

BYLAWS

CAMP HILL BAND BOOSTERS ASSOCIATION

Revision Adopted November 4, 1997

Changes Updated 10/9/09

ARTICLE 1

NAME AND PURPOSE OF ORGANIZATION

Sec. 1. The name of the organization shall be Camp Hill Band Boosters Association, hereinafter referred to in these Bylaws as “Association.”

Sec. 2. The purposes of the Association shall be to promote and encourage the instrumental music program at Camp Hill High School; to offer material and moral assistance to said instrumental music program; to promote fellowship among the membership of the Association; and to build and maintain an organization of adults which will help promote the general activities of the Camp Hill instrumental music program.

ARTICLE II

MEMBERSHIP

Sec. 1. All parents and guardians of 7th and 8th grade and senior high students in the instrumental music program which includes: concert/marching band, pit orchestra, jazz band, indoor guard, and holiday cheer band shall be classified as Participating Members of the Association.

Sec. 2. All members shall be classified as Associate Members.

Sec. 3. Only Participating Members may vote or hold office.

ARTICLE III

FEES AND DUES

Sec. 1. No fees or dues shall be charged for membership in the Association.

ARTICLE IV

MEETINGS

Sec. 1. General meetings of the Association shall be held at the discretion of the executive committee. At least three (3) meetings shall be held during the school year.

Sec. 2. Executive Board Meetings of the Camp Hill Band Boosters Association will be held as deemed necessary.

Sec. 3. Special meetings may be called by a majority vote of the membership at any general meeting or by the president, or in his/her absence, by the first vice president.

Sec. 4. A scheduled meeting of the Association may be rescheduled or canceled by the president or a consensus of the Executive Committee.

Sec. 5. The general meetings of the Association may be held in the Camp Hill High School Band Room.

ARTICLE V

ELECTION OF OFFICERS

Sec. 1. The elected officers of the Association shall be president(s), first vice president, second vice president, third vice president, treasurer, assistant treasurer, and secretary. These positions may be shared and will be referred to as “co-president, co-vice president, etc.)

Sec. 2. The officers shall be elected for a one-year term. The officers shall have been nominated in accordance with nominating committee procedures pursuant to Article VIII, Sec. 2 of these Bylaws. Terms of office begin on June 1st and end on May 31st.

Sec. 3. Any vacancy in office shall be filled by appointment of the executive committee within 30 days of the announcement of this vacancy.

Sec. 4. An officer of the Association is eligible for re-election to any office if meeting the requirements of Participating Membership pursuant to Article II of these Bylaws.

ARTICLE VI

OFFICERS AND DUTIES

Sec. 1. The president shall preside at all meetings of the Association and shall serve as chairperson of the executive committee. The president shall appoint all committees, appoint an executive committee member to serve on all committees, and shall have general supervision of activities and work of this Association.

Sec. 2. The first vice president shall, in the absence of the president, preside at general and executive committee meetings; be responsible for membership; and represent the interest of the Senior High Band.

Sec. 3. The second vice president shall represent the interest of the color guard and assume other duties as assigned by the president.

Sec. 4. The third vice president shall represent the interest of the 7th and 8th grade band and assume other duties as assigned by the president.

Sec. 5. The treasurer shall prepare a budget for presentation to the executive committee within 30 days after election and to the general membership at the first general meeting; receive and disburse, with approval of the Association membership and/or executive committee pursuant to Article VII and VIII all Association funds; keep an accurate account of all funds received and disbursed; and shall present a financial report to the membership at each general meeting and to the executive committee upon request. Furthermore, the treasurer shall present an accurate accounting of all Association transactions and undistributed funds at the conclusion of the term of office (Article V, Sec. 2). The treasurer's final accounting shall be audited by a Participating Member selected by the executive committee. Said audit shall be accomplished within thirty (30) days after election or appointment of a new treasurer or 30 days after the end of the fiscal year and become part of the permanent record.

Sec. 6. The secretary shall have custody of the Bylaws and all other records and documents of the Association. The Secretary shall keep an accurate written record of all regularly scheduled meetings and those of the executive committee, and shall give a report to the membership at each general meeting. The secretary shall also be responsible for membership

mailings and correspondence of all Association business transacted during the term of office to the successor.

Sec. 7. The following committee chairpersons are appointed by the president: Ways and Means to include but not limited to the following events: holiday raffle, pizza/snack sale, fudge sale, jazz festival, transportation (to include chaperones and truck), uniforms, and publicity.

Sec. 8. The officers of this Association shall serve without compensation.

ARTICLE VII

FINANCIAL MANAGEMENT

Sec. 1. The fiscal year of the Association shall be July 1 to June 30.

Sec. 2. Persons authorized to expend funds may be any two of the following officers: treasurer, president, first vice president, assistant treasurer. The treasurer cannot reimburse themselves for expenditures.

Sec. 3. In the absence of the treasurer, the president, first vice president, and/or the assistant treasurer shall serve as acting treasurer.

Sec. 4. All incoming funds shall be accounted for by a minimum of two executive committee members or a designee.

ARTICLE VIII

COMMITTEES AND DUTIES

Sec. 1. The executive committee shall be composed of the elected officers of the Association, the band director of Camp Hill High School and 7th and 8th grade bands, the immediate past president of the Association. This committee shall consider all matters concerning the welfare of the Association.

Sec. 2. Voting members of the executive committee shall include: president, first vice president, second vice president, third vice president, treasurer, assistant treasurer, and secretary. Each voting office has only one (1) vote. Those sharing an office (i.e. co-presidents, co-vice presidents, etc.) will have only one vote per executive issue/decision. If those sharing an office are in disagreement, a consensus must be reached prior to vote. This committee shall have the

authority to instruct the treasurer to disburse non-budgeted or non-reimbursable funds up to a maximum of five hundred dollars (\$500) for any activity or materials purchased for the promotion or welfare of the musical and supporting groups pursuant to Article II, Sec. 1 of these Bylaws. Disbursement of non-budgeted or non-reimbursable funds over \$500 must be presented to the general membership for approval. Any attempt to circumvent this section of the Bylaws by split billing or recurring monthly billing is strictly prohibited.

Sec. 3. The band director is a nonvoting member of the executive committee.

Sec. 4. The nominating committee shall consist of no less than three (3) participating members. This committee shall be appointed by the president and shall draw up a written list of nominees, which shall be sent to the participating membership at least 30 days prior to the general meeting at which the election is to take place. The Committee shall present only the name of participating members, who have consented to serve if elected, to the membership for their consideration and vote. Further nomination may be made from the floor with the consent of the nominee, prior to the election pursuant to Bylaw requirements of Participating Membership.

Sec. 5. All other committees shall be appointed by the president to fulfill recognized needs.

ARTICLE IX

AMENDMENTS

Sec. 1. These Bylaws may be amended by a 2/3 vote of the Participating Members present at any meeting, provided that written notice of the amendment to be offered has been sent to the Participating Members of the Association at least thirty (30) days prior to the voting thereon.

ARTICLE X

BYLAWS REVIEW

Sec. 1. The Bylaws Committee shall consist of no less than three (3) Participating Members. The committee shall be appointed by the president to review the Bylaws at least every four (4) years. Recommended revisions shall be made in accordance with Article IX, Sec. 1.

ARTICLE XI

RULES OF ORDER

Sec. 1. The general procedure of meetings of the Association shall be in harmony with the principles set forth in the Amateur Chairman, Robert's Rules of Order Newly Revised, 10th Edition and shall be the final authority as to parliamentary procedure insofar as they do not conflict with any provisions of the Association's Bylaws.