**Great Oak High School**

**Spirit of Great Oak Band & Guard**

**Booster Parent Support Group**

**Bylaws**

**September 2014**

**ARTICLE I - NAME**

The name of this organization shall be the Great Oak High School Band Booster Parent Support Group, hereinafter referred to as the BAND PSG.

**ARTICLE II – PURPOSE AND MISSION**

**1. Purpose**

The purpose of the Band PSG shall be to provide support to the students and professional staff of the Great Oak High school instrumental music program and any auxiliary units associated with the program, hereinafter referred to as the PROGRAM. The BAND PSG support shall consist of providing operating funds, volunteer services and organizational coordination as requested by the Band Director.

**2. Scope of Support**

The BAND PSG shall provide support to the Band and all performance groups comprising the Band including, but not limited to, the Marching Band, the Color Guard(s), Drum Line, Jazz Band(s), and Symphonic Band. In the pursuit of these objectives, the Band PSG will seek to neither direct the administrative activities of the Program nor control its policies.

**3. Mission**

It is the mission of the BAND PSG to work together in a cohesive manner in order to facilitate the success of the program.

The BAND PSG will assist the Band Director in providing our band students with the best music education possible. It is our desire to volunteer personal time to provide support morally, physically, and financially to accomplish this objective.

The BAND PSG will show support, spirit, and pride in all students involved in every aspect of band, and encourage parents of band members to participate and be involved in fundraising.

**4. Ethics**

The term ethics can be defined as an unwritten code of good manners and a high standard of conduct, reflecting credit upon the individual member and the organization of which he/she is a member. Established ethics require every member of an organized group to be loyal to its purpose and support its mission.

a) The good of the organization should always be placed above an individual’s personal desires.

b) Good work should be praised regardless of who did it. If criticism is needed, criticize constructively and privately.

c) An open mind should be reserved on all debatable questions. It is a mark of superior minds to disagree agreeably.

d) Members of any committee should understand that all discussions in committee must remain in the committee and respect this rule in the interest of organizational harmony.

e) For every member there should be a time to initiate and lead and a time to appreciate and follow.

f) No member should accept an office who is not willing to perform his or her duties efficiently and cooperate at all times with other officers, as well as band parents for the good of the program.

g) Members owe cooperation and support to the officers even if they did not vote for them. Those who do not vote, in effect, agree with the majority because all have the privilege of voting.

h) Members serve as role models for the band students and should conduct themselves in a positive manner. Foul language, obscene gestures, and inappropriate behavior have no place in this organization or at any of its activities.

i) Members should not use the organization to vent personal grievances.

j) Members’ effectiveness is acquired through knowledge and practice. Without knowledge of the By-laws, members’ effectiveness is impaired. Members are potential officers; therefore, it is also essential that they have some understanding of parliamentary procedure.

**ARTICLE III – Policies**

BAND PSG shall be an integral part of Great Oak Academic Leadership Society (GOALS) and will work cooperatively with them. Under the umbrella of GOALS the BAND PSG is a 501(C) (3) tax-exempt organization. The contributions by the BAND PSG of time, goods, services, and/or finances to the Band is intended to augment the program, and not to serve as a substitute for the legal financial obligations of the State of California, the County of Riverside, or the Temecula Valley Unified School District. The BAND PSG shall be non-sectarian and non-partisan. It shall endorse no political candidate.

**ARTICLE IV - MEMBERSHIP**

**1. Membership**

Membership on the BAND PSG shall be open to all parents or legal guardians of students currently enrolled in the program and others who support the purposes and mission of the BAND PSG. The BAND PSG shall have two (2) classes of membership: Active and Honorary & Alumni.

a) Active membership shall be granted to each parent and legal guardian of students currently enrolled in the program. Active members shall be granted full voting privileges, may be elected to Executive Board offices and may serve on and chair any support committee.

b) Honorary & Alumni membership may be granted by the Executive Board to any other individuals who desire to serve and support the purpose and mission of the BAND PSG. Honorary & Alumni members are non-voting members and may hold an appointed chair position or assist with a committee.

