

A Guide For  
Band Member Parents



2011-2012 School Year

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## ***Welcome***

We're pleased that your son or daughter has chosen to march with The Big Green Machine, and we look forward to your help in making this season a success through your participation as a member of the Carlisle Area High School Marching Band Boosters!

The Band Boosters are dedicated to supplementing the school district's high school band core program with the financial and volunteer support resources necessary to assure the best possible marching band experience for their children. Together, parents as Band Boosters provide that little bit extra that makes a very good program.... ***great!***

This guide is intended to provide you with answers to some of the most frequently asked questions of new band member parents, and to provide you with an overview of the Band Booster organization and expectations for your support.

## **Marching Band**

Carlisle High School's marching band competes in the Tournament of Bands (TOB), one of the largest competitive band associations in the country. Currently, bands from TOB's 9-state region are categorized for competition into one of four size groupings in each of 13 geographic "chapters". All chapters compete at the end of the season in the Atlantic Coast Championships. Carlisle is a Group IV-size band (76 or more musicians and auxiliary) in TOB's Chapter 6. You can learn more about TOB by visiting their web site at <http://www.njatob.org>.

The marching band season runs for a three-month period from band camp in mid-August through Atlantic Coast Championships in mid-November.

### **BAND CAMP**

While new band members (and veterans!) have practices to introduce marching basics and new music over the summer, the marching band season begins in earnest late each summer with band camp. Band camp, beginning two weeks before the start of the new school year, consists of two-a-day (morning and evening) or all-day (8:30am-9:00pm) practices each weekday. The band does not rehearse on weekends during Band Camp. During this intensive period, the band is introduced to and begins mastering the season's music and drill. Band Camp is held at the McGowan high school facilities. A fall schedule will be available to members in mid-May and will be reviewed with all members at our June "*first meeting*" occurring prior to the end of the school year.

### **PRACTICES**

When school begins the band practices from 6:00pm until 9:00pm on Tuesday and Thursday evenings with woodwind and brass rotating sectionals on Wednesday's after school until 4:00pm. In addition, the band practices on selected Saturdays for about four hours, either in the morning or afternoon. Closer to the end of the season, additional practices may be scheduled in preparation for championships.

### **FOOTBALL GAMES**

The band cheers and performs its show at all football games, typically played on Friday nights. Depending on the evening's program, the band's show may be performed pre-game, at halftime, or post-game.

### **PARADES**

As the saying goes, "everyone loves a parade". Our band each year marches in several area parades including the Mt. Holly Springs Halloween Parade, the Carlisle Halloween Parade, and the Carlisle Memorial Day Parade.

### **COMPETITIONS**

Each year, the band competes in four to six competitions including championships. The competitions are held on Saturday evenings and are sponsored by a high school band or band parent organization located within a three-hour drive of Carlisle.

### **KEYSTONE INVITATIONAL**

This is the competition that we sponsor at Carlisle High School normally on the second Saturday of October - usually Columbus Day holiday weekend. The Keystone Invitational, one of the Band Boosters largest fund-raisers, requires substantial parent participation. Mark the second Saturday in October on your calendar *now* so you can help with this important Booster project!

## **CHAPTER CHAMPIONSHIPS**

Typically hosted on a rotational basis by one of Chapter 6's member bands, Chapter Championships is our local championship and also determines whether you qualify for the Atlantic Coast Championships.

## **ATLANTIC COAST CHAMPIONSHIPS (ACCs)**

This is the final competition in the Tournament of Bands organization, bringing together bands from the TOB's 9-state area. Presently, this championship is held on a Sunday in the Hershey Stadium at the end of October and the beginning of November.

