

Brookfield High School

Bobcat Pit Crew

Constitution and Bylaws

ARTICLE I - Name and Purpose

Section 1. Name of Organization

This organization shall be known as the Brookfield High School Bobcat PitCrew, hereafter referred to as the Organization.

Section 2. Purpose

The purpose of this Organization shall be to bring together band parents and other interested persons to augment, support and promote the Brookfield High School Band and Color Guard program. It is understood that the Brookfield High School Bobcat Pit Crew cannot commit the Band Director, Band or Color Guard students, BHS Administration, or the Brookfield Board of Education in any way, nor can any of the aforesaid commit the Bobcat Pit Crew in any way.

ARTICLE II - Membership

Section 1. Membership

The membership of this organization shall be open to all parents of Brookfield High School Band and Color Guard students and other persons interested in the progress and development of the Brookfield High School Band and Color Guard programs.

Section 2. Dues

All parents or guardians of students that have paid their participation fees are considered voting members of the Bobcat Pit Crew for the designated school year.

Section 3. Meetings

a. There shall be no fewer than six membership business meetings per school year, to be set at the beginning of each school year.

b. Membership business meetings shall be held once a month. The date and time of these meetings will be determined by a majority vote of current members at the first formal meeting of the fiscal year. The fiscal year will begin July 1 and end June 30.

c. All meetings to be held in the BHS Band Room, unless otherwise designated.

d. The May membership business meeting shall be for the purpose of electing officers in addition to addressing other Organization business issues.

e. The President or the Executive Board may call special meetings. The purpose of the special meeting shall be stated in the call. Except in cases of emergency, at least one week's notice will be given.

f. A quorum at any regular called membership meeting shall consist of at least 5 eligible voting members. Two of these members must be from the Executive Committee.

ARTICLE III - Executive Board

Section 1. Membership

There shall be an Executive Board of the Organization consisting of elected officers.

Section 2. Duties, Powers and Responsibilities

- a. The Executive Board shall have general supervision of the affairs of the Organization between established membership business meetings.
- b. The Executive Board will make recommendations to the Organization and perform other such duties as specified in these Bylaws.
- c. The Executive Board shall be subject to the orders of the Organization, and none of its acts shall conflict with action taken by the Organization or Director of Bands.

Section 3. Meetings

- a. The Executive Board will meet in executive session as deemed necessary. Date and time of these meetings will be determined as necessary.
- b. All meetings to be held in the BHS Band Room, unless otherwise designated.
- c. A quorum at any regularly called membership meeting shall consist of at least 5 eligible voting members. Two of these members must be from the Executive Committee.

Section 4. Resignation of Executive Board members

- a. An Executive Board member may resign at any time upon written notice to the Executive Board.
- b. Except where specified, all vacated elected offices will be filled by a special election.

ARTICLE IV - Officers of the Organization

Section 1. Officers Established

- a. The officers of the Organization shall be active members as defined in Article II, Section 1.
- b. The officers shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
- c. The term of office for each officer shall be two (2) years. The terms shall run as follows: President, Vice President, and Corresponding Secretary shall commence and expire at the June meeting in years ending with odd numbers (ex: 1, 3, 5, 7, 9); Recording Secretary and Treasurer shall commence and expire at the June meeting in years ending with even numbers (ex: 0, 2, 4, 6, 8). No officer shall serve more than two (2) years in any elected position. An officer filling in an unexpired term of no more than nine (9) months duration due to a resignation may be re-elected to a full two (2) year term.
- d. Nothing contained in these Bylaws shall prohibit the nomination and election of two persons as "co-officers" for any office.
- e. No Organization member shall hold more than one elected office at a time.

Section 2. General Duties

- a. Officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by the Organization.
- b. It is the responsibility of each Officer to have oversight of and serve on one standing committee and to appoint a chair, co-chair and/or other members to that committee. Officers may choose to serve as the committee co-chair.
- c. Responsibility of officers for those standing committees as assigned and designated by the Bylaws may be interchanged, with approval by the President, among officers who wish to serve on a different committee as long as the designated committees are being served.
- d. Officers of the Bobcat Pit Crew serve in a volunteer capacity only. No officer shall, for reason of holding such office, be entitled to receive any salary or compensation for fulfilling duties of office.

Section 3. Duties of the President

- a. The President shall preside over all Executive Board and membership business meetings, prepare an agenda, and ensure all meetings are conducted in a manner consistent with these Bylaws and Parliamentary Authority adopted by this Organization.
- b. The President shall submit an annual report of all activities of the Organization at the end of each school year.
- c. The President will serve as the liaison with the BHS Band Director.
- e. The President shall serve as ex-officio member of all standing and ad-hoc committees.
- f. The President shall be responsible for the coordination and proper functioning of all committees, and shall perform other such duties as may be assigned from time to time by the Executive Board or resolution of the Organization.
- g. The President shall see that all books, reports, certificates, etc... as required by law are properly kept and filed.
- h. The President shall be one of the officers empowered to sign checks or drafts for the Bobcat Pit Crew.

