

CONSTITUTION

ARTICLE I

NAME

The name of the Organization shall be the "Manhattan Band Boosters".

ARTICLE II

The purpose of the Band Boosters shall be:

- A. To support, encourage and promote the band programs at School District #114 for the benefit of the students, the school, and the community.
- B. To instill pride, competition and strive for standards of personal excellence in and by School District #114 participants in their music endeavors.
- C. To encourage the involvement of the student body in its band programs.
- D. To work with the Band Director.
- E. To aid and assist the band in its music, programs, competitions. Under no circumstances should any member use the boosters program to further his/her personal gain, in any way or form.

ARTICLE III

Membership, Volunteering, Meetings

SECTION I

Membership

- A. All members shall be supportive of the Manhattan Band Program. To become a booster member there is a required yearly membership fee. The yearly fee will be determined each year by the current board. This fee can be fundraised for through our fall fundraiser, paid out right as a buy-out, or in any combination of such.
- B. It is NOT mandatory to become a booster member; NON-booster members will be charged individually for each event the boosters are sponsoring or funding. Fees will be determined on an event by event basis and will be higher than current member fees.

SECTION II Volunteering

- A. A volunteer deposit check of \$50.00 for beginning band and \$100.00 for concert and symphonic band students will be collected at the beginning of the year. The un-cashed check will be returned at the end of the year after all volunteer requirements are met.
- B. For 5th grade beginning band families the volunteer requirements are four (4) hours for Secret Santa for each band student.
- C. For concert and symphonic band student families; the requirements are four (4) hours for Secret Santa; four (4) hours for IGSMA (if boosters host) and any one (1) event held throughout the year for each band student.
- D. Sign-ups and information will be provided at the beginning of the school year or the first booster meeting.
- E. The Manhattan Band program is not successful without the help and support of the band student families.

SECTION III Meetings

- A. There shall be general meetings held during the school year. A calendar will be set in the beginning of each year with meeting dates.
- B. At all meetings, the president of the band boosters shall preside; if not present the vice-president or another board officer will preside.
- C. Special meetings may be called by the president or band director upon giving notice to all members a minimum of three calendar days before the meeting. These meetings may be necessary for unexpected expenditures/occurrences exceeding \$1500 that arise.
- D. The rules contained in ROBERTS RULES OF ORDER, REVISED, shall govern the group in all cases in which they do not conflict with the rules of the group.
- E. Every member attending the meeting has a vote. A majority vote of the members present is required to approve or pass any item voted upon by the membership. In the event of a tie vote, if the band director is making the request the president has the deciding vote; if the president is making the request the band director has the deciding vote.
- F. Capital expenditure requests may be made by any member of the band boosters.

ARTICLE IV

Officers, Duties

SECTION I

The Officers of this organization shall be President, Vice-President, Secretary, and Treasurer. All officers shall have a child in Beginning, Concert, or Symphonic Band.

SECTION II

President

The president shall preside at the meetings of the organization. President is responsible for creating the agenda for booster meetings with the input of the band director. He/She will meet with the band director on an as needed basis. The president is also responsible for overseeing that all events are successful. The president works with the treasurer and band director to establish a yearly budget to be voted on at the first booster meeting of each year. The president does not have a vote unless a tie breaker is needed.

SECTION III

Vice-President

In the absence of the president or in the event of his/her inability or refusal to act, the vice-president shall perform the duties of the president and when so acting shall have all the powers and authorities of the president.

SECTION IV

Secretary

The secretary shall keep the records and minutes of all meetings and attend to all correspondence. A copy of the minutes shall be made available to the booster members and posted on the band website.

SECTION V

Treasurer

The treasurer shall receive all receipts, make all disbursements, and keep an accurate record of each activity and total funds which shall be reported at each meeting. The treasurer shall deposit all funds with a local banking establishment following a fund raiser. All transactions over \$200.00 and not in the budget must be approved by the board. Two signatures- president or treasurer and/or band director will be required on all checks. If a check is made to one of the above, the other two officers must sign the check.