## **TRIPS**

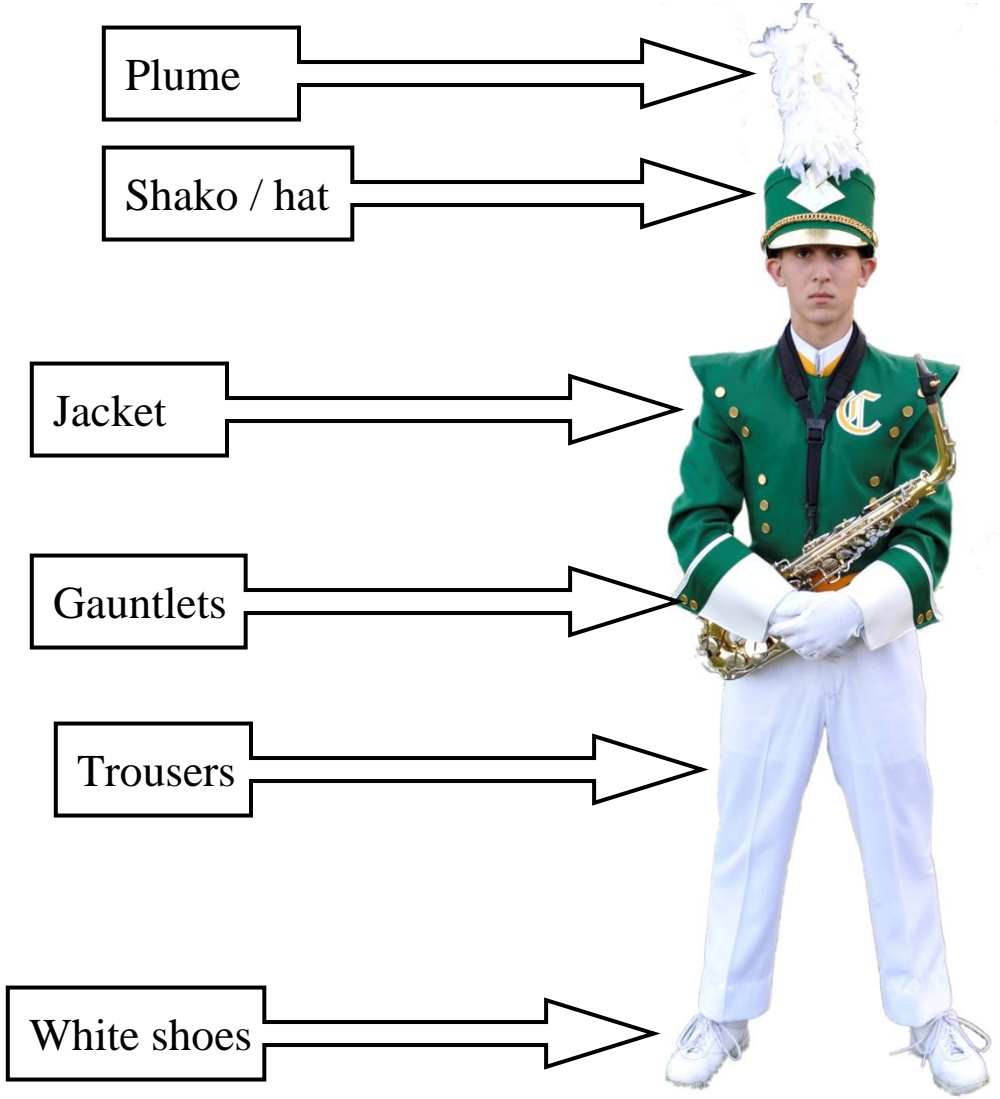
The band has a tradition of performing every other year in a premier national event. Most recently the band participated in Disney's 2009 Magic Kingdom Electric Light Parade in Orlando, Florida. The band has also performed in the Big Balloon Parade (San Diego, California), Orlando Christmas Parade, Hollywood Christmas Parade, the Holiday Bowl in San Diego, the Alamo Bowl in San Antonio, the Sugar Bowl in New Orleans, Macy's Thanksgiving Day Parade in New York City, the Orange Bowl Parade in Miami, the Fiesta Bowl in Arizona, the Car Quest Bowl in Ft. Lauderdale, Florida, and the Tournament of Roses Parade in Pasadena, California. The marching band has also made a guest appearance on the NBC Today Show. These trips are funded through a combination of band member and Band Booster contributions, not by the school district.

**Uniforms**

Each performance of the Carlisle High School Band is a reflection on the community and the school it represents. Each band member is responsible to care for and maintain his or her assigned uniform so it looks great and contributes to a positive impression every time it is worn.

**PARTS SUPPLIED BY THE SCHOOL AND THE BOOSTERS**

Each band member’s uniform is comprised of six to seven main parts. The school and the band boosters supply most of these uniform parts; the band member purchases the shoes/socks, and gloves. The main uniform parts are shown in the photograph below.



The Uniform Committee will do their best to fit each band member with a uniform during band camp. There will be instances when alterations are necessary. Please discuss this with the Uniform Committee Chairperson before having a uniform altered.

All uniform parts are numbered and students are required to return the same uniform at the end of the year as they were issued at the beginning of the year. Band members are not to trade uniform parts at any time unless instructed to do so by the Band Director or a member of the Uniform Committee.