**2. Membership Register**

a) The BAND PSG shall maintain a membership register containing the parent or legal guardian name(s), student name, address, phone number(s), email address, grade, instrument, and membership status of all current members of the organization.

b) The record of names and addresses of the members of the BAND PSG shall constitute the membership list of this group and shall not be used, in whole or in part, by any person for any purpose not reasonably related to a member’s interest as a member in support of the program.

**ARTICLE V – EXECUTIVE BOARD**

**1. Membership**

The Executive Board shall consist of the elected officers and the Band Director. The Band Director is an ex-officio member of the board. The Executive Board shall consist of the following officers:

a) President

b) Vice President – Programs

c) Vice President – Events

d) Vice President – Fundraising

e) Secretary

f) Treasurer

g) Auditor

h) Advisor (non-elected position)

**2. Powers**

The Executive Board shall exercise the powers of the BAND PSG; control its property and conduct its affairs, except as otherwise provided by law and by the Articles of Incorporation or by these by-laws.

**3. Voting Rights**

Each Executive Board position shall be entitled to one and only one vote, even if more than one (1) individual fills the position.

**4. Eligibility**

Any Active member of the BAND PSG shall be eligible for positions on the executive board as provided by these by-laws.

**5. Term of Office**

Officers shall serve a term of one (1) year. Officer(s) shall be eligible for the same office more than two (2) consecutive years, if there are not sufficient people available and there is a majority approval to allow the person to continue in the position. The exception to this is the President’s position. The President shall be limited to two (2) consecutive years at a time.

The term of office coincides with the fiscal year. In the event an Executive Board member’s student leaves the program, the Executive Board member could continue in that position by majority vote at an Executive Board Meeting.

**6. Executive Board Meetings**

Executive Board meetings shall be held monthly during the school year at a date, time and place designated by the Executive Board.

**7. Quorum**

At least four (4) of the seven (7) Executive Board members must be present at an Executive Board meeting in order to constitute a quorum for the transaction of business.

**8. Vacancies**

Any vacancy in the Executive Board caused by the board member’s student leaving the

Program or death, resignation or disability of an officer shall be filled by appointment of the Executive Board with confirmation by the majority vote at the Executive Board meeting. For the positions of President, all Vice-Presidents and the Treasurer, their appointment must be ratified by a vote at a Booster meeting.

**9. Removal of an Officer from the Executive Board**

When an officer fails to attend three (3) consecutive meetings or fails to perform his or her duties without adequate reason for a period of sixty (60) days, the Executive Board may remove the officer and declare the position vacant by a majority vote of the Executive Board.

An officer of the Executive Board may be removed from office for cause. All petitions for removal from the Executive Board shall be presented to the Band Director for review. The Band Director shall perform an investigation and present the petition and findings to the Executive Board for consideration. The Executive Board shall vote for removal upon presentation of findings by the Band Director. An officer of the Executive Board shall be removed from office if at least two-thirds (2/3) of the Executive Board vote in favor of removal. If the Executive Board votes for removal, and the affected party desires to appeal to the entire BAND PSG, that officer shall be given the right to have the petition presented at the next Booster meeting. The BAND PSG shall then vote a final and binding vote on the petition for removal. The BAND PSG shall be notified whenever a special vote to remove an Executive Board officer is scheduled at least 14 days prior to the Booster meeting when the vote will take place. Removal must be by 2/3 vote of the Active members present and eligible to vote.

**10. Records**

Upon the expiration of the term of office or in case of resignation or termination, each Executive Board member shall turn over to a successor, without delay, all records, books and other materials pertaining to the Executive Board position and shall return to the Treasurer, without delay, all funds belonging to the BAND PSG.

**11. Compensation**

Officers shall serve without compensation.

**12. Code of Conduct**

This organization is committed to the highest standards of responsibility and conduct and subscribes to the following guidelines:

a) To observe the highest standards of personal conduct at all times.

b) To strictly uphold the BAND PSG by-laws and TVUSD policies and procedures to

safeguard people and property.

c) To guard against the use of the BAND PSG for personal or financial advantage or special privilege and avoid conflict of interest with its policies and operations, including the acceptance of fees, commissions, or any other personal benefit from any

person or business involved in any transaction with the BAND PSG.

