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Bylaws

Corrected as Amended Through May, 2011

Article I

Name

The name of this organization shall be

Bethel Park Music Boosters.

Article II

Purpose

The purpose of this organization shall be to give moral, social, and supplementary financial support to the instrumental music program, including but not limited to, Marching Band, Orchestra, Symphonic Band, Concert Band, and Top 21. Notwithstanding anything herein to the contrary, this organization shall only participate in and support activities that are in furtherance of the purposes of tax-exempt organizations set forth in Section 501(c) of the Internal Revenue Code and its Regulations as they now exist and as they may hereafter be amended.

Article III

Membership

Section 1 - Membership is open to all parents of Senior High School students participating in the instrumental and/or selected vocal music programs.

Section 2 - Associate Membership may be extended to any of those in the community interested in the purpose of the organization including alumni and parents of alumni of the instrumental and/or selected vocal music programs. Associate members have all privileges of regular members except voting and holding elective offices.

Section 3 - Membership and Associate membership dues shall be established by the Executive Board.

Article IV

Officers and Their Election

Section 1 - The officers of this organization shall be President, Vice President, Secretary, and Treasurer. Together these officers, the chairpersons of the standing committees and the music Directors of Bethel Park Senior High School shall constitute the Executive Board.

Section 2 - The officers shall be elected each year at the April meeting and shall assume office the following June 15th. These officers shall continue in office until the following June 15th.

Section 3 - A Nominating Committee shall consist of five members, three shall be elected from the membership at large, and two shall be appointed by the President from the membership at large at the February meeting. Two alternates shall be elected to serve in place of any of the above who are not able to serve. The consent of each nominee to serve must be obtained before his or her name is placed in nomination.

If the spouse of a Nominating Committee member intends to be a candidate for office, that member shall automatically withdraw from the Nominating Committee. The President shall then appoint a new member to serve on the committee, selecting first from the elected alternates.

Article IV (cont)

Each member is entitled to cast one vote for each of three different nominees from the slate of candidates. The three nominees receiving the highest number of votes shall serve on the Nominating Committee. The two nominees receiving the fourth and fifth highest number of votes shall be elected alternates.

Any member of the Nominating Committee consenting to be a candidate for office will automatically withdraw from the Nominating Committee. The President shall then appoint a new member to serve on the committee, selecting first from the elected alternates.

Section 3A - The Nominating Committee shall submit nominations at the March meeting. Nominations may also be made from the floor at the March meeting. The consent of all candidates for office must be obtained before their name is placed in nomination.

Section 4 - The officers shall be elected by paper ballot only if there are two or more nominees for any office at the April meeting. Nominations may be made from the floor. In the event there is but one candidate for an office, the Secretary may be instructed to cast the elective ballot for the nominee.

Section 4A - Only paid-up members of the Bethel Park Music Boosters are eligible to vote for officers or to run for an office, be a member of Executive Board, chaperone, or any other matters pertaining to the Booster organization and its operations. This does not include associate membership as described in Article 3, Section 2.

Section 4B - Eligible voters are those Senior High School parents who have paid their annual dues prior to actual election. Each member is entitled to one (1) vote only on each issue as submitted for vote. See Article 7, Section 19 for voting procedures.

Section 5 - No officer shall serve more than two (2) consecutive terms in the same office.

Section 6 - Any vacancy occurring in the office of Vice President, Secretary, or Treasurer shall be filled by the Executive Board. Should the office of President become vacant, it shall be filled by the Vice President for the remaining term and the office of Vice President shall be declared vacant and filled by the Executive Board. Any officer appointed to fill a vacancy shall serve for the unexpired term of the predecessor in office

Article IV (cont)

Section 7 - The Executive Board shall attend to the affairs of the organization during the interim between meetings of the organization, but the acts of the Board shall not conflict with action taken by the organization.

The Executive Board also shall approve and implement the insurance coverage developed and recommended by the Finances and Audit Committee each year.

Article V

Duties of the Officers

Section 1 - President

- To preside at the meetings of the Bethel Park Music Boosters and the Executive Board.
- Member ex-officio of all committees except Nominating.
- The President may suggest items of new business.
- The President also decides who shall have the floor to speak.
- It is the President's responsibility to see that the Bylaws are followed.

Section 2 - Vice President

- Shall assist the President as requested. In the event of the President's absence or inability to serve, the Vice President shall temporarily perform the duties of the President.