All uniforms will remain at the school between performances unless other instructions are given. Our Uniform Committee members and chaperones inspect uniforms after each performance. If you have a problem with a uniform part (missing buttons, broken zipper, soiled, etc.) notify a Uniform Committee member or chaperone immediately so appropriate action can be taken.

### **Plume**

Plumes will be distributed to band members prior to a performance and collected immediately following the performance. At no time are band members to keep their plumes.

### **Shako (hat)**

The shako should be kept in the shako box when being transported or stored. Notify the Uniform Committee or chaperone if your shako becomes soiled. Do not force the plume in or out of the shako. The plume insert is easily damaged.

### **Jackets/Trousers**

These uniform parts must be dry cleaned. They are to be kept in their uniform garment bag when the uniform is transported and stored. Jackets/trousers are to be placed correctly on their hanger on the appropriate uniform rack in alphabetical order. Jackets will have to be zipped-up to ensure they remain on the hanger and do not fall off. Trousers need to be folded on the “crease” when on the hanger to avoid wrinkles.

### **Gauntlets**

The outside of the gauntlets should be wiped off with water and a cleaner (Comet or Fantastic) when they become dirty or marked. Percussionists need to be most attentive to maintaining the appearance of their gauntlets as they will soil and mark their gauntlets most frequently. Gauntlets should be stored in your garment bag unless other instructions are given.

### **Raincoats**

These must be dry cleaned. They are to be kept in their uniform garment bag when the raincoat is transported. Rain coats are to be placed correctly on their hanger on the appropriate rack in numerical order.

## **PARTS TO BE PURCHASED BY EACH BAND MEMBER**

Each band member is responsible for purchasing the following items:

### **Shoes**

Shoes are often the most neglected part of our uniform and appearance. Shoes should be cleaned after each performance. If you transport your shoes in the garment bag, the shoes must be in a plastic bag to avoid getting the other uniform parts soiled.

### **Gloves**

With the exception of guard members, and in some year's drummers, all band members wear white gloves at performances.

### **White socks**

All band members must wear white crew socks or higher at all performances as part of their uniform. Color guard members are an exception to this rule.

**T-Shirts**

With the exception of guard members, all band members wear a band t-shirt under their uniforms at all performances.

**White shorts/ boxer**

All band members must wear white short/boxers under their uniform for all performances.

**Sweatshirt and Sweatpants**

Guard members in past years have had a band sweat suit for football games and some competitions. This is subject to change on a yearly basis.

**Polo Shirt**

Band members wear the band polo shirt as part of their summer uniform.

**UNIFORM CARE**

Uniforms will be cleaned two to three times a year by the school district. If a band member soils his or her uniform between cleanings (or needs additional cleaning), the student will be charged for the cleaning. We will have our uniforms cleaned by PENROSE CLEANERS this year. Dry cleaning charges will be @\$6.00 per uniform piece.

**Guard Uniform**

Care and maintenance instructions for guard uniforms will be distributed to guard members by the guard staff.

**OBLIGATION TO SAFEKEEP UNIFORM**

Students will be charged at actual cost for uniform parts that are lost, stolen, destroyed, or damaged. The following are approximate costs. As you can see, the approximate cost of the uniform is over \$400.00!

<b>Part</b>	<b>Price</b>
Coat.....	\$190.00
Trousers .....	\$75.00
Shako .....	\$38.00
Shako Box.....	\$7.00
Plume .....	\$15.50
Gauntlets .....	\$26.00
Vestee.....	\$21.25
Garment Bag .....	\$8.00
Raincoat .....	\$60.00
Guard Uniform Parade Pants .....	\$44.00
Guard Uniform Parade Tunic.....	\$105.00
Guard Uniform – Show .....	\$80.00

**SUMMER UNIFORM**

Band members have a “summer uniform” that is worn during the first several fall football games when the weather is still very warm, and during the annual Carlisle Memorial Day Parade. This uniform

consists of kaki trousers and belt, white marching shoes with white socks, and our official band member polo shirt. Band members will need to purchase this shirt from our Band Stand in August. Guard members will receive “summer uniform” information from their instructor.

### ***Varsity Band Jackets***

Varsity band jackets are available each fall to any band member in 9<sup>th</sup> through 12<sup>th</sup> grade and must be ordered from the Band Boosters. Band members are required to pay full price at the time the jacket is ordered. The Band Boosters will contribute one-quarter of the total cost of the Varsity Band Jacket to the band member for each full year successfully completed in the Carlisle High School Marching Band. At the end of their senior year or last year of participation, band members will be reimbursed a quarter of the cost of the jacket for each year of membership successfully completed.