**13. Nominating Committee**

The Executive Board will select a nominating committee consisting of at least two (2) members in March. The nominating committee shall not include any member running for an elected position of the Executive Board. The nominating committee will be responsible for soliciting members interested in running for an elected office.

**14. Election of officers to the Executive Board**

Officers shall be elected at the annual meeting of members or may be elected at any special meeting of the members held for that purpose. In addition to the slate of candidates proposed, nominations may be made from the floor at the annual election meeting. Only those members who have signified their consent to serve, if elected, shall be nominated. If there is but one nominee for any office, the election is held by voice vote. For any positions where there are multiple nominees, a vote will be conducted by written ballot.

**ARTICLE VI – DUTIES OF ELECTED OFFICERS**

**1. President**

Oversees all functions of the Executive Board, manages board meetings, all parent meetings andbudget meetings. The President shall also delegate responsibilities to the appropriate Executive Committee Member to carry out. The President shall be the direct liaison to the Band Director and enforce Bylaws when necessary. The President shall also oversee: Hosted Competitions Coordinator(s) and Website Coordinator. The President shall attend GOALS meetings and report back to the Executive Board Members. If the President is unable to attend the GOALS meeting, he or she shall appoint one of the Executive Members to take his or her place. Prepare an end of year report to assist the incoming President.

**2. Advisor**

The previous year Board President will hold this position by default. The duty of this position is to help transition the incoming President and assist with any committee. This is not an elected position.

**3. Vice President of Programs**

This position shall act as an aide to the President, and in the absence of the president,shall perform the duties of the President. The Vice President of Programs shall oversee the following committees: Parent Liaison for each class, Color Guard Rep, Jazz Ensemble Rep, Media Rep, Symphonic Band Rep, Winter Drum Line Rep, Winter Front Ensemble Rep, Apparel Coordinator, and Historian. Prepare an end of year report to assist the incoming Vice President of Programs.

**4. Vice President of Events**

This position oversees and coordinates meetings for all events, excluding those overseenby the President. The Vice President of Events shall oversee the following committees: Equipment Manager, Assistant Equipment Manager, Hospitality-Hosted Competitions/Special Events, Hospitality-Marching Band, Marching Band Chaperone, Uniform Manager, and Volunteer Coordinator. He or she is responsible for carrying out the needs of the Band Director in coordinating event logistics, with the Board members, to include ensuring all aspects of traveling are taken care of before traveling, relaying information back to the Executive Committee and the Board. Prepare an end of year report to assist the incoming Vice President of Events.

**5. Vice President of Fundraising**

This position oversees and coordinates all fund-raising events for parents and student members. The Vice President of Fundraising shall oversee the following committees: concessions, recycling program, and SCRIP coordinator. He or she oversees all approved fundraising and works with other volunteers as needed including working with fundraising assistants to organize information to be presented at any of the scheduled meetings. Responsible for preparing, submitting and tracking fundraising forms through GOALS for approval and coordinates with the Band Director for available dates for each of the fundraisers. Duties also include presenting all fundraising ideas to the Executive Committee/Board members for approval. Prepare an end of year report to assist the incoming Vice President of Fundraising.

**6. Secretary**

Prepare and publish the minutes for all Executive Board meetings and all General Meetings within (7) days of a meeting. Keeps a book of such minutes including notes taken during the meeting as well as a copy of the published minutes and financial reports presented by the treasurer. Provide a copy of the General Meeting notes to webmaster for online posting. The Secretary shall inform the Executive Committee and Parent Members on a variety of information through emails and publication of pertinent information. The Secretary shall keep all board and general parent meeting minutes, member contracts, permission slips, addresses and contact information for each participating band student. Prepare an end of year report to assist the incoming Secretary.

