

Eisenhower Music Instrumental Boosters

CONSTITUTION

Adopted March 3, 2008

1. NAME

The name of the organization shall be the Eisenhower Instrumental Music Boosters.

1. PURPOSE

The purpose of the organization is to enhance, promote, and support the instrumental music programs at Eisenhower High School. This includes all bands, orchestras and instrumental ensembles. The organization shall not operate for profit and remain non-profit forever.

1. MEMBERSHIP

Parents or legal guardians of students in the instrumental music program are to be considered members, along with those other individuals interested in the progress and development of the instrumental music programs at Eisenhower High School.

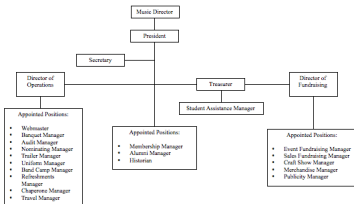
1. GOVERNING BODY

The affairs of the organization shall be managed and directed by the executive board. Officers shall be elected for a term of one year. Elected offices have a two consecutive year maximum limit. Executive Board members must have a child enrolled in the Instrumental Music Program or be a participating member of the Marching Band for the term of office. If the child leaves the program, the officer may complete

the term of office. The executive board shall consist of:

1. President
2. Recording Secretary
3. Treasurer
4. Director of Fundraising
5. Director of Operations
6. Director of Instrumental Music Programs (Ex-officio)

Eisenhower Instrumental Boosters Organizational Chart



1. EXECUTIVE BOARD

1. The Executive Board shall be composed of the officers of the organization. The Director of Instrumental Music Program shall serve as an Ex-Officio member.
2. The Executive Board shall have general supervision of the affairs of the organization.
3. The Executive Board shall meet prior to each regular meeting. The President, or a majority of the Executive Board, at their discretion, may call additional meetings.
4. In the event a vacancy occurs on the Executive Board within the year, the Executive Board will appoint a member to serve in that capacity until a special election can be held within 90 days.
5. A majority of the members of the Executive Board shall

constitute a quorum.

6. The persons holding the positions of President and Treasurer shall not be related or live in the same household.

1. ELECTIONS

1. There will be a Nominating Committee consisting of two or more members, appointed by the President.
2. The date of the election shall coincide with the date of a general membership meeting, usually in May. New officers shall assume duties on the first day of the fiscal year (July 1.)
3. The election of officers shall be made by a plurality vote of those present at the general membership meeting.

1. RESPONSIBILITIES OF THE OFFICERS

1. President: The president shall be the principal executive of the organization and shall, in general, supervise the affairs of the organization. He/she shall preside at all board and general membership meetings. The president, with the Executive Board shall approve the formation of all committees and be an ex-officio member of all committees, except the nominating committee. He/she may sign, with any other officer of the organization, when authorized by the executive board, contracts or other instruments. He/she shall insure that the organization complies with all state and federal regulations pertaining to the operation of the organization.
2. Director of Operations: The Director of Operations shall assume all duties of the President in his or her absence or inability to serve. The Director of Operations shall recommend operations committee managers to the Executive Board for approval, and oversee said managers and committees related to ensuring proper operations for all of the instrumental music programs.
3. Director of Fundraising: The Director of Fundraising shall recommend financial committee managers to the Executive Board for approval, and oversee said managers and committees related to fundraising. He/she will uphold proper fundraising procedures as determined by the board, in order to contribute to the financial health of the Booster organization.
4. Treasurer: The Treasurer shall be responsible for all funds of the organization and shall receive the organization's income

and maintain its bank accounts, pay organization bills after approval by the President, complete and maintain a record of all transactions, and present financial statements at each regular general membership meeting. He/she shall be responsible for assisting the President in preparing and maintaining the budget for the organization.

5. Secretary: The Secretary shall maintain and be responsible for organization records. The Secretary shall provide copies of the previous meeting minutes for examination at the regular monthly meetings. He/she shall also perform other duties as assigned by the Executive Board or the President.

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1. COMMITTEES

Each committee will have a chairperson (manager) and, if necessary, one or more members. Managers shall be recommended by the appropriate Director (see organizational chart) and approved by the Executive Board. Managers shall be encouraged to attend all Executive Board meetings; however they shall not be voting members. All managers are required to keep an accurate record of income and expenses of the committee and submit a written report detailing each event.

