

## **CONSTITUTION**

### **Seneca East Music Boosters**

(Approved 10/16/1995)

(Amended 12/16/1996)

(Amended 4/14/1997)

(Amended 8/9/2005)

(Amended 2/13/2008)

(Amended 8/12/2008)

(Amended 4/14/2009)

(Amended 5/11/2010)

#### **PREAMBLE: Purpose**

The purpose of this nonprofit organization shall be:

1. To lend support and give encouragement to the members of the band and choir programs for the Seneca East School System.
2. To support and facilitate the goals of the music directors of the Seneca East Music Department and establish working relationships between the directors, parents and school.
3. To raise funds and make expenditures necessary to encourage and support music education in the Seneca East School District.

#### **ARTICLE I: Name**

The name of the organization shall be the Seneca East Music Boosters (SEMB).

#### **ARTICLE II: Membership**

Seneca East Music Boosters is an organization of parents and friends of the Seneca East music education groups and affiliates who are interested in furthering the welfare of music education in the Seneca East School District.

#### **ARTICLE III: Meetings**

1. Regular monthly meetings shall be held during the program year (August through May) at the High School Music Room or other place as designated.
2. Special meetings may be called and held at such times and place as the President or a majority of the SEMB Executive Committee may designate.
3. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the organization may adopt.
4. A quorum shall exist for this organization to conduct valid business. In the case of this organization, a quorum shall be named as a majority of the executive board.

#### **ARTICLE IV: Operation**

The activities of the Seneca East Music Boosters support the musical groups of the Seneca East School District in order to encourage and support music education and participation. This activity is evidenced by:

1. Purchasing uniforms and uniform accessories that will become the property of the Seneca East School District.
2. Helping to purchase large instruments and equipment which become the property of the Seneca East School District.
3. Providing contest entry fees for group contest and honor festival fees.
4. Helping defer transportation expenses to music activities outside the district.
5. Providing payment for maintenance of band and choir uniforms.
6. Providing assistance in funding for other projects that will enhance and/or benefit the Music Department such as reimburse one half of secondary directors OMEA membership dues.
7. This organization shall not deem to direct the administrative activity of the Music Department or to control its policies.

#### **ARTICLE V: Officers and Committees**

The Executive Board shall be composed of:

Music Directors  
President  
Vice President  
Secretary  
Treasurer

This Board shall have charge of all business affairs of the Boosters and may present recommendations necessary.

#### **ARTICLE VI: Duties and Powers of Executive Board**

1. Directors: Shall sanction all decisions and/or rules made by the Executive Committee prior to implementations; shall inform Boosters of all music functions, concerts, etc; shall report items of interest for publication; shall report needs of Music Departments and affiliate groups for discussion and approval.
2. President: Shall preside at all meetings and at the Executive Committee meetings and shall appoint all established committees during the selection process, and have general supervision of the work of the Music Boosters; shall also be an ex-officio member of all committees; shall appoint other committees as necessary. (See Article VII)
3. Vice-President: Shall preside in the absence of the President; assist committees as needed.
4. Secretary: Shall maintain a concise, accurate record at all meetings of the Boosters and of the Executive Committee; shall publish a summary of the past monthly Booster meeting in the local

newspaper within two weeks of the meeting; shall conduct all matters of correspondence and make reports thereof; shall handle matters of publicity.

5. Treasurer: Shall receive and disburse, with approval of the Boosters, all funds and shall keep accurate account of the same; shall also make a monthly report of the Boosters or Executive Committee. The Treasurer shall be bonded and all books and receipts reviewed by a third party person annually. (SEMB fiscal year July 1 to June 30.) The Treasurer's term of office is for two years.

