

# **Kiski Area Instrumental Music Boosters, Incorporated**

## **By-Laws**

### **Article I**

#### **Name and Purpose**

Section 1 The name of the organization shall be the Kiski Area Instrumental Music Boosters, Incorporated. This organization is also referred to as, "KAIB".

Section 2 The purpose of this booster organization is to assist in promoting any activity for the betterment of the Kiski Area School District Instrumental Music Department.

Section 3 Roberts Rules of Order shall govern the organization in all cases in which they are applicable.

### **Article II**

#### **Membership**

Section 1 Parents or legal guardians of Kiski Area School District Instrumental Music Department students are automatically members of the booster organization.

Section 2 Any other person may become a member of the organization by submitting his/her name to the Secretary and paying the yearly membership dues. The yearly membership dues shall be determined by the Executive Board.

Section 3 To be considered a "member in good standing", members must participate as a volunteer at a minimum of three (3) events and/or general membership meetings during the preceding 12 months.

Section 4 Anyone having direct contact with the students must have the required State and Child Abuse Clearances on record.

Section 5 The membership year shall run from June 1 through May 31 of the following year.

Section 6 Voting Privileges. All members, as defined by Article II, Sections 1, 2 and 3, are eligible to vote in the General Election of Officers and amendments to the by-laws each year.

## Article III

### Operations Board

#### Section 1 Members

The Operations Board shall consist of the members of the Executive Board, the Chairs of the Standing Committees, and Fundraiser Chairs.

#### Section 2 Duties

- A. Transact all business of the organization with the exception of matters handled by the Executive Board
- B. Approve the budget
- C. Approve all expenditures over \$100 that are not included in the budget
- D. Establish policies and procedures for the organization
- E. Create and maintain a "Standard Operations Procedures" guide to define roles of volunteers within the organization
- F. Approve all fundraising activities of the organization

## Article IV

### Executive Board

#### Section 1 Officers

- A. The Executive Board shall include the Elected Officers of the organization and the Band Directors.
- B. Offices of the Executive Board shall be President, Vice-President – Ways and Means, Vice-President – Development, Secretary, Treasurer, Financial Analyst, Financial Secretary, and Guard Representative.
- C. Any officer absent without cause for two (2) consecutive meetings, or who fails to discharge his/her duties according to the by-laws, will be relieved of his/her duties by a majority vote cast by the Executive Board. In the case of removal of the President, Vice President-Development will automatically replace the President until a new president can be elected. All other officers, in case of removal, shall be filled by appointment from the Executive Board to fulfill the current term.
- D. The term limit for serving on the Executive Board shall be four (4) consecutive years. There may be exceptions to the four-year limit, when no eligible candidates have accepted a nomination or agreed to run for an office. This exception may not exceed one year.
- E. In the event that any officer resigns from his/her position either verbally, electronically, or in writing, the President shall immediately call a special meeting of the Executive Board for the purpose of acting upon said resignation. In the case of resignation of the President, Vice President- Development will automatically replace the President until a new President can be elected. All other offices, in case of resignation, shall be filled by appointment from the Executive Board to fulfill the current term.

## Section 2 Election of Officers

- A. Every Executive Board office is open for nominations each membership year.
- B. Members in good standing that currently, or in the immediately preceding Marching Band season, have a student in Marching Band, Winterguard, or Percussion for one season and are current on all obligations to the organization are eligible to run or be nominated for an Executive Board office.
- C. A slate of candidates or nominees will be presented to the General Membership at the February General Membership meeting.
- D. The officers shall be elected annually by paper ballot vote at the March General Membership meeting. However, if there is only one candidate or nominee presented for each of the board offices then a motion from the floor may be made to accept the candidates or nominees by a voice vote.
- E. The term for newly elected officers will begin June 1 of the new membership year.

