

By-Laws of the Centerville Band Boosters Association, Inc.

Article I. Name

The name of this Association shall be the Centerville band Boosters Association, Inc. (aka: the Association and/or CBB).

Article II. Objective

It shall be the objective of this Association to assist and support the directors and the programs of the Centerville High School band program.

Any reference herein after to the Centerville Band program includes the members of the Marching Band (aka: The Jazz Band), Concert Band, Symphonic Band, Wind Symphony, Jazz Ensembles, Basketball Pep Band, Guard, Winter Guard, Winter Drumline, and any other performing group as designated by the Centerville Band directors.

Article III. Basic Policies

The Association shall be non-commercial, non-profit, non-sectarian, and non-partisan.

The Association shall cooperate with the school to support the Centerville Band Program in ways that will not interfere with the administration of the school and not seek to control its policies.

The Association shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Under the dissolution of this Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to the Centerville Band Program.

The Association or members in their official capacities shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article IV. Membership

Membership in the Association will be as stated in the Association's Constitution.

Article V. Modification

A By-laws Review Committee, chaired by the 1st Vice President, shall meet at least every two years and recommend changes to the By-laws to be approved by the Executive Board of Directors before being presented to the Association.

These By-law changes must then be approved in accordance with Article VII of the Association's Constitution.

Article VI. Calendar and General Meetings

Section 1. Calendar Year

The calendar year for The Association shall be from January 1 through December 31.

Section 2. General Meetings

Four General Meetings will be held each year for the entire Association. One meeting will be held in each of the four quarters of the calendar year (January-March, April-June, July-September, and October-December) as designated by the Board.

Section 3. Quorum

A quorum at the General Meetings shall exist when non-board member families is greater than the number of board positions present.

Section 4. Voting

Each Member family in good standing shall have one vote on all issues voted on at Association General Meetings.

Article VII. Parliamentary authority

The most recent edition of "Robert's Rules of Order" shall be used to resolve all questions pertaining to parliamentary procedure of the Association.

Article VIII. The Election of Officers

Section 1. Nominating Committee

A Nominating Committee consisting of three (3) members and the President shall be appointed by the President prior to the 4th quarter Association General Meeting and will solicit for eligible members to fill elected board positions. Once all volunteers are received the nomination committee will ensure members meet the requirements of the office for which they volunteered and are in good standing financially. Nominating Committee will not be eligible for election to office the year following the nominations.

Section 2. Slate of Officers

The Nominating Committee shall solicit for and present a slate of Officer Candidates as designated in Article IV, Section I of the Association's Constitution, consisting of at least one member for each elected office, at the 2nd quarter fiscal year Association General Meeting. The nominee for President must have prior experience on the Executive Board of Directors of the Association. The Committee shall obtain each nominee's consent to run for office prior to presentation of the slate.

Section 3. Voting for Officers

All elected Officers shall be chosen by ballot of the membership from the slate of candidates presented by the Nominating Committee at the 2nd quarter fiscal year Association General Meeting. When there is but one candidate for an office, it shall be in order to call for a vote with members in attendance casting their vote by stating yeah (for) or nay (against) with majority rule. However, at the request of any single Association member, a roll call vote will be held. For the roll call vote, each Family in good standing may cast a single vote only. In cases where members in one family cannot agree on a vote, that family's vote will be counted as an abstention.

If there is more than one candidate on the slate then the nominating committee shall have a paper ballot that each Family in good standing in attendance shall use to cast their vote, only one vote per family. The votes shall be tabulated as the meeting proceeds by the nominating committee and the winner announced prior to a motion to adjourn. If the vote results in a tie the name will be drawn blind from a hat by the 2nd Vice President.

Section 4. Vacancy of Elected Position

In the event an elected official must vacate their position, the President shall nominate a qualified candidate and shall be voted on and approved by the Executive Board of Directors.

When a member of the Executive Board of Directors fails to attend three (3) consecutive meetings without an adequate cause, the Executive Board of Directors may, by a two-thirds (2/3) affirmative vote, declare the office vacant.

