



**CONSTITUTION AND BY-LAWS  
OF  
WEST SHORE MUSIC BOOSTERS, INC.**

I. CONSTITUTION

ARTICLE I - NAME

- A. The name of the organization shall be West Shore Music Booster, Inc. hereinafter referred to as "WSMB".
- B. The address of WSMB shall be P.O. Box 584, New Cumberland, PA 17070. The corporation may also have offices at other places as the business of the corporation may require, including but not limited to 560 Fishing Creek Road, Lewisberry, PA 17339 and 1301 Carlisle Road, Camp Hill PA 17011.
- C. WSMB is a duly incorporated, non-stock, non-profit corporation in compliance with the requirements of Section 204 of the Commonwealth of Pennsylvania Business Corporation Law, Act of May 5, 1953 (P.L. 364) (15 P.S. 31204).
- D. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- E. Upon the dissolution of the organization, assets shall be distributed 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 II – Purpose

- A. To lend all possible support for the music, marching and drill programs of the West Shore School District to include but no limited to the marching unit, concert band, wind ensemble, jazz band, indoor guard, indoor percussion, curricular instrumental and vocal programs in compliance with school and District guidelines and policies,

namely Board Policy 915 (Booster Organizations) and according to the provisions of the Solicitation of funds for Charitable Purposes Act.

- B. To support the curriculum and all activities to promote student leadership, musicianship, cooperation, teamwork and responsibility in coordination with those in charge of the West Shore School District Music Departments and the West Shore School District Administration, while maintaining the highest possible degree of efficiency.
- C. To build and maintain an organization of adults to arouse an enthusiastic interest in and to help promote the general activities of the music programs of the West Shore School District.

## II. BYLAWS

### Article I – Membership

- A. The membership of the WSMB shall include all parents or guardians of students participating in any West Shore School District music program and any person whose interest is to further the purpose of the organization.
- B. All District music programs shall automatically be awarded membership in the WSMB.
- C. Each member in good standing of the WSMB shall have one (1) vote on any matter under consideration by the WSMB at any General Membership meeting of the WSMB. The right to vote shall be exercised only once by each member.
- D. The right to chair a committee and hold office is limited to those parents/guardians who are members of the Band Boosters in “good standing”.
- E. A “member” shall be defined as a parent/guardian who:
  - 1. Has a student participating in an organization supported by WSMB
  - 2. Has no delinquent dues or fees
- F. A “member in good standing” shall be defined as a parent/guardian who:
  - 1. Has a student participating in an organization supported by WSMB
  - 2. Has no delinquent dues or fees
  - 3. Has attended two (2) (one in the fall/spring) Booster meetings, prior to the April General Membership meeting of each participating year.
  - 4. Has volunteered at one (1) Booster event, prior to the April General membership meeting of each participating year
  - 5. Has participated in one (1) fundraiser to benefit the Boosters General Fund, prior to the April General Membership meeting of each year

6. Has one (1) season of service before being eligible to become an elected official and/or chairperson.
- G. Student representatives are welcome to attend any Executive Board meeting or General Membership meeting of the WSMB however they shall not be voting members.

## Article II – Executive Board

- A. The business of the WSMB shall be managed by the Executive Board.
- B. The Executive Board of the WSMB shall be composed of nine (9) elected officers who are active member of the WSMB.
- C. The band director shall be a consultant to the WSMB, but shall not be a member of the WSMB.
- D. The immediate Past President of the WSMB shall be a non-voting advisor of the Executive Board.
- E. At the start of the fiscal year, the elected Executive Board shall be active members of the WSMB.
- F. The Executive Board shall have general supervision of the affairs of WSMB, shall make recommendations to WSMB and none of its acts shall conflict with the acts taken by WSMB.
- G. In addition to the powers and authorities expressly conferred upon them by these by-laws, the Board may exercise all such power of WSMB and do all such lawful acts as may be required to conduct the business of WSMB.
- H. All regular and special meetings of the Executive Board shall be open to the general membership.
- I. A majority of filled Executive Board positions shall be necessary to constitute a quorum for the transaction of business.
- J. The acts of a majority of the Executive Board present at a meeting shall be the acts of the Board.
- K. A majority vote is required to pass any motion.
- L. Any action that may be taken at a meeting of the Executive Board may be taken without a meeting if a consent or consents in writing, including electronic communication, setting for the action so taken, shall be approved by a majority of the Executive Board and filed

with the Recording Secretary of the WSMB as an addendum to the previous month's Executive Board meeting minutes

### Article III – Officers

- A. The officers of WSMB shall be President, Vice President – RL, Vice President – CC, Recording Secretary, Fundraising Coordinator, Treasurer, Financial Secretary – RL, Financial Secretary – CC and Programs Director. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted. The officials shall serve without compensation.
  