The total cost of the jacket will be established annually by the Executive Board.

*Policy updated and approved June 2008*

# ***Trip Account System***

As amended May 11, 1999

## **I. PURPOSE**

- A. To establish guidelines for the Trip Committee in accounting for student credits.
- B. To encourage year-round band member participation in fund raising activities, including Car Show participation.

## **II. FUNCTIONS**

- A. Trip Committee: A Trip Committee, established by the Trip Chairperson, will consist of the Band Director, Booster President, Trip Credit Treasurer and Fundraising Chairperson. Other committee members may be added at the discretion of the Trip Committee.
- B. Trip Credit Treasurer: Under the oversight of the Trip Committee and the Booster Treasurer, the Trip Credit Treasurer will establish those accounts necessary for the prudent handling of trip related funds to include student trip accounting.

## **III. STUDENT ACCOUNT ACTIVITY**

- A. Establishment: The Trip Credit Treasurer will establish a separate accounting of trip credits for each member of the Carlisle High School Marching Band. The 'account' for each student will remain open as long as the student is a member of the Marching Band.
- B. Growth: Credits will be added to the student's account through the following methods.  
NOTE: Student accounts do not accrue interest.
  - 1. Fund Raisers – Booster sponsored fund raisers (selling of various items) will be identified as trip credit sales and will specify the amount of credit per item sold. The credit will be applied after full payment for items sold is made to the fund raising chairperson.
    - a. Credits will be awarded only if money owed is paid in full by the payment due date for the fund raiser.
    - b. Credits will not be awarded to persons who are not members of the Carlisle High School Marching Band.
  - 2. Fairground Credits – In order to promote volunteerism and reward our volunteers, band members will earn credits for shifts worked at the Carlisle Fairgrounds concession stand. A \$5.00 credit will be awarded for every four shift worked by a band member, parent, age appropriate sibling, or friend on behalf of the band member.
    - a. To be eligible for the credit, the band member or booster must be scheduled or approved to work, either through advance sign-up or by request prior to the shift, and must work a full shift.
    - b. Band Boosters (i.e., parent, sibling, friend, etc.) must specify the band member who is to receive credit for their shifts worked.

- c. For every twenty shifts accumulated by the student they will receive an additional \$50.00 applied to their trip account.
  - 3. Booster Support: If the Booster organization is financially able to contribute funds toward band member's trip expenses, the Booster Board will establish the amount of said contribution and the eligibility qualifications.
    - a. Eligibility qualifications are based on the amount of credits earned from Fund Raisers and Fairground Credits.
    - b. Only those students who are participating in the trip (and have signed the trip agreement) will be eligible for Booster Support.
    - c. Financial assistance will be provided to students in need of support provided they have participated in fund raising activities including car show shifts. The amount of assistance will be based on the number of requests received and the amount of money available by the Boosters.
  - 4. Direct Payment: Money paid on behalf of a specific band member for trip expenses.
- C. Disbursements: Funds will be deducted from the student's account to cover trip fees and payments, as refunds to the student, as a transfer to another student, or to the Booster Trip Scholarship Fund.
- 1. Priority - Funds will be deducted from student accounts in the following order: credits from Fund Raisers and Fairground Credits first, followed by Direct Payments.
  - 2. Timing - Funds will be deducted as necessary to cover trip related expenses, as follows:
    - a. Trip Related Payments – when a band member and parent/guardian sign the Trip Agreement form, expenses are incurred on behalf of the band member in preparation for the trip (tickets, etc.). The Trip Agreement form identifies these expenses as the responsibility of the band member and parent/guardian. The first source for obtaining funds to cover these expenses is the student account. If the student account does not have an adequate balance, the band member and parent/guardian will remain responsible for these expenses.
    - b. Refunds to the Band Member - students will be refunded ALL (100%) unused direct payment. Money accumulated from Fund Raisers, Fairground Credits and Booster Support is NOT refundable.
    - c. Transfer to Another Carlisle High School Marching Band Member – When a band member leaves the band, ALL (100%) of that band member's unused credits may be transferred to another Carlisle High School Marching Band Member. This request must be made in writing.
    - d. Transfer to Booster Trip Scholarship Fund - the remaining unused credits from Fund Raisers and Fairground Credits will be transferred to the Trip Scholarship Fund if not otherwise designated (see b and c above). This fund

will be used by the Band Director for discretionary grants in hardship cases to assist students in paying for the trip.

