

CONSTITUTION OF THE
RED RAIDER MARCHING BAND BOOSTERS, INC.

2019-2020 School Year (Revised by vote on 11/13/18)

Article I – Name

This organization shall be known as the Red Raider Marching Band Boosters, Inc.

Article II – Purpose

The purpose of this organization shall be as follows:

To assist in developing a comprehensive and progressive music group which will be of musical and educational benefit to the student and to the general community by sponsoring musical programs and educational programs, to supplement and assist the music and educational programs of the Uniontown Area High School by promoting instrumental music projects, parades, musical program and other similar undertakings; to develop a close relationship between the organization, the Band Director. The administration of the Uniontown Area High School, and the community; to establish, promote and foster a spirit of friendliness, fellowship and cooperation between students, parents/guardians, and friends of the Red Raider Marching Band.

Article III – Membership

SECTION 1. The membership of the Red Raider Band Boosters, Inc. shall consist of all eligible persons having paid their membership dues by September 1 of the school year.

SECTION 2. An eligible person shall be defined as any parent/guardian of a currently active Red Raider Marching Band Member in accordance with the student roster as determined by the Band Director.

SECTION 3. The "open membership period", during which new and renewal memberships will be accepted run annually from the 1st Tuesday in May through the 1st Tuesday in September, inclusively. New and renewal memberships will be only accepted at this time and membership shall remain closed during the remainder of the fiscal year. However, if and when a new student who moves into the district in enrolled at Uniontown High School and becomes a member of the band, his/her parent/guardian will be considered eligible for membership at that time, even though the membership period may already be closed.

SECTION 4. The current dues for membership are \$5.00 per parent/guardian. This amount can be changed by a vote of the general membership.

SECTION 5. The Band Director, Assistant Director, and Auxiliary Director shall be non-voting members and exempt from annual membership fees.

SECTION 6. All chaperones are from the membership at large. A member of the organization volunteers to be the head chaperone. The Band Director and head chaperone will request names of members who would like to chaperone band events. All final decisions on chaperone selection are the sole responsibility of the band director.

ARTICLE III A – Voting Rights

SECTION 1. Only active members will be eligible:

- A) To vote on any issue that comes before the General Membership.
- B) To make motions from the floor during General Membership Meetings.
- C) To vote during the annual election of officers.

SECTION 2. An active member shall be defined as any person who qualifies in accordance with the membership and eligibility provisions of Article III and has attended at least 50% of the monthly General membership meetings during the fiscal year in accordance with the following rounded-off schedule:

Minimum Attendance Requirement for Active Members

1 out of	1	Meetings
1 out of	2	Meetings
2 out of	3	Meetings
2 out of	4	Meetings
3 out of	5	Meetings
3 out of	6	Meetings
4 out of	7	Meetings
4 out of	8	Meetings

ARTICLE IV – Officers and Executive Committee

SECTION 1. Qualifications for nomination and election to office shall be as follows:

- A) The candidate must have at least one year of past membership in the organization and must qualify for membership during the upcoming fiscal year.
- B) The candidate must currently be an active member of the organization in accordance with the provisions of Article III C.
- C) Candidates for election to the office of President, in addition to meeting the above requirements, must also have at least one consecutive year of part experience as an officer or member of the Executive Committee. If none of the current officers or Executive Committee members wish to run for the office of the president, the nominations will then be opened up to anyone who meets the above qualifications number 1 and 2.

SECTION 2. The elected officers of this organization shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Assistant Treasurer

SECTION 3. Upon election, the elected officer will serve for a term of one year. If nominated, an officer may be re-elected for an additional term(s) to the same office without limit to terms served.

SECTION 4. A vacancy in the office of the president shall be filled by the automatic elevation of the Vice President to the office of president and this person shall so serve for the duration of the unexpired term.

SECTION 5. A vacancy in the office of Vice President shall be filled by an election of the general membership.

SECTION 6. All other office vacancies shall be filled by appointment of the Executive Committee.

SECTION 7. The Band Director, Assistant Director, and Auxiliary Director shall be invited to attend Executive Committee meetings for the purpose of advising or consulting on matters pertaining to the band program as related to the general arms, functions and responsibilities of this organization. The Band Director, Assistant Director, and Auxiliary Director shall however, have no voting rights on matters of official business of this organization being conducted by the Executive Committee.