SECTION VI

The officers shall be elected at the May booster meeting and serve for a term of one (1) year. From the election to the end of the school year will be time to shadowing, if needed, for the new officer replacing them. Newly elected officers assume all responsibilities at the completion of the current school year.

ARTICLE V
COORDINATORS/ COMMITTEES

SECTION I
Secret Santa Coordinator

This position requires the overseeing of all Secret Santa responsibilities, works closely with the president and volunteer coordinator to get what ever assistance is needed. He/She will serve a one (1) year term. This position is exempt from all volunteer requirements.

SECTION II
Volunteer Coordinator

This position requires the overseeing of all band event staff and to coordinator volunteers for each event. The volunteer coordinator works closely with the president and band director. He/She will serve a one (1) year term. This position is exempt from all volunteer requirements.

SECTION III
Marketing/PR Coordinator

This position creates a monthly newsletter for the band. When possible to inform the community of the band's activities and accomplishments, parades, performances, current fund raisers, etc. This position works closely with the president and band director. He/She will serve a one (1) year term. This position still requires Secret Santa or IGSMVA volunteer hours. All other volunteer requirements are exempt.

SECTION IV
Uniform Coordinator

They will be in charge of handing out uniforms in the fall and handling the return of uniforms in the spring. He/She will serve a one (1) year term. There must be a board officer present at distribution and collection to document any flaws, rips, spots, tears etc. This position still requires Secret Santa or IGSMVA volunteer hours. All other volunteer requirements are exempt.

SECTION V
Fundraiser Coordinator

This position is responsible for coordinating, ordering, and distribution of product. This position works with the band director and volunteer coordinator. He/She will serve a one (1) year term. This position still requires Secret Santa or IGSMVA volunteer hours. All other volunteer requirements are exempt.

SECTION VI
Committees

For each coordinator position above a committee may be formed to assist the coordinator. Anyone serving on a committee will meet their one (1) event volunteer requirement.

ARTICLE VI

Uniforms

SECTION I

Band boosters will provide uniforms for concert and symphonic band students consisting of black pants, jacket, marching hat, sash, cape, hat box and garment bag. Plume for the parades will be distributed and collected at each parade. The member is required to supply band shirt, black knee high socks and black shoes. Band shirt and shoes will be available for purchase at the beginning of the year. These items will be worn as instructed for different events. The required items are a MUST!

SECTION II

The beginning band uniform consists of a band shirt, black pants, black socks and black shoes. Beginning Band students will be required to purchase a band shirt at the beginning of the year. The member is required to supply black pants, black knee high socks and black shoes. The required items are a MUST!

SECTION III

A \$15.00 fee will be required when uniforms are distributed. This fee will be used for the end of the year cleaning. A \$50.00 deposit check will be required for possible damage during the year. The un-cashed check will be returned at uniform collection as long as no damage is found. Any necessary cleanings during the school year will be member's responsibility.

SECTION IV

All uniform alterations CAN NOT be permanent including iron on hems, cutting of pants or jacket for any reason. Hems are not to be sewn with machine, only hand stitched loosely. NO tape of any kind can be used on the uniforms, including duct tape or packing tape. If safety pins are used they can not be visible to the outside of the uniform. Any non-compliance with the above will result in a forfeit of the uniform deposit.

ARTICLE VII

Amendment

The Constitution of the Band Boosters may be amended by a majority vote of the members present at any regular meeting; providing the proposed amendment(s) have been duly presented to the members at a regular meeting of the group.

ARTICLE VIII

Dissolution

In the event of the dissolution at any time of this organization, all the remaining assets of the Band Boosters, after payment of all debts and obligations, donations to LWC Band Boosters for Manhattan students thereof, shall become property of Manhattan School District #114 to be disposed of by the Band Director, under the direction of the School District #114 Board of Education.

Submitted by the Constitution Committee May 8, 1996

Approved May 8, 1996 by unanimous vote

Amendments submitted by the Manhattan Booster Board May 16, 2012

Approved May 16, 2012 by unanimous vote