- B. The President shall be the chief executive officer of the WSMB.
  - 1. The President shall preside at all Executive Board and General Meetings of the WSMB.
  - 2. The President shall have general and active management of the business affairs of the WSMB.
  - 3. The President shall see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the Board to delegate any specific powers, except such as may be by statute exclusively of the WSMB.
  - 4. The President shall be an ex-officio member of all committees, except the Nominating Committee. The President shall not serve as chairperson of any committee.
  - 5. The President shall be WSMB's principal liaison with the music directors and high school administration.
  - 6. The President shall keep abreast of the West Shore School District School Board meetings and attend meetings (or send a representative) as necessary.
  - 7. The President, or the President's designee, shall attend and participate in all scheduled meetings of an on-going committee chaired by the Superintendent of the West Shore School District, or his/her designee and comprised of representatives of each booster organization within the West Shore School District designed to serve as a communication network between booster organizations and school administration.
  - 8. The president shall be bonded for an amount to be determined by the West Shore School District as the expense of the WSMB.
  
- C. The Vice President – RL and Vice President – CC, hereinafter referred to as "the Vice Presidents", shall coordinate to perform all duties of the President in the absence or incapacity of the President and shall assume any duties assigned by the President or Executive Board.
  - 1. The office of Vice President – RL may only be filled by a member with a child or dependent currently attending Red Land High School.
  - 2. The office of Vice President – CC may only be filled by a member with a child or dependent currently attending Cedar Cliff High School.
  - 3. The Vice Presidents shall be ex-officio members of each standing committee.

4. The Vice Presidents shall oversee the registration of all marching unit and drill program students, including but not limited to, ensuring all medical documentation is correct and accounted for; ensuring all individuals are held responsible for all associated fees payable to the WSMB if any; and maintaining an accurate marching unit membership list.
  5. The Vice Presidents shall be the chairperson of the Budget Committee and shall prepare a proposed annual budget.
  6. The Vice Presidents, as chairperson of the Budget Committee, shall call meetings of the Budget Committee as needed.
  7. The Vice Presidents, as chairperson of the Budget Committee, shall monitor the financial performance of the WSMB versus the annual budget and report to the Executive Board any potential problem areas.
  8. The Vice Presidents shall each possess a mailbox key allowing access to the WSMB P.O. Box. The P.O. Box shall be checked, at a minimum, on a weekly basis. The Vice Presidents shall be responsible for coordinating this responsibility, as well as submitting all incoming bills to the treasurer within five (5) days and submitting all incoming monies to the Financial Secretaries within five (5) days.
  9. The Vice Presidents shall be bonded for an amount to be determined by the West Shore School District at the expense of the WSMB.
- D. The Recording Secretary shall attend all sessions of the Executive Board and all General Membership meetings and record all votes of WSMB and the minutes of all of its transactions in a book to be kept for that purpose.
1. The Recording Secretary shall be parliamentarian for the WSMB per *Robert's Rules of Order (Revised)*.
  2. The Recording Secretary shall keep available the complete records of WSMB for the duration of the term of office.
  3. Within thirty (30) days after the adoption of each amendment to the by-laws, the Recording Secretary shall forward a copy of the amendment to the Superintendent of the West Shore School District or designee.
  4. The Secretary shall organize, maintain and serve as a repository for committee reports and other documentations to be maintained on file and shall provide records to officers and committee chairperson as required.
  5. The Secretary shall submit a listing of officers annually to the Superintendent of the West Shore School District or designee within thirty (30) days following the Annual (or organizational) meeting.
  6. The Recording Secretary shall perform other duties as may be prescribed by the Executive Board or President.
  7. The Recording Secretary shall receive all correspondence for filing and prepare responses for the signature of the President or Director making the request.
  8. The Recording Secretary shall prepare "Invitations for Bids" other necessary correspondence for an Executive Board Member or Committee Chairperson as needed.