SECTION 8. Any Executive Committee member that refuses or neglects to attend two (2) consecutive Executive or regular meetings unless prevented by illness, a death in the immediate family or employment shall have that position declared vacant.

ARTICLE V – Committees

SECTION 1: There shall be the following standing committees:

- 1) Ways and Means
- 2) Neighborhood Mom
- 3) Fair Committee

SECTION 2. Additional special committees shall be established on an “as needed” basis by the president and with the consent of the Executive Committee.

SECTION 3. A Committee shall meet upon the call of the chairman or by order of the Executive Committee.

ARTILCE VI – Meetings

SECTION 1. This organization shall meet on the 1st Tuesday of each month at 6:00PM in the Band room of Uniontown Area High School during the school year.

SECTION 2. Additional meetings of this organization, change of location, or change in time of meetings may be made by the Executive Committee.

SECTION 3. The newly elected officers shall call for volunteers at the April or May booster meeting for various standing committee chairmen positions and other work credit positions.

SECTION 4. The Executive Committee shall meet during the latter part of the month of June for the purpose of planning a program for the year. It may also be necessary to have meetings in July and August to follow up with the program year.

ARTICLE VII – Administrative and Fiscal Years

The administrative and fiscal years of this organization shall run concurrently beginning June 1 and ending on May 31 of the following calendar year.

It is herein provided that any and all bank accounts set up the name of this organization be established so as to provide for the honoring of drafts or withdrawals only on the basis of such drafts or withdrawals having been duly signed and countersigned by those authorized by pre-arrangement between the officials of the band and banks involved and the officers of this organization. In accordance with this procedure, it is further herein specified that the signature be that of any two Executive Committee members.

It is herein provided that two (2) audits per year of the financial records of the organization shall be conducted during the year the band takes a major trip and one (1) in the alternate years. The president of the organization shall, in the regular January meeting, appoint an auditing committee consisting of two (2) members. This committee will be selected from the general membership and to be composed of persons who are not currently members of the Executive Committee. The audit committee shall examine any and all financial records of this organization and report the results of the audit to the general membership at the February meeting and the September meeting. This second or only audit shall be conducted so as to be concurrent with the termination of the administrative and fiscal year. An alternative method of audit is to use an outside accounting service.

ARTICLE X – QUORUM

The active members at any general membership meeting shall constitute a quorum.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert Rules of Order Newly Revised (1981 edition) shall govern this organization in all cases to which it is applicable and in which it is not inconsistent with the By-laws or the special rules of order of this organization.

ARTICLE XII – Amendments

SECTION 1. Proposed amendments to this Constitution and the By-Laws may be initiated by the Executive Committee or by members of the organization upon presentation to the Executive Committee of a petition recommending the proposed amendments, bearing signatures representing not less than ten percent (10%) of the total membership.

SECTION 2. The Constitution and By-laws may amend at any general meeting provided that the amendment has been submitted in writing at the previous regular meeting. An amendment shall become a part of this Constitution or By-laws by a majority vote of the members present.

SECTION 3. The by-laws will reviewed every two years to ensure that any necessary amendments are incorporated into by-laws. A vote of the membership will be taken to continue to use current by-laws should no changes be deemed necessary.

BY-LAWS

ARTICLE I – POWERS AND DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. PRESIDENT – the president shall preside at all general meetings of the organization and Executive Committee and shall enforce the provisions of the Constitution and By-Laws of the organization. The president shall establish special committees as the Executive Committee may deem advisable. The president shall appoint all committee chairmen with majority approval of the other five (5) elected officers. The president shall serve as a member ex-officio of all other standing committees and perform such other duties as are incidental to the office of the president.

SECTION 2. VICE-President – the vice president shall, in the absence or the inability of the president to serve, preside and performs the duties of the president and shall perform such other duties as the organization or the Executive Committee may from time to time assign. The vice president shall serve as trip chairman and plan the trip in cooperation with the Band Director.

SECTION 3. SECRETARY – the secretary shall keep accurate reports and minutes of the proceedings of this organization and of the Executive Committee. The secretary shall maintain a record of members in attendance at all general and Executive Committee meetings. The secretary shall have charge of keeping, maintaining and preserving all documents letters supplies and materials which belong to the organization and perform such other duties as the organization or the Executive Committee may from time to time assign.

The secretary shall take care of any communication between this organization and other organization or persona as to instruct by order of the president on behalf of this organization. The secretary shall keep an up to date student membership list. The secretary shall also see the membership received advance notification by mail of regularly schedule or special meetings and perform such other duties as the organization or Executive Committee may from time to time assign.