1. Webmaster: The Webmaster shall maintain the official website of the Eisenhower Instrumental Boosters.
2. Banquet Manager: The Banquet Manager shall work with the Executive Board to plan and organize and create a budget for all instrumental music program banquets and receptions. He/she shall coordinate the activities with the Music Director.
3. Audit Manager: The Audit Manager shall form an audit committee. The audit committee shall participate in the reconciliation of the financial accounts at the end of the fiscal year (June 30th). The transactions tested should be documented with a report to the executive board at the first executive board meeting of each new school year, with any discrepancies and recommendations noted.
4. Nominating Manager: The Nominating Manager shall oversee a committee of no less than two people to identify candidates for elected positions. The committee shall report the names of the nominees to the executive board a minimum of 14-days before the election date. The Nominating Manager shall conduct any elections.
5. Trailer Manager: The Trailer Manager shall be responsible for the

- maintenance of the Marching Band trailer and the transportation of the instruments to all away performances. He/she must own a vehicle that is fully capable, insured, and road worthy to perform this task.
6. Uniform Manager: The Uniform Manager shall manage all aspects of the distribution and maintenance of each instrumental group's uniforms including; marching band, concert band, and orchestra uniforms.
 7. Band Camp Manager: The Band Camp Manager shall coordinate with the Music Director and the Executive Board to plan, organize and create a budget for all activities related to conducting both the mini and away band camps.
 8. Refreshment Manager: The Refreshment Manager shall coordinate the donation and distribution of refreshments that are served to students and to the audience at instrumental music performances.
 9. Chaperone Manager: The Chaperone Manager shall work with the Music Director to identify, assign, and coordinate the activities of chaperones on field trips as required.
 10. Travel Manager: The Travel Manager shall work with the Executive Board and the Music Director to manage all aspects of any out-of-town trips.
 11. Membership Manager: The Membership Manager shall coordinate with the Music Director to aggressively recruit students for each of the instrumental music groups. In addition, the Membership Manager shall coordinate the liaisons for each class (Freshman, Sophomore, Junior, Senior) to encourage active involvement, and recognize the participation of adult booster members to maintain a healthy, viable organization. The Membership Manager shall also create, produce, and maintain the directories for the Marching and Instrumental Programs.
 12. Alumni Manager: The Alumni Manager shall maintain communication with booster alumni with the goal of retaining their personal and financial support.
 13. Historian: The historian shall maintain visual records of the organization.
 14. Student Assistance Manager: The Student Assistance Manager shall keep records of all student assistance and provide information to the Executive Board and to the general membership when requested.
 15. Event Fundraising Manager: The Event Fundraising Manager shall oversee all activities related to conducting a minimum of two large event fundraisers, in addition to the Craft Show, that support the general fund. He/she shall appoint and supervise committees and oversee all activities, including those on the day of the events.
 16. Sales Fundraising Manager: The Sales Fundraising Manager shall have the responsibility of conducting product sales fundraisers. Tasks shall include, but not be limited to; research and selection of fundraisers, promotion to members, funds collection and timely

- reporting to Treasurer, disbursement of sold goods.
17. Craft Show Manager: The Craft Show Manager shall oversee all activities related to conducting a financially successful Craft Show. He/she shall appoint and supervise all Craft Show committees and oversee all activities, including those on the day of the show.
 18. Concessions Manager: The Concessions Manager shall have the responsibility of overseeing all functions related to fundraising activities sponsored by Centerplate, Inc. These include, but are not limited to; date procurement, volunteer recruitment, communication of pertinent information on a timely basis, assurance that all Centerplate procedures and rules are followed, and maintenance & reporting of all records in accordance with Booster rules.
 19. Merchandise Manager: The Merchandise Manager shall order, maintain, and promote the sale of instrumental music merchandise.
 20. Publicity Manager: The Publicity Manager shall produce and distribute the monthly newsletter and shall be responsible for gaining print and electronic media coverage of each instrumental group, and individual members.
 21. Other Committees: Other committees shall be formed whenever the need arises as determined by the executive board.

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1. FISCAL YEAR

The fiscal year shall be July 1 through June 30 of each year.

1. DUES

There shall be no dues.

1. MEETINGS

General membership meetings shall be held monthly during the school year. The annual business meeting shall be held each May. The executive board shall meet each month prior to the general membership

meeting. All meetings will be conducted in the spirit of Roberts Rules of Order.

1. AMENDMENTS

The Constitution and By-Laws may be amended by a 2/3-majority vote of those present at any general membership meeting. The amendments must have been presented at the preceding regular meeting, and notice of the proposed amendments published, prior to approval. By-Laws must be reviewed annually, but not amended more than twice per fiscal year.

1. MONIES FROM FUND RAISING

The Director of Fundraising must approve all fundraising activities and all monies must be turned over to the Treasurer and are the property of the Eisenhower Instrumental Music Boosters

10) DISSOLUTION

1. The organization may cease to function following a concurring vote to that effect by the majority of members present at a general membership meeting, the executive board, the Music Director and the high school administration.
2. Within 30-days after dissolution, the Executive Board shall approve the release of all money on deposit and on hand along with real and personal property as is recommended by the Music Director and school administration, to Eisenhower High School.