- E. The Treasurer shall be responsible for the funds and securities of the WSMB and shall keep full and accurate accounts of the receipts and disbursements in books belonging to the WSMB.
1. All bills to WSMB shall be submitted to the Treasurer.
  2. The Treasurer shall be responsible for paying all legally and properly submitted bills for the WSMB. Bills for payment shall be submitted to the Treasurer in writing on the disbursement voucher with attached vendor invoice as applicable, with said voucher being signed, dated and given to the Treasurer by the appropriate officer or committee chair.
  3. Disbursements of unbudgeted funds up to four hundred ninety-nine dollars and ninety-nine cents (\$499.99) shall require the approval of the Executive Board or General Membership.
  4. Disbursements of unbudgeted funds in equal to or in excess of five hundred dollars (\$500.00) shall be brought before the Executive Board for recommendation for the approval of the General Membership. In the event of an emergency, the Executive Board shall render a decision.
  5. The Treasurer or the Financial Secretaries shall present, at every general meeting, a financial statement listing the income and disbursements of funds, listing budgeted amounts versus actual income and expense. The report shall cover the period between the first day of the fiscal year and the date of the most recent previous General Membership.
  6. The Treasurer's books shall be open at all times to inspection by the Executive Board and/or General Membership.
  7. The financial books of the WSMB shall be audited within sixty (60) days of the end of the fiscal year by committee comprised of at least three (3) non-members of the Executive Board appointed by the President.
  8. In the absence of the Financial Secretary, the Treasurer shall deposit all monies and give a record of said deposits to the Financial Secretary.
  9. The Treasurer, assisted by the Financial Secretary as needed, shall prepare a year-end report for WSMB detailing the income and expenditures for the year and any known bills that will be forthcoming. The report shall be given at the first General Membership meeting following the beginning of a new fiscal year.
  10. The Treasurer shall submit a written statement of accounts to the Superintendent of the West Shore School District or designee at the final meeting of the year of the booster organization representatives.
  11. Upon approval of a new Executive Board prior to each new fiscal year, the Treasurer shall submit to the Department of State of the Commonwealth of Pennsylvania's Corporation Bureau of all changes, if any, in the Executive Board on Form DSCB: 15-5110, Annual Statement Nonprofit Corporation.
  12. The Treasurer shall maintain insurance coverage recommended by the District. Such coverage shall be submitted to the Director of Business Affairs of the West Shore School District.

13. The Treasurer shall transfer all Student Credit Program funds from the general account to the Student Credit Fund Account established by the WSMB within seven (7) days of receipt of the disbursement voucher.
  14. The office of the Treasurer shall be bonded (at the expense of the WSMB) for the amount appropriate to the amount of funds managed, as determined by the West Shore School District.
- F. The Financial Secretary – RL and the Financial Secretary – CC, hereafter referred to as “the Financial Secretaries”, shall collect all monies with appropriate receipts and deposit all monies into the account of the WSMB.
1. The office of Financial Secretary – RL may only be filled by a member with a child or dependent currently attending Red Land High School.
  2. The office of Financial Secretary – CC may only be filled by a member with a child or dependent currently attending Cedar Cliff High School.
  3. The Financial Secretaries shall deposit all monies within three (3) days of receipt.
  4. The Financial Secretaries shall render to the Treasurer a report of all monies deposited with five (5) days of the deposit. The report shall include all receipts and a detailed account of all deposits.
  5. The Financial Secretaries shall be responsible for the management of non-sufficient funds checks received by the WSMB and the assessment of any charges for non-sufficient funds checks received.
  6. The Financial Secretaries shall assist the Treasurer, as needed, in preparing a year-end report for WSMB detailing income and expenditures for the year and any known bills that will be forthcoming.
  7. The office of the Financial Secretaries shall be bonded (at the expense of the WSMB) for an amount appropriate with the amount of money handled as determined by the West Shore School District.
- G. The Programs Director shall be responsible for all competitions or shows to be hosted by the West Shore marching unit and/or indoor color guard and/or indoor drum line and any other programs as requested by the Music Directors of the West Shore School District.
1. The Programs Director shall host programs which may include but are not limited to:
    - a. WSMB West Shore Classic Marching Band Show
    - b. Jazz Festival
    - c. Indoor Guard and Drum Line Show
    - d. Championship competitions as available
  2. The Programs Director shall oversee a committee of chairpersons for each hosted program and shall be responsible for the oversight of each chairperson.
  3. The Programs Director shall remain responsible for the completion of all aspects of each hosted program regardless of the delegation of any or all responsibilities or tasks.

