

# ***MANSFIELD TIGER BAND BOOSTERS CONSTITUTION AND BYLAWS***

Updated August 2022

## **Mission Statement**

The Mansfield Tiger Band Boosters shall support the Mansfield High School Band and Middle School Band programs in reaching program goals. The band program includes High School Marching Band, High School Concert Band, 8th Grade Middle School Band, 7th Grade Beginning Band, and the TAG after school 6th Grade Beginning Band. The program may also include high school/middle school color guard and high school jazz band in the future. The Mansfield Tiger Band Boosters shall provide financial support to the band program and other school related activities as deemed necessary and approved by the membership. It shall endeavor to provide assistance for band activities as requested by the band director/Boosters President.

## **Constitution**

### **Article I - Name**

The name of this organization will be **Mansfield Tiger Band Boosters**.

### **Article II - Purpose**

*Section I* - The MTBB is an organization comprised of students, parents, business, and community leaders who have a vested interest in the success of the band program at Mansfield School District. The primary purpose of the MTBB is to assist the Director of Bands in the development of excellence in music education, performance skills, and leadership in our students. The MTBB accomplishes this by providing financial, logistical, and moral support in a balanced fashion for all these programs and the students who participate in them.

*Section II* - Create coordinated and succeeding relationships among band directors, band members, band parents, color guard participants and parents, school officials, the community and any persons that share a mutual interest in the school's band program.

*Section III* - The Boosters will provide financial assistance for expenses as specified within the yearly budget or anything else approved by vote of the Boosters.

*Section IV* - The Boosters' participants will conduct fundraisers and participate in activities to provide a positive musical educational experience.

### **Article III - Membership**

*Section I* - Membership shall be open to any parents or guardians of students who are members of any of the Mansfield Tiger Band, as well as any other adults who are interested in the activities of the organization and/or Bands. Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the members. An active member is one who attends at least six (4) meetings/events within the course of a year.

*Section II* - Ex Officio members shall include the band directors, the principal/superintendent or the designated representative of the principal/superintendent. Ex Officio members shall serve in an advisory capacity and will possess voting privileges the same as regular members.

*Section III* - Any member may resign by filing a written resignation with the Boosters President.

*Section IV* - Upon written request signed by a former member and filed with the President, the Boosters Committee may, by the affirmative vote of two thirds of the members of the Board and other active members, reinstate the former member to active membership on such terms as the Boosters Committee may deem appropriate.

### **Article IV - Officers**

*Section I* - The officers of this organization shall be: President, Vice-President, Recording Secretary/Historian, Treasurer, and Uniform Officer. They shall comprise the Executive Committee (see Bylaws Article 2 Section 1).

*Section II* - The term of each office will be for one (1) year (May through May), not to exceed two (2) years in succession; however, each new officer will begin a mentorship in April after his/her election to observe the work of the office to which they have been elected.

*Section III* - The nomination and election of officers shall occur at the April Boosters meeting and will be announced at least 28 days in advance.

*Section IV* - The election of officers shall be by majority vote of those present at the Booster meeting who are considered active members.

*Section V* - All officers shall have a student enrolled in the band program and may hold only one office at a time. Before being elected as an officer, a Booster must have been active for at least one year.

*Section VI* - The President shall preside over the Boosters Committee and all meetings of the organization. When presiding over meetings of the general membership he/she shall have no

electoral vote, however, may vote on other subjects of the agendas. He/She shall also serve as the direct liaison between the general membership and the Band Director.

*Section VII* - The Vice President shall preside in the absence of the President and shall act as an aide to the President. In the absence of both the President and Vice President, the Secretary and, subsequently, the Treasurer, shall preside. In the case of the President's temporary or permanent absence, the Vice President has the power to conduct all other responsibilities and assumes all other rights of the President until a new President is elected. This election should happen as soon as possible in accordance with Section 10 below.

*Section VIII* - The Recording Secretary/Historian shall be responsible for the care and safekeeping of the Constitution and Bylaws, as well as the record of the organization's activities. He/She shall keep up to date the membership rolls with full name, addresses (US mail or email), and telephone numbers as collected by the Band Director or appropriate school personnel. He / She shall keep official minutes of all regular, special, and executive committee meetings. The Secretary shall notify all members of the place and times of scheduled meetings and shall be responsible for sending out notices and correspondence for the organization. This may also be done through social media.

*Section IX* - The Treasurer shall be responsible for all the funds of the organization. He/She shall keep an accurate record of receipts and expenditures, withdraw and deposit monies and shall maintain a checking/savings account at a local bank for the transaction of all financial affairs of the organization. He/She shall also present a written and oral report of the Boosters' current financial status at each Band Booster meeting. Funds shall only be disbursed when authorized by the Boosters. All account purchases require one signature.

*Section X* - The Uniform Officer shall be responsible for cleaning/maintaining/repairing all school owned band uniforms, including marching band uniforms and concert season uniforms (black dress shirts, black slacks, black dress, black socks, black shoes, etc). Uniforms that require professional cleaning should consult with the band director and Boosters President to discuss a budget that allows for their cleaning each year.

*Section XI* - In the event of a resignation or permanent absence of an officer, the President or next ranking officer shall declare the vacancy and ask for nominations to fill the vacancy until the next official election period. An election shall follow, as provided in Section 5 of this article.