Section 3 - Secretary

- To record and distribute the minutes of the Bethel Park Music Booster meeting and the Executive Board.
- Conduct such correspondence as may be requested by the President or the Executive Board.

Section 4 - Treasurer

- To receive all money.
- To keep an accurate record of all receipts and disbursements.
- To make other payments as authorized
- Must count and deposit all monies in a bank account authorized by the Executive Board.
- All withdrawals must be signed by the Treasurer and one other officer.
- To make investments authorized by the Executive Board.

Article V (cont)

- To recapture any charges incurred by the Bethel Park Music Boosters for any check(s) written to the organization which are returned for non-sufficient funds (NSF). An amount equal to the NSF bank charge on the Bethel Park Music Boosters account will be assessed to the writer of the NSF check.

Section 5 - Music Facilitator

- To act in an advisory capacity
- To make necessary requests for the welfare of Bethel Park Music Program.

Article VI

Standing Committees

Section 1 - The chairpersons of the following committees shall be appointed by the President within one month following the President's election.

- Band Festival
- Band Trip
- Banquet
- Bylaws
- Chaperones
- Finances & Audit
- Hoagie Sales
- Publicity
- School Board
- Social
- Telephone
- Performance Attire
- Ways and Means
- Yearbook
- Dinner Dance
- Video
- Orchestra/Cast Party
- Membership
- Technology
- Music Advocacy

The chairperson of each committee shall submit a written summary of the year's work of his or her committee, with recommendations for the next year, to the President prior to the last meeting. The chairperson of each committee shall submit a report on his or her activities at each Executive Board for approval.

Article VII

Duties of Standing Committees

Section 2 - Band Festival

The Band Festival Committee shall organize, promote, and operate all necessary functions for the Band Festival.

Section 3 - BPHS Music Department Spring Trip

The Trip Committee shall contact prospective parties to make all necessary arrangements for the Spring Trip. The Trip Committee shall consist of the appointed chairperson, the elected officers of the Bethel Park Music Boosters and the Music Facilitator / Directors.

Section 4 - Banquet

The Banquet Committee shall make all arrangements for the Marching Band Banquet and Senior Awards.

Section 5 - Bylaws

This committee chairperson shall review the bylaws of the Bethel Park Music Boosters as often as necessary or whenever the membership shall question or ask for change as outlined in Article 9, Section 1.

They shall then prepare and/or read submitted proposed amendments or changes to existing bylaws at the next executive board meeting to determine if the amendment should be presented at the following regular business meeting of the Music Boosters and again at the next regular business meeting at which time, the proposed changes shall be voted on (approval by two-thirds of eligible voting members).

Section 6 - Chaperone

The Chaperone Committee shall see that the parents are on hand when requested by the Band Director.

Article VII (cont)

Section 7 - Finance and Audit

The Finance and Audit Committee will prepare the annual budget. The Committee will audit the books at least four times during the year and also at the close of the Treasurer's term of office. This committee shall develop and submit a proposal to the Executive Board each year for adequate and continuous coverage for the organization and all of its activities. This committee shall maintain an inventory list of all Music Booster equipment, and perform an inventory yearly to confirm the existence and location of items listed.

Section 8 - Hoagie Sales

The Hoagie Sales Committee shall be responsible for organizing and operating the Hoagie sales.

Section 9 - Publicity

The Publicity Committee shall prepare items of general interest for publication and attend to the advertising needs of the Music Boosters.

Section 10 - School Board

The School Board Representative is to act as liaison or contact between the Bethel Park School Board and the Bethel Park Music Boosters.

Section 11 - Social

The Social Committee shall assist in and initiate social activities.

Section 12 - Telephone

The Telephone Committee is responsible for all communications with members of the Bethel Park Music Boosters, including notice of regular and special meetings for the organization, hoagie sale orders, or any other information, as required.

Article VII (cont)

Section 13 - Performance Attire

The Performance Attire Committee shall arrange for the fitting, repairing, assigning, and collecting of school owned attire and accessories and shall assist in the acquisition of new and replacement attire and accessories throughout the Bethel Park High School Music Department. The committee shall also be in contact with the Music Department teachers and directors to assist with student owned attire to be worn for performances.

Section 14 - Ways and Means

The Ways and Means Committee shall devise and execute plans for financing activities of the organization. Any method of raising money must be approved by the Executive Board.