4. The Programs Director shall assign the Financial Secretaries and/or Treasurer (as available) to be available during any hosted program for which any monies will be collected.
  5. The Programs Director shall ensure that all monies collected at any hosted program are accounted for prior to the removal of said monies from the premises of any hosted program.
  6. The Programs Director, as a representative of the WSMB and the West Shore music programs, shall act with the utmost decorum and professionalism during any and all interaction with directors, parents, judges and any other individual involved with the West Shore School District music programs.
  7. The Programs Director shall ensure that medical personnel are available within a reasonable response time during all marching unit and color guard programs.
  8. The Programs Director shall be a member of, or coordinate with, the Budget Committee to determine the expected income to be earned from any hosted programs.
  9. The Programs Director shall manage all associated committee chairpersons to ensure appropriate and adequate funds management.
- H. The Fundraising Coordinator shall administer and coordinate all fundraising efforts by and for WSMB, in accordance with the policy set forth by the West Shore School District.
1. Shall oversee the responsibilities of the Fundraising Committee and shall remain responsible for the completion of all aspects of each position regardless of the delegation of any or all responsibilities or tasks.

#### Article IV – Committees

- A. Committee Chairpersons, with the exception of the Budget Committee shall be appointed by the President with input from the Executive Committee. The Nominating Committee shall also be appointed by the President. The standing committees shall include:
1. Budget
    - a. See Article V – Finance
  2. Nominating
    - a. See Article VI – Nominating Committee
  3. Student Credits
    - a. The Student Credit Program shall provide a vehicle through which a music student may supplement expenses for music activities, equipment, clothing and/or music related expenses deemed mandatory by the West Shore School District Program Director.
    - b. The Student Credits chairperson shall administer and maintain the records of the Student Credit Program in accordance with the policy of the West Shore School District Board Policy 915 as directed by West Shore School District.



4. Fundraising Chair people shall be appointed to the following positions:
  - a. Group Fundraising – Shall conduct larger fundraisers as determined by the Fundraising Director, the Budget Committee and the Executive Board. These shall be similar, but are not limited to, chicken barbeques, flower sales and/or any other large or group run activity.
  - b. Student Run Fundraising – Shall conduct small fundraisers as determined by the Fundraising Coordinator, the Budget Committee and the Executive Board. These shall be similar, but are not limited, to sub & sandwich sales, coupon book sales and/or any other small or student-based activity.
  - c. Community Outreach – Shall work to contact and work with individuals and businesses in the local and surrounding communities who may be interested and willing to provide financial or other support to WSMB.
5. Student Activities
  - a. Marching unit awards banquet
  - b. Band Camp
  - c. Band store
6. Equipment and Transportation
  - a. Band and Color Guard equipment transportation
  - b. Equipment Repair
7. Student Meals
  - a. Student meals (other than Band Camp)
8. Uniform
  - a. Band – proper uniform sizing and alterations
  - b. Band – proper uniform cleaning
  - c. Band – proper plume distribution
  - d. Band – proper glove distribution in coordination with Band Store
9. Chaperone
  - a. Ensure all buses used to transport students for any activity are staffed with chaperones and that all chaperones have current district clearances prior to participating in any chaperone capacity. The number of chaperones necessary shall be decided by the Executive Board.
  - b. Ensure all buses used to transport students are provided with an up-to-date attendance list for roll call. Verify that all students are accounted for.
  - c. Ensure the medical bag is present and accounted for during all student trips, including medical forms for each and every student involved. The Chaperone Chairperson shall also ensure the medical bag is stocked with basic first-aid supplies at all times.
  - d. Shall be responsible for reservation of charter buses for all championship events as deemed appropriate by the Executive Board
  - e. Shall be responsible for maintaining a current set of guidelines to govern chaperone actions and responsibilities. The Chaperone Committee shall also be responsible for the enforcement of said guidelines in coordination with the WSMB Executive Board.

