

Perkiomen Valley High School Music Boosters

Address:

Perkiomen Valley Music Boosters
c/o Perkiomen Valley High School
509 Gravel Pike
Collegeville, PA 19426

A. PURPOSE

1. The purpose of the Perkiomen Valley Music Boosters is to work in conjunction with the Band, Choral and Orchestra Directors to support the students in the music program and to improve the music program within the guidelines of the Perkiomen Valley School District.

B. MEMBERSHIP

1. The membership of this organization shall consist of parents/guardians of students in the music programs, high school faculty members, music directors and their assistants responsible for the music programs, and interested community members.

C. OFFICERS

1. In order to be elected as an officer of the Perkiomen Valley Music Boosters you must be a parent/guardian of a high school music student involved in the program at the time of the election.

2. To be eligible for office, you must have been a member of the PVMB for a minimum of one year and attended a minimum of three booster meetings or served as a committee chairperson totaling six between August and June.

a. Serving as a chairperson or sub-chairperson on the following committees constitutes eligibility for election as an officer:

1. Music in the Valley
2. Indoor Guard / Percussion show
3. Valley Jazz
4. Uniform Committee
5. Properties Committee

6. Food Committee
7. Homecoming Dance
8. Banquet
9. Musical
10. Awards
11. Baccalaureate
12. Fundraising
13. Ad book
14. Battle of the Bands
15. Hospitality

NOTE: Just helping out DOES NOT constitute meeting the requirements stated in Section C, Article 2.

3. All elected officers are expected to attend all monthly booster meetings.

4. All elected officers shall serve a term of two consecutive years. Officers shall be elected as follows:

- President Odd-numbered years
- Vice President (Band) Odd-numbered years
- Vice President (Chorus) Even-numbered years
- Vice President (Orchestra) Even-numbered years
- Treasurer Even-numbered years
- Secretary Odd-numbered years

5. The Officers of the Perkiomen Valley Music Boosters and their responsibilities are as follows:

a. President – shall preside at all meetings of this organization and be responsible for overseeing all functions of the Music Boosters and be a member of all committees. In the event a vacancy results in an elected position, the President shall fill the vacancy by appointment until the next election.

b. Vice President – band – in the absence or resignation of the president

shall perform all duties and responsibilities connected with the office of the President. Shall be the liaison between the organization and the director of bands.

c. Treasurer – shall have responsibility for all funds of the organization and the disbursement of money as directed by the Executive Committee and/or the President. Shall present a report of all expenditures at each monthly meeting and a year-end summary report at the June meeting. All reimbursements for expenses must be made by the Treasurer. All checks require the signature of the President or the Treasurer. On a yearly basis shall arrange to have the organization's books audited. An itemized receipt for reimbursement must accompany all purchases made on behalf of the Perkiomen Valley Music Boosters.

d. Secretary – shall record minutes of all meetings of the organization and its Executive Committee. The Secretary shall conduct all correspondence and send out notices as directed by the President or Executive Committee. Shall provide minutes to the general membership at the monthly meetings. Shall maintain records as to eligibility to run for office and voting rights.

e. Vice President – chorus – shall be the liaison between the organization and the choral director.

f. Vice President – orchestra – shall be the liaison between the organization and the orchestra director.

D. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the following:

- a. President
- b. Vice-President - band
- c. Treasurer
- d. Secretary
- e. Immediate Past President
- f. Director of Bands
- g. Choral Director
- h. Orchestra Director
- i. Vice-President - chorus

j. Vice-President - orchestra

NOTE: The Uniform, Properties, and Food Committee Chairpersons may attend Executive Committee Meetings but shall have no voting rights.

2. The Executive Committee shall originate matters of policy and business for the Perkiomen Valley Music Boosters, including the recruiting of committee chairpersons.

3. All sub-committees must receive prior approval from the Executive Committee before implementing recommendations from their committees.

E. COMMITTEES

1. The following are committees and their responsibilities:

a. Banquet – shall organize the annual banquet for the music program and coordinate the awards ceremony and slide show.

b. Properties – shall oversee the loading and transporting of instruments, props and equipment utilized by the marching band, jazz band, indoor guard and indoor percussion for competitions, football games, parades, etc. Shall oversee the construction of props required by each group.

c. Trip – shall support the music directors in organizing any music department trip. Shall be responsible for ensuring that all students are paid in full at the required times and that equipment, uniforms, etc. are properly boxed for shipment.

d. Uniform – shall organize and supervise the distribution of uniforms including raincoats for marching band. Shall organize and supervise the distribution of uniforms for jazz band, indoor guard, select choirs, etc. Shall also work with the directors to organize sewing committees if the need arises.

e. Awards – shall utilize the established system in determining which students will receive awards based on their participation in extra-curricular music activities. Shall maintain an inventory of the awards and re-order as required.

f. Hospitality – shall arrange for the snacks to be provided to both the PVHS marching band and the visiting school's marching band after the half-time presentation at no cost to the students. Shall be responsible for organizing and supervising all aspects related to the feeding of judges and/or directors

at Music Booster events.

g. Homecoming – shall be responsible for the coordination between students, directors and school administration as well as ensuring that entertainment, beverages and food are procured including chaperones and security personnel.

h. Musical – shall assist the directors of the musical with props, costumes, make-up, etc.

