

Patuxent High School Band Boosters

By-Laws

Adopted: May 14, 2013

ARTICLE 1 – NAME

The name of the organization shall be the Patuxent High School Band Boosters (herein referred to as Band Boosters)

ARTICLE 2 – PURPOSE

The objectives of the Band Boosters are:

- To encourage and sustain an enthusiastic interest in the various Patuxent High School (herein referred to as PHS) band programs among band members, parents, the PHS student body, faculty and staff and members of the community; and
- To support the PHS Band Director, PHS administration and the Calvert County Board of Education to ensure that the band program is maintained to the highest degree of quality, efficiency and integrity; and
- To provide financial support to the band program through fund-raising efforts that meet the guidelines specified by the Band Director, PHS administration and the Calvert County Board of Education.

ARTICLE 3 – MEMBERSHIP

Membership in the Band Boosters shall be extended to:

- Parents and legal guardians of all PHS band students
- PHS staff and administration
- Other persons interested in promoting the objectives of the Band Boosters

Membership dues are not a requirement for participation in the Band Boosters.

ARTICLE 4 – MEETINGS

The general meetings of the Band Boosters shall be held on the first Monday of each month or as determined by the Executive Board.

Special meetings may be called by the President or the Band Director. Notice of the date, time, place and business to be transacted shall be given to the members at least five (5) days in advance. Only that business for which notice has been given shall be transacted at special meetings.

ARTICLE 5 – OFFICERS

The officers of the Band Boosters shall be President, Vice President, Secretary, Treasurer, and Historian.

The duties of each office shall be carried out by its respective officer as outlined below:

President - The President presides at meetings and events of the Band Boosters, facilitates the formation of committees and is an ex-officio member of all committees and activities. The President will work directly with the Band Director to facilitate communication to the general membership regarding all band related activities. The president will also serve as the head of the Executive Committee.

Vice President - The Vice President assumes all the duties of the President in their absence.

Secretary - The Secretary shall keep the records and minutes of all meetings. Minutes of the meeting are to be submitted to the Executive Committee within two weeks of every meeting. The Secretary shall also maintain a current copy of the by-laws and an updated membership list.

Treasurer - The Treasurer is responsible for tracking the income and expenditures of the band boosters. In addition, the Treasurer will coordinate with the PHS fiscal officer to ensure accuracy of all financial records. The treasurer will deposit funds within the guidelines of PHS and the Calvert County Board of Education. The Treasurer will provide a treasurer's report (accounting of all funds received and paid for by the band program) at each meeting of the Band Boosters. The Treasurer will communicate directly with the Band Director regarding all band dues and miscellaneous fees owed to the band by students. This information is not to be communicated with the general membership of the Band Boosters for privacy reasons.

Historian – Responsible for recording the history of the PHS Band and Band boosters. The historian will take photos at band events and fundraisers, and maintain a scrapbook consisting of photographs, news articles, programs, and other items tracking the activity of the PHS Bands. In addition, the historian will notify local news outlets (newspapers, community websites, etc.) of upcoming events.

ARTICLE 6 – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers (Article 5).

The Principal (or principal's designee) and Band director will be ex-officio members of the Executive Board.

The Executive Committee will appoint chairpersons to each standing committee.

The Executive Committee meetings shall occur once monthly in addition to the regular monthly meeting of the Band Boosters to review financial status, upcoming events and objectives of the next general meeting. Committee Chairs may be asked to attend as needed.

The Executive Committee shall have the power to act in an emergency on behalf of the membership between meetings of the Band Boosters

ARTICLE 7 – FINANCES

All financial business and transactions of the PHS Band Boosters will take place through the Financial Officer of Patuxent High School.

The treasurer will facilitate deposit of funds, as well as the completion of receipts for all incoming money.

ARTICLE 8 – COMMITTEES

The President of the Band Boosters reserves the right to appoint committees and chairpersons of committees to satisfy the needs of the PHS Band.

ARTICLE 9– BAND DIRECTOR

The Band Director will be the final decision maker regarding all matters pertaining to the band program and all efforts directly affecting the band program.

The Band Director may request the resignation of any member of the Executive Committee of the Band Boosters upon majority concurrence of the remaining Executive Committee members. The Band Director's vote will break any tie in the vote among the remaining Executive Committee members.

ARTICLE 10 – OFFICER ELECTIONS

Officers are to be elected at the general meeting in May each year. New officers will assume their duties at the general meeting in June.

Officers of the organization will be selected from the members of the PHS Band Boosters who have a son/daughter participating in the band the following school year.

The term of each officer is one year or until the selection of a successor. Officers may continue in their role if no other nomination is made or they may step down at the end of their year of service.

ARTICLE 11 – STANDING COMMITTEES

The following committees shall remain active at all times, headed by a chairperson and including at least two members of the general membership:

- 1. Chaperone** – The Chaperone Chairperson will organize a sufficient number of chaperones for all band events within the guidelines of PHS administration and the Calvert County Board of Education.
- 2. Uniforms** – The Uniform Chairperson will coordinate recording and issuing uniforms to students, coordinate uniform replacement, cleaning and collection of uniforms at the end of the year.
- 3. Merchandise** – Facilitates the sale and ordering of PHS Band apparel and accessories. The Merchandise committee will be responsible for the sale of merchandise at home football games and other appropriate band and/or school events.
- 4. Fundraising** - The Fundraising committee will be responsible for facilitating each fundraiser below, as well as exploring other fundraising options which will be acted

upon pending a majority vote by both the Executive Committee and General Membership.

