

The Girard Music Boosters Constitution

Originally written: May 6, 1982
Revised: March 2007
To be Adopted: May 3, 2007

Article I – Name:

The name of the organization shall be: The Girard Music Boosters.

Article II – Objective:

The objectives of the Girard Music Boosters shall be:

- Section 1 To arouse and maintain an enthusiastic and supporting interest in the various phases of the Music Program of Girard High School encouraging the parents of all students participating in the Music Programs of the Girard School District to give these programs their firm support.
- Section 2 To lend all possible support, both moral and financial, to the general and specific needs of the Music Program of the Girard High School, and to build and maintain an organization which will help promote the general activities of the Music Program of Girard High School.
- Section 3 To cooperate with those in charge of the Music Program and the Girard District School Board to the end that this department be brought to and kept at the highest degree of efficiency.

Article III – Membership and Dues:

- Section 1 The membership of this organization shall be open to all persons interested in the progress and development of the Music Program of the Girard Schools. All parents of students participating in the Music Program of the high school are strongly encouraged to become active members.
- Section 2 Dues shall be established by a majority vote of the executive board and presented at the May meeting.
- Section 3 Upon payment of dues, the Membership Chairman shall issue a card for membership in the Girard Music Boosters for the current school year.

Article IV – Officers:

- Section 1 The officers of this organization shall be: President, Vice-President, Recording Secretary, and Treasurer.
- Section 2 In the event that a vacancy occurs in any office, the executive board shall appoint a replacement from the membership.

The Girard Music Boosters

Bylaws

Originally written: May 6, 1982
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Article I – Officer Duties:

- Section 1 The president shall preside at all meetings of the Music Booster organization and its executive board. After considering the recommendation of the elected officers, the president shall appoint all committee chairpersons and shall serve as an ex-officio member of all committees. The president may also serve on the executive board as an ex-officio member for the term immediately succeeding his/her term as president.
- Section 2 The vice-president shall assume all the duties of the president in his/her absence, act a parliamentarian, and serve as chairperson of the annual membership drive.
- Section 3 The recording secretary shall be required to present the minutes from the previous meeting and to attend to all correspondence. In the event of the secretary's absence, minutes may be read and recorded by another officer.
- Section 4 The treasurer tracks and records all funds deposited and disburses them as instructed by the executive board. The check for the bill to be paid should be signed by two of the following: president, vice-president, recording secretary, treasurer, or band director. The treasurer shall be required to present a written monthly financial report. In the treasurer's absence, another executive may present the report to the membership. In the event the treasurer is out of town, for more than seven (7) days, the checkbook shall be left with another officer that is qualified to sign the checks.

Article II – The Executive Board:

- Section 1 The executive board shall be composed of the elected officers, the director of the Music Program of Girard High School, and the chairpersons of all standing committees.
- Section 2 The executive board shall manage all affairs including student activities sponsored by the Music Boosters.
- Section 3 The executive board shall meet if needed prior to each meeting of the membership to determine the business and policies to be discussed at the general membership meeting.

Article III – Meetings:

- Section 1 The regular meetings of this organization shall be held on the first Thursday of each calendar month. The annual meeting shall be the regular meeting in May.
- Section 2 Special meetings of this organization may be called by the president, by a majority vote of the executive board, or by the director of the Music Program.

Article IV – Standing Committees:

- Section 1 There shall be the following standing committees, “Budget and Ways and Means”, “Chaperone and Transportation”, “Hospitality”, “Membership”, “Uniform and Properties”, and “Publicity and Communications”, Duties for all committees shall be assumed as of the June meeting.
- Section 2 The Budget and Ways and Means Committee shall consist of the treasurer and any additional members who are responsible for all fund raising projects. This committee shall submit their plans for fund raising to the executive board for their approval.
- Section 3 The Chaperone and Transportation Committee shall consist of two members who are responsible for securing chaperones and/or transportation when necessary for trips and for any special events sponsored by the Girard Music Boosters for the band/music members.
- Section 4 The Hospitality Committee shall consist of two or more members who are responsible for making the arrangement for all special occasions. This committee shall be responsible for all arrangements and details of the annual Music Awards/Band Banquet.
- Section 5 The Membership Committee shall consist of the vice-president and two or more members who are responsible for receiving membership dues, issuing membership cards, determining eligibility for band jackets, and organizing the annual membership drive. This committee should also notify all prospective scholarship candidates annually.
- Section 6 The Uniform and Properties Committee shall consist of two or more members who shall be responsible for the fitting, upkeep, and repair of the band uniforms and a complete record thereof. This committee shall also keep record of the properties belonging to the Music Boosters.
- Section 7 The Publicity and Communications Committee shall consist of two or more members and shall attend to all advertising and correspondence with the press, and all matters of publicity. This committee shall be responsible for notifying all members of meetings or special events.
- Section 8 The director of the Music Program of Girard High School shall be and ex-officio member of all committees.

- Section 9 Each committee chairperson should submit a detailed written report of the activities of his/her committee at the May meeting.
- Section 10 Special committees may be appointed by the president or executive board if the need arises.