Section 5. Term of Office

The term of office for all elected Officers shall be one year, commencing on January 1.

Article VIII. Appointment of Executive Board of Directors.

Section 1. Appointment

The Executive Board of Directors are appointed by and serve at the pleasure of the President.

Section 2. Term of Office

The Executive Board of Directors shall hold office for one year, subject to re-appointment by the President.

All subordinate committee chair positions shall be for one year, subject to re-appointment by the respective Executive Board of Directors.

Article IX. Duties of the Executive Board

Section 1. Primary Duties.

The Executive Board shall:

A) be responsible to the Membership of the Association for the planning, funding, direction, and execution of all events and activities supported by the Association;

B) be responsible to the Centerville City Schools and the community for quality program;

C) determine student fees and the level of financial support to the band program from the Association.

Section 2. Primary Duties of the Executive Board of Directors.

The Executive Board of Directors shall:

A) direct and coordinate the activities of their assigned subordinate committees;

B) provide liaison between their assigned subordinate committees and the Executive Board.

Section 3. Policies and Procedures.

Subsection A. Meetings

Board meetings are to be held monthly as mutually agreed upon by the Board members. A special meeting of the Executive Board of Directors may be convened at the request of the President or 1/3 of the Board positions. Board members must be notified of said meeting by telephone and/or email. For the purpose of voting, a quorum must be present, consisting of one more than one half of all board positions represented.

At Board meetings, each Board position may cast one vote.

Subsection B. Records

The Executive Board shall maintain a book of Policies and Procedures, which documents important decisions and directions. It shall be available for review by the members of the Association. Each policy letter and procedure shall be marked with the date it was reviewed and accepted by the Executive Board, and shall be signed by the President.

Subsection C. Bi-Annual Audit

The Executive Board shall require a complete independent audit of the financial records, bank accounts, receipts and expenses of the Association every two years. The audit shall be conducted by a licensed public accounting firm using the most current generally accepted auditing standards.

Section 4. Duties of the President.

The President shall:

- A) preside at all General Association and Executive Board Meetings;
- B) be an “*ex officio*” member of all standing committees and may appoint special committees or Board positions as required; new Board positions will be voted on at the next General Board meeting;
- C) require that the Executive Board and all committees adhere to the approved annual budget;
- D) assure that proposed expenditures which are not included in the approved budget are brought to the Executive Board;
- E) appoint qualified members of the Association to the Executive Board of Directors;
- F) communicate with other outside organizations and individuals;
- G) authorize use of the “One Call Now” telephone system;
- H) presents approved budget at the fiscal year 4th quarter General Meeting.

Subsection A. Duties of the Budget Advisor

The Budget Advisor shall:

- A) perform an audit of the Treasurer’s book at the close of the calendar year;
- B) provide a report of the audit at the March Executive Board Meeting;

C) provide the Treasurer advice on fiscal and accounting matters;

D) develop proper internal controls over all assets of the CBB to be included in the book of Policies and Procedures;

E) develop and maintain accounting policies and procedures for the Association;

F) assist the public accounting firm with the bi-annual audit and implement the recommendations of the bi-annual audit;

G) chair the budget committee which consists of President, 1st and 2nd VP, Treasurer, Director of Operations, and other Executive Board members as requested by the President and is convened in March.

H) presents proposed budget to the Executive Board by the May Executive Board Meeting, and submits to the General Board for approval during the June General Board meeting.

Section 5. Duties of the First Vice President.

The First Vice President shall:

- A) in the absence of the President, perform the President’s duties;
- B) be responsible for, the annual end of season brunch, the annual Awards Night, and other hospitality and special events requested by the President;
- C) assist in the execution of the President’s duties and responsibilities;

Subsection A. Scholarship Committee

The Scholarship Committee shall consist of a junior parent, a sophomore parent, a freshman parent, and the First Vice-President and be responsible for screening and selecting candidates for all major scholarships offered by the Association in accordance with its Policies and Procedures. **Moved from Student Affairs**

Section 6. Duties of the Second Vice President.