Section 4. Duties of the Vice-President

- a. The Vice President shall assume the duties of the President in his/her absence.
- b. The Vice President shall oversee committees as assigned annually by the Executive Board.
- c. The Vice President shall perform other duties from time to time as assigned by the President.

Section 5. Duties of the Recording Secretary

- a. The Recording Secretary shall record the minutes of all Executive Board and membership business meetings of the Organization and shall submit a copy of such minutes along with any reports to the President and Band Director after each meeting.
- b. The Secretary will maintain a record book in which the Bylaws, special rules and all meeting minutes are entered with any amendments to these documents properly recorded and documented. The record book should be available at each meeting.

Section 5. Duties of the Treasurer

- a. The Treasurer shall keep a full and accurate account of all receipts and expenditures of the Organization, having custody of all funds.
- b. The Treasurer shall make a full financial report annually to the Organization, and make interim reports at all business meetings, providing balances on hand and any outstanding expenses. The format of these reports shall be determined by the Executive Board.
- c. The Treasurer shall be responsible for receiving any and all monies from fund raising activities.
- d. The Treasurer shall be one of the officers empowered to sign checks or drafts for the Bobcat Pit Crew.
- e. The Treasurer shall perform all duties incident to the office of Treasurer as listed in applicable sections of Article VII, and such other duties from time to time as may be assigned by the President.
- f. The Treasurer shall oversee committees as assigned annually by the Executive Board.

Section 6. Duties of the Corresponding Secretary

- a. The Corresponding Secretary shall assist the Executive Committee and Band Director with all correspondence, as required.
- b. The Corresponding Secretary shall be responsible for the promotion of the BHS Band and Color Guard, the Bobcat Pit Crew, and all associated activities.
- c. The Corresponding Secretary shall be responsible for oversight of newsletter production and distribution, providing press releases and photographs to the media, and maintaining a scrapbook of band activities.
- d. All duties of the Corresponding Secretary shall be executed to create and encourage interest in all meetings and activities of the Brookfield High School Band and Color Guard and the Bobcat Pit Crew.

Section 7. Resignation of Officers

- a. An elected officer may resign at any time upon written notice to the Executive Board.
- b. In cases where an office or co-office is not filled, a special election will be held to complete the term of the vacated office.

ARTICLE V - Committees

Section 1. Appointment

- a. The President shall appoint such committees as may be authorized by these Bylaws, resolution of the members, or by the Executive Board.
- b. Except where otherwise designated by these Bylaws, the President shall appoint a chair and co-chair to head each committee.
- c. All committee members appointed by the President or appropriate Officer shall be for a term coincident with the current school year.
- d. Nothing in these Bylaws shall prohibit student band members from serving on a committee where proper and where their input is desired.

Section 2. Standing Committees

The Organization shall have the following standing committees to aid in the accomplishment of its objectives:

- a. Fundraising
- b. Uniform
- c. Chaperone & Pit
- d. Hospitality (To include Flags in Flight, Breakfast of Champions, etc...)
- e. Telephone
- f. Show props (Fall & Winter)
- g. Scholarship

Section 3. Fundraising Committee

The Fundraising Committee shall be responsible for researching fundraising opportunities to support the activities of the Organization and implementing those opportunities chosen by the organization by majority vote. This includes, but is not limited to, fundraising projects such as the car raffle, golf tournament, and any other projects approved by the Executive Board and Organization. The Chair of this committee may appoint chairpersons for each separate fundraising project. However, project chairpersons may not be members of the Executive Committee unless no other volunteers are willing or available.

Section 4. Uniform Committee

The Uniform Committee shall be responsible for working with the Band Director with distribution and fitting of Marching, Concert and Color Guard uniforms, repairing existing uniforms, or any other assistance that may be needed to furnish uniforms for the band. This Committee shall be responsible for maintaining an inventory of all Uniforms, Uniform accessories, Shoes, Hats Gloves, ColorGuard costumes and ColorGuard flags, as well as assignment and retrieval of these items. This committee shall also be responsible to provide a comprehensive list of all student returns to the Treasurer for student 'Uniform Cleaning' deposit funds.

Section 5. Chaperone & Pit Committee

The Chaperone & Pit Committee will be responsible for recruiting, selecting, and training chaperones and Pit workers required for any Band or Color Guard trips and competitions throughout the school year. Chaperones and Pit workers must adhere to duties, responsibilities, and requirements as designated by the Executive Board and illustrated in the Chaperone Policies & Carpool Information document, dated 3-15-06. Unless otherwise approved by the Band Director or Organization President, official chaperones must be band parents, band staff or otherwise approved by the executive board

Section 6. Hospitality Committee

The Hospitality Committee shall be responsible for arranging logistics, food, etc... at social functions as required to support activities of the Organization. This includes, but is not limited to: BHS Band camp nightly refreshments, end of camp picnic, Flags in Flight, Breakfast of Champions, and annual band banquet.

