

Niles Band-The Musical Pride of Niles  
Niles Band Boosters, Inc  
PO Box 2316  
Niles, OH 44446

**By-Laws for Niles Band Boosters, Incorporated**

Revised 7/2022

**Article 1 - Name and Address**

The name of the organization shall be the “Niles Band Boosters, Incorporated.” Hereinafter referred to as “the organization.”

The physical address of the Niles Band Boosters shall be:

The Niles Band Boosters, Inc  
616 Dragon Drive  
Niles, OH 44446

The official mailing address of the Niles Band Boosters shall be:

The Niles Band Boosters, Inc  
PO Box 2316  
Niles, OH 44446

**Article 2 - Purpose**

The purpose of the organization shall be to aid in the welfare and promote the interest of the Niles McKinley High School Band.

**Article 3 - Membership**

Membership in the organization is open to all adults, 18 years of age or over. An annual membership fee set by the Executive Board, is required of each member joining. The membership year is the same as the fiscal year - July 1st to June 30th. Once the fee is paid, a member may run for office, serve on committees, and vote on any issue presented for vote at General Membership Meetings.

**Article 4 - Meetings**

The Executive Board and the General Membership will meet on the first Tuesday of each month at 6:30 pm. Meetings are open to all. Paid Band Boosters may make motions, vote, and ask that items be placed on the agenda. At each meeting, a band director's report and committee reports will be given.

#### Article 5 - Rules of Order and Parliamentary Authority

Rules of order at all Membership Meetings shall be as follows:

1. Call to order
2. Approval of the minutes
3. Approval of the treasurer's report
4. Finance committee report
5. President's report
6. Band director's report
7. Standing committee reports
8. Old business not addressed prior
9. New business not addressed prior
10. Adjournment

The rules contained in Robert's Rules of Order - Revised govern the organization in all cases to which they are not inconsistent with these by-laws.

#### Article 6 - Executive Board

The Executive Board of the organization shall be comprised of the President, Vice-President, Secretary, Treasurer, Financial Secretary and the following Committee Chairpersons: Membership & Hospitality, Finance & Budget, Fundraising, Chaperone, Concession Stand, Band Camp, Band Night, Band Banquet, Senior Night and Uniforms. Four At-Large Freshman Representatives will also be part of the Executive Board and will choose a committee to work on.

In addition, non-voting members of the Executive Board shall include the Niles McKinley Band Directors, the Drill Line Advisor, the Majorette Advisor and the immediate Past-President.

An individual holding more than one position is still eligible for only one Executive Board Vote.

Only parents/guardians of current Niles Band students may be elected to and serve as the Chaperone Chairperson and the Band Camp Chairperson (Band Camp Chairperson must have the recommendation/approval of the Niles McKinley Band Directors)

#### Section 1 - Term of Executive Board Members

These Executive Board Members will be elected by the Membership and will serve a one (1) year term from July 1st to June 30th , except the Band Camp Chairperson who will serve from August 15th of the year he/she is elected to August 15th of the following year.

Nominations for Executive Board positions will be held at the April Membership Meeting and elections will be held at the May Membership Meeting.

#### Section 2 - Attendance of Executive Board Members and Quorum

These Executive Board Members shall make every effort to attend all Executive Board and General Meetings scheduled during the year. Any Executive Board Member missing more than two (2) meetings of any type without due cause, is subject to removal by the Executive Board.

A quorum shall consist of 51% of the Executive Board (eligible voters) - counting each individual only one time, regardless of how many positions he/she holds.

#### Section 3 - Vacancies on the Executive Board

All vacancies occurring in office, except the office of the President, shall be filled by the Executive Board, with nomination and election to fill the vacancy within sixty (60) days. Vacancies shall be filled from the current membership list and continue for the duration of the term.

#### Section 4 - Duties of the Executive Board

The Executive Board shall have general supervision of the affairs of the organization between meetings. Shall fix the hours and place of the meetings, submit an annual budget to the membership at the May meeting, and present an agenda to be followed at each Membership Meeting. In addition, the Executive Board Members shall perform specific duties outlined below:

The President shall be the official representative of the organization, ex-officio member of all committees, shall preside over all Executive Board and General Membership Meetings, direct all organizational communications and enforce these by-laws.

The Vice-President shall preside at all meetings, in the absence of the President, the First Vice President shall assume the Presidency for the duration of the current term.

The Secretary shall keep the minutes of the organization and prepare a hard copy of minutes for each Executive Board and Membership Meetings. The Secretary shall publish the Band Booster newsletter (The Bugler), keep a current roster of all students and parents/guardians, send publicity releases and photos to newspapers and assist with publicizing fundraisers and events. The Secretary shall be responsible for the custody of the organization's books, records and files and shall deliver such to his/her successor at the end of his/her term.

The Treasure shall be the financial officer of the organization and is responsible for recording and auditing all receivables and payables. The Treasure shall make regular reports at all Executive Board and Membership Meetings. The Treasure shall make disbursements, subject to such regulations as may be determined from time to time by the Executive Board. The Treasure will be responsible for preparing monthly statements of past due amounts for collection. The Treasure shall be responsible for the custody of the organization's financial books, records, files and monies and shall deliver such to his/her successor at the end of his/her term.

The Financial Secretary– Shall assist the Treasure with counting monies and sending statements. Manage online banking and Quickbook accounts and file IRS forms in a timely manner.

Each of the following Committee Chairs is responsible for meeting with his/her committee at least twice during the fiscal year, steering the work of the committee and reporting on the work of the work at the Executive Board and Membership Meetings. All committees work under the general supervision of the Executive Board.

