

**PARSIPPANY HIGH SCHOOL**  
**BAND BOOSTERS**

**BY LAWS**

## **BY-LAWS**

### **ARTICLE 1 – NAME OF ORGANIZATION**

The name of the Organization shall be:

THE PARSIPPANY HIGH SCHOOL BAND BOOSTERS ASSOCIATION

### **ARTICLE 2 – DEFINITION OF TERMS**

The Band herein referred to shall include all Parsippany High School students in the following categories:

1. Marching Band
2. Wind Ensemble
3. Concert Band
4. Jazz Band
5. Pit Band
6. Special Music Ensembles
7. Color Guard
8. Band Announcers and Equipment Assistants
9. Winter Drum Line/Winter Guard

### **ARTICLE 3 – OBJECTIVES OF THE ORGANIZATION**

The aim of this Organization shall be to support the Band in the following ways:

1. Better student/parent/teacher/staff communications.
2. To better maintain close liaison with the instrumental music department; to ensure a high level of efficiency in facilitating and promoting the activities of the instrumental program.
3. To enhance the welfare of the Parsippany High School instrumental program.
4. To improve public relations.
5. To fundraise to support Band activities, trips, events, and Scholarships.

### **ARTICLE 4 – MEMBERSHIP**

A. The membership categories shall be as follows:

1. Parents/Guardians of current students participating in band activities. (See Article 2)  
Parents/Guardians of former Parsippany High School Band members.

2. Honorary membership will be extended to the Parsippany High School Band Directors, Auxiliary Staff, School Principal, Vice-Principals, Student Activities Director, Pep Club Director, and Music Supervisor.
  3. Alumni membership will be comprised of graduated band members
  4. Students participating in band activities. (see Article 2)
- B. The voting membership shall consist of:
1. Dues paying members of Article 4, Section A.1. (Family/Household membership equals one vote).
  2. Dues paying members of Article 4, Section A.2.
  3. Band Directors

C. Dues

The dues will be set by the Executive Board annually and must be paid on or before December 31<sup>st</sup>\* of the current school year.

\*Parents of Students who “ONLY” participate in Winter Drum Line/Winter Guard must pay their dues by January 31<sup>st</sup> of the current school year.

\*Parents of Students who “ONLY” participate in Pit Band must pay their dues by March 15<sup>th</sup> of the current school year.

## **ARTICLE 5 – FISCAL YEAR**

The Fiscal year of the Parsippany High School Band Boosters Association shall begin July 1 and shall end June 30 of each year.

## **ARTICLE 6 – OFFICERS: NAMES AND DUTIES**

### **SECTION 1: There shall be an Executive Board, which shall consist of:**

1. President
2. Vice-President (who will serve as the chairperson of the Fundraising Committee)
3. Secretary
4. Treasurer
5. Hospitality Chairperson
6. Logistics Chairperson
7. Membership
8. Communications
9. Scholarship

### **SECTION 2: President**

- A. It shall be the duty of the president to preside at each General Meeting, Executive Board Meeting, and any special meetings, which may be called.
- B. The president shall appoint chairpersons for standing committees (Article 6, Section 1), and assure that they are working committees. The President shall be an ex-officio member of all committees. The President shall also appoint new committees as needed.
- C. The President, along with at least two (2) additional officers and any other officer or dues paying members appointed by the President, shall have the responsibility to prepare an annual budget in accordance with the guidelines established. The committee chairpersons shall be allowed to provide input for consideration for their committee's budget line.
- D. The annual budget will be voted on by the General Membership at the June General Membership meeting.

### **SECTION 3: Vice President**

- A. The Vice President shall assist the President in the functions of office and shall preside at meetings in the absence of the President.
- B. The Vice President shall be the director of all committees and be a liaison to the main Booster Organization.
- C. The Vice President shall also be the Fundraising Chairperson
  - a. The Fundraising Chairperson shall recommend to the Executive Board, methods of raising funds for the Organization and shall be responsible for instituting and supervising such plans.
  - b. The Chairperson shall form subcommittees as may be necessary.

### **SECTION 4: Secretary**

- A. The Secretary shall maintain an accurate record of minutes of each meeting of the Executive Board as well as minutes of each general membership meeting.
- B. The Secretary shall attend to all of the correspondence of the Organization.

### **SECTION 5: Treasurer**

- A. The Treasurer shall maintain an accurate account of the funds of the organization, including all receipts and disbursements. A comprehensive (from the last report given to the current report given) report of all activity (deposits, checks, etc.) shall be presented at all Executive Board and General Band Booster Meetings.
- B. The Treasurer's records shall be audited yearly by 3 members of the Band Boosters Association (not officers), appointed by the President, with the Treasurer present for advising.
- C. All disbursement checks, other than budgeted items, shall be authorized by the President and signed by the President or the Treasurer. All disbursement checks shall be signed by two (2) officers for expenditures over \$250.00. Any expenditure up to \$250.00 will only require one signature.
- D. The treasurer shall ensure that *at least* two (2) other officers obtain signature authorization by registering with the bank.

