Lampeter-Strasburg Band Boosters Association

Constitution and Bylaws

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# Article I - Identification

## Name

The name of the organization shall be the Lampeter-Strasburg Band Boosters Association, hereinafter referred to as the “Association.”

## Location of Office

The principle office of the Association shall be at the Lampeter-Strasburg High School. The Association may also have offices at such other places as the Board of Directors may, from time to time, determine.

# Article II – Purposes

The purposes of the Association shall be to support the instrumental music program of the Lampeter-Strasburg High School (“L-S”) by:

1. Providing support for the Lampeter-Strasburg High School Marching Band and its associated sub groupings, such as Pit Band, Band Front/Color Guard, Jazz Ensemble, Concert Band, etc.
2. Working with the Band Director and L-S advisors for the overall good of the Band.

# Article III – Membership

Membership shall be open to any parent or guardian of a student member of the L-S Marching Band. Band officers and section leaders are Associate Members of the Association and can participate in meetings but do not hold voting privileges on Association matters.

L-S Band instructional staff cannot serve as an officer of the Association

# Article IV – Association Meetings

## Annual Meeting

An annual meeting of the members of the Association shall be held in the fall of each year at such a time and place the Association officers may determine. At least a week’s notice prior to the meeting will be given to membership.

## Regular Meetings

Regular meetings of the Association will be held as determined by the Association officers. At least a week’s notice prior to the meeting will be given to membership.

## Special Meetings

Special meetings of Association members may be called at any time by a majority of the Association and shall be called by the Secretary upon written request of five percent (5%) of the voting members of the Association. Such meetings shall be held within sixty (60) days of call or receipt of request. At least a week’s notice prior to the meeting will be given to membership.

## Band Camp Parent Meeting

A parent meeting shall be held during the opening weeks of band camp to inform new and current Band parents about the season ahead. The Association officers and the Band Director will coordinate the meeting. At least a week’s notice prior to the meeting will be given to membership.

## Quorum

Ten (10) or 2/3 voting members at the annual or a special meeting of the members shall constitute a quorum. Such quorum may, by majority vote of the members present; transact any business, which may properly be brought before the meeting, except as otherwise provided in these by-laws. A meeting may be adjourned or recessed by a majority vote of the members present whether or not a quorum is present.

## Presiding Officer

The President, or in his or her absence, the Vice President, Secretary, or Treasurer in the order named, shall preside as Chair at all meetings of members. In the absence of said officers, the Chair of the meeting shall be selected by a majority of the regular members present.

## Voting Eligibility

Every member of the Association in good standing shall be entitled to one vote on any matter of the Association’s business to be acted upon by vote of the regular membership.

# Article V - Elections and Balloting

## Election of Officers

Election of Officers of the Association shall be conducted at the Annual Meeting in the fall. The Association members present in person shall elect officers; each being entitled to one vote only.

## Vote required

Each Officer of the Association shall be elected on the basis of a majority of votes cast for that office.

## Tie Votes

In the event a tie occurs during an election, through two (2) or more candidates for the same office receiving the same number of votes, successive balloting shall be conducted until one candidate receives a majority.

## Mail & Electronic Balloting

The officers of the Association may submit any matter of the Association’s business to the general membership for the resolution by mail or electronic (e-mail) ballot.

## Nominating Committee

The Association President shall appoint a Nominating Committee no less than thirty (30) days prior to the Annual meeting, of three (3) regular members, none of whom shall be officers of the Association, whose duty it shall be to submit to the membership at the annual meeting, nominations for the officers of President, Vice President, Treasurer, and Secretary.

Any Member of the Association in good standing may participate on the Nominating Committee.

# Article VI – Association Officers

## Officers

The officers of the Association shall be President, Vice President, Secretary, and Treasurer. The intent is to achieve representation reflecting the students and each grade level participating in the Band/Color Guard. Additionally, one member-at-large Officer may be nominated and elected as deemed necessary by the Officers. The Band Director may be invited to participate at Officer meetings as a non-voting member.

