

Gates Chili Music Boosters

Bylaws of Organization

Article I - Definition of Terms

Henceforth, the term's *band* and *chorus* will refer to the group of volunteer families or persons that support each of those groups. The Music Boosters serves as an "umbrella" organization to coordinate the efforts of band and chorus families.

Article II - Name

The name of this organization is Gates Chili Music Boosters (legal name is Gates Chili Band Boosters, Inc.) The organization may change its name by a majority vote of the Board of Directors.

Article III - Purpose

The purpose of this organization is to support the development of the Gates Chili High School Band(s) and the High School Chorus(es) through fund raising, and to participate with the school district in the advancement of music activities.

Article IV - Organization

Each group (band and chorus) will be represented on the Board of Directors.

Article V- Finances

The fiscal year of the organization will be July 1 through and including June 30.

An audit of all financial records will be held every two years and/or upon request of the Board of Directors, if necessary.

Article VI -Membership

The membership is composed of parents or guardians of students who participate in one of the groups referred to in Article III. However, membership is also open to *other* residents of the Gates Chili School District. No member shall be entitled to receive any salary or compensation.

Article VII - Meetings

All general membership meetings shall be open to the public, and the dates shall be published in the Gates Chili Central School District calendar and on the Music Boosters website.

Special meetings of the Board of Directors may be called as follows:

- By the president as deemed necessary
- At the request of three (3) members of the Board of Directors, the president shall call a special meeting as requested.
- All committee meetings shall be at the discretion of the chair of such committee.

Article VIII - Voting

Most voting is based on consensus of those members present when the vote is taken. A vote by secret ballot will be honored if requested by anyone present. All other voting shall be by show of hand.

Members who are parents or guardians of students in one of the organizations will be the only members with voting privileges.

Article IX - Election of Board of Directors and Officers

A slate of the Board of Directors and officers shall be presented and elected at the last general membership meeting of the school year. Nominations can be made from the floor at this time.

Article X—Board of Directors

The affairs and business of this organization shall be controlled and managed by a Board of Directors consisting of not less than five (5) and no more than nine (9) members, with at least one member from each group (band and chorus). The current Board of Directors shall determine the number of members of next year's board, factoring in any officers who may not be voting members as well as equal representation of band and chorus. This number is to be stated when nominations are being accepted.

The Board of Directors shall be comprised of the six (6) Officers (President, Vice President, Treasurer, Secretary, Volunteer Coordinator, and Uniform Coordinator) plus any additional Board Members who may be necessary. The President of the organization shall be the chairperson of the Board of Directors.

It is preferred that Board Members be parents or guardians of a student who are participating in one of the groups mentioned in Article III. Exceptions can be made at the discretion of the general membership.

The Board of Directors may make or change any rules and regulations concerning its meetings as it may, in its discretion, determine to be necessary.

Board Members may be removed or added by a two-thirds vote of the entire current Board, with cause.

The Director(s) of the Gates Chili High School Band(s) and Chorus(es) shall be permanent, non-voting members of the Board of Directors and will not be included in the maximum number of positions but will hold veto power over any decision that involves students or school policy.

Article XI- Officers

The Officers of the organization shall be chosen by a majority vote of the members in attendance when the vote is taken. The officers of the organization shall be a President, Vice President, Secretary, and Treasurer as well as the Volunteer Coordinator and Uniform Coordinator. No officer shall be entitled to receive any salary or compensation.

The President shall not hold the position for more than two (2) consecutive years, plus the remainder of any unserved term of the Vice President. The term length for all other Officers is generally two (2) years but can be extended at the discretion of the Board of Directors.

President:

- Shall preside at all general membership and Board of Directors meetings.
- Shall appoint all committees, temporary or permanent.
- Shall see that all books, reports, and certificates as required by law are properly kept and filed.
- Shall have access to the bank account(s) and be able to write/sign checks when necessary.

Vice President:

- Shall in the event of the absence or inability of the President to exercise the position of president, become acting President of the organization.
- Shall oversee every committee either temporary or permanent. Each committee shall report to the Vice President.
- Shall schedule fund raising events.

