

PLUM MUSIC BOOSTERS INC. - BYLAWS

PLUM MUSIC BOOSTERS

2366 Golden Mile Highway Box 236

PLUM BOROUGH, PA. 15239

ARTICLE I: MEMBERSHIP AND DUES

Section 1. Eligible members will be the Parents or Legal Guardians of the students in the Plum High Music Program and staff of the Plum High Music Department.

Section 2. Students are not eligible for membership.

Section 3. Membership will be for a period of period of one year coinciding with the school year (July 1 – June 30).

Section 4. Each member will have one vote on any matter under consideration by the membership at a meeting of the membership.

Section 5. Each member of the Plum Music Boosters with the exception of Music Directors, will pay annual dues to the Corporation, as established by the board of directors at the beginning of the year as defined in Section 3 above, and will be based on the anticipated needs of the organization for the upcoming school year. Members who have not paid dues by the January meeting will not be eligible to vote. A package of information detailing not only booster fee & associated benefits, but also basic anticipated costs for the upcoming trip cost estimates will be provided by the start of school each year.

Section 6. Membership is voluntary; however, in order to participate in and benefit from Plum Music Booster Sponsored fundraisers or participate in the music department trip, the family must be a member of the Corporation.

Section 7. Music Directors are those teachers employed by the Plum School District for Choral, Band and Strings programs at the high school.

ARTICLE II: OFFICERS AND THEIR ELECTION

Section 1. Eligibility for Office

- a. To be eligible for office of the Plum Music Boosters, Inc. a person must have been a member for a minimum of one year.
- b. To be eligible for the Presidency, a person must have served as an officer or committee member for a minimum of one year.
- c. Only one member of any family may hold an elected office during any one school year.
- d. To hold an office, a member must have a student who is currently active in the Plum High Music Program and must be a member in good standing.
- e. A member will hold only one office at a time.

Section 2. Officers and Their Election

- a. The officers of this Corporation will consist of President, Vice President, Secretary, Financial Secretary and Treasurer. These officers constitute the Executive Board of the Corporation.
- b. Officers will be elected by ballot by the June meeting at a general membership meeting. If there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers will assume official duties July 1st and will serve for a term of one year through June 30th.
- d. A simple majority vote of the eligible voting members present will constitute an election.
- e. In the event of a tie, the nominating committee will recount. If there is still a tie, the officers of the Corporation will vote to break the tie. If an officer is a candidate in the election with a tie, that officer will excuse themselves from the vote. If there is still a tie, the president will cast the deciding vote.

Section 3. Nominating Committee

- a. There will be a nominating committee composed of three members nominated from the floor and elected by the Corporation at the April meeting. The committee will elect its own chairperson. The president cannot be part of the nominating committee.
- b. The nominating committee will nominate an eligible person for each office to be filled and report its nominees at the regular meeting in May at which time additional nominations may be made from the floor.
- c. Only persons, who have signified their consent to serve, if elected will be nominated for or elected to such office.

Section 4. Vacancies

- a. A vacancy occurring in any office will be filled for the unexpired term by a person elected by a majority vote of the Board, notice of such election being given. If a vacancy occurs in the office of President, the Vice President will serve notice of the election.

ARTICLE III: DUTIES OF OFFICERS

Section 1. President

The President will preside at all meetings of the Corporation and of the Board; will perform such other duties as may be prescribed in these bylaws or assigned to him or her by the Corporation or the Board; and will coordinate the work of the Officers and the Committees of the Corporation in order that the Statement of Purpose may be promoted.

- a. The President will be in communication with the Director's and Staff.
- b. The President will cast a deciding vote in case of a tie.

- c. The President will enforce a strict observance of the Statement of Purpose, Standing Rules, and Bylaws of the Corporation.
- d. The President will appoint all standing and special committee chairs deemed necessary to fulfill business and activities of the Corporation, subject to approval of the Officers.
- e. The immediate past President will be available for advice and counsel during the year following the completion of his or her term of office, at which time he or she will have a consultation session with the incoming President and turn over all appropriate files, reports, and keys.

Section 2. Vice President

The Vice President will act as an aide to the President and will perform the duties of the President in the absence or inability of that officer to act.

- a. The Vice President will chair the budget committee and be responsible for presenting the budget to the Board for review and for presenting the budget for adoption at the first general meeting of the fiscal year.
- b. The Vice President will have a consultation session with the incoming Vice President and turn over all appropriate files, reports, and keys.

Section 3. Secretary

The Secretary will record the minutes of all meetings of the Corporation and of the Board and will perform such other duties as may be delegated to him or her.

