

Plum High Music Boosters, Inc

PLUM HIGH 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 Directors of the Plum High Music Department.

Section 2. Students are not eligible for membership.

Section 3. Membership will be for one academic year only (July 1 – June 30). To be considered a full-year member, all dues and membership forms must be submitted by January 1 of the current school year.

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 High 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.

Section 6. Membership is voluntary; however, in order to participate in and benefit from Plum High Music Boosters fundraisers, the Plum High Music Booster scholarship, 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 at the May membership meeting. If there is one nominee for any office, election for that office may be by voice vote.
- c. Officers will assume official duties July 1st. Officers will serve a term of one year from July 1st to June 30.
- 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 current 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 April 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 Directors.
- 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 including, but not limited to agenda, minutes, by-laws, correspondence, and membership list.
- b. A copy of the minutes is to be given to each member of the Board and to the Music Directors.
- c. The Secretary will have a consultation session with the incoming Secretary and turn over all appropriate files.

Section 4. Financial Secretary

The Financial Secretary will be responsible for collecting and identifying all monies collected for student accounts within the Corporation and provide updated reports at the general membership meeting.

- a. The financial secretary will maintain records of student accounts associated with the Music Department trip.
- b. The financial secretary will provide a monthly report of funds received to the Treasurer of the Corporation at the monthly meetings.
- c. A record of all checks, check numbers, dates and payers will be recorded to students' accounts and maintained to facilitate recovery when checks are returned for insufficient funds.
- d. 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.
- e. 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 disburse 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.
- e. The Treasurer will make necessary all deposits of funds received and provide a copy of the deposit slip to the Corporation.

Section 6: Communications Secretary

The Communications Secretary will be responsible for outgoing communication to the general membership of the organization through social media, website, and/or the PBSB in conjunction with the President and deemed necessary by the Executive Board.

- a. The Communications Secretary will communicate fundraising efforts, marketing flyers, and relevant announcements to the general membership in a timely manner.
- b. The Communications Secretary will be responsible and act as administrator for monitoring, adding, and removal of posts made to the Facebook page and Facebook group of the Plum High Music Boosters.
- c. The Communications Secretary will post relevant updates and announcements to the Plum High Music Boosters website. The meeting minutes will be obtained from the Recording Secretary and posted within one week of the meeting in a timely manner.
- d. The Communications Secretary will have a consultation session with the incoming Communications Secretary and turn over all appropriate files, reports, usernames/passwords at the completion of his or her term.

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.
- 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 canceled the day of a scheduled meeting, the meeting will be canceled without additional notice automatically.

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.
- c. Any recommendations from the Executive Committee 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 General Fundraising and Ways and Means Committees 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 the general membership modification to the annual budget.

Section 2. Standing committees are those that function year round or have significant impact upon the total operation of the Corporation. These committees will include, but are not limited to, the following: Audit, Chaperone, Hospitality, Membership, Nominating, Scholarship, Ways and Means, General Fundraising, 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 deems necessary to promote the Statement of Purpose and carry on the work of the Corporation. The term of each Chairperson will be up to one year or until the appointment of the successor or until the duty of the committee is completed.
- 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 throughout the year.

- 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 High 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 Corporation's account. Persons authorized to provide signatures include the President, Vice-President, Secretary and Treasurer only.
- d. Expenditures in excess of \$500 must be authorized at a General Meeting by a vote of members. Exceptions include funds received by the organization that are passed through to a secondary recipient such as student account fundraisers, group fundraisers, mandatory student expenses (i.e. shoes, shirts, gloves, etc.) Expenditures of any amount \$500 or less may be approved by the Executive Board.

Section 2. Students and parents are responsible for raising monies to pay for the annual Music Trip. The Corporation encourages fundraising through the 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. Families must be members of the Plum High Music Boosters to fundraise for students' accounts. Specific fundraising rules and trip cost requirements will be provided to students as soon as the information is given to the Corporation by the Music Directors.
 - 2. Monies fundraised and cash/checks paid will be recorded.
 - 3. A student account will be created for each student in the Music Department (Band, Choir,

Orchestra, Band Front) Accounts will be maintained throughout a student's participation in the Music Program at Plum Senior High School.

4. Student accounts may carry forward a credit balance from year to year if students remain in the Music Program. Transfers 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/guardian by June 30 of the current school year.
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 or up to 3 designated student(s). 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 High 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. Fundraised funds can not be returned. \Refunds will be provided in a timely manner, depending on the vendor contract for the trip that year.
9. If the trip is canceled due to action of the School Board or Music Directors, only cash paid will be refunded according to the trip refund policy. (See 8) Refunds will be given within 60 days of notification if the trip has been canceled.