Section 7. Telephone Committee

The Telephone Committee shall be responsible for working with each chairperson of all other committees to inform members of all meetings, activities, and projects of the band. This would include, but not be limited to, reminder calls of monthly meetings to

Organization members and phone chains as necessary.

Section 8. Show Props Committee

The Show Props Committee shall be responsible for working with both the Band Director and the Guard Director in planning and building or fabricating the required Props, Uniforms and Flags for both the Fall and the Winter show programs.

Section 9. Scholarship Committee

The Scholarship Committee shall be responsible for the selection of the scholarship recipients for the current school year according to the guidelines as outlined in the BHS Band & Guard Scholarship Guidelines document, version 1.2, dated March 2006.

Section 10. Temporary Committees

Such other committees, standing or special, shall be appointed by the President from time to time as the Organization or Executive Board deem necessary to carry out the objectives of the Organization.

ARTICLE VI - Elections

Section 1. Nominations

A member may make nominations for candidates from the floor during the March through May membership business meeting.

Section 2. Elections

- a. Officers are to be elected at the May membership business meeting.
- b. All nominations shall be voted on by secret ballot (unless there is only one candidate, or co-candidates, nominated for office). Each candidate receiving a majority of votes shall be declared elected. In the event no candidate receives a majority of votes cast on the first ballot, additional ballots shall be taken between the top two (2) candidates until a candidate receives a majority of the votes, and is elected.
- c. A majority of the members present and voting shall constitute an election.

Section 3. Installation of Officers

Newly elected officers are to be installed at the June membership business meeting.

ARTICLE VII - Finance and Purchasing

Section 1. Fiscal Year

The fiscal year will begin July 1 and end June 30.

Section 2. Financial Policy

Annually the Executive Committee shall develop and present a budget for the next fiscal year for the approval of the Bobcat Pit Crew. Included in this process shall be the Executive Committee from the previous year as well as the newly elected Executive Committee. This budget shall be developed and presented as provided for in the Organization's bylaws. The budget shall include an estimate of expenditures by category, for the next fiscal year, as well as a plan for raising the funds required to support the budget. This shall be presented to the Executive Board and approved by the membership at the membership business meeting in September. Generally, funds to support the budget will come from two major sources: membership payments from band and guard

student families and from fund-raisers. Gifts and funds from other sources, including corporate sponsors, are also encouraged.

Copies of the annual report of the prior year's income and expenses prepared by the Treasurer shall be available to the membership at the September membership business meeting.

Payments from Band and Guard Members and their Families

The fee for each band student (Marching, Concert and Jazz) and all Guard members shall be determined by the Executive Committee annually. This fee must be decided before the August Organization meeting. These fees cover band camp, show design, instrument maintenance/repair and purchase, equipment transportation logistics, uniforms, formal wear, music, etc. This fee must be paid in full by the end of Band Camp held in August.

Payments from Winter Guard Members and their Families

The fee for students who participate in the Winter Guard will be determined before the September membership meeting. This payment will cover the costs of Winter Guard expenses such as floor coverings and backdrops, uniforms, fees, and equipment transportation costs. Additional fees may be required for trips requiring hotel accommodations.

Uniforms

A uniform cleaning deposit fee of \$30.00 is payable when uniforms are issued. These deposits are due at the beginning of Band Camp for Marching uniforms and Guard costumes, and in October for Concert formal wear.

In order to receive a refund of this deposit All Uniforms, Costumes and Formal Wear MUST be returned complete and in good condition, dry-cleaned and in the cleaner's bag (unless otherwise specified by either the Band Director, the Guard Director or the Executive Board). A refund will be authorized at that time as indicated on the list of accepted returns created by the Chairperson of the Uniform Committee. Please note that each student is responsible for the replacement of damaged uniform parts due to negligence and improper care. Any student returning an incomplete or otherwise damaged Uniform, Costume or piece of Formal Wear may be directly assessed the FULL value of the garment.

Fundraisers – General

Fundraisers will be used to raise the additional funds required to complete the funding of the budget. All parents and students are expected to participate in order to minimize the burden on each participant. Amounts raised through these fundraisers will be used to fund the general budget to the benefit of all program participants and will not accrue to the benefit of the individual student's trip account.