**7. Treasurer**

Assist with the collection of all donations and payments for optional items such as SPIRIT apparel, from the general membership. The Treasurer shall keeprecords of all incoming and outgoing funds via the most current, appropriate software, and provide monthly financial statements to the Executive Committee, Board members and general membership. The Treasurer shall process any checks approved by the Executive Board and work with GOALS for deposits and disbursement of funds. The Treasurer and one other Executive Board member other than the Auditor shall be available to collect cash from all fundraisers, committee chairpersons, meetings and events where funds and or fees may be collected. Both parties present shall sign a record of the transaction. A copy of the transaction record shall be kept with the Treasurer. Accounting transactions shall be posted and a report produced and reconciled to the GOALS cash account each month. Such Reports shall be provided to the Board each month. Such reports will be made available to Active BAND PSG members when requested. Prepare an end of year report to assist the incoming Treasurer.

**8. Auditor**

The Auditor collects all necessary information from the Treasurer to perform a quarterly review of the year to date financial reports. He or she will monitor actual-to-budget variances in financials, as a check and balance to the Board who approves funding. Perform financial review of all major fundraisers. Perform two audits annually, one of which is to be completed within two (2) weeks from the end of the fiscal year. Assure that adequate internal controls or procedures are maintained to assure adherence to BAND PSG policies.

**ARTICLE VII – COMMITTEES**

**1. Establishment of committees**

There shall be such committees established by the Executive Board as may be required to carry on the business of the BAND PSG.

**2. Committee Chairpersons and Membership Reporting Requirements**

Chairpersons shall present plans of work and proposed budget to the appropriate Executive Board member for approval.

**3. Removal**

When a chairperson is not fulfilling his responsibilities as prescribed in these bylaws or engages in conduct injurious to the organization or its purposes, the Executive Board, by a two-thirds (2/3) affirmative vote, may remove the individual from the position and declare the chair vacant.

**4. Records**

Upon the completion of their assignment, resignation or termination, each chairperson shall turn over to the secretary, without delay, all records, books and other materials pertaining to the committee and shall return to the treasurer, without delay, all funds belonging to

the BAND PSG.

**5. Establishment of Sub-Committees**

The BAND PSG, the Executive Board and the committee chairpersons each have the power to establish special sub-committees in order to carry out specific programs and projects.

**6. Period of Service**

All committee members and chairperson(s) shall be current Active, Honorary or Alumni members of the BAND PSG. The committee chairpersons and members of special sub-committees shall serve until their assignments have been completed.

**ARTICLE VIII – DUTIES OF APPOINTED COMMITTEE CHAIRS**

**1. Website Coordinator**

Assists Band Director and Executive Committee with updating the Band Website. Manages the relationship with domain name supplier.

**2. Hosted Competition Coordinators**

SPIRIT of Great Oak may be selected to host a variety of competitions each year. A list of examples: WGI Drum Line, SCPA Drum Line, MBOS Competition, SCSBOA Festival, etc. A coordinator will be selected for each competition on the schedule. The coordinator assists the Band Director and President in coordinating and running of the hosted competition. Duties include organizing committees for all aspects of running a successful competition as well as communicating with the outside organization contacts (i.e. SCPA, MBOS) and relaying all information to the Band Director and President. He or she will work with the Volunteer Coordinator to secure volunteers for any event.

**3. Equipment Manager**

Coordinates with the Band Director and Vice President of Events for logistics, travel, parking, equipment on and off the competitive field, and loading and unloading. Facilitates the movement of the equipment, but is not responsible for the physical loading and unloading. Assists in the pulling of the large GOHS Band Trailer(s) or makes sure that this responsibility is passed off to another responsible adult that has a vehicle capable of towing the large trailer. He or she shall take the large trailer(s) to a qualified service center for maintenance once at the beginning of the school year. Duties include overseeing the unloading and loading of the equipment from the trailers, making sure that all rolling parts of the equipment are in working order, coordinating with the Assistant Equipment Manager with placement of all equipment to be transported and securing any additional means of transportation for any additional equipment (e.g. U-Haul, moving trucks and /or trailers). All expenses (e.g. Gas) shall be reimbursed. Oversees the Pit Dad whose responsibilities include: Recruit a team of parent volunteers that help build show props, build carts and stands, help with getting the pit instruments and show props off the field for competitions.