- a. The secretary will act as clerk thereof and keep copies of all records of the Corporation. Such as:
 - 1. Agenda
 - 2. Minutes
 - 3. Bylaws (also to be posted to the Web site)
 - 4. Correspondence
 - 5. Membership list (day to day management of the list by the Membership Chairperson)
 - 6. Corporate Seal
- b. A copy of the minutes is to be given to each member of the Board and to the Music Directors.

The Secretary will have a consultation session with the incoming Secretary and turn over all appropriate files, the "Secretary Book", Corporate Seal, and all papers of the Corporation.

Section 4. Financial Secretary

The Financial Secretary will be responsible for collecting and identifying all monies collected for the Corporation and provide reports showing deposits segregated by categories deemed necessary by the corporation.

- a. The financial secretary will record all monies received and provide receipts for the same where needed.
- b. The financial secretary will make all deposits of funds received and provide a copy of the deposit slip to the Treasurer.
- c. The financial secretary will provide a monthly report of funds received to the Corporation at the monthly meetings.
- d. The financial secretary will maintain records of student accounts associated with the Music Department trip.
- e. A record of all checks, check numbers, dates and payers will be recorded and maintained to facilitate recovery when checks are returned for insufficient funds.
- f. The financial secretary will maintain a fundraising account for each student, showing monies collected and profits earned and will provide financial statements per student as needed.
- g. The Financial Secretary will have a consultation session with the incoming Financial Secretary and turn over all appropriate files and reports upon completion of term of office.

Section 5. Treasurer

The Treasurer will have custody of all funds of the Corporation; will keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the Corporation, will make disbursements as authorized by the Corporation.

- a. The Treasurer will present a financial statement at every meeting of the Corporation and at other times when requested by the Officers and will make a full report at the meeting at which new officers officially assume their duties. The Treasurer will be responsible for the maintenance of such books of account and records.
- b. The Treasurer's accounts will be examined annually by an auditing committee of no fewer than three members, who are not authorized to sign checks. They will be nominated from the floor and elected by the Corporation at the March meeting. The committee will submit a signed, written report to the general membership stating the Committee is satisfied that the Treasurer's Annual Report is correct.
- c. In an emergency and on approval of the President, the Treasurer can disperse funds up to a limit of one hundred dollars. Such disbursements will be reported to the Corporation at the next meeting.
- d. The Treasurer will have a consultation session with the incoming Treasurer and turn over all appropriate files, keys, and reports to the incoming Treasurer at the completion of his or her term of office.

ARTICLE IV: MEETINGS

Section 1. The general meetings of the Corporation will be held each month from July 1 – June 30 according to a schedule made by the Executive Board.

- a. Public notices will be made of all meetings through the Plum Music Booster's Website & Plum Music Booster's email distribution.
- b. The assembled members at a regular or special meeting of this Corporation will constitute a quorum.
- c. A simple majority of the members present and voting will be sufficient to carry a motion except where otherwise required in the bylaws.
- d. Special meetings may be called at the discretion of the President, Vice President, or Music Directors. Business transacted at all special meetings will be confined to the objects stated in the call and matters germane thereto.
- e. Scheduled meetings may be changed by the Executive Board as long as notice is given of the change of date.
- f. If school is cancelled the day of a scheduled meeting, the meeting will automatically be cancelled without additional notice.

Section 2. Meetings of the Executive Board will be held at the call of the President, or by a request from a majority of the Board.

- a. All members of the Executive Board will be given reasonable prior notice regarding the time, place, and purpose of a Board meeting.
- b. One-half of all Board members will constitute a quorum for a Board meeting.
- b. Any recommendations from the Executive Committee ~~made~~ will be presented at the next general meeting for membership approval.

Section 3. Order of Business

- a. Call to order.
- b. Music Director's and President's comments.
- c. Secretary's report.
- d. Treasurer's report.
- e. Committee reports.
- f. Unfinished (old) business.
- g. New business.
- h. Adjournment.

Section 4. The latest edition of Robert's Rules of Order, Newly Revised, will govern the Corporation in all cases to which they are applicable and not inconsistent with any provision of these Bylaws.

- a. A simple majority of the members present and eligible to vote will be sufficient to carry a motion.

ARTICLE V: BOARD AND COMMITTEES

Section 1. The elected officers of the Corporation constitute the Executive Board.