- e. Unused account funds – senior band members who have excess funds in their account may use it toward musical expenses approved by the band director.
- D. Closure: a student account will be closed when the student is no longer a member of the Carlisle High School Band. After any band related expenses are satisfied, distribution will follow paragraphs b., c. and d. above.

#### **IV. MINIMUM REQUIREMENTS FOR TRIP PARTICIPATION**

- A. The following requirements will be established by the Booster organization as soon as possible after the trip has been approved by the necessary officials. Specific requirements will be included in the Trip Agreement form.
- B. Registration: The Trip Agreement form will state a specific registration fee that will be part of the trip cost. This fee will be established to cover cancellation fees and other non-refundable costs.
- C. Participation: The Trip Agreement form will identify a payment schedule that must be satisfied prior to participation in the trip. **NOTE**: Final payments made within ten days of the trip departure date must be made by certified check, bank check, money order or cash.

Revised 4/99, Trip Committee  
Approved 5/11/99, Band Booster Board

## ***Indoor Drum Line and Indoor Color Guard***

Indoor Drum Line and Indoor Guard are designed to be "winter" performing units. Generally, they are an outgrowth of our marching band program. The indoor season is normally December through early May but is modified annually to meet the needs and requirements of the unit. The rehearsal schedule varies from year to year, but usually consists of two evening rehearsals a week and rehearsal/competitions on Saturdays. In a year that one of these units does not compete, a winter "preparatory" program is organized for that particular unit to prepare students for the upcoming fall season. Winter preparatory programs generally rehearse one night a week from January through the beginning of May.

## ***Band Boosters Revenue Sources***

Band members could not enjoy the marching band and indoor program experiences traditionally afforded them without the more than \$45,000 in supplemental financing and the more than 6,000 hours of volunteer time contributed each year by the Band Boosters.

### **Fairgrounds Concessions**

Profit from our sale of food and beverages to attendees of ten car show events during the summer and fall seasons at the Carlisle Fairgrounds is our single largest revenue source.

### **Football Game Concessions**

Profit from our sale of food and beverages to attendees of Carlisle High School home football games.

### **Community Sales**

Sales of items such as cheesecakes, ham sandwiches, pizzas, and pies.

### **Keystone Invitational Festival of Bands**

The TOB-sanctioned competition we hold annually on the second Saturday night of October.

## **Band Boosters Expenses**

### **Annual Band Operations**

Operating expenses for the band includes instrument replacement, color guard uniforms, color guard equipment, band camp provisions, equipment projects, indoor drum line/guard expenses, drill copies, telephone expenses and uniform maintenance.

### **Instructors**

Expenses for percussion/guard/drill instruction and special clinicians.

### **Administrative**

The cost of the newsletter, audits and licenses, and insurance.

### **Band Awards and Gatherings**

Expenses including band jackets, banquets, and band awards.

### **Capital Purchases & Improvements**

Expenses to cover needed concession area improvements.

## **YOUR ROLE AND RESPONSIBILITIES**

In a perfect world, if each band member family contributed the time necessary to generate their proportional share of needed Band Booster revenue and to help out where needed with band activities, each family would be responsible for approximately \$500 and 40 or more hours of volunteer time.

Our request to you and to each band member family is simple: do not take the quality of your band member's experience for granted. The quality of the experience available to our young adults through the Carlisle High School Marching Band program is the envy of the large majority of other bands and other band parents, and exists in part only due to a long tradition of parental involvement and support.

The range of talents, gifts, crafts and skills required making Band Booster program successful is so broad that there is certainly something of real value that each and every band member parent can contribute. So, please, if you haven't already, step up and do your part for the sake of your band member and all others today and tomorrow.

**CARLISLE HIGH SCHOOL BAND BOOSTERS, INC.  
CONSTITUTION AND BY-LAWS**

REVISED NOVEMBER 17, 2009

**ARTICLE I – NAME**

- 1.1 Name.** The name of this organization is the Carlisle High School Band Boosters, Inc. (“Band Boosters”).
- 1.2 Address.** The official address of the Band Boosters is P.O. Box 114, Carlisle, Pennsylvania 17013.

**ARTICLE II – OBJECTIVES**

- 2.1 Objectives.** The primary objectives of the Band Boosters shall be as follows:
- a. To lend all possible support, both moral and financial, to the general instrumental music program of the Carlisle High School Band;
  - b. To collaborate with the Carlisle High School Band Director, the School Board, and the Administration, to promote the advancement of the Carlisle High School Band; and,
  - c. To build and maintain an organization of adults that will help promote and support the general activities of the Carlisle High School Band.