10. Concessions

- a. Manage all food and beverage sales at, but not limited to, hosted programs and fundraisers as appropriate.

11. Communications

- a. Prepare and/or deliver all correspondence for the WSMB.
- b. Shall give, or cause to be given, notice of all Executive Board and General Meetings of the WSMB.
- c. Responsible for membership mailings, which may include the U.S. Postal Service and electronic transmission.
- d. Shall serve as webmaster by ensuring timely WSMB website update to include an up-to-date calendar of events.
- e. Shall ensure timely updates are distributed via social media.
- f. Shall ensure that all correspondence is performed with the utmost decorum and professionalism.

12. Programs Committee Chairpersons shall be appointed to the following committees:

- a. Buttons – shall be responsible for:
  - i. Ongoing maintenance of button machines
  - ii. Supply orders
  - iii. Button design which may require knowledge of and access to programs such as Microsoft Word, Power Point, Paint or other high-quality editing software such as Photoshop
  - iv. Communicating with visiting Band, Guard and Percussion Directors to gather show theme/color information to aid in button creation
  - v. Running the Buttons station on the day of any and all hosted events as needed, to include set-up and clean-up.
  - vi. Reporting to the Programs Director in a timely manner any and all issues or needs related to the position.
- b. Grams – Shall be responsible for:
  - i. Supply orders or donations
  - ii. Running the grams station on the day of any and all hosted events as needed, to include set-up and clean-up
  - iii. Reporting to the Programs Director in a timely manner any and all issues or needs related to the position
- c. Unit Check-In – Shall be responsible for:
  - i. Obtaining the directors packet and schedule information from the Programs Director and shall print and assemble the show packets to be handed out at Unit Check-in on show days
  - ii. Determining the number of necessary unit chaperones
  - iii. Obtaining necessary supplies such as but not limited to packet, envelopes and sharpies

- iv. Coordinating with the Admissions Chairperson to ensure coordination and ordering of wristbands
  - v. Managing the volunteer check-in and issuance of volunteer badges and shall monitor volunteer attendance to ensure all stations are adequately staffed throughout the day
  - vi. Running of the Unit Check-In station on the day of any and all hosted events as needed, to include set-up and clean-up
  - vii. Report to the Programs Director in a timely manner any and all issues related to the position
- d. Admissions – Shall be responsible for:
- i. Running the Admissions station on the day of any and all hosted events as needed, to include set-up and clean-up
  - ii. Pre-determining admissions costs (as approved by the Executive Board), creating admissions signage, choosing wristband color and coordinating handicapped admissions access areas for outdoor events
  - iii. Coordinating with the Unit Check-In Chairperson to ensure wristbands have been ordered
  - iv. Reporting to the Programs Director in a timely manner any and all issues related to the position
- e. Parking and Transportation – Shall be responsible for:
- i. Managing the parking of buses, trucks and spectators at any and all hosted events as needed
  - ii. Working with the Programs Director or communicating directly with visiting bands/units to pre-determine how many buses/trucks are expected on show days
  - iii. Ensuring that adequate handicapped parking is made available and is clearly marked on show days
  - iv. Reporting to the Programs Director in a timely manner any and all issues related to the position
- f. Trophies and Awards – Shall be responsible for:
- i. Working with the Programs Director to understand how many and what types of trophies and awards are needed for each hosted event as needed
  - ii. Working directly with the trophy vendor to determine or design trophies and awards
  - iii. Picking up trophies and managing the award ceremony on the day of any and all hosted events as needed
  - iv. Reporting to the Programs Director in a timely manner any and all issues related to the position