**4. Assistant Equipment Manager**

Assisting the Equipment Manager with any duties associated with the towing and maintaining of the equipment. Duties could include towing a GOHS Band Trailer. All expenses (e.g. Gas) shall be reimbursed.

**5. Hospitality - Hosted Competitions / Special Events**

Coordinates with the Band Director, Vice President of Events and chairperson of any event to plan and implement hospitality for volunteers, judges, directors and coaches. He or she coordinates hospitality rooms associated with competitions and festivals hosted at GOHS. He or she can oversee committees to organize and carry out these hospitality duties. He or she shall coordinate with the Executive Board to get an approved budget for the expenditures for each event and will be reimbursed within the approved budget.

**6. Hospitality - Marching Band**

Coordinates with the Band Director and Vice President of Events to plan and implement hospitality for students and volunteers during football games and at home and away competitions. He or she can oversee committees to organize and carry out these hospitality duties. He or she shall coordinate with the Executive Committee / Board to get an approved budget for the expenditures for each event and will be reimbursed within the approved budget.

**7. Marching Band Chaperone**

Coordinates with Band Director and Vice President of Events to determine the number of chaperones needed for each Fall Marching Band event and relays this information to the Volunteer Coordinator. He or she oversees volunteers for events including timing, roles and responsibilities specific to each chaperone. He or she shall establish a procedure for parent chaperones to check-in each student to their respective bus and provides a means for parents to check their students out following competitions (with written permission). He or she shall ensure that a copy of the permission slips accompany the students on all trips and coordinates student phone calls home 15 minutes prior to arrival at GOHS while on field trips.

**8. Uniforms**

Coordinates with the Band Director and Vice President of Events the fitting of uniforms and develops procedures and instructions for uniform cleaning. Also coordinates uniform distribution to the students. He or she recommends to the Band Director and Board new and additional items necessary for incoming freshman and student membership. He or she would also be responsible for forming a committee group to help with uniform activities such as: fitting, professional cleaning, repairs, distribution and collection after the end of the season. The Uniform Manager shall also coordinate with the Color Guard Representative for the distribution and collection of the Color Guard uniforms and equipment during the Fall and Winter seasons.

**9. Volunteers**

Coordinates with the Band Director and Vice President of Events for organization with other chairpersons associated with traveling. Duties include establishing sign-up sheets for parent chaperones for off campus travel, coordinating with chairpersons of any event to establish volunteer needs and obtain parent volunteer sign-ups, arranging for calls to be made to parent volunteers to confirm their shift and role 1 -2 weeks prior to the competition, forwarding the list of the chaperones to the Website Coordinator to post to the website prior to any volunteering event, passing the list of chaperones off to the Head Chaperone before each travel event, working with the event chairpersons to see how many volunteers are needed.

**10. Concessions**

Coordinates the selling of concessions at events.

**11. Recycling Program**

Develops and implements recycling program. Promotes the program to the general band membership.

**12. SCRIP**

Administers the SCRIP program.

**13. 2015 Class Parent Liaison**

Shall provide a contact for parents for information requests and assistance. He or she will offer ideas and next steps for parents related to band booster functions. The Liaisons will promote the need for parents to maintain contact with the Band Director, but can help parents with questions. Problems related to Band PSG functions will be directed to the President. Each grade will have a parent liaison. The freshman class will have 2 liaisons – one an experienced member of the Booster group and the second a parent from the freshman class.

**14. 2016 Class Parent Liaison**

Same as above

**15. 2017 Class Parent Liaison**

Same as above

**16. 2018 Class Parent Liaison - 2 Needed**

Same as above

**17. Color Guard**

Coordinates with the Band Director and Color Guard Coaches on the development of Color Guard uniforms, flags, and props for the fall and winter guards. He or she would complete all Color Guard fittings for uniforms, and coordinates with the coaches and uniform companies to establish a budget for all of the items. He or she acts as liaison to the Vice President of Programs on Color Guard issues. Also coordinates with the Band Director, Coaches, and Treasurer to recommend a budget for the Color Guard. During the 2nd semester (Winter Guard season) he or she coordinates Parent Chaperones and roles associates with on and off campus performances, including (but not limited to): uniform, make-up, permission slips, student volunteers to assist with props and coordination from transportation to check-in and warm-up procedures at competitions. Assists in coordinating with the Band Director for the design of all apparel, the collection of orders, ordering and distributing tour apparel during Winter Guard season. Such apparel purchases must be coordinated with the Treasurer and be made within budgeted funds available.