SECTION 4. TREASURER – the treasurer shall receive all funds on behalf of the organization and give a receipt therefore and keep the Executive Committee advised on all matters connected therewith. The treasurer shall keep an accurate book record showing all receipts and disbursements, keep the financial account of the organization and deposit all funds in a depository as the Executive Committee may designate. The treasurer shall pay all bills against records for audit at the end of the fiscal year and perform such other duties as other organization of Executive Committee may from time to time assign.

SECTION 6. ASSISTANT TREASURER – the assistant treasurer shall keep individuals records of all student on fundraising and also shall assist the treasurer in such functions as may be delegated by the latter and in the absence and inability of the treasurer perform the duties of the office, shall perform those duties and other related assignments as the Executive Committee may from time to time assign.

SECTION 7. – EXECUTIVE Committee (comprised of the President, Vice President, Secretary, Treasurer, and Assistant Treasurer) – the Executive committee shall supervise all affairs of the organization. It shall have the authority, as elsewhere provided to fill vacancies in the various elected offices except those of the president and the vice president. The Executive Committee shall have the responsibility to recommend such action or procedures as warranted, pertaining to regulations and matter not provided for in the Constitution and By-laws.

ARTICLE II – DUTIES OF COMMITTEES

SECTION 1. WAYS AND MEANS: This committee shall devise, plan organize the methods, make recommendations concerning and supervise or assist in the carrying out of adopted procedures in connection with the raising of monies to meet the financial objectives and/or related functions of this organization.

SECTION 2. FAIR COMMITTEE – This committee shall devise, plan organize the methods, make recommendations concerning and supervise or assist in the carrying out of adopted procedures in connection with the operation of the outdoor arena concession stand located at the Fayette County Fairgrounds.

SECTION 3. NEIGHBORHOOD MOMS – This committee shall handle the distribution of band information regarding fundraisers and any other materials that need distributed to the band membership. Each student is placed into a neighborhood close to the residence. The Neighborhood Mom will contact these members when information is available for pickup.

SECTION 4. SPECIAL COMMITTEES – Special committees shall devise, plan organize the methods, make recommendations concerning and supervise or assist in the carrying out of adopted procedures of duties that develop on an “as needed” basis by the President and with the consent of the Executive Committee.

ARTICLE III – ELECTIONS

SECTION 1. A nominating representative consisting of one (1) member shall be appointed by the president during the regular meeting in the month of February for the purpose of preparing a slate of officers to be elected for the ensuing year. The slate can be distributed via e-mail in lieu of contacting each member separately. The slate of officers will be officially placed in nominations during the regular meeting in the month of April at which time additional nominations, in accordance with Constitution Article IV,

will be accepted to the prepared slate, an open vote shall be conducted. In the event additional members are placed in nomination from the floor, provisions is herein made for the conducting of a secret ballot vote. A majority vote of the members present and voting shall constitute an election.

SECTION 2. Newly elected officers for the ensuing year shall officially assume the duties of their respective offices beginning June 1.

ARTICLE IV –GENERAL FUNCTIONS AND RESPONSIBILITIES

SECTION 1. Flowers and sympathy cards shall be sent to the immediate family in the event of the death of a student member of the band organization, a parent/guardian or legally appointed or recognized guardian, Band Director, Assistant Director, and Auxiliary Director. In lieu of flowers, as determined by circumstances, an appropriate memorial gift or equal monetary value will be provided as an alternate tribute.

SECTION 2. The band boosters will reimburse all seniors through the Class of 2021 who have purchased a band jacket, \$25.00 for each year they were an active member of the band, not to exceed \$100.00. This money shall be returned shortly after the final marching band event of the school year. This practice will be discontinued based on majority vote after the Class of 2021 has graduated.

SECTION 3. Payment of incidental expenditures of less than \$500.00 shall be made on the authorization of the Executive Committee. Payment of incidental expenditures more than \$500.00 shall be made on the authorization of the booster membership.

SECTION 4. The band boosters will cover the cost of one (1) 8x10 color picture of entire band that is inserted into the football program each year.

SECTION 5. The band boosters have various fundraisers throughout the school year to support the general fund and raise money to cover various expenses incurred by the band. For example, food for the band members, beverages, medical supplies and transportation, etc. These fundraisers are a vital part of the organization.

