballot votes will be the parents and/or legal guardian with custody of current band members. There will only be one vote per **family** when ballot votes are taken. In the case of joint custody, the parties involved are to agree on who votes, only one vote per **family** will be accepted. Ballot votes will be used when it indirectly deals with financial matters, etc. (Examples, but not limited to)
1. When officers are voted into office;
 2. Trip destinations and decisions;
 3. Approving the budget.
- d. Issues and or decisions that are being made for the next band season shall be voted on by the parents or legal guardians of current band students in grades 7th – 11th. (Example, but not limited to: fundraisers, election of new officers, trip destinations and decisions, budgets, etc.)
- e. **In the event of a tie, each custodial family present at the meeting will be allowed one (1) vote per family.**

Item IV – OFFICERS

- a. There shall be a **minimum of nine** members of the Executive Board of this organization, namely President, Vice-President, Treasurer, Secretary, Student Band Account (SBA), **three Trustees, with a fourth** added as needed, and the Director of the Band Ex Officio.
- b. The Executive Board of this organization shall be elected annually by and from the voting members by a ballot vote. The officers shall consist of the following:
1. President
 2. Vice-President (President Elect)
 3. Secretary
 4. Treasurer
 5. Student Band Account
 6. **Three** Trustees, **a fourth may be added as needed.**
 7. Director of Bands (Ex Officio)
 8. Past President (Advisory Capacity) – no vote needed
- c. The Executive Board members shall be parents and/or legal guardians from current participating band members.

- d. The Executive Board members shall be nominated in January and February and elected in March to take office in May.
- e. Joint Board meeting of old and new board members shall be held after the votes are final prior to installation of new board members.
- f. There shall be a separate Board meeting of old and new members to deal only with the budget. This shall take place after the votes are final and prior to installation of new board members.

Item V – MEETINGS

Meetings of this organization shall be held on the first **Thursday** of each month at 7:00 p.m. The meeting will normally be held at the East Noble High School in the band room. The Executive Committee may elect to change the meeting time and date by giving due notice to the membership.

Item VI – PHYSICAL PROPERTIES

All physical properties and equipment contributed to or obtained by this organization shall become the organization's property subject to control by the Trustees. Rules and regulations governing the use and safekeeping of organization property shall be established and posted in an appropriate place by the Trustees. Arrangements for contributions of physical property and/or band equipment by this organization to the East Noble School Corporation shall be made by the organization's directors, subject to the approval of the general membership. The Trustees are to revise the inventory list every **November and May** and keep a current list of items added and or deleted each month for review at any regular membership meeting. Any and/or all purchased or donated property of the East Noble Band Boosters shall be stored at East Noble High School. No property of the East Noble Band Boosters may be used for personal use.

Item VII – AMENDMENTS

- a. The Constitution and/or By-laws may be amended by the voting members by a two-thirds vote of the members present at any regular meeting. The meeting must provide the proposed amendment and that the proposed amendment has been submitted in writing and read to the membership at two preceding regular meetings.
- b. By-laws and the Constitution shall be reviewed every four years and shall be read in the general meeting every May.

ARTICLE 1 – DUTIES OF OFFICERS

- A. President

1. The President shall preside at all membership meetings of this organization and of the Executive Committee. The President shall see that the Constitution and By-laws are enforced and also perform such other duties usually related to this office. The President shall maintain that this organization is run professionally and at all times as a business.
 2. All committee chair people are to be appointed by the President and shall be the parents and/or legal guardians of a current band member. The committee shall consist of at least three additional members who shall be the parent and/or legal guardian of a current band member. The committee chair person is also appointed to make sure that any and all money will only be handled by an adult, no current band students shall be allowed to collect or disburse of any funds of any kind no matter how small the amount may be. The only time a student band member should be allowed to collect or disburse funds is if it deals with a fundraiser going directly into their SBA accounts. It is also the committee chair person's responsibility to monitor the fundraiser to make sure no current band member shall be involved in any fundraiser or events sponsored by the East Nobles Band Boosters.
 3. The President makes the following standing committee appoints and, in addition any other appointments deemed advisable as soon after the election is possible. The following appoints will be from the parents or legal guardian of current band members:
 - A. Finance - Budget, will consist of Executive Board past and present
 - B. Auditing – will consist of Trustees
 - C. Projects – Ways & Means – any and all members are invited to attend
 - D. Chaperones – **any and all members are invited to attend**
 - E. Uniforms – **any and all members are invited to attend**
 - F. **Open nominations will be accepted verbally or in writing up to the time voting takes place.**
 - G. Spirit
- B. Vice-President (President Elect)
The Vice President shall assist the President in the administration of the organization's business. The Vice-President shall perform the duties and exercise the powers of the President during the absence or disability of the President.
- C. Secretary
The Secretary shall take and maintain minutes of all meetings of the membership and Executive Board of Directors. The Secretary shall conduct all correspondence of this organization, be the custodian of all minutes of the organization.
- D. Treasurer
The Treasurer shall be custodian of the funds of this organization and shall keep neat and accurate records of all receipts and disbursements. The Treasurer shall make a financial report to this organization at all regular meetings. The Treasurer shall deliver to the audit committee, no later than the **15th of May**, the year's books and reports for the annual audit. The checkbook shall be balanced as of **April 30th**. The Treasurer shall be

