

Kiski Area Instrumental Music Booster, 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.

Article II

Membership

Section 1 Parents or legal guardians of all marching band, winterguard, and percussion ensemble members are automatically members of the booster organization. This includes intermediate school units.

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. Dues are five (\$5.00) dollars per person.

Section 3 To be considered a "member in good standing", members must attend a minimum of two (2) General Membership meetings during the current membership year.

Section 4 The membership year shall run from June 1 through May 31 of the following year.

Section 5 Voting Privileges

- A. All members, as defined by Article II, Sections 1 and 2, are eligible to vote on any motion presented during a General Membership meeting at which they are present.
- B. All members, as defined by Article II, Sections 1 and 2, are eligible to vote in the General Election of Officers each year.

Article III

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 (1), Vice-President (2), Secretary, Treasurer, Financial Analyst, Financial Secretary, Guard Representative, Percussion Representative, and Ways and Means.
- 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 (1) will automatically replace the President. All other offices, in case of removal, shall be filled by appointment from the Executive Board.
- 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.

Section 2 Election of Officers

- A. Every Executive Board office is open for nominations each membership year.
- B. Members in good standing, as defined by Article II, Section 3, 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 March General Membership meeting.
- D. The Officers shall be elected annually by paper ballot vote at the April 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. Approve all expenditures, not included in the budget, in excess of \$100.
- B. Plan and coordinate the budgeting of the monies for the organization.
- C. Coordinate activities of the organization with the Director or his Designee.
- D. Establish policy/procedures for booster supported activities.
- E. Communicate pertinent information to the General Membership.

Section 4 Duties of Officers

A. President

1. Prepare an agenda for the monthly General Membership meeting.
2. Shall preside at all meetings and keep order.
3. Have no vote on any motion that may be presented at a General Membership meeting; the exception being in case of a tie.
4. Shall relinquish chair to speak his or her opinion.
5. Shall be appropriately bonded.
6. Is authorized to sign orders, drafts, and checks with the Treasurer or an Alternate Executive Board Designee.
7. Is authorized to sign contracts on behalf of KAIB.
8. Shall present a listing of Standing Committee Chairpersons to the General Membership by May.
9. Is an ex-officio member of all committees.
10. Shall publish a weekly newsletter during the marching band season.
11. Shall be responsible for the organization and distribution of the parent/student handbook in coordination with the Director.

B. Vice President (1)

1. Ability to assume duties/office of the President in the event of absence or removal.
2. Act as Parliamentarian.
3. Initiate annual review of the KAIB By-Laws for possible amendments.
4. Serve as the contact person for the Intermediate School Band Director and the Intermediate Band parent representative.
5. Responsible for Parent Volunteer List.
6. Generate Section Parent List and serve as the contact person for Section Parents.
7. Generate Dock Worker Season Rehearsal schedule; excludes Band Camp Weeks.
8. Serve as contact person for the Football Boosters for related events.
9. Direct / coordinate preparation for the annual Band Banquet.

C. Vice President (2)

1. Support and direct Band Camp Chairperson(s) and related duties.
2. Direct and assist Band Apparel Chairperson and related duties.
3. Facilitate creation and distribution of annual Show Shirt.
4. Serve as contact person to the Marching Band Staff Coordinator and the Kiski Area Marching Band Alumni Association.
5. Coordinate / direct arrangement of fan buses for Regional Competitions.
6. Direct / coordinate marching band uniform distribution, inventory, and related duties.
7. Direct / coordinate distribution and inventory of Concert attire and related duties.

D. Secretary

1. Shall record business of all executive, regular, and special meetings and report on said business at the following respective meeting.
2. Keep attendance records.
3. Handle correspondence.
4. Maintain master record retention for the KAIB organization.
5. Ensure required renewals are current by notifying appropriate party responsible for said renewals.
6. Solicit membership outside of the marching band parental members and keep membership records.
7. Prepare and create KAIB monthly calendar.
8. Oversee / Submit Use of Facility Requests to high school office.

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 as soon as possible.
7. Annually renew and contract bonding insurance with the approval of the Executive Board in January of each year.
8. Ensure all bank account and CD signature cards are up to date and revised as officers change.
9. Investigate and recommend CD investment opportunities to the Executive Board for approval to purchase. Monitor and report on the status of the investments.
10. Monitor and adjust asset levels with Executive Board approval. Ensure all bank accounts are fully FDIC insured.