- a. The purpose of the Board will be to facilitate business at general meetings. This will include the following:
 1. To evaluate the plans of the Ways and Means Committee for fundraising projects and to select and present appropriate options to the membership for approval or modification.
 2. To review the plans and activities of the various other Committees.
 3. To recommend to the General Membership specific expenditures either for the operation of the Corporation or for the benefit of the Plum High Music Program, in keeping with the guidelines of the annual budget.
 4. To recommend to the general membership modification to the annual budget.

Section 2. Standing committees are those that function year round or have significant impact upon total operation of the Corporation. These committees will include but are not limited to: Audit, Chaperone, Hospitality, Membership, Nominating, Scholarship, Ways and Means (including all Fundraisers), Trip Coordination, Uniform and Website.

- a. Only members of the Corporation will be eligible to serve in any elected or appointed positions, with the exception of the Gula Golf Outing Committee. Any member of the Corporation may volunteer to chair or co-chair a committee. The Executive committee will select the committee chair if an agreement cannot be reached.
- b. The Board may create such standing committees as it may deem necessary to promote the Statement of Purpose and carry on the work of the Corporation. The term of each Chairperson will be one year or until the appointment of the successor or until the duty of the committee is completed, whichever comes first.
- c. The chairperson of each standing committee will present a plan of work to the Board for approval. No committee work will be undertaken without the consent of the Board.
- d. The President may participate in an advisory capacity on all committees except the nominating committee and audit Committee.

Section 3. Special committees may be established by the Board for specific assignments from time to time throughout the year. These may include: Bylaws, Program, Refreshment, etc. as needed for Festivals and special events.

- a. As a special committee is created for a specific purpose, it works only for the duration of that purpose with a final report at its conclusion.
- b. The Gula Golf Outing Committee may include, but is not limited to, Plum High School and Music Booster alumni who may not be current Corporation members.

ARTICLE VI: FINANCES

Section 1. This Corporation is tax exempt and will make every effort to maintain this status.

- a. All monies raised by, for, or in the name of the Plum Music Boosters become the property of the Corporation.
- b. The fiscal year will begin the first day of July in each year as recorded with the IRS.

- c. Two authorized signatures will be required on checks disbursing money from the booster's account. Persons authorized annually to include the president, vice president, secretary and treasurer only.

Section 2. Students and parents are responsible for raising monies to pay for the semi-annual Music Trip to a Festival or out of state performance. The Corporation encourages fundraising through Ways and Means Committee. Three options are available for music members to pay for the Music Trip. The corporation is not obligated to defray or cover trip costs for any student.

- a. A student may fundraise his or her entire trip.
- b. A student may pay cash for his or her entire trip.
- c. A student may fundraise part of the trip and pay cash for the balance of his or her trip.
 - 1. Specific fund raising rules and requirements will be provided as part information provided to each member at the beginning of the school year.
 - 2. Monies raised will be recorded as well as cash paid.
 - 3. A student (family) account will be created for each student in the Music Department (Band, Choir, Orchestra, Band Front) and will include all members of the same family in one account. Accounts will be maintained throughout a student's participation in the Music Program at Plum Sr. High School.
 - 4. Student (Family) accounts may carry forward a credit balance from year to year as long as they are students of the Music Program. Transfer may be made to siblings entering the program the following year or currently in the Music Program (Grades 7-12). Requests for transfer must be made in writing by a parent.
 - 5. In the event a member moves, graduates, or quits the Plum High Music Program and has no younger sibling entering the program (Grades 7-12), the fundraised monies can be transferred to a student currently in the Music Program. This will be a one-time transfer to one designated student. The request must be made in writing to the Financial Secretary by June 30 of the current school year. Without a request for transfer, fundraised monies will become a part of the general fund of the corporation on July 1 of the current year. The cash paid will be refunded to the student in accordance with specific trip guidelines within 60 days of notification of separation.
 - 6. Monies raised through fundraising with the Music Boosters, can be used to pay for the Music Department Trip as well as other Music Department sponsored activities.
 - 7. Funds can be donated to the general fund of the Plum Music Boosters at any time.
 - 8. When a band member cancels his or her trip, only the cash paid will be refunded according to the trip refund policy. Refunds will be provided in a timely manner, dependant on the vendor contract for the trip that year.

9. If the trip is cancelled due to action of the School Board or Music Directors, only cash paid will be refunded according to the trip refund policy. Refunds will be given within 60 days of notification if the trip has been cancelled.

ARTICLE VII: DISSOLUTION

Section 1. Upon dissolution or disbandment of this Corporation, any and all unallocated cash funds will be turned over to Plum Senior High School for exclusive use in the Plum High Music Program.

