

# **Bylaws of the Johnstown High School Performing Ensembles Student Activities Club**

(Proposed November 2019)

## **ARTICLE I – NAME**

The name of this organization shall be the Johnstown High School (JHS) Performing Ensembles, hereinafter referred to as the Performing Ensembles.

## **ARTICLE II – Statement of Purpose**

The purpose of this student activity is to support, to promote the JHS Band program and to recognize the achievements of the students.

## **ARTICLE III – Basic Policies**

1. All projects, programs, and procedures will be the result of joint planning between the band director, the students, and parent volunteers (see ARTICLE IX) and will be in accordance with the policies of the Greater Johnstown School District.
2. For the purpose of this document, the term “band student”, will apply to all students that participate in the band as a musician, color guard, and student helpers. A band student includes any student traveling with the band in the capacity of a student.
3. The executive committee is made up of students elected from within the band and color guard members.
4. For specific activities, and at the discretion of the Band Director and a majority vote from the Performing Ensembles Student Leadership, a parent ‘chairperson’ can be nominated to support the students in their fundraising or other endeavors. This parent ‘chairperson’ can be removed at any time by the Band Director or from a majority vote by the students.

## **ARTICLE IV - MEMBERSHIP**

1. Membership of this activity is strictly for students attending Greater Johnstown High School and Greater Johnstown Middle School. Our “JMS Colorguard” is grades 6-9 so some students in this performing ensemble will be enrolled at JMS. Any member can be dismissed from the organization by the School District Superintendent Office, School District Board of Directors or the Band Director. The membership year shall run from July 1 through June 30.

## **ARTICLE V – Organization of Student Leadership**

1. Officers of this organization shall consist of students with the roles of: President, Vice-President, Secretary, and Color Guard representative.
2. Student leadership shall be elected during the summer outdoor band camp every year.
3. Student leaders shall assume their official duties at the beginning of the school year.
4. In the event that a leader cannot complete his/her full term for any reason, a special election shall be held to fill said position for the remainder of the term.
5. Any student leader may be removed from office by the School District Superintendent Office, School District Board of Directors or the Band Director.

## **ARTICLE VI – DUTIES OF OFFICERS**

1. PRESIDENT
  - a. The PRESIDENT shall preside at all meetings of the organization.
  - b. The PRESIDENT must have served in the Band for more than two years and be a junior or senior.
2. VICE PRESIDENT
  - a. The VICE PRESIDENT shall assume all the duties of the president in his/her absence.
  - b. The VICE PRESIDENT must have served in the Band for at least one year and be at least a sophomore.
3. SECRETARY
  - a. The SECRETARY shall keep the records and minutes of all meetings, attend to the correspondence, and perform such other duties as deemed necessary.
  - b. The SECRETARY shall provide and keep a sign-in sheet for attendance at each Band Booster meeting.
  - c. The SECRETARY must have served in the Band for at least one year.
4. COLOR GUARD REPRESENTATIVE
  - a. The COLOR GUARD REPRESENTATIVE must have served in the Band or Color Guard for at least one year.

## **ARTICLE VII – Financial Organization**

All funds of the performing ensembles will reside in a checking account affiliated with the school district's student activities accounts and managed by the JHS main office.

1. All expenditures will require a vote of the student leadership.

2. All expenditures and deposits will be processed by the JHS main office.
3. All records will be kept by the Band Director and made available to the school district at any time. Parents may have access to their individual student account records only.
4. There will be two sets of records:
  - a. Student Fundraising Accounts
    - i. These are funds raised by individual students towards trips, registration, judges and other fees.
  - b. Performing Ensembles General Account
    - i. These are funds the Performing Ensembles earn from fundraising, concessions and other activities.
5. Student Fundraising Accounts
  - a. In order to disburse funds from a student account, an email must be sent detailing the request from a parent or guardian to [epfeil@gjsd.net](mailto:epfeil@gjsd.net)
  - b. If a student quits the band for any reason, their individual student funds are held in their student account until their senior year. This allows for the student to re-enter the Band program in a future season and not lose funds.
    - i. Should a student not re-enter the Band program, those funds revert to the General Account as of January 2 of their senior year.

#### **ARTICLE VIII – MEETINGS**

1. Meetings will be held in the Band room at the High School at the discretion of the Band Director.
2. Those members present shall constitute a quorum for the transaction of business at any meeting, provided at least three (3) officers are present.
1. If the President and Vice-President cannot attend, the meeting will be canceled.

#### **ARTICLE IX – Parent Volunteers**

1. All Parent Volunteers MUST be Board approved and have current clearances.
  - a. At NO time will any parent be permitted to volunteer for any Band activity without the proper clearances and Board approval.
2. For all Performing Ensemble activities, the student leadership may appoint and vote to approve a Parent Volunteer Chairperson.
3. A Parent Volunteer Chairperson is a parent of a current band member in good standing.
4. A Parent Volunteer Chairperson is appointed individually for each activity or fundraiser by the Band Director. These are NOT permanent positions.

5. Student leadership and/or the Band Director may remove or replace a Parent Volunteer Chairperson at any time through a majority vote or at the discretion of the Band Director.
6. Parent Volunteer Chairpersons will have the opportunity to support the Student Leadership in the following ways:
  - a. Organize a fundraiser.
    - i. Submit a fundraiser for approval by the students via email to [epfeil@gjsd.net](mailto:epfeil@gjsd.net)
      1. Must include the following:
        - a. A flyer with all the details of the fundraiser:
          - i. Product/service/opportunity description
          - ii. Cost for the product/service/opportunity
          - iii. The due date for orders and money
          - iv. Percentage profit credited to individual students
          - v. Percentage profit to the general band fund
          - vi. Delivery and disbursement dates, times and procedures
          - vii. Contact information for Parent Volunteer Chairperson
        - b. A list of parent volunteers who will assist the chairperson in conducting the fundraiser.
      - ii. Run the fundraiser by reminding students to turn in orders and money to the safe.
      - iii. Collect order forms from the Band Director.
        1. Create a master order form.
        2. Collaborate with the Band Director to make the order
        3. At NO time will the money be handled from fundraisers by the Chairpersons.
        4. All orders will be done by the Band Director and through the school.
      - iv. Organize and supervise adequate student and parent volunteer help to ensure a smooth disbursement of goods/services.
    - b. Organize a home show.
      - i. Submit a spreadsheet with all logistical details for approval by students via email to [epfeil@gjsd.net](mailto:epfeil@gjsd.net)
      - ii. Must include the following:
        1. A flyer with all the details of the event:
          - a. Coach assignments and duties

- b. Dates, times and required donations from students
  - c. Due dates and collection procedures for all ads and other financial donations
  - d. Information for approved parent volunteers to sign up for working the event
- 2. A schedule of tables, fundraisers, and all duties for parent volunteers and students.
- 3. Serve as the main point of contact for all home show activities in close collaboration with the Band Director.
- c. Organize props and/or uniforms/costumes.
  - i. This role can include the following in addition to other duties as recommended by the Band Director and/or Student Leadership:
    - 1. Create a master spreadsheet of uniforms/costumes to track check out/turn in.
    - 2. Support a timely and organized check out/in process.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

The rules contained in Robert’s Rules of Order shall govern this organization in all cases in which they do not conflict with the rules of this organization.

#### **ARTICLE XI – AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of those present at any regular meeting.