Membership & Hospitality Committee Chairperson shall recruit and retain members and keep the roster current; provide a welcoming atmosphere at all band events and meetings, and provide food for the band when needed, assist with planning Senior Night and the Band Banquet.

Finance and Budget Committee Chairperson shall build a budget, present for vote, monitor and report on the budget, make motions to amend the budget when necessary.

Fundraising Committee Chairperson shall investigate and suggest fundraising opportunities, assign chairs to fundraisers, oversee those chairs, report on fundraisers, and shall be responsible for keeping record of all Student Scholarship Dollar Accounts.

Chaperone Committee Chairperson shall determine with the Band Director the number of chaperones needed and any special skills required, recruit and train chaperones, oversee chaperones at each event, assign and oversee volunteers to work the uniform closet before and after all events. Chaperone Chair must be available to attend all events throughout the year. Chaperone Chair must be available to ride to and from all events on the bus. Chaperone Chair needs to be available throughout the event if any issues shall arise. Chaperone chair shall make sure chaperones have current FBI/BCI background checks in compliance with the Niles City Schools volunteering policy.

Concession Stand Committee Chairperson shall set menu and prices, make purchases, clean and stock/restock stands, recruit and train volunteers, assign team leaders to each stand, secure “bank” for each stand, follow money handling procedures for each stand and winterize each stand.

Band Camp Committee Chairperson plan/supervise all aspects of Band Camp including, chaperones, nurse, room assignments and special events. The Band Camp Committee Chairperson shall be responsible for receiving and recording Band Camp payments. Ensure all chaperones have current FBI/BCI background checks in compliance with the Niles City Schools volunteering policy. All Band Camp Chaperones must be either an Executive Board Member or have a child in Niles McKinley Marching Band grades 9 to 12, and have approval of the Niles McKinley Band Directors.

Band Night and Band Banquet Committee Chairperson plan/supervise all aspects of Band Night and the Band Banquet. Each of these events has a separate record book that details all jobs that need to be done.

Uniform Committee Chairperson shall order and sell gloves, shoes, berets, t-shirts and shorts; fit and repair, alter all uniforms; organize the uniform closet; create policies related to uniforms; arrange for uniform dry-cleaning; investigate the purchase of new uniforms as needed.

Technology Chairperson shall oversee all technology-related aspects of the organization, including maintaining the website, managing social media accounts, setting up online fundraising tools, and assisting with digital communications. The Technical Chair shall work with other committee chairs to ensure proper digital record-keeping and provide technical support for virtual meetings and presentations. This position requires familiarity with digital platforms, social media engagement, and website maintenance.

## Article 7 - Special Committee

The Executive Board may establish Special Committees as it deems necessary, including a Nominating Committee, Purse Bingo Committee, Disney Committee, ect. The Executive Board shall establish the functions of all Special Committees, which shall operate under the general supervision of the President.

## Article 8 - Finance

### Section 1 - Fiscal Year

The fiscal year of the organization shall be from July 1st to June 30th inclusive.

### Section 2 - Money Receivables and Disbursements

All funds received when possible, shall be deposited into our account the same day the funds are collected. Under no circumstance shall funds be held for longer than five (5) days before deposit, unless the Band is out of town.

Following the adoption of the budget by membership the Executive Board is authorized to expand the funds within each appropriation if funds are available - this includes committees who wish to spend funds allotted to them.

Funds will be dispersed by means of check which shall bear the signature of two (2) of the following the President, the Treasurer, the Vice-President, the Financial Secretary. All 4 of these Individuals will be bonded with a position bond, the expence of such to be born by the organization.

### Section 3 - Auditing & Records

Each Committee Chairperson will present a financial report for his/her Committee for review at any time demanded by the Executive Board.

Any fundraiser generating more than \$5,000 in profits shall be audited by two (2) Executive Board members.

After the close of each fiscal year the Executive Board will appoint three (3) members to audit the financial transactions of the organization for the proceeding fiscal year.

All financial records shall become property of the organization.

#### Section 4 - Fundraising

Fundraising will be held annually to raise money for the general fund of the Organization and to help defray the cost of Band Camp and/or trips for students.

20% of the net profit of all fundraisers (35% of Concessions net profit and Band Night net profit) will be deposited into the Uniform Funds for the purpose of cleaning and repairing current uniforms, purchasing new uniforms, and repaying any outstanding uniform loans.

An additional 20% of the net profit of all fundraisers will be deposited into the Instrument Funds for the purpose of repairing and replacing instruments.

No individual or group from the Band may have a separate fundraising activity unless approved by the Executive Board and/or the Band Directors.

#### Section 5 - Student Scholarship Dollars

The Executive Board will decide before each fundraiser the amount of Student Scholarship Dollars (if any) students may earn for their participation in the fundraiser. These amounts will accumulate in a student's Scholarship Dollars Account to be used for Band Camp and/or trips.

When a Band Member graduates their Scholarship Dollars Account will be transferred to the Scholarship Dollar Account of a sibling who is currently



an 8th to 11th grade Band Member. If the Band Member does not have a sibling Band Member their Scholarship Dollar Account will be transferred to the Angel Funds Account. Once the Angel Funds Account is fully funded the money will be transferred to the General Fund.

#### Article 9 - Review and Amendments to the By-Laws

These by-laws shall be reviewed yearly by the Executive Board, and all paid Band Booster Members shall be offered a copy of these laws

These by-laws may be amended at any Membership Meeting of the Organization by a two-thirds ( $\frac{2}{3}$ ) vote. Provided the amendment has been submitted in writing at the previous meeting.