- g. Programs – Shall be responsible for:
  - i. Gathering program ads and event sponsors and working with the printing company to ensure the program layout is complete, accurate and professional
  - ii. This position may require the use of programs such as Microsoft Word, Power Point, Excel, Adobe Acrobat and image editing software such as Paint or Photoshop
  - iii. Working with visiting directors to gather all show write-ups
  - iv. Working with senior families to gather all senior information to be recognized in the event programs
  - v. Working with individual band sections during the Marching Band season to ensure each section photographs are taken and are ready for the West Shore Classic program
  - vi. Working with the Concessions chairperson to obtain the concessions menu for each hosted show to be included in the event program
  - vii. Determining the program selling price based upon the cost of printing and the revenue generated from ads and sponsorship
  - viii. Working with the Programs Director to seek approval from the Executive Board to choose the printing vendor
  - ix. Ensuring the printing fee is paid by the WSMB Treasurer
  - x. Reporting to the Programs Director in a timely manner any and all issues related to the position
  
- h. Hospitality – Shall be Responsible for:
  - i. During outdoor shows: Managing the gathering or purchase of foods and beverages for the purposes of facilitating a buffet style hospitality room at any and all hosted shows to be stocked with sufficient food to feed all visiting directors and their staff as well as judges and bus drivers. The Programs Director will communicate the number of directors, staff, judges and bus drivers expected to be served.
  - ii. During outdoor shows: Managing the gathering or purchase of foods and beverages for the purpose of facilitating a meal stocked with sufficient food to feed a college and its staff. The Programs Director will communicate the number of individuals expected to be served.
  - iii. During outdoor shows: Managing the gathering or purchase of foods and beverages for the purpose of facilitating a meal stocked with sufficient food to feed a college and its staff. The Programs Director will communicate the number of individuals expected to be served.
  - iv. Being onsite during any and all hosted shows as needed to manage the set-up, clean-up and ongoing operations of the hospitality room
  - v. Ensuring the hospitality room is staffed with volunteers to assist in serving and or restocking as needed
  - vi. Ensuring all hospitality rooms are appropriately and tastefully decorated
  - vii. Reporting to the Programs Director in a timely manner any and all issues related to the position

#### Article V – Finance:

- A. The Budget Committee shall be composed of: the President, Vice Presidents, Treasurer, Financial Secretaries, Programs Director and the Fundraiser Committee Chairperson
- B. The Vice Presidents shall co-chair the Budget Committee.
- C. The Budget Committee shall be responsible for preparation of the budget, its periodic review and making recommendations to the Executive Board and to WSMB regarding changes to the budget during the budget year.
- D. The Budget Committee shall present the proposed budget to be approved by the membership at the WSMB's May Executive Board and General Membership meetings
- E. The fiscal year of WSMB shall begin the first (1<sup>st</sup>) day of June each year and end the thirty-first (31<sup>st</sup>) day of May of the following year.
- F. All funds of the organization shall be deposited in a local banking institution designated by the Executive Board.
- G. All disbursements of fund of the WSMB shall be made by checks signed by the Treasurer and the President or a Vice President.
- H. All financial records of the WSMB shall be maintained for a minimum of seven (7) years. Financial records for fiscal years ending in even numbers shall be house at Red Land High School. Financial records for fiscal years ending in odd number shall be housed at Cedar Cliff High School. All financial records shall be housed in a locked cabinet. Keys to all locked financial record storage cabinets shall be held by the President, Treasurer and Financial Secretaries.

#### Article VI – Nominating Committee

- A. A Nominating Committee, consisting of no fewer than three (3) members shall be appointed by the President in January of each year. This Committee will present to the Executive Board at its March meeting a slate of officers to be nominated. The slate will be presented to the membership at the General Membership meeting in March.
- B. Nominations may be made from the floor by any member of the General Membership with prior consent of the nominee.
- C. Nominations will be accepted up to and including the date of the election.

- D. The Nominating Committee shall prepare and have available at the Annual meeting, the ballot which shall have listed the positions and nominees for those positions with a blank space for write-in nominations from the floor.