*Section XII* - The officers of the organization shall constitute the Boosters Committee and shall have the power to act in emergency situations.

*Section XIII* - There shall be elected from the High School Band/Middle School at least one (or more depending on size) student that shall serve as a Student Liaison to the Boosters. The students selected this year are: Carter Whiley, Caydence Moore, and Alyssa Adams.

## **Bylaws**

### **Article I - Meetings**

*Section I* - Regular monthly meetings shall be held on the first Tuesday of each month at 5:30 P.M. at the Mansfield Middle School Band Room. The Executive Committee may call additional Band Booster meetings for emergency/informational purposes. Every effort should be made to notify all active Boosters of such meetings.

*Section II* - The monthly meetings will be held in a positive atmosphere as to work together for the good of the student musicians.

*Section III* - The Boosters Committee may hold closed meetings to deal with band members' financial hardship and other personal related events or concerns. The Boosters' Committee may make recommendations to the general membership whenever necessary; however, all other business is to be conducted at scheduled meetings.

*Section IV* - The President shall have the right to call a special meeting of the entire organization, as he or she deems necessary.

### **Article II - Protocol**

*Section I* - All instrumental music education of Mansfield School District band students shall be the responsibility of the Band Director and any other appointed adjunct staff.

*Section II* - The Mansfield Tiger Band Boosters and Band Director shall endeavor to work cooperatively.

*Section III* - The Boosters Committee shall establish and maintain an open avenue of communication with the Mansfield School District administrative staff with particular regard to the activities and concerns of the instrumental music department and the band booster organization.

*Section IV* - The Band Director (along with the Mansfield School District's policies and procedures) establishes the policies for the instrumental music program as in accordance with the current Mansfield Tiger Band Student Handbook. The Band Booster organization may recommend additional policies and procedures, which they deem necessary for the operation of any and all Band Booster related activities.

*Section V* - A current copy of this document shall be made available to the Band Booster organization, the Band Director, and the school administration.

### **Article III - Monies and Financial Policies**

*Section I* - No profits shall proceed to any officer or member of the organization.

*Section II* - All monies collected by the organization can be used for such purposes, as the organization shall direct by a majority vote of present members at a regular monthly meeting.

*Section III* - If any monies are expended or promised by the Band Director without the approval of the Boosters, the expense will be the responsibility of the Director. Receipts for all expenses must be presented within 30 days at the regularly scheduled meeting.

*Section IV* - The Band Booster organization will be fully financially responsible for any action approved by its membership.

*Section V* - : Endorsements of Band Booster accounts must include two of the Boosters Committee signatures.

*Section VI* - The Boosters Committee will create a budget by which to operate. They will make recommendations on the financial well being of the organization. All actions will be approved by the general membership.

*Section VII* - In the event of dissolution of the organization, the net assets will be reverted to the Mansfield School District instrumental music activity account.

*Section VIII* - The Treasurer/President/Band Director has the right to approve purchase of essential supplies for approved fund raising events.

*Section IX* - The officers of the organization shall constitute the Boosters Committee and shall have the power to act in emergency situations. The band director should be involved in such situations.

*Section X* - All Band Booster monies are to be counted by the Treasurer/President and Band Director as close to the conclusion of any event as possible. This process should be documented on a paper signed and dated by both counters, and deposited in the bank or night depository as appropriate.

*Section XI* - All matters concerning Student Accounts are under the purview of the Boosters Committee. As such, all questions or concerns regarding payments and payment arrangements must be pre-approved by the Boosters Committee. These conversations among the Boosters

Committee members shall be held in confidence and not disclosed to full membership. The Band Director is authorized to make these arrangements on behalf of the Boosters.

*Section XII* - As the school district currently compensates the Band Director with the Marching Band/Concert Band through district funded contracts/stipends, the Boosters agree to provide additional compensation totaling up to but not exceeding \$1,500 to be utilized at the Director's discretion for the temporary employment of adjunct staff, such as lessons teachers or color guard instructors. (Not applicable this year).

*Section XIII* - Upon the securing of any loans for which the Boosters are responsible for repaying (ex. 5 year loan from the school district), the Director and Boosters will work jointly to determine the best use of the funds.

*Section XIV* - As the parent organization for the band and out of concern for the safety of the students, the Boosters will support the Director in securing sufficient chaperones for all band trips to provide at least one adult per 15 students. These adult chaperones are expected to sleep within the same building and floor as the students they are supervising. (The Director's spouse may count as a chaperone).

*Section XV* - Searching policy shall be used for any band trip that is overnight. This permits searching by an administrator designated by the school and/or a full time director. Members of the Boosters may also be permitted to search if approved by the administration.

#### **Article IV - Amendments**

*Section I* - The Constitution and Bylaws of this organization may be amended at any regular meeting by a two-thirds vote, when a quorum (defined as 25% of the active members) is present, providing the amendment has been submitted in writing at a previous meeting of the organization.

*Section II* - The secretary's copy of this document shall be the official copy.

*Section III* - This Constitution and Bylaws shall be reviewed (and revised if necessary) every two years. The Boosters Committee shall read through the current Bylaws to come to a better understanding of the functioning of the Boosters at their first meeting as newly elected officers.

This document supersedes all prior and contains all revisions compiled by committee as of August 2022.