Article V – Finances:

- Section 1 All funds realized from the annual sale of Music Booster Memberships shall be used to carry on the activities of the Girard Music Boosters.
- Section 2 The treasurer books shall be audited annually and/or at the close of his/her term and a copy of this report shall become a part of the permanent record.
- Section 3 All of the organizational funds must be submitted to the treasurer in order to keep updated transactions and records.
- Section 4 Profits from fundraisers, during band years (June through May) in which the marching band will take a trip, will be split equally between the band members participating in said fundraisers and the Music Booster treasury. During those band years that a trip will not be taken, the profits from all fundraisers will go directly into the Music Booster treasury. A majority vote of the membership is required to change these distributions for a specific fundraiser.
- Section 5 In the event of the dissolution of the Girard Music Boosters, all funds remaining will be donated to the Girard High School Music Department.

Article VI – Quorum:

- Section 1 A minimum of three members of the executive board shall constitute a quorum.
- Section 2 A quorum shall be required to conduct business such as spending funds, holding elections, setting policies and making amendments.

Article VII – Elections:

- Section 1 A nominating committee consisting of three or more members shall be appointed by the president at the regular March meeting each year. Nominations may also be made from the floor after the report of the nominating committee has been presented at the April meeting.
- Section 2 Officers are to be elected at the April meeting and installed at the May meeting for a term of one year.
- Section 3 A majority vote of the members present and voting shall constitute an election.

Article VIII – Authority:

- Section 1 The rules contained in *Robert's Rules of Order*, Revised, shall govern this organization in all cases in which they do not conflict with the constitution and bylaws of the organization.

Article IX – Amendments:

- Section 1 The Constitution and Bylaws may be amended by a majority vote of the members present and voting at the annual meeting. The amendments must have been presented at the preceding regular meeting of the organization.
- Section 2 It is recommended that the Constitution and Bylaws be reviewed for pertinence at least once every five years.

Girard Music Boosters

Jacket Policy

Jackets will be presented to all band and auxiliary members according to the following requirements:

1. Parents or guardians of the band members and auxiliary members must be a member in good standing of the Girard Music Boosters while their sons(s) or daughter(s) is/are in the band or auxiliary.
2. All students expecting to be eligible for a jacket will be required to devote an acceptable amount of their time each year towards the fund raising activities sponsored by the Girard Music Boosters.
3. Longevity requirements:
 - a. To be eligible to be measured for a jacket, a student must be in the marching band for a minimum of one year.
 - b. Students may elect to receive a jacket according to the following scale.

No. of Years	Students Share of Expense	Music Booster Share
1 Full Year	2/3	1/3
2 Full Years	1/3	2/3
3 Full Years	0	Full Amount
 - c. Transfer students will be given credit for a maximum of one year in previous schools in order to comply with the requirements as stated.
 - d. Students who join the band the fall of their senior year will be eligible to purchase a jacket after August Marching Band Camp for the full purchase price.
4. Students electing to receive a jacket, will be measured following band camp and jackets will be given upon arrival.
5. Students who are to pay a certain percentage will have to pay the specified amount the day that they are measured for their jackets. (receipt will be given for payment)
6. Anything extra that the students wish on their jackets will be paid for by themselves.

Russell M. Wood Memorial Scholarship

Girard Music Boosters

Every year the Music Booster awards a scholarship in the suggested amount of \$500.00 to honor a qualifying senior music student in the Girard High School Marching Band. This scholarship is awarded in the memory of Russell M. Wood who was the first band director in 1947 at Rice Avenue Union High School, currently known as Girard High School (GHS).

The presentation of this award is usually made on graduation night by the president of the Music Boosters. The student selected must meet the eligibility requirements that follow:

1. The student **MUST** be attending a college or university the following school year.
2. The student must be a member of GHS Marching Band.
3. Parents must have been members of the Music Boosters for each year their student was in marching band.
4. The following areas will be considered in awarding the scholarship:
 - a. Character
 - o The student is to be good citizen and role model at ALL TIMES.
 - o The student must have displayed respect for authority including the director, instructors, chaperones, and student leaders (drum majors, section leaders, etc.)
 - o The student must represent GHS and the Girard Marching Band in the best possible manner at all times.
 - b. Service
 - o This includes the student's willingness to help for the good of the band. For instance, taking a special interest in another student that may be having difficulty without being asked and doing so without expectation of reward. This type of service can also be seen in the general willingness to support the fundraising activities of the Girard Music Boosters.
 - c. Scholarship
 - o The student must carry a grade point average of 3.0 All of the above are criteria that will allow a student to be considered for the music scholarship. In addition, each student must complete a scholarship form which includes an essay of between 100 and 150 words as to why he/she feels worthy of the scholarship. This will give the reviewing committee a more complete view of the student's qualifications.

In the event more than one student meets the criteria, and all areas being equal, it may be necessary for the scholarship committee to consider other areas that will include (but not limited to) community service, extracurricular activities (both inside and outside of school), and musical and/or dance background (lessons, music outside school, etc.)

RUSSELL M. WOOD MEMORIAL SCHOLARSHIP - THE SELECTION PROCESS

The scholarship committee will number at least five active music boosters and will include at least one executive board member. Also present will be the Band Director who will not vote. The Director's presence is required to help with the process and to tally votes with another executive officer. (This officer is one that MAY NOT vote.) The committee will not include any senior parents or relatives. The scholarship committee will be appointed in April.

After reviewing pertinent information, scholarship form, and essay, the members of the committee will vote by secret ballot. The student receiving the majority vote shall be named the scholarship winner. However, no one other than the tabulators of the vote will know the winner. It will not be discussed or announced until the award is presented, usually on graduation night.