#### **ARTICLE VII: Selection of Officers and Committees**

1. When selecting prospective officers for a new term, the selection committee shall be composed of a music director and at least two members of the Executive Board.
2. An Executive term of office shall not exceed more than two consecutive terms in one officer position unless agreed upon at the discretion of the officers and directors present to extend a term of office."
3. The consent of each candidate must be obtained by the Selection Committee before their name is placed in nomination on the ballot.
4. The Selection Committee shall prepare a ballot with at least one name per office. This ballot shall be submitted to the directors for approval. The approval ballot will then be selected and voted on at the April meeting.
5. These offices will be elected by a secret ballot. However, if there is but one candidate for any office, by motion from the floor, the election may be made by voice.
6. Approved officers are to be contacted as soon as possible of their positions and beginning date of office. New officers shall be present and inducted at the May meeting.
7. New officers shall take office on May 1.
8. If a vacancy occurs, the President shall appoint a qualified person to assume the office for the unexpired term, with the approval of the Directors.

#### **ARTICLE VIII: Committees**

All committee chairs are responsible for the selections and recruitment of committee members and the organization of the committee and will be appointed with the Executive Board.

1. Uniform Chairperson: Shall be in charge of the issuance and maintenance of uniforms and accessories used by the Seneca East bands and choirs; shall be responsible for the collection of fees and related moneys, cleaning processes, and inventory of all school-owned uniforms and accessories; shall distribute uniform care guidelines yearly to all involved students; shall work closely with the Directors.
2. Ways and Means Committee: (optional committee) Shall investigate fund raising opportunities, responsible for the recruitment of a committee chair for each project and will present viable fund raisers to the Executive Board for approval.

3. Additional committees or subcommittees may be established as needed throughout the year to promote the objectives and interests of this organization.

#### **ARTICLE IX: Expenditures**

1. An estimated or itemized list of all expenditures by Music Directors, Assistants and Officers must be approved by the members of the Executive Board at a SEMB meeting, prior to ordering or purchasing equipment or supplies for which SEMB funds will be used.
2. Any music director who wishes to obtain Music Booster funds, must notify the SE Music Booster officers either in writing or in person to request said funds. The preferred method of notification is attendance at Music Booster meetings. A majority vote of the SEMB officers is needed to approve expenditures by the Directors.

#### **ARTICLE X: Financial Aid for Students**

Financial aid will be made available to music students under the following conditions:

1. The parent/guardian must request financial aid and provide the Seneca East Music Booster officers with proof of financial hardship. Proof of financial hardship will be the Seneca East School Approval for Reduced/Free Lunch Program for the family.
2. The Seneca East Music Boosters will provide up to 75% of the funds for music trips, fees and required apparel. The amount of aid given will be in accordance with the amount that is provided to the family under the Reduced/Free Lunch Policy.
3. Decisions for financial aid will be discussed and made only by the Executive Committee of the Seneca East Music Boosters and confidentiality will be maintained.
4. Upon disbursement of financial aid, the student and parent/guardian will be given written notification of said aid.
5. Upon disbursement of financial aid, the student and parent/guardian will be required to participate in fund raising activities of the SE Music Boosters.
6. The Seneca East Music Booster officers reserve the right to deny financial aid based on available funds of the Boosters.

Camp Assistance Program conditions:

1. The Seneca East Music Boosters will reimburse any full-time music student their registration fee up to \$100 to attend a private music camp (i.e., show choir). The Seneca East Music Boosters has agreed that \$600 per school year (May to May) be set aside for this purpose for interested students. If the fee for the number of students' registrations exceed \$600, that amount will be divided equally among said number of students (ex.: 10 students would receive \$60 each).
2. The Seneca East Music Boosters will reimburse each student after being presented with the proof of attendance from the camp. The payment will be made during the May meeting of the year after the music camp has been attended.

#### **ARTICLE XI: Amendments**

1. These by-laws may be amended at any regular meeting of the Boosters by a majority of the members present, one of which must be a Director.
2. Amendments must be proposed in writing to any member of the Executive Committee for consideration prior to being presented at a regular meeting for approval by the Seneca East Music Boosters.