The Second Vice President shall:

- A) act in an advisory capacity to the Executive Board and all committees;
- B) establish policies and procedures for all Band performances;

C) provide direction and information on events sponsored by the Association;

D) provide liaison to the Centerville High School administration;

E) reserve Centerville High School facilities as required by the Association;

F) coordinate all school provided transportation;

G) award scholarships to band students for music lessons and leadership camps;

H) authorize use of the "One Call Now" telephone system;

I) provide the Director of Student Affairs with a roster of students currently in all Band programs or committed to joining any band program;

J) maintain a file of Medical Release statements and Medication Forms for each student;

K) establish payment fee due dates;

L) in the case of financial hardship, presents the case to the Executive Board for recommendation of financial assistance. Upon approval of assistance, notifies the Statistician.

Section 7. Duties of Secretary.

The Secretary shall:

A) keep and preserve accurate records of all General Association and Executive Board Meetings which identify action items and responsible positions;

B) post written record (minutes) of all General Meetings for approval on website for review by the membership. Any comments to be posted to Secretary to present at next Executive Board Meeting;

C) present written record (minutes) of all Executive Board Meetings for approval by the Executive Board at their next meeting;

D) keep and preserve the book of Policy and Procedures;

E) keep and preserve letters and other official communications;

F) keep and preserve all completed member information forms;

Subsection A. Historian

The Historian shall:

Keep a record of all important events pertaining to the Centerville High School Band programs and the Association in the Historian's Book, including, but not limited to, pictures, other media, programs, new articles, etc.

Section 8. Duties of the Treasurer.

The Treasurer shall:

A) keep an accurate and detailed accounting, in the Treasurer's permanent book of record, of all moneys received and expended;

B) submit a Year to Date Operating Budget to Actual Analysis and a Current Balance Sheet at General Meetings;

C) deposit all monies in a bank or banks approved by the Executive Board, in a business account in the name of the Centerville Band Boosters Association, Inc., Treasurer;

D) pay all bills authorized by the Association or Executive Board in a timely and efficient manner;

E) preserve all vouchers, receipts, bank statements, and canceled checks;

F) submit all records to the Budget Advisor as requested;

G) recommend and execute, with Executive Board approval, long term investment of Special Funds in the lowest risk investments possible to obtain the approved return;

H) maintain proper internal controls over all the cash assets of the Association;

I) provide verification to the Statistician on all funds received for student fees;

J) have the yearly federal and state tax returns prepared by an Executive Board approved accounting firm;

K) prepare, submit and maintain all documents required of the State and Federal authorities to maintain our corporate and tax exempt status.

The treasurer shall serve a term of no more than two consecutive years. The transition of the Office of Treasurer shall coincide with the bi-annual audit.

Subsection A. Assistant Treasurer

The Assistant Treasurer shall:

A) Assist the Treasurer with the handling, counting, recording, and depositing of all cash receipts;

B) prepare the monthly bank reconciliation;

C) serve as liaison for all insurance related matters. Provide answers/reports to the Executive Board and insurance agent relative to liability and general coverage from current policies. Approve the insurance premium(s) for payment.

Subsection B. Statistician.

The Statistician shall:

A) keep a detailed record of each student's fee payments and credits;

B) produce the student fee status reports;

C) receive all statements of students' fund raising efforts for recording in each student's fee statement;

D) provide each student with a detailed receipt indicating current fee status. This must be accomplished in a reasonable amount of time prior to the date established by the 2nd Vice President for fee payment.

Section 9. Duties of the Director of Finance.

The Director of Finance shall be responsible for:

A) planning and conducting fund raising activities to implement requirements of the budget;

B) direct and coordinate subcommittees for all standing and special fund raising events;

C) Assess the opportunities for new fund raising programs;

D) recruit and oversee the activities of the Fund Raising Event Chairpersons

E) provide verification to the Statistician on all funds received for student accounts;

Subsection A. Duties of the Fund Raising Event Chairpersons

Each fund raising event chairperson shall:

A) plan and execute the fund raising event;

B) bear full responsibility for the proper control and accounting of all funds expended and received during the event.