ARTICLE VIII: CORPORATE ADDRESS AND SEAL

Section 1. The mailing address of the Corporation will be:

Plum High Music Boosters, Inc.
2366 Golden Mile Highway Box 236
Plum Borough, PA 15239

- a. The Corporation will maintain a Post Office Box for the purpose of having an address and receiving mail. The keys to said box will be retained by the President and the Treasurer.

Section 2. The Corporate Seal will have inscribed thereon the name "PLUM MUSIC BOOSTERS, INC.," the year 1981 and the inscription "Corporate Seal, Pennsylvania."

- a. The Corporate Seal will be kept in safe custody by the Secretary of the Corporation

ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be amended at any General Membership Meeting of the Corporation by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment will have been given at least thirty days prior to the meeting at which time the amendment is voted upon.

Approved by: General Membership

Plum Music Boosters, Inc.

February 1, 2016

Bylaws Chairperson Signature


Julie Allman

President's Signature


LeeAnn Moore

PLUM MUSIC BOOSTERS
2366 Golden Mile Highway Box 236
PLUM BOROUGH, PA. 15239

STANDING RULES

Meetings

1. The General Membership meeting will be held July 1 – June 30 as scheduled and posted on the Plum Music Booster's website. In addition, reminders will be issued via the music booster's email system. Typically meetings will be the first Monday of each month, as agreed to between the president and the directors.
2. The Agenda, Financial Secretary's Report, Treasurer's Report and Minutes from the previous month's meeting will be distributed at each meeting.
3. Board meetings may be held prior to General Membership meetings on the same day if necessary.
4. The election of officers will be held at the ~~May~~ June meeting.

Expenses

The Corporation will prepare a budget including, but not limited, to the following:

1. Rent a Post Office Box annually.
2. Provide funds for summer training programs for Band Front Captains and Drum Majors.
3. Provide refreshments for the Plum High Band and Visiting band at home football games.
4. Provide a meal and refreshments for the Plum High Band at the Kennywood Fall Fantasy Day performance as well as select refreshments for bandcamp as agreed to between the directors and boosters.
5. Provide PMEA Adjudication Awards and Senior Recognition Awards.
6. Provide Scholarship Awards in accordance with Scholarship Program Policy and recognize Music Booster Senior Scholarship Recipients on a plaque displayed in the Band Room.
7. Provide fees for maintenance and support of the Plum Music Booster's website.
8. Provide fees for maintenance and support of the Plum Music Booster's financial software.

Fundraisers

1. Fundraising activity will be conducted to support the General Fund of the Corporation.
2. Student fundraising will be managed by the Ways and Means committee with all funds being managed through the Corporation's books.

Duties of Standing Committee Chairpersons

1. Each Chairperson is responsible for disbursement forms.
2. The President will serve in an advisory capacity for all committees except Nominating and Audit.

3. The Audit Committee Chairperson will be selected by committee members. This committee will examine financial records as maintained by the Treasurer and submit a written report signed by all committee members to the General Membership at the September meeting.
4. Ways and Means:
The Ways and Means Committee Chairperson will organize fundraisers for students to defray expenses for the Music Department Trip. Duties include creating fundraising programs and organizing team captains and accountants as needed. Team captains and/or chairpersons are responsible for distributing fundraising information to students and collection of payments.

The Ways and Means Committee Chairperson will coordinate and/or assist with the organization, vendor contact, facilitation and other activities of general fundraising programs to benefit the Music Boosters including but not limited to: clothing sale, Musical refreshment and other item sales, golf outings, etc. Other fundraising programs will be established as needed.

5. The Corporation will provide Chaperones for Football Games, Parades, Music Festivals, Semi-Annual Music Trip, Special Events or any event requested by the Music Directors.
6. The Chaperone Committee Chairperson will recruit parents and submit a list for the Music Director's approval. The Chairperson will provide instructions to Chaperones. The Chairperson will be the direct liaison between the Music Directors and the Chaperones in accordance with the Chaperone Guidelines. The chairperson will also be responsible for coordination of collection of parent clearances as required by the school district at the time of chaperoning event.
7. The Hospitality Committee Chairperson will purchase and distribute refreshments at all home football games to Plum High Band members and visiting bands. The Chairperson will be responsible for coordinating, the purchase and distribution of the Kennywood Fall Festival Days meal. The Hospitality Chairperson will also serve as Corporation representative to plan the Music Program banquet or picnic, with the concurrence of the board.
8. The Membership Committee Chairperson will organize the membership program. This will include maintenance of student roster and membership, coordinate annual distribution of booster related fundraising material for the upcoming school year. The Chairperson will solicit for membership participation at meetings and through the Corporation via master email distribution and Website. Duties include collecting and recording of dues payments, and submittal of membership list to the Corporation Secretary and maintenance of the master correspondence list including master email distribution list.
 - a. For students to participate in a fundraiser, their family must be a member.
 - b. Student families who are not members but whose student participates in a fundraiser will become members and the membership fee paid from the fundraiser profits.
9. The Nominating Committee Chairperson will coordinate the Committee's search for corporate members to serve as officers. The Committee will be selected at the General Membership Meeting in April and will choose a committee member to serve as Chairperson. The Committee will nominate one candidate for each office and will submit a report at the ~~March~~ May General Membership Meeting. Nominees must have consented to serve and meet the qualifications set by the Corporation.