Fundraisers – Student Accounts

Fundraising activities in addition to those required to fund the Organization's budget may be undertaken to help students and parents defray some or all of their costs. Although all monies raised on behalf of the association is the property of the Organization, a percentage of the profit earned from such fundraisers shall be kept in an individual account tentatively earmarked for the benefit of the student and will be kept for his or her use in connection with Organization approved activities of the band. This money may be used to pay for the dues of the Bobcat Pit Crew, trips, clinics and any other approved expenses. This account will be kept for the student's benefit throughout the time he/she is enrolled in the band program. Upon leaving the program, if any money remains in their account, a student has the following options:

(A) pass the money on to a brother/sister in the band program.

(B) request the remaining funds be placed in an approved Bobcat Pit Crew budget line item. If one of these options is not chosen, the money will be transferred to the general fund of the Organization. No refunds may be made to a student. This policy is in accordance with the Brookfield High School Band Organization's 501 (c) (3) non-profit status.

Other Costs

It may be necessary for participants in the band program to bear an individual expense for enrichment activities in addition to those necessary to fund the Bobcat Pit Crew's budget. These costs include, but are not limited to: trips (see band trip cost) and overnight competitions.

Band Trip Costs

The costs of trips the band may take are in addition to all other costs. To determine the cost per student of an anticipated trip, a committee of the Executive Board shall develop all trip budgets in conjunction with the Band Director. The budget is then presented to the Executive Board for approval. The committee shall estimate the total cost of the trip, including chaperones and staff. This total amount shall be divided by the number of students, parents, chaperones and staff taking the trip to arrive at a per person cost. The anticipated trip expenses shall be provided to students and parents in advance of the trip. *Note that the Music Department budget is inclusive of transportation costs for scheduled marching competitions and trips. No additional charge will be made to members for charter buses for these trips.*

Distribution of Policy

In order that parents/legal guardians of the students know what is expected of them and their students, the Executive Board shall annually communicate this policy to all returning students from Brookfield High School and to the parents of rising seventh and eighth graders from Whisconier Middle School. The policy shall be distributed or otherwise made available to the parents/legal guardians of students listed above before September 1st of each year.

Section 3. Expenditures

a. Authorization to incur debts must be recommended by the Executive Board in the form of a motion for approval by the members of the Organization.

b. Expenditures of \$200.00 or less encumbered by the Director of Bands or a member will be reimbursed by the Treasurer, providing the member completes the required reimbursement request form to include a valid receipt and the expenditure was for the enhancement of the Brookfield High School Band and Color Guard or its purpose.

c. The Executive Board will have authority to approve expenditures of more than \$200.00 but less than \$500.00. Expenditures in this cost range must be presented to the Executive Board for approval prior to the expense being incurred.

d. Authorization for expenditures over \$500.00 must be recommended by the Executive Board in the form of a motion for approval by the membership of the Organization before the expense is incurred. Three bids must accompany this recommendation from the Executive Board. The Executive Board can propose a waiver of three bids if three bids are not obtainable.

Section 4. Uniform and other Special Funds

a. The Organization shall provide a special fund for the express purpose of providing for depreciation, additions or eventual replacement of uniforms on a continuous basis.

b. Other special accounts may be established from time to time as determined necessary by the Executive Board.

c. The Executive Board has investment authority for all funds designated in this section.

Section 5. Financial Transactions

All financial transactions over \$200.00 shall bear, as a minimum, the signatures of the President and Treasurer.

Section 6. Audits

a. All financial records will be audited annually.

b. Officers are responsible for arranging the annual audit within thirty (30) days after the end of the fiscal year.

Section 7. Financial Secretary

A financial secretary shall be appointed, as necessary, to work closely with the Director of Bands and Treasurer to enter the proper credits and debits, as authorized by the Director of Bands and/or Executive Board, to each student's account, and to keep an accurate and detailed accounting of same.

ARTICLE IX - Records and Property

Section 1. Records

A copy of the Bylaws, annual financial report, minutes of each meeting and other pertinent data shall be kept on file in the offices of the Brookfield High School Principal, Brookfield High School Band Director, and with the Secretary of the Organization.

Section 2. Property

Instruments, uniforms, and all equipment purchased by the Organization shall be classified as property of the Brookfield Board of Education and shall be placed on their inventory. The Bobcat Pit Crew should be consulted as to the disposition and/or disposal of said property.

ARTICLE X - Director of Bands

The Organization shall look to the Director of Bands for leadership and guidance in identifying the needs of the band students and band program. The Director of Bands shall be an ex officio member of the Executive Board and of all committees of this Organization.

ARTICLE XI - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Organization in all cases to which they are applicable and where they are not inconsistent with these Bylaws or any special rules of order the Organization may adopt.

ARTICLE XII - Amendment of Bylaws

These Bylaws may be amended by a two-thirds vote at any regular membership meeting of the Organization, provided the amendment was submitted in writing to the membership at the previous regular membership meeting or to the Executive Board thirty (30) days prior to the membership meeting.