

PARRY McCLUER HIGH SCHOOL MUSIC BOOSTERS

By-Laws

Revised 2017

ARTICLE I - Name

The name of this organization is the “Parry McCluer High School Music Boosters” of Buena Vista, Virginia. (Hereafter referred to as PMHSMB)

ARTICLE II - Articles of Organization

The PMHSMB exists as an unincorporated association of its members; and operates with the consent of the Parry McCluer High School principal/administration and ultimately the School Board of the Buena Vista City Public Schools. Its articles of organization comprise these by-laws which may be reviewed at a regularly scheduled meeting and amended by the procedure outlined in Article VIII of these by-laws. The date, time, and location of regular scheduled meetings will be determined at the first meeting of each new school year. The president or the person acting on behalf of the president will be responsible for the conduct of all meetings, including accuracy of vote counts. Simple majority vote by the members present is required to execute the business of the PMHSMB.

ARTICLE III - Purpose

The purpose of the PMHSMB is to promote, assist, and support the PMHS Band and Choir and PMMS Bands, along with their director, in all music related activities throughout the year by:

- A - Providing financial assistance for the operation of the music program.
- B - Continually and actively encouraging participation of all music students and their families.
- C - Investing in the education of the music students.
- D - Providing additional support as needed.

ARTICLE IV - Membership

Requirements for membership in the PMHSMB are:

- A - Must be 18 years old and no longer a student in the Buena Vista City Public Schools.
- B - Participation in music activities.
- C - Return Booster Info and Commitment Form

NOTE - Membership in the PMHSMB shall be available without regard to

race, color, creed, or national origin.

A list of all members and contact information will be provided as soon as available each school year.

ARTICLE V - Executive Board Officers and Their Election

The Executive Board Officers of the PMHSMB shall be: President, Secretary/Treasurer, First Vice President (Volunteer Coordinator), and Second Vice President (Fundraising Coordinator).

The Executive Board shall be elected annually in the month of May with the terms running from the date of election through the following school year. No one may serve in a single position for more than 5 consecutive years. A slate of persons to serve on the Executive Board shall be presented and voted on by the PMHSMB by the end of the school year.

ARTICLE VI - Duties of Executive Board Officers

Section 1 - President

- A - Shall preside at all regularly scheduled meetings and Executive Board meetings of the PMHSMB and shall perform such duties as prescribed in these by-laws.
- B - Shall coordinate the the work of the officers and committees in order that the objectives and purposes of the PMHSMB may be promoted.
- C - Shall provide a written agenda for each regular scheduled meeting of the PMHSMB and the Executive Board
- D - Is authorized to request expenditures from PMHSMB funds after approval by its members at a regular scheduled meeting and recorded in the minutes of that meeting. In the event of an emergency two Executive Board Officers and the Band Director may make a decision concerning expenditures.

Section 2 - Secretary/Treasurer

- A - Shall record the minutes of all meetings of the PMHSMB, both regular and Executive Board and include voting results of actions taken by the PMHSMB. Copies shall be made available to any member upon request.
- B- Shall provide an electronic copy of the meeting minutes to the executive board and director within one week of each meeting.

Section 3 - First Vice President

- A - Shall use the family contact spreadsheet provided by the director to coordinate volunteers for the following events
 - 1) Football games: concessions, 3rd quarter snack (donations and distribution), field set-up, performance video, bus chaperone and trailer driver for away games
 - 2) Competitions: Trailer driver, bus chaperones/field set-up, performance video
 - 3) Parades: Trailer driver and two volunteers to distribute water & walk the parade route with the band
- B - Shall confirm with the director two days before a performance that all volunteer positions have been filled
- C - Shall coordinate with the Music Director and use available media to promote and encourage participation including, but not limited to: Remind, Facebook, Email, Texting, etc.

Note: A list of volunteer descriptions and procedures will be provided by the director

Section 4 - Second Vice President

- A - Shall work with the director to plan a fall and spring fundraiser each year (additional fundraisers will be necessary on department trip years)
- B - Shall count the money and place the order at the completion of each fundraiser
- C - Shall organize fundraiser distribution in coordination with the Music Director

Expectations of all Executive Board Members:

- A- Attend all regularly scheduled meetings (provide advance notice if you cannot attend)
- B- Respond to executive board email chains and other communications

Note: Failure to meet these expectations may result in an exec board member being removed from their position.

ARTICLE VII - Ad Hoc Committees

The PMHSMB may form ad hoc committees as deemed necessary and approved at a regular meeting.

Section 1 - By-Laws Committee

A By-Laws Committee shall be formed as an ad hoc committee every 5 years to review and present recommendations to the PMHSMB by the end of that school year. This committee shall include, but is not limited to - Band Director, President, one (1) additional Executive Board Officer.

ARTICLE VIII - Amendment of By-Laws

These By-Laws may be amended at any regular meeting of the PMHSMB by a majority vote of members present, provided that notice of the proposed amendment is made at the previous meeting.

(REVISED 2017)

Executive Board Members - Rev. Bryon LePere, Annelle Doxey
Music Director - Shannon Light