## Qualification

All candidates for office must be qualified members of the Association in good standing at the time of nomination or appointment. In the event that the basis on which an Officer was originally determined to be eligible for Regular Membership is changed after his/her election, or during his/her term of office, such change may be considered by the Membership cause for disqualification as an officer. A two thirds (2/3) vote of all of the Officers may remove an Officer.

## Officer Election/Term of Office

All elected officers shall be chosen as provided by Article V of these by-laws. Each officer shall assume office immediately following their election at the Annual Meeting and shall be eligible for re-election to said office for the next term only unless an exception is recommended by the Nominating Committee, and approved by two thirds (2/3) vote of the membership present and voting at the Annual Meeting.

## Officer Vacancies

Any Officer vacancy may be filled for the remaining term by a majority vote of Members present at any regular constituted meetings. Effort should be made to fill the vacancy with a representative from the same grade level. In filling a vacancy in the position of President, appropriate action provided under these by-laws will be initiated by the Secretary.

## Officer Meetings

Officer meetings can be called by the President, or in the case of the absence of the President, by the Secretary, and may be held in person or electronically (conference call or online).

## Notice of Officer Meetings

Written notice of an Officer meeting shall be given via e-mail to each Officer at least seven days before such meeting, where applicable.

## Presiding Officer

The President, or in his or her absence, the Vice President, Secretary, or Treasurer in the order named, shall preside as Chair at all meetings of members. In the absence of said officers, the Chair of the meeting shall be selected by a majority of the regular members present

# Article VII - Duties of Officers

## President

The President shall be the chief executive officer of the Association. He/she shall serve as the presiding officer at meetings of the members. He/she shall have general charge and supervision of the affairs and business of the Association. He/she shall also perform other duties as may be assigned to him/her by the Membership. It shall be the responsibility of the President to establish committees and to appoint chairpersons to carry out the business of the Association. A list of committees, their chairpersons and the committee’s responsibilities shall be presented to the membership during the fall Annual Meeting. He/she will work with the Treasurer and Band Director to draft an annual operating budget for the Association.

## Vice President

The Vice President shall assume the responsibility of executing the programs established by the membership. The Vice President, at the request of the President, may perform the duties of the President. He/she shall have such powers and perform such other duties as the President determines.

## Secretary

The Secretary shall be responsible for the preparation of a record of the proceedings of all meetings and of any other business of the Association.

## Treasurer

The Treasurer shall be responsible for the financial affairs of the Association. The responsibilities shall include the preparation, interpretation and circulation of the periodic financial reports to the members. A party independent of the Association, for accuracy, should audit these financial reports.

## Delegation of Authority

In the case of the absence of any officer of the Association, or for any other reason that the members deem sufficient, the members may delegate the powers or duties of such officer to any other officer.

# Article VIII - Parliamentary Procedure

Robert’s Rules of Order shall govern all parliamentary procedures unless otherwise specified in these By-Laws.

# Article IX - Amendment or Revision of By-Laws

The By-Laws may be amended or revised by ballot by a two-thirds (2/3) affirmative vote of valid ballots cast by the Regular Membership. Any intended revision(s) shall be committed to the membership, in writing, prior to the intended vote.

# Article X - Indemnification

The Association shall indemnify each of its directors, officers, employees and volunteers whether or not then in service as such (and his or her personal representative and heirs), against all reasonable expenses, including a final judgment actually and necessarily incurred by him or her in connection with the defense of any litigation in which the individual is a party because he or she is, or was a director, officer, employee or volunteer serving the Association. The individual shall have no right to reimbursement, however, for matters in which he or she has been found to have breached or failed to perform his or her duties to the Association by reason of willful misconduct, self dealing or recklessness. The right to indemnity for expenses shall also apply to the expenses of legal actions which are compromised or settled if the court having jurisdiction over the matter shall approve the settlement.

The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights of each director, officer, employee or volunteer.

# Article XI – Dissolution

In the event of the dissolution of the Association, all of its assets shall be turned over to the Lampeter-Strasburg School District for use in the high school instrumental music program.