

Hempfield Marching Band Booster Club

Organizational Guidelines

Name

The name of this organization shall be "The Hempfield Marching Band Booster Club."

Purpose

The purpose of the Hempfield Marching Band Booster Club shall be to serve as a resource and support group for the Hempfield High School Black Knight Marching Band. Specifically, the Booster Club will provide time, talent, and financial resources to the Black Knight Marching Band for events, materials, and services not provided by the Hempfield School District.

Membership

Membership in the Hempfield Marching Band Booster Club includes all marching band parents. Other Members will include alumni and members of the greater Hempfield community who wish to contribute their personal energy to the achievement of the Purpose described above.

Organizational Structure

The organizational framework for the Hempfield Marching Band Booster Club shall be comprised of: Officers (President, two Vice Presidents, Secretary, Treasurer), Committee Chairpersons (one for each committee), and Committees (Standing Committees and Festival Committees). Standing Committees shall include but not be limited to Chaperones, Communications, Equipment, Hospitality, Merchandise, Newsletter, Nominating, Sewing, and Special Events. Festival Committees shall include but not be limited to Advertising, Awards, Candy Grams, Clean-Up, Concessions, Greeters, Souvenir Program, Parking, Sales Incentives, Set-Up, and Tickets. Festival Committees and their Chairpersons will function for the Outdoor and Indoor shows. Committees may be added or deleted by the Officers or General Membership as needed.

Director's Role

The role of the Black Knight Marching Band Director will be to provide direction in establishing yearly Club goals, present a Marching Band report at each regular meeting, attend the Officers meetings, indicate specific needs to each Committee, serve as a liaison between the Hempfield Marching Band Booster Club and Assistant Marching Band Directors, maintain communication with the high school and school district Administration, and collect specific student information as required. When necessary, an Assistant Marching Band Director (color guard, percussion, show designer, or music/visual assistant) may be requested by the Club to present a report to the Officers or the General Membership.

Decision Making

Decision making by the Hempfield Marching Band Booster Club rests in the hands of the Officers, the Committee Chairpersons, the Committees, and the General Membership. Decisions shall be made in accordance with Robert's Rules of Order, with a simple majority of the members present needed to reach a decision. All decisions shall be made in the best interests of the members of the Hempfield High School Black Knight Marching Band, and with

respect for the educational principles of the Hempfield School District. Consideration shall be given to other Musical Organizations (Concert Band, Chorus, and Orchestra) when decisions are made regarding the Black Knight Marching Band.

Fund Raising

Fund raising shall be conducted to support the Yearly Goals and Yearly Budget of the Hempfield Marching Band Booster Club, and shall be coordinated with other fund raising projects in Hempfield High School. Typically, fund raising should stem from parental rather than student effort, which reflects the Purpose of the Hempfield Marching Band Booster Club. Fund raising projects should be undertaken with respect for the greater Hempfield Community, while stressing community-centered activities from which residents may benefit.

Financial Support

When it is established as a yearly goal, the Hempfield Marching Band Booster Club may provide financial support to the Black Knight Marching Band. This financial support is not intended to replace the responsibility of the Hempfield School District. Rather, this financial support is intended to enhance the responsibility of the Hempfield School District. Financial contributions to the Hempfield School District require Booster Club approval.

Purchase of Materials and Services

When materials are purchased by the Hempfield Marching Band Booster Club, the ownership of these materials is immediately turned over to the Hempfield School District. When the services of one or more individuals are provided through the resources of the Hempfield Marching Band Booster Club, these services will be provided in an educational, professional, and ethical manner which coincides with employment practices of the Hempfield School District. Purchased services will also be subject to Administrative review by the Hempfield School District. Purchases of materials and services may be approved by the majority vote of the Officers during the course of the fiscal year; the annual total not to exceed five percent (5%) of the approved budget total. Purchases exceeding this limit are to be presented in the form of a motion at a meeting of the Club and require a two-thirds vote of the majority of members attending.

Yearly Goals and Budget

The Officers, in conjunction with the Marching Band Director, will develop Yearly Goals and an accompanying Yearly Budget. The Yearly Goals and Budget shall be discussed and approved by the General Membership.

Regular Meetings

General membership meetings of the Hempfield Marching Band Booster Club will be held on the first Tuesday of August, September, October, February, and March, as well as the last Tuesday of October, at 7:30 p.m. at Hempfield High School. When a matter of procedure is in question, Robert's Rules of Order shall be applied. A **Special General Membership Meeting** may be called by the President provided that all members are notified by mail at least one week prior to the Special Meeting.

Orientation Meeting

An Orientation Meeting for all members will be held in May or early June each year.

Committee Meetings

Meetings of the individual Committees shall be convened at appropriate intervals by the Committee Chairpersons.

Officers Meetings

Officers meetings shall be held within a two week period preceding the regularly scheduled General Membership Meetings.

Officers' Duties

President The President shall:

1. Preside over Officers and General Membership meetings.
2. Oversee the duties of all other Officers.
3. Coordinate the Marching Festival Committees.
4. Develop, with the Marching Band Director, Yearly Club Goals.
5. The President or Treasurer shall be authorized to sign checks of the Club.
6. Serve as an Ex Officio member of all committees.
7. Orient, with the Director, new Officers and Committee Chairpersons.

Vice Presidents The Vice Presidents shall:

1. Preside over Officers and General Membership meetings in the President's absence.
2. Coordinate the responsibilities of each Committee.
3. Establish and chair a Nominating Committee to secure a slate of Officers for the coming year.
4. Assist the President and Director in New Committee Chairperson Orientation.
5. Assist the President in any other way necessary.

Secretary The Secretary shall:

1. Record minutes from the Officers and General Membership meetings.
2. Present these minutes to the Officers and General Membership for approval.
3. Produce Club correspondence when necessary.
4. Take attendance at Officers and General Membership meetings.

Treasurer The Treasurer shall:

1. Maintain all financial records of the Hempfield Marching Band Booster Club.
2. Develop, with the President, Vice Presidents, and Marching Band Director, a Yearly Budget which reflects the financial needs of the Yearly Goals.
3. Maintain bank accounts for the Hempfield Marching Band Booster Club.
4. Collect all Booster Club monies and pay all Booster Club bills.
5. The President or Treasurer shall be authorized to sign checks of the Club.
6. Submit all financial records for an annual independent review.

Nomination and Election of Officers

Officers shall be elected at the April meeting. The Nominating Committee will bring forward its list of nominees, then the floor will be open to other nominations. When nominations are closed a simple majority of the members present will determine the successful candidate for each office.

Each officer's term shall be one year. A maximum of two consecutive terms as President may be served by any one member. Other Officers are limited to four consecutive terms.

Committee Selection

Members may volunteer for any committee to which they can devote their energies. The number of members per committee is limited only to the number of volunteers for that committee. Committees will be formed at the April meeting for the following year. There is no limit to the number of years a person may serve on any given committee.

Selection of Committee Chairpersons

Committee Chairpersons shall be selected by the Officers, in discussion with the Marching Band Director, following the March meeting. Individuals may indicate their willingness to chair a committee when they volunteer for Committee service at the April meeting. All Committee Chairpersons should be selected by May 15.

Change in Guidelines

Changes to these Guidelines can be effected by a motion from the Officers or the floor. The Guidelines can be amended at any regular meeting of the Club by a two-thirds vote, provided the amendment was submitted in writing at the previous meeting. No amendment to these Guidelines shall be permitted without at least equal notice and a two-thirds vote.