## Section 3 Duties of the Executive Board

- A. Prepare the Operations Board Agenda
- B. Discuss Student Accounts and discuss issues of Privacy.
- C. Work with the Directors to Prepare Budgets-Income and Expenditure
- D. Budget Analysis
- E. In any emergency situation or time sensitive matter, the Executive Board can approve the issue via a unanimous vote of all votes cast within the specified timeframe. The issue will then be reported at the next Operations Board meeting.

## Section 4 Duties of Officers

- A. President
  - 1. Prepare an agenda for the monthly Executive Board meeting.
  - 2. Shall relinquish chair to speak his or her opinion.
  - 3. Shall be appropriately bonded.
  - 4. Is authorized to sign orders, drafts, and checks with the Treasurer or an Alternate Executive Board Designee.
  - 5. Is authorized to sign contracts which have been approved by the Executive or Operations Board on behalf of KAIB.
  - 6. Shall present a listing of Standing Committee Chairpersons to the General Membership by June.
  - 7. Is an ex-officio member of all committees and oversee all events and projects.
  - 8. Shall be responsible for the organization and distribution of the parent/student handbook in coordination with the Director.
  - 9. Maintain a roster of the Criminal and Child Abuse clearances for all volunteers and submit clearances to Director.
  - 10. Be the point of communication between the KAIB and the band directors.
  - 11. Coordinate Dock Nights. During Marching Band season, dock nights should be every week. During other seasons, the dock nights should be second and fourth Monday of the month. The President may change Dock Night in the event of a conflict with another event and will notify the General Membership accordingly.
  - 12. Working with the Directors, Treasurer, and Financial Analyst, assists in budget preparation for presentation of the budget to the Operations Board for approval.

B. Vice President – Ways & Means

1. Acts as Parliamentarian.
2. Overseeing and Coordinating Fundraising Based efforts.
3. Shall present all fundraising ideas, pricing, and potential income to the Operations Board for approval.
4. Shall recommend all chairpersons for fundraisers.
5. Shall work in conjunction with the Financial Secretary to keep records of all general fund and student account fundraised monies and Report monthly to the Operations Board.
6. Shall report annually on total fundraising amounts for each fundraiser authorized by KAIB, itemized by fundraiser.

C. Vice President – Development

1. Oversee the uniform committee regarding uniform distribution, inventory, and related duties.
2. Oversee the apparel committee
3. Overseeing and Coordinating all Donation Based Campaigns
4. Community Outreach. Solicit membership outside of the marching band parental members.
5. Attend School Board Meeting/Parent Advisory Council meetings.
6. Oversee Sponsorship Programs
7. Manage Band Banquet and end of season parties for winter programs.
8. Coordinate/direct arrangement of fan buses for Regional Competitions.
9. Recruit parent and student participation.
10. Shall assume the duties of the President in his/her absence, removal, or resignation.

D. Secretary

1. Shall record business of all official meetings and report on said business at the following respective meeting.
2. Keep attendance records at all official meetings
3. Maintain master records retention for the KAIB organization
4. Prepare and create KAIB monthly calendar.
5. Oversee/Submit Use of Facility Requests to the High School office
6. Create and distribute the newsletter
7. Email announcements to membership
8. Oversee the Social Media for the Boosters, update events on the website, Facebook, etc.
9. Issue official acknowledgements for donations and support

E. Treasurer

1. Keep a record of all transactions and monies.
2. Authorized to sign checks with the President or an Alternate Executive Board Designee.
3. Be appropriately bonded.
4. Pay all bills that are approved by the Executive Board.
5. Receive receipts, bills, statements and monies.
6. Deposit monies and checks in the bank within seven (7) days of receipt.
7. Ensure all bank account and CD signature cards are up to date and revised as officers change.
8. Investigate and recommend CD investment opportunities to the Executive Board for approval to purchase. Monitor and report on the status of the investments.
9. Monitor and adjust asset levels with Executive Board approval.
10. Provide Monthly Summary of Treasurer Report at every meeting.
11. Working with the Directors, President, and Financial Analyst, assists in budget preparation for presentation of the budget to the Operations Board for approval.
12. Online access to all accounts shall be maintained by the Treasurer and login information shall be provided to the President and Financial Analyst for all accounts.