Section 10. Duties of the Director of Marketing and Advertising.

The Director of Marketing and Advertising shall be responsible for

A) planning and conducting all marketing campaigns to include but not limited to Soaring Sounds, Centerville Invitational, MEPA, OMEA, etc; with a focus on corporate sponsorship

B) maintain advertising sales form and present to the Executive Board for approval prior to any changes;

C) Assess opportunities for new marketing programs;

Subsection A. Publicity Coordinator (PUBLIC RELATIONS) Moved from Director of Communications

The Publicity Coordinator shall be appointed by the Director of Marketing and Advertising to work directly with the 2nd Vice-President to:

A) serve as primary point of contact for all media activities such as newspaper, TV, radio. All releases must be approved by the 2nd Vice President;

B) promote good relations between the community, band students, school system and the Association;

C) promote and publicize band programs, and other activities of public interest.

Subsection B. Ice Cream Social Coordinator.

The Ice Cream Social Coordinator shall provide liaison with the Centerville-Washington Township Fire Department, and schedule all student and parent volunteer workers for the Fire Department's annual Ice Cream Social. **Moved from Student Affairs.**

Section 11. Duties of the Director of Operations and Transportation.

The Director of Operations and Transportation shall:

A) recruit and schedule CDL qualified drivers to operate the tractor that pulls the Association's trailer;

B) coordinate repair and maintenance activities on Band equipment;

C) oversee Pit Crew support activities;

D) coordinate all contracted motor transportation;

E) oversee and coordinate logistics for Band trips and events;

F) provide coordination for parent travel when deemed appropriate by the Executive Board;

G) recruit and oversee the Trip Coordinator and Food Coordinator.

Subsection A. Trip Coordinator

The Trip Coordinator shall oversee and enlist the aid of others to:

A) make all necessary arrangements for staff, student and chaperone lodging that may be required to support Band activities;

B) arrange contracted motor transportation.

Subsection B. Food Coordinator

The food coordinator shall oversee and enlist the aid of others to:

A) plan and arrange for all staff, student, and chaperone meals and snacks that may be required to support Band activities;

B) coordinate vendor payments with the Treasurer and Head Chaperone to ensure that vendors are paid and meal costs stay within approved budgets;

C) check with First Aid Coordinator for any food allergies and plan food accordingly.

Subsection C. Band Camp Coordinator.

The Band Camp Coordinator shall be responsible for all planning and coordination of all logistical support for the band camp training session. Scheduling is provided by the Second Vice President. **Moved from Student Affairs rationale band camp is all logistical**

Section 12. Duties of the Director of Communications.

The Director of Communications shall direct and coordinate the activities of the following positions:

Subsection A. Parent Activities Coordinator

The Parent Activities Coordinator shall:

A) coordinate block ticket purchases for competition events as approved by the Executive Board;

B) coordinate production of parent Send Off materials and decorations.

Subsection B. Telephone Coordinator

The Telephone coordinator shall:

A) oversee the phone message system to pass information to all students and parents. This phone message system is to be initiated and messages approved by the President, the Second Vice President, and/or the Director of Communications;

B) provide a telephone answering service for the sole purpose of providing competition results for events as well as updated estimates on bus arrival times at the High School from away competition events.

Subsection C. Parent Communications Coordinator

The Parent Communications Coordinator shall:

A) produce and disseminate a weekly Wednesday Sheet with notes and information to students and parents during the Marching Band season;

B) produce and coordinate the sending of email communications to students and parents as requested by members of the Executive Board and Chairpersons and approved by the President, 2nd Vice President, or Director of Communications.

Subsection D. Photo Coordinator

The Photo Coordinator shall:

A) be in charge of setting up and coordinating the group Marching Band photo, personal button pictures, composite photo, and individual photos with the Second Vice President and the Uniform Coordinator;

B) assure that all Band events are photographically recorded;

C) provide duplication of pictures for other approved uses as requested.