available to the committee in April **each year** to answer any questions that the committee may have. The Treasurer shall keep separate records and accounts from the SBA Treasurer and shall at no time use the SBA money to pay bills for regular business of this organization.

****Treasurer will keep track of and save all receipts of monies coming in and going out of the band account, including fundraiser order forms and reimbursements of items. At no time will money be distributed or reimbursed without an unaltered receipt, with detailed description of purchase.**

E. SBA Treasurer

1. The SBA Treasurer will help the Treasurer with the responsibilities when necessary. In the event the President has their spouse as Treasurer, the SBA Treasurer will sign the checks so that a husband and wife are not both signing a check. The SBA Treasurer will also sign checks in the absence of the President and/or Treasurer.
2. The SBA Treasurer will be responsible for the Student Band Accounts which will be separate from the regular Band Booster Accounts. At no time shall the funds in the regular Treasurer's account for the Band Boosters be used to pay for SBA items. These accounts shall remain separate at all times.
3. The SBA Treasurer shall keep a ledger of each individual student's deposits and disbursements.

****At no time will money be removed from a student's SBA account without the parent/student knowledge or permission, with the exception of band dues, which are contracted to be removed on a designated schedule and only in the amount due.**

4. The SBA Treasurer should report the status of the accounts to the Executive Board of the Band Boosters upon request.
5. The SBA Treasurer shall be responsible for answering questions concerning the status of individual accounts.
6. Any delinquencies should be listed and turned into the Directors on the following schedule: **On a monthly basis, approximately one week prior to the regular monthly meeting.**
7. The SBA Treasurer shall be responsible for a year-end report to the membership in **May 15th of each year**. The SBA Treasurer will deliver **same** to the audit committee, no later than the 15th of April. The SBA accounts shall be balanced as of **April 30th**. The SBA Treasurer shall be available to answer any questions the committee may have.

F. Directors

1. The Board of Directors, consisting of all officers, Trustees and the Band Director, shall manage the affairs of this organization. The meetings shall be announced whenever possible in the general meetings. It is the sole responsibility of the President to make sure that every Board member, officers, Trustees and the Band Directors are notified of any and all meetings. At no time will any decision be made by any individual concerning any affairs of the East Noble Band Boosters. There needs to be a 2/3-majority vote on any decision or vote made of the Board of Directors of the East Noble Band Boosters. These decisions will then be addressed at the next general meeting of regular membership.
2. All projects of the organization must first be adopted by a majority vote of the Board of Directors in a regular or special meeting before being presented to the general membership.

G. Trustees

1. The Trustees shall be responsible for the audit of the organization's financial records. The actual audit will be done by the Trustees **and the board**. The audit will **performed for the period ending April 30th**, using the **April** band statement. The Trustees are also responsible for inventory control of any and all physical property of this organization. The inventory list shall be updated each month and approved every March. The list should then be presented to the general meeting in May.

****A quarterly review will be conducted of all financial records.**

ARTICLE II – ELECTION OF OFFICERS

1. All officers shall be elected for a period of one year; excepting the Trustees, who shall be elected for periods of ~~one~~, **two**, two **year terms** and **one** three year **term**, respectively; the first year, one member being elected for a three-year term each year following to succeed the member vacated. **Additional trustees may be elected as needed for a one (1) year term.**
2. Vacancies during the year – the replacement applicants will be nominated by the **Boosters** and will be voted on by a ballot vote. This replacement will serve only until the regular annual elections. **Per voting rules set forth in section III**

Nominations will be taken starting in January and February, by written or verbal nominations, for the March elections. Nominations will be accepted until (2) weeks prior to the election. Once election begins, no new nominations will be accepted.

****If at any time a member of the board has been asked to resign, resign due to inquisition of actions, or actions were taken to remove them from the board, they shall not be permitted to be on the board in the future, excluding medical or personal leave.**

ARTICLE III – PARLIAMENTARY AUTHORITY

1. The rules pertaining to Robert’s Rules of Order Revised shall govern this organization in all cases in which they are not inconsistent with these By-laws.