**ARTICLE III – MEMBERSHIP**

- 3.1 Membership.** Membership in the Band Boosters shall be open to any person at least 18 years of age, or any graduated member of the Carlisle High School Band, who is interested in furthering the objectives of the Band Boosters. There shall be two types of members in the Band Boosters:
- a. **Regular Members.** Regular members shall consist of parents or guardians of current members of the Carlisle High School Band;
  - b. **Associate Members.** Associate members shall consist of alumni, alumni parents and other members of the community who are dedicated to the common good of the organization.

**ARTICLE IV – THE BOARD**

- 4.1 Board Members.** The Board shall consist of the Executive Committee and all Committee Chairpersons.
- 4.2 Executive Committee.** The Executive Committee shall consist of the Officers listed in Article VI, and the Immediate Past President and the Carlisle High School Band Director, both of which will serve as advisors.
- 4.2 Committee Chairpersons.** The Committee Chairpersons shall be appointed by the President.

**4.3 Voting.** Each member of the Board shall have one vote. In the event that a position is held jointly, only one vote per position is authorized. The President's vote is authorized in tie breaking situations only.

**4.5 Meetings.** Meetings shall be held monthly unless otherwise specified by a majority of the Board.

**4.6 Special Meetings.** Special Meetings of the Board may be called by the President, Band Director or by any three (or more) members of the Board. Notification of Special Meetings shall be made by phone at least 24 hours in advance, or by electronic mail, at least three days in advance. All notices for Special Meetings shall state the purpose of the meetings.

**4.7 Quorum.** A Quorum of the Board shall consist of those present at a meeting and must include at least three officers of the Executive Committee.

**4.8 Reports to the Board.** The Chairpersons of all committees, standing and ad hoc, shall report on their areas of responsibility and submit recommendations, if required, for approval of the Board.

## **ARTICLE V – EXECUTIVE COMMITTEE**

**5.1 Powers.** The Executive Committee shall have the power to conduct, manage and direct the affairs of the Band Boosters to achieve the objectives of the organization.

**5.2 Meetings.** Regular meetings of the Executive Committee shall be held as needed and scheduled by the President or other Executive Committee members.

**5.3 Qualifications.** The officers of the Band Boosters shall be parents of current Carlisle High School Band members.

**5.4 Terms of Office.** Each officer shall be elected to a one year term. An officer may be re-elected to an office as long as that individual meets the qualifications. Officer positions may be held jointly.

**5.5 Resignation or Removal.** If for any reason during a term in office, an officer no longer meets the required qualifications, or chooses to terminate his/her position, such officer must submit his/her resignation in writing, and a replacement will be selected by the Executive Committee. Any officer may likewise be removed upon a vote of the general Band Booster membership. A vacancy in any position will be filled by the Executive Committee. The appointment will expire on May 31, regardless of when it began.

**5.6 Nominations.** Officers of the Band Boosters shall be nominated by a standing nominating committee. The nominating committee shall be comprised of three members appointed by the Executive Committee. At least one name shall be placed in nomination for each office. The general membership of the Band Boosters shall be notified of the names of the nominees at least 15 days prior to the annual election. Nominations may also be made from the general membership up to the time of the election. The consent of the candidate must be obtained prior to nomination and his/her qualification validated prior to the election.

**5.7 Time of Elections.** Officers of the Band Boosters will be elected at the Annual Meeting in the spring. Newly elected officers will train with the outgoing officers prior to taking office on June 1st. This includes attending Executive Committee and Board meetings in the intervening months.

**5.8 Quorum.** A quorum of the Executive Committee will be 3 officers.

**5.9 Voting.** Each officer of the Executive Committee shall have one vote. In the event that the position is held jointly, only one vote per position is authorized. The President's vote is authorized in tie breaking situations only.

## ARTICLE VI – OFFICERS

The officers of the Band Boosters shall be the President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

**6.1 President.** The President shall be the chief executive officer of the organization. The President shall sign all contracts or other instruments authorized by the Executive Committee, on behalf of the Band Boosters, except where the signing of the documents has been expressly delegated. The President shall preside over the Executive Committee, Board and general membership meetings of the Band Boosters. The President shall appoint all ad hoc committee chairpersons, and shall be an ex-officio member of all committees.

**6.2 Vice-President.** The Vice President shall assume all duties of the President in the absence of the President. The Vice President shall chair the fall and spring banquet committee and coordinate meals during Band Camp.

**6.3 Recording Secretary.** The Recording Secretary shall maintain all records and minutes of the Executive Committee, Board and general membership meetings as well as assist the Corresponding Secretary as required.