Section 3. Scholarship

- a. The Plum HighMusic Boosters, Inc. will award 3 \$500 scholarships to eligible students.
- b. Parents/Guardians must be members of the Corporation for a minimum of two years, including the award year, in order for the student to be eligible. See membership information.
- c. Scholarship(s) will be awarded to a qualifying senior at the end of the graduation year no later than June 30. See scholarship application for additional details.

ARTICLE VII: ADDITIONAL POLICY AND CLAUSES

Section 1. Inurement Clause.

The corporation does not contemplate pecuniary profit, incidental or otherwise. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any officer or director of the corporation, or to any other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes as set forth in these Articles of Incorporation.

Section 2. Notwithstanding Clause.

Notwithstanding any other provisions of these Articles of Incorporation the corporation shall not carry on any activity not permitted to be carried on by a corporation organized and operated exclusively for exempt purposes and which is public charity described in Section 509(a)(1), (2), or (3) of the Code.

No part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in

opposition to any candidate for public office. Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on other activity not permitted to be carried on by a corporation exempt from federal income taxes under Section 501 © (3) of the Code, or by a corporation contributions to which are deductible under Section 170 © (2) of the Code.

Section 3. Dissolution Clause.

In the event of the dissolution of the corporation or in the winding up of its affairs, or other liquidation of its assets, the corporation's property shall not be conveyed to any organization created or operated for profit or to any individual for less than the fair market value of such property; all assets remaining after all debts and expenses of the corporation have been paid or provided for shall be conveyed or distributed by the Board of Directors to one or more organizations qualifying for the exemption afforded by Section 501 © (3) of the Code. Any such assets not so distributed shall be disposed of pursuant to an order by a court of competent jurisdiction, exclusively for such purposes or to such organization or organizations, as said court shall determine.

ARTICLE VIII: CORPORATE ADDRESS

Section 1. The mailing address of the Corporation is:

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

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 High Music Boosters, Inc. March 7, 2022

President: Ruth Ann Pivik

PLUM HIGH 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. Typically meetings will be the first Monday of each month based on agreement between the President and the Directors.
2. The Agenda and Treasurer's Report will be distributed at each meeting. Minutes from the previous monthly meeting will be posted on the website.
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 meeting. Nominations will take place at the April 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 Scholarship Awards in accordance with Scholarship Program Policy and recognize Music Booster Senior Scholarship Recipients on a plaque displayed in the Band Room.
5. Provide fees for maintenance and support of the Plum Music Booster's website.
6. 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.

Scholarship

1. Due to the 2022 scholarship policy changes, families of students graduating in 2022 will NOT be required to have two years of membership in the Boosters organization for eligibility. Families of students graduating in 2023 will be required to be in the Boosters organization only during the 2022-2023 school year to be eligible.

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.
5. The Fundraising 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.
6. 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.
7. 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.
8. The Hospitality Committee Chairperson will serve as Corporation representative to plan the Music Program banquet or picnic and special events as needed with the collaboration of the board.
8. The Membership Committee Chairperson will organize the membership program. This will include maintenance of student roster and membership, and 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 submission 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 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 directors. One member of the Executive Board with a non-senior student will serve on the Scholarship Committee.

Duties also include promotion of the scholarship program to students and parents through email, website, and band room posters. The Scholarship Chairperson is responsible for updating the Music Booster Senior Scholarship Recipients perpetual plaque in the band room and annually updating the scholarship application.

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.org website as well as posting information and news as requested by Music Directors, Committee Chairs or other interested parties.

Approved by: General Membership of the Plum High Music Boosters, Inc on March 6, 2022

President: Ruth Ann Pivik

PLUM MUSIC BOOSTERS

**2366 Golden Mile Highway Box 236
Plum, PA. 15239**

STATEMENT OF PURPOSE

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

Section 1. The objectives of the Plum High 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 generate and maintain an enthusiastic public interest in all phases of the Plum High Music Program.
- f. To collaborate with the Directors of the Plum High Music Program and the School Board to ensure that the Music Program maintains the highest possible degree of efficiency.
- g. To bring a closer relationship between families involved in the Plum High Music Program so they 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 performances of the school Music Program.
- j. To provide assistance with morale and financial support to the Music program in the school.
- k. To assist with providing items for the Plum High Music Program members that are not provided by the School Board or Plum High Music budget such as:
 - 1. Refreshments.
 - 2. Awards that align with school policy and are 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
 - 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.

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 of Plum High Music Boosters, Inc. on March 7, 2022.