10. The Scholarship Committee Chairperson will coordinate the Corporation's Music Department Scholarship Program by distributing applications and informational packets to students, review applications with committee members and complete selection of awardees with the assistance of the appropriate Music Department director. Duties also include promotion of the scholarship program to students and parents through email & web site articles and band room posters. Scholarship Chairperson is also responsible for updating the Music Booster Senior Scholarship Recipients perpetual plaque in the band room.
11. The Trip Chairperson assists the Music Director organizing the trip in coordinating all aspects of the trip.
12. The Uniform Chairperson helps size students with a uniform, tuxedo or gown for the upcoming year. He or she checks inventory for cleanliness and necessary repairs. The numbers of tuxedos, gowns, uniforms, bags, hats, etc. are recorded.
13. The Website Chairperson will maintain the Plummusicboosters.com website as well as posting information and news as requested by Music Directors,

Committee Chairs or other interested parties.

Approved by: General Membership
Plum Music Boosters, Inc.

February 1, 2016

Standing Rules Chairperson



Julie Allman

President



LeeAnn Moore

PLUM MUSIC BOOSTERS
2366 Golden Mile Highway Box 236
PLUM BOROUGH, PA. 15239

STATEMENT OF PURPOSE

ARTICLE I: NAME

Section 1. This corporation shall be known as the PLUM MUSIC BOOSTERS, INC.

ARTICLE II: PURPOSE

Section 1. The objectives of the Plum Music Boosters, Inc. are:

- a. To promote and encourage community support of the Plum High Music Program with the following objectives:
 1. To involve the community in providing financial and moral support to the Plum High Music Program.

2. To supplement School Board support of Music Program Activities.
 3. To encourage students to participate in the activities of the Plum High Music Program.
- b. To provide financial assistance and services for the Plum High Music Program, beyond that provided by the school district.
 - c. To aid in the development of student interest in the Plum High Music Program.
 - d. To promote student leadership and responsibility.
 - e. To arouse and maintain an enthusiastic public interest in all phases of the Plum High Music Program.
 - f. To cooperate with those in charge of the Plum High Music Program and the School Board to the end the Music Program maintains the highest possible degree of efficiency.
 - g. To bring into closer relationship the home and school so parents and the Music Program may cooperate intelligently in all phases of the school's Music Program.
 - h. To promote and encourage student cultural improvement through appreciation of fine music.
 - i. To actively support all performances of the school Music Program (band, orchestra, chorus).
 - j. To lend all possible support, moral and financial, to the Music program in the school.
 - k. To provide for the Plum High Music Program members those things over and above that which is provided by the School Board, such as:
 1. Refreshments.
 2. Awards, in keeping with school policy and approved by the Board and Music Directors.
 3. Donation towards a Music Banquet or Picnic.
 4. Chaperones.
 5. Funds for selected projects, activities, or trips that might be proposed and approved.
 6. Student fundraising opportunities.
 7. Master communication to parents and students via Web site and master email distribution.
 8. Scholarships.
 - l. To assume responsibility for publicity covering any activity or project sponsored by the Corporation.
 - m. To maintain enthusiastic interest in Music Program activities in cooperation with the Music Directors, Staff and School Administration.

- n. To work with and assist the Music Directors in support of the high school music programs.

ARTICLE III: STRUCTURE

Section 1. Under the provisions specified in the Bylaws, this Corporation shall be governed by the elected officers, the board of committee chairpersons, and the membership, with the cooperation of the School Music Directors and Staff.

Approved by: General Membership
Plum Music Boosters, Inc.

February 1, 2016

Standing Rules Chairperson



Julie Allman

President



LeeAnn Moore