#### Article VII – Elections and Terms of Office

- A. All officers of the WSMB shall be elected at the Annual Membership Meeting in April by a majority of the membership present and voting.
- B. The officers shall be elected for a term of one (1) year, or until their successors are elected and their term of office shall begin on the first (1st) day of June and end the last day of May of the following year.
  - 1. Executive Board officers may not serve more than two (2) consecutive terms in the office to which they have been elected. Exceptions will be made in the case of a vacancy (see Article VIII Vacancies) or in the event there is no member in good standing interested and/or willing to be nominated for the vacant Executive Board position.
- C. Any member seeking office cannot run for more than one Executive Board position.
  - 1. No individual may concurrently serve in more than one Executive Board position at any given time.
- D. The Nominating Committee shall prepare and have available at the Annual meeting, the ballot which shall have listed the positions and nominees for those positions with a blank space for write-in nominations from the floor.
- E. The Recording Secretary shall tally the votes at the Annual Membership Meeting and report the results to the Membership at the same meeting.
- F. Immediately following the elections, the newly elected Officers shall begin learning the duties and responsibilities of their new roles.

#### Article VIII – Vacancies

- A. Any vacancies occurring on the Executive Board during the year shall be filled for the duration of the term by a majority vote of all the current members of the Board at its first regular meeting following the creation of such vacancy or at a special Board meeting called for that purpose.

1. Prior to filling the vacancy, the general membership shall be provided with notification of the vacancy and the option to submit a name for Executive Board consideration.
2. A vacancy in the office of President shall be filled by one (1) of the currently standing Vice-Presidents and the resulting vacancy of the office of Vice President shall be filled by the Board as described in paragraph one (1).
  - a. In the event that only one (1) of the two (2) elected Vice Presidents is willing and/or interested in serving in the office of President, that individual shall be confirmed by the Executive Board. The resulting open Vice President position shall be filled as noted in paragraph one (1).
  - b. In the event that both Vice Presidents are interested and/or willing to serve in the office of President, a vote shall be conducted by the current Executive Board at either the Annual Meeting or the next regularly scheduled Executive Board meeting. The resulting vacancy in the office of Vice President shall be filled as noted in paragraph one (1).
3. A vacancy in the office of Treasurer shall be filled by one (1) of the currently standing Financial Secretaries and the resulting vacancy in the office of Financial Secretary shall be filled by the Board in described in paragraph one.
  - a. In the event that only one (1) of the two (2) elected Financial Secretaries is willing and/or interested in serving in the office of Treasurer, that individual shall be confirmed by the Executive Board. The resulting open Financial Secretary position shall be filled as noted in paragraph one (1).
  - b. In the event that both Financial Secretaries are interested and/or willing to serve in the office of Treasurer, a vote shall be conducted by the current Executive Board at either the Annual Meeting or the next regularly scheduled Executive Board meeting. The resulting open Financial Secretary position shall be filled as noted in paragraph one (1).
4. An office may be declared vacant if an Executive Board member has failed to attend three consecutive meetings and the majority of Executive Board members vote to approve the vacancy. The resulting vacancy shall be filled as noted in paragraph one (1).
5. An Executive Board member may remain in their current office for the duration of their term in the event they no longer have a student participating in an organization supported by WSMB if there is not a suitable replacement and the Executive Board approves by a majority vote.

#### Article IX - Meetings

##### A. Executive Board Meetings

1. Meetings of the Executive Board will be held to discuss the business of the WSMB.
2. The meetings of the Executive Board may be held at such places as a majority of the Board members may choose or as may be designated in the notice calling the meeting.
3. Regular meetings of the Executive Board shall be held on a monthly basis.
4. Meeting of the Executive Board shall not be held at a time when a meeting of the West Shore School District Board has been called.

5. Special meetings of the Executive Board may be called by the President on two (2) days' notice to the members of the Executive Board. Special Executive Board meetings shall be called by the President at the request of another Board member or two members from the General Membership with two (2) days' notice.
  6. All regular and special Executive Board meetings are open to the General Membership; however only Executive Board members will be permitted to vote at Executive Board meetings.
  7. The Executive Board may go into closed session for discussion of confidential matters.
- B. General Membership Meetings
1. Meetings of the General Membership are held for dissemination of information, exchange of information, to provide input and to vote on topics reserved for the General Membership.
  2. General Membership meetings shall be held monthly except for the month of December.
  3. General Membership meetings of the WSMB may be held at such places as a majority of the Executive Board member may choose or as may be designated in the notice calling the meeting.
  4. Meetings of the General Membership of the WSMB shall not be held at a time when a meeting of the West Shore School District Board has been called.
  5. Ten (10) members of the general membership shall constitute a quorum for voting purposes at any General or Special Membership meeting. A majority of the members present is needed to approve any motion.
  6. The April meeting shall be considered the Annual Membership Meeting.
  7. Special Meetings of the General Membership may be called at any time by the President, an Executive Board member or two (2) General Members upon written request with ten (10) days' notice.
  8. Business transacted at all Special Meetings shall be confined to the subject stated in the call and matters germane thereto.