**18. Jazz Ensemble / Band**

He or she coordinates all parent chaperones and students for Jazz Ensemble performances on and off campus. He or she works with the Band Director to coordinate instrument, equipment, uniform, and transportation needs. He or she acts as liaison to the Vice President of Programs on Jazz Band issues. He or she coordinates with the Band Director, Coaches, and Treasurer to recommend a budget for the Jazz Band.

**19. Media Representative**

Assists Band Director, President and Vice President of Programs and any committee chairperson with media coverage and email blasts through the school Secretary. Duties also include submitting information to the school newspaper and GOHS Activities Director for displaying information on the school marquee as well as submitting information to local newspapers and to feeder school band directors to get information about our band events and coordinating with the Band Director for the newspaper interviews. The Band Director or the President prior to distribution shall approve all information.

**20. Symphonic Band**

Assists the Band Director, President and Vice President of Programs to organize committees for securing travel arrangements for any group trips for the 2nd semester. Duties include maintaining all organization of contacts, permission slips, and contact with travel companies, transportation with all pertinent information to traveling.

**21. Winter Drum Line**

Coordinates with the Band Director and Drum Line Coaches on the development of Winter Drum Line uniforms and props for the winter season. He or she would complete all Drum Line fittings for uniforms, and coordinates with the coaches and uniform companies to establish a budget for all of the items. He or she acts as liaison to the Vice President of Programs on Drum Line issues. Also coordinates with the Band Director, Coaches, and Treasurer to recommend a budget for the Drum Line. During the 2nd semester (Winter Drum Line season) he or she coordinates Parent Chaperones and roles associates with on and off campus performances, including (but not limited to): uniform, make-up, permission slips, student volunteers to assist with props and coordination from transportation to check-in and warm-up procedures at competitions. Assists in coordinating with the Band Director for the design of all apparel, the collection of orders, ordering and distributing tour apparel during Winter Drum Line season. Such apparel purchases must be coordinated with the Treasurer and be made within budgeted funds available.

**22. Winter Front Ensemble**

Coordinates with Winter Drum Line coordinator.

**23. Apparel Coordinator**

Duties include coordinating with the Band Director for the design of all apparel, the collection of orders, ordering and distributing tour apparel for marching season (e.g. tour shirts, sweatshirts, tour bags, etc.). He or she would organize ordering Band parent apparel, organizing distribution of apparel not specific to Marching Season (e.g. The SPIRIT of Great Oak jackets, shirts, etc.) and organizing sales of apparel at any event during 1st semester. Such apparel purchases must be coordinated with the Treasurer and be made within budgeted funds available.

**24. Historian**

Act as custodian of all records and materials pertinent to the history of the Organization. This record shall be passed on to the next years' President of the Organization as an accurate record of activities for the previous year. Compile and keep a record of events and activities to be presented as the official history of the SPIRIT OF GREAT OAK BAND AND GUARD. Publish a "Spirit of Great Oak Annual", documenting the activities of the year through photographs and text. Perform other duties as may be prescribed in these bylaws or as assigned to him/her by the Organization or Board.

**ARTICLE IX – BAND BOOSTER CLUB MEETINGS**

**1. Meeting Location**

Meetings of the members shall be held at the principal office of the BAND PSG or at such other places within the City of Temecula, State of California, as may be designated by resolution of the Executive Board.

**2. Business Meetings**

There shall be a minimum of six (6) business meetings of the BAND PSG per school year.

**General Meetings**

a. General meetings shall be held at the time and place designated by the Executive Board. These meeting dates will be included in the Program calendar, and posted on the Program website. The purpose of general meetings shall be for conducting business transactions requiring a vote of the BAND PSG and for conveying information about the BAND PSG and the Program.