**6.4 Corresponding Secretary.** The Corresponding Secretary shall be responsible for all correspondence and for the preparation and distribution of the Band Booster's Newsletter. The Corresponding Secretary will maintain the current Band Booster membership roster.

**6.5 Treasurer.** The Treasurer shall have responsibility of the funds of the Band Booster organization and shall keep separate Band Booster bank accounts. It shall be the duty of the Treasurer to account for all monies received and expended by the Band Boosters. The Treasurer shall assure that accurate accounts of the receipts and disbursements of the organization are maintained and prepare financial reports to be provided to the Board and the members at the Annual Meetings, or at such time as directed by the President. The Treasurer shall pay all bills approved by the Executive Committee and the Board. The Treasurer shall permit an auditor to inspect the books during an Audit scheduled by the Executive Committee. The Treasurer shall be bonded, as directed by the Executive Committee, with the cost to be covered by the Band Booster organization.

**6.6 Immediate Past President.** The Immediate Past President shall be an advisor to the Executive Committee at the discretion of the Immediate Past President. Immediate Past President is defined as the person who served as the Band Booster President in the previous school year. In the event a person is re-elected as President, there shall be no Immediate Past President for that year.

## ARTICLE VII – COMMITTEE CHAIRPERSONS

**7.1 Chairpersons.** All Committee Chairpersons shall be appointed by the President.

**7.2 Resignation or Removal.** All Committee Chairpersons may be removed by the Executive Committee when in the judgment of the Executive Committee the best interests of the Band Boosters

would be served. Should a Committee Chairperson submit a written resignation, the vacancy will be filled by the Executive Committee.

**7.2 Term of Office.** Each Committee Chairperson shall be appointed to a one year term, except for the Trip Chairperson and Trip Treasurer, who shall be appointed to a two year term of office.

## **ARTICLE VIII – COMMITTEE CHAIRPERSON POSITIONS**

**8.1 Purchasing Chairperson.** The Purchasing Chairperson shall oversee the purchasing of the commodities used for all Band Booster concession stands.

**8.2 Project Chairperson.** The Project Chairperson shall be responsible for the maintenance and repair of Band Booster equipment and the design, construction and maintenance of any facilities and equipment required to meet the needs of the band program.

**8.3 Concession Chairperson.** The Concession Chairperson is responsible for and shall oversee the concession stands for the Home Stand, Visitor’s Stand and the Fairgrounds Stand to ensure that the concession stands are operational, supplied, and staffed as necessary.

**8.4 Telephone Chairperson.** The Telephone Chairperson shall coordinate with the various committee chairpersons to obtain adequate staffing and other needed assistance for the numerous fund raising projects.

**8.5 Alumni Representative.** The Alumni Representative shall be either a graduated member or a parent of a graduated member of the Carlisle High School Band. The Alumni Representative shall serve as the liaison for alumni with the Carlisle High School Band and the Band Boosters.

**8.6 Uniform Chairperson.** The Uniform Chairperson shall supervise the maintenance and distribution of band uniforms.

**8.7 Chaperone Chairperson.** The Chaperone Chairperson shall ensure adequate chaperone support is available and assigned when needed.

**8.8 Members-at-Large.** Five Members-at-large shall be appointed to represent the following groups: eighth grade, freshman, sophomore, junior and senior band parents. These representatives will assist all Chairpersons as required to obtain needed support.

**8.9 Trip Chairperson.** The Trip Chairperson shall coordinate trip planning with the Band Director, the Board, and the travel agent. The Trip Chairperson’s term of office is two years, ending May 31st following a trip year.

**8.10 Trip Treasurer.** The Trip Treasurer will assist with the trip budget. The Trip Treasurer’s term of office is two years, ending May 31<sup>st</sup> following a trip year. The Trip Treasurer, under the oversight of Treasurer, shall establish procedures to account for all credits earned by Carlisle High School Band members and to periodically notify Carlisle High School Band members of their account status. The Trip Treasurer is responsible for all fees related to the trip including refunds and credits.

**8.11 Fundraising Chairperson.** The Fundraising Chairperson shall oversee all fundraising activities.

**8.12 Band Stand.** The Band Stand Chairperson shall oversee the purchase and sale of all Band Stand items.

## ARTICLE IX – CREATION OF COMMITTEES

**9.1 Creation of Standing Committees.** The Executive Committee will create such standing committees as deemed necessary, prescribe the duties thereof, appoint a committee chairperson, and delegate responsibilities thereto.