#### ARTICLE X – WEST SHORE SCHOOL DISTRICT BOOSTER REQUIREMENTS

- A. The Chairperson of the Fundraiser Committee shall submit to either the Red Land High School or Cedar Cliff High School Principal a written request for authorization of fundraising activities. The request shall conform to guidelines established by the Superintendent. The request will be reviewed at the building level and approved by the Superintendent. Two (2) major fundraising activities shall be permitted each year. Exceptions to this regulation may be made by the West Shore School District Superintendent or as a special activity approved by the Superintendent. No student time during the day shall be allowed for fundraising activities for any booster organization. Student solicitation within the community for any booster organization shall be the minimum.



- B. The President shall request the use of facilities and/or services with the building principal and in compliance with the District's policy on facility usage. No activity will be permitted without such approval.
- C. Involvement in concessions at the school shall conform to policy described in annual administrative directive and obtainable at the school office.
- D. Any monies maintaining the support staff instructional program for the West Shore Marching Band shall be funded through the General Fund and the District shall direct payments in accordance with the school code and approved by the Board of School Directors. No monies shall be approved to pay staff.
- E. Should any situation emerge between the WSMB and the administration regarding the management of any school-related activity, the Superintendent shall resolve the issue within these established guidelines or Board policy. The WSMB shall not engage in any activity that does not comply with these guidelines.

#### Article XI - Sportsmanship Code

- A. All WSMB Executive Board, Chairpersons and general members are responsible for setting a positive example for all supported members, students, and the community.
- B. As representatives of the WSMB, all shall respect directors, officials, judges and other guests and shall display good sportsmanship at all times.

#### Article XII - Leadership Code of Conduct

- A. Leadership shall refer to all Committee Chairpersons and Elected Officials.
- B. All Leadership is expected to work positively and respect the individuality and the rights of every member at any time or place when the Leader's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the WSMB or the student members.

#### Article XIII – Returned Checks

- A. Any person who submits a check to the WSMB and is returned for insufficient funds (NSF) will be assessed the prevailing bank charge for the NSF check.
- B. After two such occurrences, all monetary transactions with the WSMB must be handled on a cash or money order basis for the remainder of the fiscal year. Receipts will be provided upon request.

#### Article XIV – Video Recording & Posting

- A. No person is to post recorded versions of the marching band show during the season without using a password or limiting viewership. This is to protect the show throughout the competition season.
- B. No person is to record or post performances of the Color Guard. (A private Facebook page will have each performance posted for educational purposes for guard members.)

#### Article XV – Discipline

- A. Any elected official who fails to perform his/her duties as prescribed in this Constitution and By-laws shall be subject to discipline and/or dismissal proceedings.
- B. Any person from the General Membership not promoting the mission and vision of the WSMB shall be subject to discipline and/or dismissal proceedings. This may include but not be limited to; warnings, loss of voting privileges, suspension from band activities, removal from committees, dismissal as members.
- C. Discipline and/or dismissal proceedings shall be administered by the Board according to *Robert's Rules of Order (Revised)* with the right of appeal and reversal of the Executive Board decision by the General Membership.

#### Article XVI – Amendments of the Constitution and Bylaws

- A. Amendments may be made to this Constitution and By-laws at any general membership meeting by a two-thirds (2/3) vote of the eligible members present and voting, provided due notice of the proposed amendment has been submitted in writing at the previous regular meeting.

#### Article XVII – Parliamentary Authority

- A. The rules contained in the current edition of *Robert's Rule of Order (Revised)* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the WSMB may adopt.

#### CERTIFICATION

This amended Constitution and Bylaws were approved at the General Meeting by a two-thirds majority vote on February 8, 2018. They supersede the Constitution and Bylaws adopted April 30, 2015 and amended March 31, 2016.