

CONSTITUTION AND BYLAWS

JORDAN-ELBRIDGE BAND BOOSTERS

Mission Statement: The purpose of this organization is to provide support, both morally and financially to the Jordan-Elbridge Marching Eagles including the field band, drum line, and winter guard programs.

ARTICLE I- Name

The name of this organization shall be the Jordan-Elbridge Band Boosters Inc. (JEBB).

ARTICLE II- Objectives

- A. Provide financial support for unique projects that promote the band program, but are outside the domain and purpose of the school district revenue.
- B. Encourage the growth and development of a quality marching band program which compliments and extends the educational options for students.
- C. Develop and implement creative avenues to encourage students to excel through the marching band programs, both collectively and individually.
- D. Work collaboratively with the District Administration, school officials, and marching band directors in the pursuit of these objectives.

ARTICLE III- Members

Membership is open to any parent, friend, or supporter of the Jordan-Elbridge Marching Eagles.

ARTICLE IV- Officers

- A. The officers of the organization are voluntary and will include the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall be considered the Executive Board. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the organization. The qualifications shall be their interest in the welfare of the Jordan-Elbridge Marching Eagles, as well as being the parent/guardian of a current band member.
- B. The Band Director of the Marching Eagles shall be considered advisor to the organization at all times.
- C. The elected executive board members consisting of the President, Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary shall be the Trustees of the JEBB, along with

the current Band Director of the Jordan-Elbridge High School Marching Eagles, for a total of six (6) trustees.

- D. These officers shall be elected at the annual May meeting.
- E. Removal: The Executive Board shall have the authority to remove any officer or committee chairperson by a 2/3 majority affirmative vote of the Executive Board.
- F. It is the responsibility of the trustees to develop, submit, and present a budget for the upcoming year to the general membership at the April meeting for approval at the May meeting.

ARTICLE V- Elections

- A. The Nominating Committee shall be selected by the band booster president and the marching band director.
- B. Any qualified band booster interested in holding a position of office with the Executive Board shall be instructed to contact the Nominating Committee, or the Nominating Committee may solicit interest from any band booster. Any such individual must express interest in writing by the end of April.
- C. Elections shall be held in May. Members shall receive prior notification of the election meeting by mail two weeks prior to the elections.
- D. The Nominating Committee shall prepare and present the slate of candidates to the band booster president and the band director for approval by May 1st.
- E. The Nominating Committee will contact nominees for their acceptance for the nomination of office.
- F. At the May general membership meeting, the band booster president shall ask for the committee chairperson to place the slate of nominees for nomination.
- G. The election shall be held according to Robert's Rule of Order.
- H. Additional nominations will be accepted from the floor during the May annual meeting.
- I. The officers shall be elected at the Annual Meeting by a majority of those present at this meeting.
- J. In the event of a tie, the band director shall cast the deciding vote.
- K. Nominees for Executive Board positions can be elected for a maximum of two (2) consecutive one-year terms. No officer shall serve in the same office for more than two (2) consecutive terms, unless in the event of a vacancy.
- L. The Executive Board may or may not choose to fill a vacancy. In the event a vacancy is to be filled, the board may appoint an interim replacement until a special election can be held at a regular meeting.

ARTICLE VI- DUTIES- EXECUTIVE BOARD

- A. President:
 - Call and preside at all meetings of the general membership and Executive Board.

- Serves as an ex-officio member to all committees.
 - Appoints any standing committee that is needed during the term of office.
 - Assemble nominating committee with band director.
 - May assign duties to the other Executive Board members as needed.
- B. Vice-President:
- Preside at any meeting where the President would normally preside in the absence of the President.
 - Notify all Executive Board members and general membership monthly to remind them about the meetings.
- C. Recording Secretary:
- Take minutes of the Executive Board and general membership meetings and make available to the membership.
- D. Corresponding Secretary:
- Attend to all correspondence relating to this organization and its activities performed on behalf of the JEBB.
- E. Treasurer:
- Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds.
 - All checking accounts will have authorized signature cards from only the President and Treasurer.
 - Checks exceeding \$100 require approval of two Executive Board members in addition to the treasurer.
 - The Treasurer's records shall be audited prior to the Annual Meeting, by a committee appointed by the president, and/or at the Executive Board's discretion.
 - Upon collection, funds shall be deposited in the designated bank, and shall be withdrawn only with the knowledge of the membership. The treasurer will notify the tracker of any received funds.