Subsection E. Web Site Coordinator

The Web Site Coordinator shall:

A) act as webmaster or work with others acting as webmaster on design and day-to-day maintenance and updating of the Centerville Band website as approved by the 2nd Vice President or Director of Communications;

B) archive all important events pertaining to the Centerville High School Band programs and the Association, including, but not limited to, pictures, other media, programs, new articles, etc. posted to the band website.

Subsection F. Rookie Liaison.

The Rookie Liaison shall:

A) be responsible for assisting Rookie families with the transition into the Association and band activities;

B) be primary focal point for Annual Rookie Night meeting.

Section 13. Duties of the Director of Student Affairs

The Director of Student Affairs shall update the online Student Handbook each year and shall direct and coordinate the activities of the following positions:

Subsection A. Uniform Coordinator

The Uniform Coordinator shall:

A) coordinate with the Band Director to properly uniform each student;

B) plan and coordinate the upkeep of the student uniforms;

C) maintain an inventory of all uniform items;

D) make recommendations to the Director of Student Affairs on the purchase of new and replacement uniforms;

E) assure students are appropriately dressed for Band events;

F) be responsible for liaison with the Color Guard, Winter Guard Advisor, and Winter Drumline Advisor.

Subsection B. First Aid Coordinator.

The First Aid Coordinator shall:

A) In conjunction with the CHS guidelines the First Aid Coordinator shall provide first aid assistance for students and staff at band camp, football games, parades, competitions, and other Band events as requested by the President or Second VP;

B) review the Medical Release statements and Medication Forms for each student and notify the Food Coordinator of students with food allergies;

C) advise the 2nd Vice President on pertinent health issues related to prevailing conditions at band activities.

Subsection C. Chaperone Coordinator

The Chaperone Coordinator shall:

A) schedule chaperones, to include a lead chaperone, for all away Band events, with the

exception of Band Camp and the Big Trip taken every four years;

B) follow established Policies and Procedures.

Subsection D. Color Guard Advisor

The Color Guard Advisor shall assist the Color Guard Director and the Band Director by:

A) coordinate with the Color Guard Director and the Uniform Coordinator to properly uniform each student;

B) plan and coordinate the upkeep of the Color Guard uniforms;

C) maintain an inventory of all Color Guard uniform items;

D) make recommendations to the Uniform Coordinator on the purchase of new and replacement uniforms for football games;

Subsection E. Winter Guard Advisor.

The Winter Guard Advisor shall assist the Winter Guard Director by:

A) coordinate with the Winter Guard Director and the Uniform Coordinator to properly uniform each student;

B) plan and coordinate the upkeep of the Winter Guard uniforms;

C) maintain an inventory of all Winter Guard uniform items;

D) coordinate communication about Winter Guard activities with Director of Communications;

E) provide the Director of Communications with an email distribution list to assist with communication;

F) recruit and oversee Winter Guard Chaperone Coordinator and, Uniform Coordinator;

G) Coordinate with Director of Operations and Transportation for trip coordination and food.

Subsection F. Winter Percussion Advisor.

The Winter Percussion Advisor shall assist the Winter Percussion Director and the Band Director by:

A) provide consultation on personal issues involving the Winter Percussion members;

B) coordinate with the Winter Percussion Director and the Uniform Coordinator to properly uniform each student;

C) plan and coordinate the upkeep of the Winter Percussion uniforms;

D) maintain an inventory of all Winter Percussion uniform items;

E) make recommendations to the Uniform Coordinator on the purchase of new and replacement uniforms;

F) assure students are appropriately dressed for Winter Percussion events;

G) coordinate communication about Winter Percussion activities with Director of Communications;

H) provide the Director of Communications with an email distribution list to assist with communication;

I) recruit and oversee Winter Percussion Chaperone Coordinator and, Uniform Coordinator;

J) coordinate with Director of Operations and Transportation for trip coordination and food.

Subsection G. Winter Chaperone and Uniform Coordinator

Winter Percussion/Guard Chaperone and Uniform Coordinator will follow procedures outlined in Section 12. Subsection A and Subsection C

Subsection H. Senior Committee Chair.

The Senior Committee Chair shall form a committee of senior parents to coordinate all senior events with the Director of Student Affairs.