i. Ad book – shall be responsible for soliciting ads from local businesses and family patron ads as well as for the printing of the Ad Books / Programs for sale at various competitions, concerts, musical, banquet, etc.

j. Publicity – shall oversee publicity, including the generation of press releases and advertising in cooperation with the committees responsible for the various activities of the PVMB.

k. Fundraising – shall organize and present to the Executive Committee various ways in which the organization can raise money.

l. Valley Jazz – shall be responsible for organizing and supervising all aspects related to hosting a Jazz Band competition.

m. Indoor Guard / Percussion show - shall be responsible for organizing and supervising all aspects related to hosting an Indoor Guard and Percussion show.

n. Music in the Valley - shall be responsible for organizing and supervising all aspects related to hosting an outdoor Marching Band competition.

o. Food - shall be responsible for organizing and supervising all aspects related to food concessions at various events hosted by the PVMB.

p. Baccalaureate – shall advise seniors each year in the creation of the baccalaureate service, and provide support for the service including floral arrangements and programs.

q. Battle of the Bands - shall be responsible for organizing and supervising all aspects related to hosting a Battle of the Bands event, including chaperones and security personnel.

2. The music directors shall be notified in advance of all committee meetings so that they may attend if so desired.

3. At least one student shall be encouraged to serve on each committee.

4. Other special committees may be appointed at the discretion of the

Executive Committee.

5. By the June meeting all chairpersons will have submitted to the President a written report outlining what their committee did, who assisted them and any and all pertinent information that can be given to that committee's chairperson the following year.

F. MEETINGS

1. The Perkiomen Valley Music Boosters shall meet monthly from August through June of each school year on the second Monday of each month at 7:30 pm in the Band or Chorus room of the High School. Meetings will be held on the second Tuesday in any month in which school is closed on the second Monday.

2. All meetings of the Perkiomen Valley Music Boosters are run utilizing Robert's Rules of Order.

3. The Executive Committee shall meet at 6:00pm prior to the regular monthly meeting. The Executive Committee may also meet on a monthly basis other than the night of the Music Boosters meeting.

4. Seven members of the organization may call special meetings at the discretion of the President or upon written request to the President.

5. Transaction of business may occur at any regularly scheduled meeting regardless of the number of members present; a quorum of ten members must be present to transact business at any specially called meetings.

G. ELECTIONS

1. Each year at the May meeting nominations will be taken for the respective positions from the floor of the membership.

2. At the June meeting nominations will again be opened to the membership and once closed there will be voting for new officers.

3. Newly elected officers will be installed at the June meeting.

4. To be eligible to be nominated for office you must have been a member of the PVMB for a minimum of one year and attended a minimum of three booster meetings or served as a committee chairperson totaling six between August and June.

5. To be eligible to vote for any candidate running for office you must have attended booster meetings or served as committee chairperson totaling three between August and June.

6. If you have met the requirements for voting as stated above you will be eligible to vote by absentee ballot submitted to the president prior to the June meeting.

H. BUDGETS

1. In July of each year the directors will submit to the Executive Board their anticipated expenditures for the upcoming year for each extra-curricular activity planned. The President will submit anticipated expenditures for all other planned events. The Executive Board will then review and recommend approval of the upcoming year's budget. The Budget will then be presented to the General Membership at the August meeting for approval. Costs not budgeted for will require the Executive Board's approval prior to the cost being incurred.

2. In the event that a decision has to be made to incur a non-budgeted expense that is required in timely manner (i.e. between meetings) the use of a virtual meeting (such as emails or conference call) may be used to decide such issues. Once the motion has been made and seconded, a 24 hour waiting period will be imposed from initiating the vote to making the final decision to allow for discussion and deliberation. A simple majority is required for approval. All decisions will be recorded in the minutes of the next executive meeting.

I. CONCERTS

1. There will be no admission or program charges for concerts. Admission and program costs will be by donation and all proceeds from the concert will go directly to the Matt Bailey Scholarship Fund.

J. STUDENT ACCOUNTS

1. The Treasurer or his designee shall maintain an accounting of student earned credit from fundraising activities for use to pay owed balances for any Music Program activities not fully funded by the Music Department or Perkiomen Valley Music Boosters. The money in student accounts is the property of the Perkiomen Valley Music Boosters and has no cash value other than to defray the cost of the aforementioned activities.
2. Any unused balances in the student's account at the end of their senior year can be transferred to an account of a younger sibling that is enrolled in the Perkiomen Valley School district and is entering the eight grade or higher in the Fall of the following school year. Balances not transferred will return to the Perkiomen Valley Music Boosters general fund. Remaining funds will be placed into the general fund or a designated Music Program Scholarship fund at the discretion of the Executive Committee.
3. Any overpayment by a student for an event or activity, or payment made that could have been paid for with an available balance in their student will be returned to the student or can be credited to their account at the discretion of the student.

K. AMENDMENTS

1. These by-laws may be amended at any meeting of the organization by a two-thirds vote of the members present, providing such amendment has been presented and discussed at the previous meeting of the organization.

L. DISSOLUTION

1. In the event of dissolution of the Perkiomen Valley High School Music Boosters, the board of officers shall, after paying and making provisions for the payment of all liabilities, distribute all assets equally between the Band, Chorus and Orchestra departments at Perkiomen Valley High School for educational purposes.

Revised: August 9, 2010

Approved Executive Committee: August 9, 2010

Approved General Membership: August 9, 2010