- E. The treasurer shall be responsible for selling competition tickets (e.g. Yamaha, States, Nationals) and collecting receipts.
- F. The treasurer shall be accountable to appropriate committee chairperson with proceeds of all receipts.

#### **SECTION 6: Hospitality Chairperson**

- A. The Hospitality Chairperson, during Marching Band season, shall be responsible for the planning, ordering, and serving of meals prior to competitions and “away” football games.
- B. The Chairperson will supervise the providing of refreshments for members of the Band at specifically designated performances (football games, concerts, etc.)
- C. The Chairperson shall form a Hospitality Committee to assist when and where necessary.

#### **SECTION 7: Marching Band Logistics Chairperson**

- A. The Marching Band Logistics Chairperson shall ensure that all sideline equipment is transported to all football games and band competitions.
- B. The Chairperson shall maintain and track all equipment.
- C. The Chairperson shall organize a committee to provide ample support for the marching band at football games and band competitions.

#### **SECTION 8: Membership Chairperson**

- A. The Membership Chairperson shall devise and institute ways of increasing the membership of the organization.
- B. No parent of a senior student shall serve as the Membership Chairperson.
- C. The chairperson shall maintain an accurate membership roster of all parents and students in Band activities (see Article 2).

#### **SECTION 9: Communications Chairperson**

- A. The Communications Chairperson shall handle publicity relevant to the Band and the Organization and shall make every reasonable effort to promote functions on Social Media and in local newspapers, and will solicit help as needed.
- B. The Communication Chairperson shall handle the relaying of all pertinent messages to the membership and ensure that each member is notified by email prior to each meeting of the Organization.
- C. The chairperson shall appoint a committee, if necessary, to assist in the proper functioning of this office.
- D. The chairperson shall maintain all Social Media of the Organization.

#### **SECTION 10: Scholarship Chairperson**

- A. A Scholarship shall be made available to all eligible graduating seniors. The amount of the Scholarship shall depend on the amount of funds available taking into consideration future goals and costs.
- B. This Scholarship shall be administrated by the Scholarship Committee with the approval of the voting membership as to procedures. **No parent of a senior student shall be a member of the Scholarship Committee.** This limitation supersedes all other paragraphs in the By-Laws.
- C. In order for a student to be considered eligible for a Band Scholarship, the following criteria will apply:
  - a. The student’s family must have been a paid-in-full member of the Booster Organization for at least the same number of years that the student was a member of the Band.
  - b. Students are expected to participate in non-performance band functions, such as fundraisers (e.g. car washes) and community outreach (e.g. Redstock) during each year of eligibility.

## **ARTICLE 7 – NOMINATION AND INSTALLATION OF OFFICERS**

### **SECTION 1: Nominations**

- A. The President, with concurrence of the Executive Board, may present a slate of nominees (who have agreed to serve) for positions as officers during the April General Membership Meeting.
- B. Additional candidates may be nominated from the floor at the May General Membership Meeting, providing the proposed candidates are present and willing to serve.
- C. Elections of officers will take place by majority vote during the May General Membership Meeting.
- D. The President, with approval from the Executive Board, may appoint any officer vacancy other than the Presidency. A vacancy in the office of the President shall be filled by majority vote of the Executive Board at their first meeting after the vacancy occurs.

### **SECTION 2: Installation of Officers**

- A. Newly elected officers shall begin their tenure of office on July 1<sup>st</sup>. Newly elected officers shall be formally installed by the outgoing President.
- B. The incoming President shall appoint and organize the Executive Board prior to the first General Membership Meeting of the ensuing year to ensure continuity of the work of the organization.
- C. Outgoing officers and committee chairpersons shall turn over to the respective incoming officers and committee chairpersons all Organizational records, ledgers, faxes, books, equipment, etc. as directed by the incoming President.
- D. Tenure of office, herein referred to as one year, shall commence on July 1<sup>st</sup>.
- E. Tenure of office for the appointed members of the Executive Board shall begin on the date of appointment by the President or July 1<sup>st</sup> and run until June 30<sup>th</sup>.
- F. If for some reason, any officer or appointed committee chairperson cannot complete his/her term of office (as designated in “D” and “E” above), it shall be the duty of the remainder of the Executive

Board to select and appoint, by simple majority vote, a person to fill this office for the remainder of the designated term.