**Election Meetings**

a. An election meeting shall be held annually in April for the purpose of electing officers to the Executive Board. The election meeting shall provide the same function as a general meeting in all other respects. The overlapping of the two boards will enable the old board to carry out the end of the year activities while training the new board.

**Budget Meetings**

a. A budget meeting shall be held each August for the purpose of approving the BAND PSG operating budget for the current fiscal year. The budget meeting shall provide the same function as a general meeting in all other respects.

**Special Meetings**

a. The Executive Board may call special meetings of members for any purpose relating to the general interests of the Program or Organization. Special meetings may also be held upon written request to the Executive Board by not less than ten percent (10%) of the members of the BAND PSG.

**3. Notice of Meetings**

Dates of all general meetings will be published to the calendar at the beginning of the year. Every attempt will be made to send a reminder notice of general meetings of the BAND PSG at least two (2) school days before the meeting date. Notice shall be given either in writing, email, or by telephone.

**4. Voting**

The voting rights of all Active Members are equal. Each Active Member shall be entitled to one vote on all matters. Voting shall not be allowed by proxy or by absentee ballots. Cumulative voting shall not be allowed.

**5. Conduct of Meetings**

a. Meetings of the BAND PSG shall be conducted in accordance with *Robert’s Rules of Order (Revised)* under the direction and control of the President, provided that, in his or her absence, the presiding officer shall appoint another person to act as chair of the meeting. Rules governing BAND PSG meetings may be revised insofar as such rules are not inconsistent with or in conflict with the by-laws, the Articles of Incorporation of the BAND PSG, or with State and Federal laws.

b. These meetings shall be presided over by the President of the BAND PSG or, in their absence, by a Vice-President. The secretary of the BAND PSG shall act as secretary at all meetings, or in absence, the presiding officer shall appoint another person to act as secretary of the meeting.

c. All business meetings will be open to attendance by any and all members of the BAND PSG.

**6. Quorum**

A minimum of five (5) Active Members must be present at any meeting of the BAND PSG to constitute a quorum for the transaction of business.

**ARTICLE X – FINANCIAL ADMINISTRATION**

**1. Collection and Disbursement of Funds**

Financial support of the band program is generated from two sources: voluntary donations and fundraising. Students are entitled to participate in all aspects of the program and related activities regardless of the whether the student/parent makes a donation to support the program. No student’s performance evaluation will be affected by a donation or a decision not to donate to the program. The approximate cost of one student to participate in the program can and should be communicated to the students and families. The budget income plan should be communicated to the student and families and updated throughout the year.

All purposed fundraising activities shall be reviewed and approved by the Executive Board and submitted to GOALS for approval prior to presenting to the membership at a regular meeting. The proceeds from all fundraising activities shall be used only for the purposes approved by the Executive Board. Prior to the first meeting of the organization in the Fall, the Executive Board will prepare and approve a budget. The budget will be presented at the first meeting for adoption by the Active members. After adoption of the budget, the treasurer shall be authorized to expend monies (within budget parameters) as necessary to implement the purposes of the budget. The President and Treasurer of the BAND PSG shall be authorized to submit forms to GOALS for the disbursement of funds. Request for checks must have the authorization of the Treasurer before the request is granted by GOALS. The budget may be amended by a majority of those present at a meeting of the Active members. Monies in the general fund will be carried over as an operating reserve for the subsequent year’s program. Should the organization not continue, the Executive Board shall meet to determine distribution of any remaining funds.

**ARTICLE XI – AMENDMENTS**

These by-laws may be amended by a majority of the Active members present at a meeting of the Active membership, provided the proposed amendment has been presented to members at the previous meeting. All Active members will be provided, at least, two weeks notice prior to any such meeting.

The by-laws were approved by the general membership meeting of the Great Oak High School Band Booster Parent Support Group (PSG) and became effective on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The by-laws will be published and be available on the BAND PSG website: www.greatoakbandbooster.org.

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Patricia Graff, President Shannon Winters-McCarthy, Secretary Jerry Burdick-Rutz, Director