ARTICLE IV – PRIVILEGES AND FINANCIAL RESPONSIBILITIES

Being a member of the East Noble Marching Band is not a requirement, it is a PRIVILEGE. In order to continue making the East Noble Marching Band a success and to keep it going for years to come each member is encouraged to participate in any and all fundraisers offered. The Executive Board and all members of the East Noble Band Boosters realize that this is an expensive organization to belong to and not all costs associated with being a member are covered by the East Noble School Corporation or by the East Noble Band Boosters. Some of the financial responsibility lies on the band member or his or her parents or legal guardian.

Items or materials not covered will be itemized and mailed directly to the parents and/or legal guardians of participating members with an acknowledgement to be signed by the parent or legal guardian to be returned to the Student Band Account Treasurer to be filed.

The fundraisers are there to assist the band members in absorbing some, if not all, of these costs. In the event that the band member does not utilize the fundraisers or is short of funds in the SBA, the parents and/or legal guardian will be responsible for the outstanding balance of the SBA. Every effort should be made to keep the SBA current at all times, if the outlined time schedule of payments cannot be met it is the parent or legal guardian’s responsibility to contact the SBA Treasurer to make payment arrangements. The Executive Board of the East Noble Band Boosters will have the authority to obtain the funds from the parents and/or legal guardians of any member whose account is delinquent. An account shall be considered delinquent if it is not current as of **any payment is not made within 30 days of its due date.**

In the event there is a truly needy band member, it is the responsibility of that member to present the Executive Board of Directors a request in writing for a grant from the East Noble Band Boosters. If the Executive Board agrees the request is true and genuine they shall have the power to approve the request for the grant with a 2/3-majority approval. However; the student **is required to** participate in any and all fundraisers. Only the outstanding amount will be given to the student in the form of a grant. **No SBA funds will be applied to trip(s) if students are not current in their financial obligations (i.e. SBA account, trip expenses, etc.)**

ARTICLE V – GENERAL RULES APPLYING TO THE ORGNIZATION

1. **Any and all checks written on any checking account of the organization shall require two signatures. The President, Vice President, Treasurer, and SBA**

Treasurer will be the only persons listed as signers on any checking accounts of the organization. The Trustees shall be responsible for the audit of the organization's financial records. All checks will be ordered having a dual signature line.

2. Any Debit Card purchase must have a pre-approval from the Treasurer and President through a purchase order. In the event a purchase order is not feasible, a receipt must be produced.
2. Any purchase in excess of \$150 made by East Noble Band Boosters Inc., other than those recurring expenditures required for the regular operation of the band program(s) (i.e. staffing costs, competition fees, etc.) shall be approved by the Board prior to being made.
3. Any individual purchasing items on behalf of the organization, and seeking reimbursement for same, shall have prior approval of the Board to make said purchase(s). In addition, when requesting reimbursement, shall provide to the Treasurer a breakdown of the items purchased (either by invoice, receipt, or otherwise), as well as proof of payment of said expense (canceled check, credit card receipt, etc.). In any circumstance, it is the responsibility of the parties to seek best pricing prior to purchasing any item.
4. Any credit balance remaining, after a student has either graduated or not been a member of the band program for at least three months, shall be transferred from the student's SBA account to the general fund account of the organization.
5. If a student is no longer in the band program, and has a credit balance remaining in their SBA account, they may transfer that credit balance to sibling. For said transfer to be made, written permission from the student's parent(s) must be given to the SBA Treasurer within 30 days of said student no longer being a member of the program.
6. For any fundraiser involving payments made to the East Noble Band Boosters Inc. by way of cash, all monies shall be placed into a locked bank bag at the end of each day on which payments are received. This shall be done with at least two (2) board members present, neither of which will have a key to said bag. The bag will then be unlocked either at the end of the day on which the payments were received or the following day or as soon thereafter as feasibly possible, in the presence the chairperson and at least one board members, one of which shall be the current Treasurer or his/her designee, and counted by both parties to verify the amount collected.
7. In the event a loan is required to pay off debt, a detailed explanation must be provided to the boosters in writing (email) and verbally (board meeting) prior to pursuing a loan to determine if other resources are available. The board/staff is charged with the responsibility to keep all costs and debt at a minimum.

Addendum to the East Noble Band Boosters By-laws
Voted into By-laws December 2, 2003

An SBA Student Scholarship form shall be available to all band students that need help with paying their SBA accounts. East Noble Band Booster officers will approve or disapprove the applications for SBA Scholarship money. **An application must be filed out and parents/student of receiving scholarship must participate in any and all fundraising opportunities. Failure to comply with the rules of the application could result in denial of any future scholarship funds.**