F. Financial Analyst

1. 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.
2. Report monthly to the Executive Board all financial balances and cash reserves and changes from the previous month.
3. Provide Annual Cash Position Report to the General Membership identifying all cash reserves and their allocation.
4. Reconcile all bank accounts monthly, confirm the accuracy of receipt/deposit information, and provide a report to the Executive Board.
5. Provide all necessary documentation to the accountant for annual taxes. Confirm results, submit taxes to the IRS, and report to the Executive Board.
6. 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.
7. 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, Articles of Incorporation, and Instructor/Parent Clearances.
8. 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. Set up student accounts and compile roster.
2. Receive and track all student credit information from fundraising chairpersons.
3. Keep accurate credit records for each student and prepare statements.
4. Report student earnings to student and parents on request.
5. Keep in strict confidentiality all information on individual accounts. Failure to do so will result in being removed from office by the Executive Board.
6. Submit a monthly report to the Executive Board.

H. Ways and Means

1. Shall present all fundraising ideas, pricing, and potential income to the Executive Board for approval.
2. Shall recommend all chairpersons for fundraisers.
3. Shall keep records of all general fund and student account fundraised monies and Report monthly to the Executive Board and General Membership.
4. Shall report annually on total fundraising amounts for each program funded by KAIB, itemized by student credits and general fund amounts.

I. Guard Representative

1. Shall be Colorguard Section parent, or may assign another Band/Winterguard parent to assist.
2. Assist Colorguard instructors with special needs during marching band season.
3. Assist with developing and monitoring Winterguard budget.
4. Provide monthly reports to KAIB Executive Board.
5. Assist Winterguard instructors with special needs during Winterguard season.
6. Chair and organize the Kiski Winterguard competition.
7. Chair Winterguard Advisory Board that will assist in chaperoning, equipment truck driving/loading/unloading, organizing needs for away Competitions and Regionals, t-shirt design and ordering, parent/student social functions, and end of season party planning.
8. Shall be a member of the Ways and Means Committee

J. Percussion Representative

1. Shall be Percussion Section parent, or may assign another Percussion parent to assist.
2. Assist Marching Percussion director with special needs during marching band season.
3. Assist with developing and monitoring Percussion budget.
4. Provide monthly reports to KAIB Executive Board.
5. Assist Percussion Group director with special needs during Percussion Group season.
6. Chair Percussion Group Advisory Board that will assist in chaperoning, equipment truck driving/loading/unloading, organizing needs for away Competitions and Regionals, t-shirt design and ordering, parent/student social functions, and end of season party planning.
7. Shall be a member of the Ways and Means Committee.

Article IV

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. Publicity
2. Hospitality
3. Band Camp
4. Winterguard Advisory Board
5. Percussion Ensemble Advisory Board
6. Kiski Competition
7. Band Banquet
8. Website Design and Maintenance.

Article V

Meetings

Section 1 An Executive Board meeting will be held prior to the monthly General Membership meeting. The president will notify all board members of the meeting time and place.

Section 2 The General Meeting of the KAIB organization shall be held each month, except in December, on the third Wednesday of the month at 7:30 PM in the Kiski Area Band room. The Executive Board may, in case of emergency, by a simple majority vote, change the meeting date or time. An emergency might be, but is not limited to 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.

Section 3 Suggested resolution of disputes shall be resolved by Roberts Rules of Order.

Article VI

Finances

Section 1 Fundraising

Any KAIB funded program may hold individual fundraisers, with the approval of the Executive 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. Significant amounts of cash should only be handled by appropriately bonded persons.
- B. All checks should be made payable to KAIB or Kiski Area Instrumental Boosters.
- C. All fundraising chairpersons will promptly report student credits to the Financial Secretary and the total income to the Ways and Means Chairperson.
- D. Ways and Means will keep separate reports for each fundraiser and report monthly to the Executive Board
- E. Periodically, and not less than annually, the Ways and Means Chairperson 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 General Membership.

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. If there is a question as to whether the expense is included in the approved budget or the expenditure is more than the budgeted amount, it shall be reviewed and approved by the Executive Board, preferably before the commitment is made, but definitely before the expense is reimbursed. No single expenditure in excess of \$1,000 which is not an approved item in the budget shall be made without the recommendation of the Executive Board and approval of a majority of the members present at a General Membership meeting.
- C. Budgets: The Financial Analyst shall present the KAIB Budget to the Executive Board in March. The Executive Board votes to approve and accept the budget in April. The Budget will be presented to the General Membership in April. The General Membership will vote to approve the budget in May. 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 Executive Board.
- E. Surpluses/Shortages: The Financial Analyst shall provide itemized details of any surpluses/shortages generated as a result of fundraising activities and budget expenses to the Executive Board and General Membership.

Article VII

By-Laws

Section 1 The KAIB by-laws may be amended one time per fiscal year. The Executive Board will review and consider any requests for changes each January. The proposed amended by-laws will be presented to the General Membership at the March meeting. The vote on the amended by-laws will take place at the General Membership meeting in April.

Section 2 If no changes are deemed necessary, the by-laws will not be revised and will serve as the standard for this organization until the following year.

Section 3 A simple majority vote of the members in attendance at the April meeting shall be sufficient to amend the by-laws.