In addition, fundraisers to benefit individual student's accounts are held on a regular basis throughout the school year. Every band member has the option to participate, but the fundraising is not mandatory. The students who elect to participate receive a portion of the profit from the fundraisers.

- a) In order to receive the profit from any fundraiser, the fundraiser money must be turned in to their neighborhood mom by the due date. No profit will be distributed if the funds are not turned in. No postdated checks will be accepted.

- b) Any student who does not pay for a fundraiser will not be permitted to participate in the next fundraiser until all payments are current. No checks will be taken as well; payments must be made in cash.
- c) In addition, any member issuing or accepting an insufficient funds check must reimburse the organization for the amount of the check plus any applicable fees within thirty (30) days of notification of insufficient funds. Furthermore, once an insufficient funds check is presented to the organization, no further checks will be accepted from this member and future payments will only be accepted in the forms of cash, cashier's check or money order.

ARTICLE IV – WORK CREDITS/STUDENT ACCOUNTS

SECTION 1. WORK CREDITS – it takes many adults and students working together to have a successful band year. Work credits are given for participation in activities related to the organization. The work credits are available to all band members and/or their parents/guardians. All work credits are posted into their student's account. The work credits come from the proceeds of the fundraisers the band holds throughout the school year.

- a) Being an Elected Officer of the Organization – all positions receive \$100.00 with the exception of the Secretary which only receives \$50.00.
- b) Working at the Fayette County Fair Outdoor Arena Concession Stand - \$10.00 work credit will be given per member/student. If enough member volunteers are not obtained to cover open shifts, other volunteers can work and assign their shift credit to a student of their choice. Only adults can work inside the concession stand booth.
- c) Working the football concession stand - \$10.00 work credit will be given.
- d) Working as a chaperone at band event - \$5.00 work credit will be given.
- e) Work credit is also given to various committees within the organization. Fair Committee Chairperson- \$125.00, Fair Committee Volunteers - \$50.00, Ways and Means - \$100.00, Neighborhood Mom - \$4.00 per student, Concession Stand - \$50.00, Bank Jackets - \$25.00, Head Chaperone - \$25.00, Uniform - \$10.00, Head Neighborhood Mom - \$25.00
- f) The amount of the work credit can be changed by a vote of the executive committee.
- g) Work credit will only be given after successful completion of duty obligations, as reviewed by the Executive Committee.
- h) If any Executive Committee member, officer, standing or special committee member fails to successfully complete their duty obligations for any reason during the year, work credit will not be given.

SECTION 2. STUDENT ACCOUNTS – Each band member will have a ledger sheet that details their activity for the school year. A separate checking is maintained for the student account.

- a) A percentage of some of the fundraisers will be deposited into the student account, credited to each individual student dependent upon their total sales.
- b) Student account funds may be used to offset the cost of the following items: band camp, the annual band trip, any uniform components ordered through the band, letterman jackets, and musical equipment repair pre-approved by the Band Director at an approved location.
- c) No withdrawals are permitted from the account for personal use ever.
- d) The student account will remain open until he/she graduates. If the student leaves the band prior to graduating, their balance will remain in the student account. Once they have graduated their balance will be transferred into the general fund. However, a graduating senior student is allowed to designate all or part of the balance of their student account, irrevocably, to current or incoming band member(s) after the first nine weeks of their senior year. There may be no time lapse between the senior leaving and one entering the band.
- e) A parent/guardian may deposit money into the student account as a donation to cover the cost of any extra activity decided upon by the Band Director.
- f) If a student attends a special 'Band Front Camp' (i.e. drum major camp), they may utilize their student account with pre-approval from the Band Director.
- g) A parent/guardian acting as a chaperone for the band may utilize funds from their child's student account to offset the cost of their trip.

SECTION 3. TRIP SUBSIDY – this is money that the boosters provide toward the cost of the band trip. If you are not attending the band trip you **ARE NOT** eligible for the subsidy. The money is **NOT** from the student's individual account. The trip subsidy amount will vary depending upon the availability of funds.

To earn the subsidy in part or in full the following requirements must be met. Each item entitles the student to 50% of the subsidy.

- a) Parent/guardian and student must each work shifts at the Fayette County Fair's outdoor concession stand as follows: parent/guardian works 1 shift and the student works 2 shifts.
- b) Parent/guardian must work a shift at the football concession stand and chaperone one band event; OR work two football concession stand shifts.