#### **ARTICLE 8 – QUALIFICATIONS OF OFFICER’S AND COMMITTEE CHAIRPERSONS**

- A. No person shall be eligible to hold an elected or appointed office unless he/she is a voting member (Article 4) and is the parent/legal guardian of a current PHS Band student participating in band activities.
- B. Officers, committee chairpersons or subcommittee appointees shall receive no compensation for any service rendered to the organization.
- C. Committee chairpersons shall be considered voting members.

#### **ARTICLE 9 – MEETINGS**

- A. General Meetings shall be called at the discretion of the Executive Board. No less than three General Meetings will be called, and more may be called as deemed appropriate.
- B. Executive Board Meetings will be called a minimum of every other month (bimonthly). Additional Executive Board Meetings may be called as deemed appropriate.
- C. Names of the appointed Executive Board committee chairpersons shall be announced by the President at the first General Membership Meeting of each year.
- D. For Executive Board Meetings, a majority of Executive Board members (5), shall constitute a quorum.
- E. For General Membership Meetings, at least 15% of the current membership shall constitute a quorum.

#### **ARTICLE 10 – DISBURSEMENTS OF FUNDS**

- A. All requests for expenditures, also payment of authorized bills or invoices covered by the annual budget, shall be presented at the Executive Board Meetings for majority approval and disposition. Any non-budgeted item of \$1,000 or less shall be approved by a majority of the Executive Board. Any non-budgeted item more than \$1,000 shall be approved by a quorum of the membership in attendance at the next General Membership Meeting.
- B. Funds shall be maintained in 2 separate accounts. One will include all current year operating transactions, including income and expenses, and shall have a balance of no more than \$1,000 at the end of any fiscal year. The second will be maintained to record student fundraising account balances and reserves from the general operating account. The reserves may be used in the event that the current year operating expenditures exceed current year income, but the student fundraising account may not be used to pay for Band Booster expenses.

**ARTICLE 11 – ORGANIZATION AND SCHOOL RELATIONSHIP**

All functions and endeavors of this Organization shall be carried out with the consideration and recognition of the school’s authority.

**ARTICLE 12 – DISSOLUTION**

Should the Parsippany High School Band Boosters Association cease to operate as a legal entity, all of the association’s assets and cash will be distributed to Parsippany High School for educational purposes.

**ARTICLE 13– REVISIONS/AMENDMENTS**

- A. Every three years, the President shall appoint a By-Laws Committee to review and revise (if necessary) the By-Laws of the Parsippany High School Band Boosters Association.
- B. All revisions/amendments to the By-Laws shall be presented to the Executive Board for review and comment prior to presentation to the membership for action.
- C. Presentation and discussion of proposed revisions/amendments shall take place at the next General Membership Meeting.
- D. Passage of revisions/amendments to the By-Laws shall be made by a two-thirds affirmative vote of the voting members present at a General Membership Meeting.
- E. A link to the By-Laws will be available on the Parsippany HS Band Boosters page of the PHS Bands website.

**ARTICLE 14 – BAND DIRECTOR**

- A. Shall be requested to make reports, requests, suggestions, or recommendations to the Executive Board and to the membership at each General Membership meeting pertaining to the general functions of the Band, personal plans or any other matters of concern to the membership.
- B. During a trip year, all information pertaining to the trip shall be presented to the Executive Board and to the General Membership on a regular basis. A committee to assist with the trip during a trip year will be formed as needed.

**ARTICLE 15 – PARLIAMENTARY AUTHORITY**

The rules contained in the Robert’s Rules of Order, revised edition, shall govern the Organization in cases where they are applicable and in which they are consistent with the By-Laws of this Organization.



THIS CONSITITUION AND BY-LAWS WAS ADOPTED BY THE PARSIPPANY HIGH SCHOOL BAND BOOSTERS ORGANIZATION ON APRIL 7, 1993.

Although our Band Booster's Organization has been a very effective force in the improvement of the music programs in our schools, at the same time the organization has abstained from encroaching on the administrative function of the school, parents have a right to be interested in such matters as curriculum, the budget, the teaching personnel, the length of the school year, and other phases of the educational policy. However, the actual administration of the school and the school classes is left to the administrators and the teachers. In this two-way cooperation, the parents, the teachers and the administration can work effectively together for the improvement of the music program.

**THIS November 2019 REVISION OF THE BYLAWS WAS ACCEPTED AND APPROVED BY THE PARSIPPANY HIGH SCHOOL BAND BOOSTERS ORGANIZATION ON November 25, 2019. ALL CHANGES ARE EFFECTIVE THE FIRST OF THE MONTH FOLLOWING THIS APPROVAL.**

Signed: *Justin Cogan*  
Bylaws Committee Chairperson