**9.2 Creation of Ad Hoc Committees.** The President shall create such ad hoc committees as deemed necessary for the proper management of the Band Boosters. The President shall determine the size of the committee and appoint the committee chairperson.

## ARTICLE X – GENERAL MEMBERSHIP MEETINGS

**10.1 Annual Meetings.** The Band Boosters will hold two annual general membership meetings in the spring and fall.

**10.2 Special Meetings.** Special meetings of the general Band Booster membership shall be held whenever called by the President or five or more Band Boosters. Notice of Special Meetings shall be made by phone, electronic mail, or mail, at least five business days before the meeting. All notices calling for Special Meetings shall state the purpose of the meetings.

**10.3 Quorum.** A Quorum shall consist of those present at a meeting and must include at least three officers of the Executive Committee.

**10.4 Order of Business.** The Order of Business at general membership meetings shall be as follows:

1. Call meeting to order
2. Approval of previous minutes
3. Officer Reports
4. Committee Chairperson Reports
5. Old Business
6. New Business
7. Adjournment

## ARTICLE XI – FINANCES

**11.1 Fiscal Year.** The fiscal year of the Band Boosters shall be from June 1st to May 31st.

**11.2 Financial policy.** A financial policy, approved by the Executive Committee and maintained by the Treasurer, shall be used to control the handling of the Band Boosters funds. This policy shall be followed in the collection and disbursement of all Band Boosters funds.

**11.3 Audit.** The Executive Committee shall secure an auditor to audit the accounts of the Band Boosters. This audit shall be conducted on an annual basis no later than 30 calendar days following the end of the fiscal year, or, when deemed necessary by the Executive Committee.

**11.4 Budget.** A budget for the succeeding fiscal year shall be submitted for the approval of the general membership of the Band Boosters no later than the Annual Meeting in the spring. The approved budget shall be distributed for informational purposes to the general membership at the Annual Meeting in the fall.

## **ARTICLE XII – LIABILITY**

An Officer of the Band Boosters shall not be personally liable for monetary damages for any action taken, or any failure to take action, unless the Officer has breached or failed to perform the duties of his or her office and the breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness. The provisions of this Article shall not apply to the responsibility or liability of an Officer pursuant to any criminal statute or the liability of an Officer for the payment of taxes pursuant to local, state, or federal law.

## **ARTICLE XIII – AMENDMENTS**

**13.1 Amendments to the By-Laws.** The Band Booster By-Laws may be amended as follows:

- a) The proposed amendment shall be submitted in writing to the Executive Committee. The Executive Committee shall vote on the amendment and if a majority approves the amendment, the amendment shall be submitted to the Board.
- b) The Board shall vote on the amendment and if a majority of the Board approves the amendment, the amendment shall be submitted to the general Band Booster membership.
- c) The Executive Committee shall provide notice of the proposed amendment to the general Band Booster membership. Notice requires presentation of the proposed amendment to the general membership for review at least two weeks prior to an Annual Meeting or Special Meeting.
- d) The proposed amendment must be accepted by a majority vote of the members present at an Annual or Special general membership meeting.

**13.2 By-Law Review.** These By-Laws shall be reviewed and revised as needed at least every three years, or as necessary by the Executive Committee.

## **ARTICLE XIV – DISTRIBUTION UPON DISSOLUTION**

If for any reason the Band Boosters dissolves, after payment of all liabilities, remaining assets will be distributed to the Carlisle Area School District to be used exclusively for the benefit of the Carlisle High School Band.

## 2011-2012

### BAND BOOSTER OFFICERS

PRESIDENT: **RANDY READSHAW**      [Randy.Readshaw@us.army.mil](mailto:Randy.Readshaw@us.army.mil)

VICE PRESIDENT: **LYNDA MORRIS**      [LMorrisConsulting@earthlink.net](mailto:LMorrisConsulting@earthlink.net)

TREASURER: **SUE GOODMAN**      [suegoodman@embarqmail.com](mailto:suegoodman@embarqmail.com)

RECORDING SECRETARY: **HELEN CARROLL**      [hjcarroll333@comcast.net](mailto:hjcarroll333@comcast.net)

CORRESPONDING SECRETARY: **RHONDA READSHAW**      [chsbandnews@aol.com](mailto:chsbandnews@aol.com)

BAND DIRECTOR: **DAVE ROHRER**      [rohred@carliseschools.org](mailto:rohred@carliseschools.org)

ASSISTANT BAND DIRECTOR: **BYRON MIKESELL**      [mikesellb@carliseschools.org](mailto:mikesellb@carliseschools.org)