Section 15 - Yearbook

The Yearbook Committee is responsible for organizing, assembling, and publishing the Band yearbook and keeping a photographic record of the Instrumental Music Departments activities. The Chairperson shall act as the Historian of the organization.

Section 16 - Dinner Dance

The Dinner Dance Committee shall make all arrangements for the annual dinner dance.

Section 17 - Video

The Video Committee shall be responsible for keeping a video record of the Instrumental Music Department activities and make arrangements to offer for sale, a compilation of those videotaped activities to the Members of the organization.

Section 18 - Orchestra/Cast Party

The Orchestra/Cast Party Committee shall make all arrangements for the annual Orchestra/Cast Party to be held following the conclusion of the Spring Musical.

Article VII (cont)

Section 19 - Membership

It is the responsibility of the Membership Chairperson to update and distribute the Music Booster Membership application forms after the Executive Board approval of the form and dues. Upon receipt of the completed forms and dues, the Membership Chairperson will submit the dues to the Treasurer using the approved deposit process. The Membership Chairperson is also responsible to develop and maintain the membership list. The updated list is to be made available to the Chaperone Chairperson, the Band Director and the President as requested.

The Membership Committee chairperson and two (2) assistants shall be final judges as to eligibility of all voters and shall distribute ballots accordingly to only those members as described in Article 4, Section 4B if a paper ballot is required.

Section 20 - Technology

The Technology Committee is responsible for maintaining the master roster database listing of all music department students that intend on making the spring trip. This list is utilized by various other committees of the booster organization and directors. This committee will also be responsible for, but not limited to, the preparation of all label and name badges for hoagie sales. The committee may also act as a consultant to the Webmaster, as necessary, and be the technical contact for the website domain registration.

Section 21 - Music Advocacy

The Music Advocacy committee will work with the Music Facilitator, the Bethel Park Music Department and the Music Boosters to publicize local music events, and to actively promote the study and enjoyment of Music in Bethel Park School District and community. The committee will have a chairperson and sub-committees that may be appointed by the chairperson to work on projects that will advocate for the music department throughout the year. Money will be available for this committee through a budget created by the Booster President and approved by the Executive Board.

Article VIII

Meetings

Section 1 - The regular meeting shall be scheduled on the third Tuesday of each month during the year, except June, July and December, at 7:30 p.m., in the Bethel Park School Buildings. Regular scheduled meetings may be rescheduled by the Executive Board.

Section 2 - The regular Executive Board meetings shall be scheduled on the second Tuesday of each month during the year, except June, July, and December. Executive Board meetings may be scheduled or rescheduled by the President.

Section 3 - Special meetings of the general membership may be called by the President. At these meetings, no business shall be transacted other than that for which the meetings have been called. The entire membership shall be notified prior to all special meetings, within a reasonable time prior to the meeting.

Section 4 - A quorum for the transaction of business at regular and special meetings of the organization shall be thirty (30) members, including at least two (2) officers. A quorum for the transaction of business at the Executive Board meetings shall be nine (9) members of the Board, including at least two (2) officers.

Section 5 - On matters requiring a formal resolution in Executive Board meetings, there shall be one vote for each officer and Standing Committee, as outlined in Article 6, Section 1. Each person shall have only one vote.

Article IX

Amendments

Section 1 - These Bylaws may be amended at any regular business meeting by two-thirds of the members present, provided that the proposed amendments shall have been submitted in writing and read at the previous meeting of the organization.

Article X

Parliamentary Authority

Section 1 - The rules governed in the Roberts Rules of Order shall govern the organization. If there is a conflict between Roberts Rules of Order and the Bylaws, then the Bylaws take precedence.

Section 2 - The order of conducting meetings:

- Reading of Minutes
- Treasurer's Report
- Report of Committee Chairpersons
- Old Business
- New Business
- Adjournment

AMENDMENT DATES

Approved as corrected by Membership 9-10-58

Amended by members 5-13-59

Amended by members 2-20-07

Amended by members 1-16-68

Amended by members 3-17-09

Amended by members 3-17-70

Amended by members 5-16-11

Amended by members 11-17-70

Amended by members 1-19-71

Amended by members 3-13-73

Amended by members 4-16-74

Amended by members 3-16-76

Amended by members 5-22-79

Amended by members 11-17-81

Amended by members 2-18-83

Amended by members 5-15-84

Amended by members 1-17-89

Amended by members 2-9-93

Amended by members 11-21-95

Amended by members 4-17-00

Amended by members 4-9-02

Amended by members 1-18-05