- a. Roy Rogers nights
- b. Pancakes with Santa
- c. Poinsettia Fundraiser
- d. Mulch Sale
- e. **Policy and Procedures Regarding Sponsorships of the Patuxent High School Band Trailers:**

1. Purpose

- a. To establish minimum guidelines concerning sales of advertising space on the PHS Band trailers and to comply with Calvert County Public Schools (CCPS) policies.

2. References

- a. Policy Statement #1050 (Administration) of the Board of Education Regarding Advertising in Calvert County Public Schools
- b. Policy Statement # 2718 (Instruction) of the Board of Education Regarding Responsible and Appropriate Use of Computer Systems and Other Electronic Communication Media

3. Policy

- a. Reference (a) is the policy that governs all advertising in CCPS. In case of conflict, the requirements of Reference (a) shall take precedence over this document.
- b. Reference (b) is the policy that governs the PHS Band website. In case of conflict, the requirements of Reference (b) shall take precedence over this document.
- c. The PHS Band Boosters may choose to sell advertising space on the band trailers in order to raise funds to support band activities. The PHS Band Boosters are responsible for ensuring compliance with all requirements and that sales of advertising are of benefit to the band.

4. Trailer Advertisement Committee

- a. The PHS Band Boosters shall appoint a chairperson of the Trailer Advertisement Committee at the January Band Booster meeting each year, and may appoint committee members as necessary.
- b. The committee chair shall be responsible for organizing and coordinating all advertising efforts.
- c. The committee chair shall review CCPS policies after appointment and before beginning sales of any advertising to ensure compliance with current policy.
- d. The committee shall recommend a price structure at the February Band Booster meeting each year for approval.

5. Advertising Requirements

- a. The primary purpose of graphics on the PHS band trailers is to identify the band. In keeping with that; all new logos sold and placed on the trailer will be of an appropriate size to not overpower the band logo.
- b. All advertising placed on a PHS band trailer shall comply with appropriate content guidelines in Reference (a). In general, content shall be age appropriate for high school students and shall not depict or promote alcohol, tobacco, drugs, drug paraphernalia, weapons; or pornographic or illegal materials or activities.
- c. All advertising placed on a PHS band trailer shall comply with all applicable vehicle laws, regulations, and safety requirements.
- d. All advertising shall be reviewed by the PHS Band Boosters for content approval prior to any funds being spent to procure the advertisement.
- e. PHS band reserves the right to refuse a sponsorship if the content of the ad is deemed inappropriate.

6. Individual, Family, and Memorial Sponsorships

- a. An area on the trailer may be set aside for individual, family, and memorial sponsorships.
- b. Sponsorships shall only be used for individual, family, or memorial use. Advertisement of any product, business, or other entity shall not be allowed in this area.
- c. Sponsorships may be sold for one year. Parents will be given the opportunity to renew the sponsorship prior to sticker removal.
- d. Each sponsorship space shall consist of a 3" X 10" standard bumper sticker. Text shall be black, on a white background.
- e. Memorial sponsorships may include a religious symbol if requested, such as a cross, star, crescent, etc.

7. Corporate and Organizational Sponsorships

- a. The entire sides of the trailer will be set aside for corporate and organizational sponsorships.
- b. Sponsorships may be sold for one marching band season (August through July) and sponsors will be given the opportunity to renew their sponsorship prior to removal of the logo sticker.
- c. Each corporate or business sponsorship space shall consist of a xoxoxox sticker. Text shall be black, on a white background.

8. Website Advertising

9. Proceeds

- a. All funds raised from the sales of advertising shall be deposited directly to the PHS Band Booster Account.

The Chair of each standing committee will deliver an update on their activities at each general meeting of the Band Boosters.

The chairpersons of each committee will be selected by the Executive Committee. The term of each Chair is one year or until the selection of a successor. Chairs may continue in their role if no other nomination is made or they may step down at the end of their year of service.

Additional committees may be organized as needed by the President or by vote of general membership.

ARTICLE 12 – FINANCES

The Band Boosters are not a separate legal entity and as such, all funds raised go directly to the PHS administration for the band program. No separate accounts shall be opened or funded by the proceeds of Band Booster activities.

All funds raised by Band Booster activities shall go toward the support of the various PHS band programs. This will include, but is not limited to, expenses for travel, instruments and their maintenance, uniforms, additional marching band staff, band promotion and recruitment efforts and other needs as identified by the Band Director.

All funds received through Band Booster efforts will be recorded by the Treasurer and a receipt will be issued for all incoming funds. The Treasurer will deposit all funds as directed by the guidelines of PHS Administration and the Calvert County Board of Education.

Payments for all band related expenses must be requested by the Band Director and issued by PHS administration. The Band Boosters will be informed of all expenses although they have no authority over any such payments.

ARTICLE 13 – GENERAL

These Articles of the Patuxent High School Band Boosters By-Laws may be amended at any regular meeting of the Band Boosters by a two-thirds vote of the members present, provided notice was given at the previously scheduled meeting. These bylaws may be amended at a

special meeting (as defined in Article 4) as long as members have been notified of the meeting date and time, as well as the proposed changes at least 5 days in advance

The fiscal year for the PHS Band Boosters shall begin on July 1st of each year.