#### F. Financial Analyst

1. Working with the Directors, President, and Treasurer, assists in budget preparation for presentation of the budget to the Operations Board for approval.
2. Annually renew and contract bonding insurance with the approval of the Operations Board in January of each year.
3. Develop and monitor all budgets. Report on all budget activities for all programs funded by KAIB. Reports showing budgeted amounts vs. actual amounts should be provided monthly to the Executive Board and annually to the General Membership for each program funded.
4. Report monthly to the Executive Board all financial balances and cash reserves and changes from the previous month.
5. Provide Annual Cash Position Report to the General Membership identifying all cash reserves and their allocation.
6. Reconcile all bank accounts monthly, confirm the accuracy of receipt/deposit information, and provide a report to the Executive Board.
7. Provide all necessary documentation to the accountant for annual taxes. Confirm results, submit taxes to the IRS, and report to the Executive Board.
8. Issue and monitor all contracts to the independent contractors providing services to KAIB. Notify the insurance company so that these contractors are covered by the General Liability Insurance Policy. Obtain and monitor current criminal and child abuse clearances for these contractors. Provide annual 1099 MISC forms for these contractors as required by the IRS regulations.
9. Renew, obtain, and update as needed, such items as the Small Games of Chance License, Tax Filings, State Not-For-Profit Registration, State Sales Tax Exemption Certification, and Articles of Incorporation.
10. Monitor and maintain insurance requirements for Directors and Officers Liability Insurance, and coverage for band trailer, and other KAIB equipment and needs.

#### G. Financial Secretary

1. Work with Treasurer and Vice President – Ways & Means on student account issues
2. Set up student accounts and compile roster
3. Receive and track all student credit information from fundraising chairpersons
4. Keep accurate credit records for each student and prepare statements
5. Report student earning to student and parents upon request
6. Keep in strict confidentiality all information on individual accounts. Failure to do so will result in being removed from office by the Executive Board.
7. Submit a monthly report to the Executive Board
8. Submit status of dedicated accounts to the Executive Board monthly
9. Submit requests for financial aid to the Executive Board for approval and disperse aid as directed

#### H. Guard Representative

In addition to the above seven Executive Board members, a position is provided for a Guard Representative on the Executive Board. This position is to be filled in the event that a representative of the Guard is not already a member of the Executive Board by fulfillment of another position. The positions of Winter Guard Standing Committee Chair and Color Guard Standing Committee Chair, which are defined in Article V, will report to the Executive Board Guard Representative. The duties of the Guard Representative include:

1. Facilitating communication between the Winter Guard and Color Guard Programs and the Executive Board to establish consistency with respect to the policies of the KAIB.
2. Working with the VP Ways and Means to coordinate fundraising aspects of the Winter Guard events (TRWEA show, Dinner & Show, etc.).
3. Working with the President, Financial Analyst, and Directors with respect to the creation of the Winter Guard and Color Guard portions of the KAIB budget.

4. Providing monthly reports on the status of the Winter Guard and Color Guard portions of the budget.
5. Facilitating communication between the Winter Guard and Color Guard Programs and the Secretary with regard to schedules and other information for inclusion in the KAIB newsletter.
6. Facilitating communication between the Winter Guard and Color Guard Programs and the Executive Board with regard to Guard membership and student credits to be posted on Charms on a monthly basis. All financial information is to be kept strictly confidential.

## **Article V**

### **Committees**

Section 1 Interested individuals shall make it known to the Executive Board that they are willing to chair a committee. The President shall then appoint the Standing Committees, after meeting with the Executive Board.

Section 2 At the discretion of the President, any Chairperson of a Standing Committee or Special Committee may be invited to attend the Executive Board meeting as a non-voting participant.