Secretary:

- Shall record all minutes of every meeting of the membership, Board of Directors, and officers
- Shall create a permanent file for minutes of all meetings in the Boosters Google Drive. Minutes from at least the current school year should also be made available on the Boosters website.
- Shall serve notices to members of the organization as determined by the Board of Directors.
- Shall attend to the correspondence of the organization and shall exercise the duties incident to the office of Secretary.
- Shall be responsible for sending periodic email reminders and updates via the Boosters email address to the general membership and for maintaining the necessary email groups.

Treasurer:

- Shall have the care and custody of all monies belonging to the organization and shall be responsible for such monies or securities or the organization.
- Shall render a written account of the finances of the organization, which shall be affixed to the minutes of every general membership meeting.
- Shall exercise all duties incident to the office of Treasurer.
- Shall maintain a detailed summary of student credits accumulated and allocated through Music Boosters fund raising events and school functions.
- Shall be sure the President has access to the bank account(s) and can write checks when necessary.
- Shall provide all necessary materials to the CPA for the audits mentioned in Article V.

Volunteer Coordinator:

- Shall post volunteer lists and ensure appropriate staffing for all events
- Shall prepare and send all volunteer related correspondence
- Shall work with event committees to direct volunteers as needed
- Shall work with purchasing committees to ensure appropriate stock is purchased for events
- Shall work with uniform coordinator to ensure all supplies are maintained in an organized manner

Uniform Coordinator:

- Shall fit new students and re-fit returning students with uniforms
- Shall get uniforms ready for cleaners and re-store uniforms after they have been cleaned
- Shall oversee and place orders for dinkles and band shirts and prepare the apparel for distribution
- Shall instruct volunteers on how to check that students' uniforms are satisfactory prior to performances and that uniforms have been properly stored in their bags before dismissing students after a performance
- Shall assist on performance occasions

A Webmaster and Social Media Chairperson should also be appointed but are not members of the Board.

Article XII - Expenditure of Music Boosters Funds

The Music Boosters organization cannot support personal music endeavors by band or chorus students regardless of that student's participation in Music Boosters fundraising events.

Music Boosters funds may be used for the following purposes without prior approval from the general membership:

- Special needs for music department trips
- Refreshments and purchases associated with band and chorus events such as field shows, concerts, parades, trips, etc.
- Annual scholarship up to two (2) band and two (2) chorus senior students
- Donation to school events such as the "Prime Time" event held after the senior ball
- Purchase of recognition awards
- Purchase of supplies for fundraising events
- Purchase of flowers and gifts for senior students
- Special equipment requested by the Music Directors and not funded by current school budget

All other expenditures that are not considered typical expenses require pre-approval from the general membership.

Students may request that credits earned through Music Boosters fundraising events be applied to the cost of participation in school events. Examples include:

- Major trips
- Any outing organized by the music department staff requiring student funding
- Darien Lake band and chorus event
- Dinkles and marching band/chorus T shirts

Any senior with unused credits at the time of graduation may either transfer those credits to a younger sibling who is either currently in band or chorus or intends to be in the future, or contribute them to a scholarship fund for students who need financial assistance to pay for their music department trip. These choices must be by written request of the parent. Otherwise, the funds will be transferred to the Boosters general fund, without exception. Requests for credits for personal use will not be honored. In the event that music department trips are no longer allowed, any money remaining in the scholarship fund will be transferred to the Boosters general fund.

Article XIII -Bylaws

A written copy of the By Laws of this organization shall be made available upon request. They should also be posted on the Boosters webpage and maintained in the Boosters google drive.

The By Laws may be amended by an affirmative majority vote of the Board of Directors.

These By Laws were:

- Revised May 15, 2000 and approved June 5, 2000 to be effective July 1, 2000
- Revised March 2001 to better define Use of Student's credits
- Revised June 2004 to reflect resolution by Board in agreement with GCHS administration regarding use of student credits
- Revised May 5, 2008 to reflect 1) combining band and chorus funds from separate accounts to one combined account; 2) Article VIII, Voting, eliminate separate voting for band and chorus to reflect a unified organization.
- Approved May 5, 2008 to be effective July 1, 2008.

- Revised March 3, 2009 to expand use of student credit for chorus students, effective immediately.
- Revised and approved August, 2019 effective immediately.
- Revised June 2020 to update options for unused senior credits