ARTICLE VII- DUTIES- COMMITTEES

- The term of office for committees shall be at the Band Director's and Booster President's discretion.
- Home Show- Details are enclosed in Home Show Manual.
- Fund Raising/Merchandising
 - Any funds received shall immediately be turned over to the treasurer for deposit.
 - The chairperson of the fund raiser will keep record of each student's earnings and will provide the tracker and treasurer with an assessment breakdown sheet.
 - The Fundraising Committee will consist of a chair and sub-committee.
 - Fund raising as directed by the Executive Board.
 - Assist Band Director(s) with fund raisers.
 - The Merchandising Committee will consist of a chair and one additional member.
 - Ordering and merchandising of all merchandise.

- Coordination of all fund raising activities of the JEBB or band students must go through the Fundraising Committee in order to avoid conflict or duplication of efforts.
- Tracking Committee (One person)
 - The tracker will work in conjunction with the Band Director and treasurer.
 - The tracker is responsible for crediting student's accounts.
 - The tracker will provide the band director with monthly updates of student accounts, or updates at the band director's discretion.
- Social Coordinator
 - Hospitality room for judges at band contests hosted at by JE Marching Eagles.
 - Band Banquet.
 - Band/parent activities.
- Chaperones (TBA by Band Director and booster President)
 - Responsible for all band events.
 - Assist directors with equipment/props.
 - Maintain proper student/chaperone ratio according to the school's needs.
 - Lead chaperone to instruct chaperones before each event.
 - Coordinate refreshments when necessary for each event.
 - Ensure first aid kits are available for each event (nurse/first aid).
- Contact Committee
 - Update members list and provide updates to the members of the Executive Board, Band Director and Social Coordinator.
 - Call/email members as needed.
- Publicity/Public Relations
 - Works with Band Director.
 - Responsible for the publicity of the band boosters and band program (specifically band events, Color Guard, Drum Line, individual band students).
- Uniforms
 - Responsible for all elements of the band performance uniforms.
 - Maintain records of uniform distribution system.
 - Issue and collect uniforms/shoes.
 - Check in/out uniforms for regular cleaning with Dry Cleaner selected to fulfill the marching uniform cleaning.
 - Arrange for the cleaning of uniforms as necessary.
 - Report needed replacement items to the Band Director.

ARTICLE VIII- FUNDS

- A. Any and all funds that are received shall go directly to the treasurer, or to the director(s) whom shall then turn said funds over to the treasurer for deposit.

- B. No part of the net earnings of the JEBB shall inure to the benefit of any member, officer of the JEBB or any private individual (except reasonable compensation may be paid for services rendered to or for the organization). In the event of dissolution of the JEBB no member, officer of the JEBB or any private individual shall share in the distribution of any assets of the JEBB.
- C. Emergency funds may be withdrawn with the consent of the officers and advisor.
- D. All expenditures MUST have prior consent and approval of the executive board in accordance with Article VI (E).
- E. Consideration will be made for other groups of the music department upon approval of the Executive Board and there shall be notification by mail to all recognized band booster members, of a called meeting for this consideration. A 2/3 vote at this called meeting will be needed for approval.
- F. Upon dissolution of the organization, assets shall be distributed to the Jordan Elbridge Central School District for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IX- LEGAL

- A. Amendment to this Constitution shall require a previous notification and majority vote by those present at a meeting called for this purpose.
- B. All JEBB activities shall be subject to approval by the Jordan-Elbridge Board of Education and the Band Director.
- C. No part of the activities of the JEBB shall be carrying on propaganda, or otherwise attempting to influence legislation or participating in, or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.
- D. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from the federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributes to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future tax code.