### **Section 3 Standing Committees**

1. Band Camp Committee – will report to the President
2. Colorguard – will report to the Guard Representative
3. Winterguard Committee – will report to the Guard Representative
4. Percussion Group Committee – will report to the President
5. Kiski Festival Committee – will report to the Vice-President Ways and Means
6. TRWEA Competition Committee – will report to the Vice-President Ways and Means
7. Props Committee – will report to the President
8. By-laws Committee – will report to the President
9. Car Cruise Committee – will report to the Vice-President Ways and Means
10. Spring Fundraiser Committee – will report to the Vice-President Ways and Means
11. Chaperone Committee – will report to the President
12. Travel Committee – will report to the President
13. Apparel – will report to the Vice-President Development
14. Uniform – will report to the Vice-President Development
15. Others Committees as determined by the Operations Board.

## **Article VI**

### **Meetings**

#### **Section 1**

The Executive Board, Operations<sup>i</sup> Board, and General Membership meetings of the KAIB organization shall be held each month on the second Monday of the month. The schedule should correspond to a dock night in order to increase attendance. The Executive Board may, in case of emergency, by a simple majority vote, change the meeting date or time. An emergency may include inclement weather, conflict with a musical performance, or a school board meeting. The Executive Board, in case of a change, will make every effort to notify the General Membership.

## **Article VII**

### **Finances**

#### **Section 1** Fundraising.

Any KAIB funded program may hold individual fundraisers, with the approval of the Operations Board.

- A. All monies from the fundraisers will be turned in to the KAIB Treasurer who will deposit all funds promptly. Deposits can be made by the Treasurer, President, or an Alternate Executive Board Designee only.
- B. Significant amounts of cash should only be handled by appropriately bonded persons.
- C. All checks should be made payable to KAIB or Kiski Area Instrumental Boosters. All fundraising chairpersons will submit their reports promptly to the Financial Secretary and the total income to the Vice-President Ways and Means.
- D. Periodically, and not less than annually, the Vice-President Ways and Means and the Treasurer shall compare income reports to the Treasurer's records categorized by fundraiser to ensure accuracy of records.

#### **Section 2** Audit.

The Financial Analyst shall ensure that all records be reviewed and taxes prepared annually at the end of each fiscal year by an outside accounting firm. A copy of the taxes and opinion letter shall be available to each member of the Executive Board and to all General Membership upon request. A copy shall be retained by both the Financial Analyst and the Secretary for the permanent records.

#### **Section 3** Debts

No chairperson or member of this organization shall contract for, incur a debt, enter into any agreement, or otherwise obligate this organization except by authorization of the Executive Board and the Operations Board.

#### **Section 4** Disbursement of Funds

- A. Accounts: All KAIB accounts must be double signature accounts.
- B. Expenses: Disbursement of funds for any expense included in the approved budgets shall be made through the checking account of the organization. Receipts shall accompany all transactions. Non budgeted items require approval of the Operations Board before commitment.
- C. Budgets The Director shall present the KAIB Budget to the Operations Board in March. The Operations Board votes to approve and accept the budget in April. The Budget will be presented to the General Membership in April. The approved KAIB Budget becomes effective June 1.
- D. Budget Analysis: The Financial Analyst shall provide an annual budget review, in writing, for all funded programs for the General Membership to review. This should show original budgeted amount, actual amount, and explanation for any variation. The Financial Analyst shall provide monthly updates on all open budgets to the Operations Board.

## **Article VIII**

### **Amendments**

**Section 1** Any change or amendment to these by-laws shall require readings at two consecutive meetings of the General Membership. Approval shall require 2/3 majority vote at those present at each meeting. Following approval at the second meeting, the by-laws shall immediately become effective. New copies shall be printed and posted on the website.



## Article IX

### Conflict of Interest

Section 1 Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the board shall ensure that:

- A. The interest of such officer or director is fully disclosed to the board of directors.
- B. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board of directors at which such matter is voted upon.
- C. Any transaction in which a director or officer has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of the organization.
- D. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

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<sup>i</sup> Approved by the General Membership on 11 June 2018.