

POLICIES

OREGON BAND BOOSTERS, INC.

Adopted by 1982-1983 Executive Board on October 26, 1982
Revised by 1988-1989 Executive Board on February 28, 1989
Revised by the General Membership - December 2, 2003
Revised by 2004-2005 Executive Board on February 23, 2005
Revised by 2006-2007 Executive Board on October 28, 2007
Revised by 2008-2009 Executive Board on September 29, 2009
Revised by 2010-2011 Board of Directors on May 12, 2011

I. PRESIDENT'S DUTIES

- 1. Appoint standing committee chairpersons with Board of Directors approval for:**
 - a. Audit Committee.**
 - b. Chaperone Committee.**
 - c. Public Relations and Newsletter Committee.**
 - d. Nominating Committee.**
 - e. Policy Review Committee.**
 - f. Food Committee.**
 - g. Student Accounts Committee.**
 - h. Sunshine Committee.**
 - i. T-Shirt and Other Band Apparel Committee.**
 - j. Trip Committee.**
 - k. Transportation Committee.**
 - l. Uniform Committee.**
 - m. Ways and Means Committee.**

2. **In March, appoint two Band Booster Members, in addition to him/herself and the Vice-President, to serve on the Nominating Committee.**
3. **Contact the Band Director for input in the formation of Board of Director and regular Band Booster meeting agendas, and supply a copy of those agendas to the Band Director at least five days prior to each meeting.**
4. **Assure the annual budget is presented and approved on time.**
5. **Direct the Treasurer to prepare the final report for auditors, Board of Education, and the Band Booster Board of Directors by September 30th of each year.**
6. **Assure that the By Laws and Policies of this organization are followed.**
7. **Assume other duties as prescribed in the By Laws.**

II. VICE-PRESIDENT'S DUTIES

1. **Serve as chairperson of the Ways and Means Committee.**
2. **Serve as chairperson of the Nominating Committee.**
3. **Assume other duties as prescribed in the By Laws.**

III. SECRETARY'S DUTIES

1. **Review the Band Booster, Inc., insurance coverage with the High School Business Administrator each year before the summer marching season, and present any suggestions or changes to the Board of Directors.**
2. **Assume other duties as prescribed by the By Laws.**

IV. TREASURER'S DUTIES

- 1. See By Laws.**

V. DIRECTORS-AT-LARGE DUTIES

- 1. See By Laws.**

VI. COMMITTEES

- 1. The Board of Directors may establish and dissolve committees at any regular Board of Directors meeting.**
- 2. Standing Committee chairpersons are appointed by the President with Board of Directors approval.**
- 3. Individual fund raising chairpersons are appointed by the Vice-President.**
- 4. All chairpersons of committees are appointed for a term of one year.**
- 5. The President shall be a member ex-officio of all committees and should be invited to all committee meetings and kept informed of committee progress. The President as a member ex-officio shall not be counted in determining the number required for a quorum or in determining whether or not a quorum is present.**
- 6. The Vice-President should be invited to all committee meetings and should be kept informed on committee progress as it relates to fundraising.**
- 7. The Band Director(s) shall be a member ex-officio of all committees and should be contacted to determine if he/she wishes to take an active part in committee activities. The Band Director(s) as a member ex-officio shall not be counted in determining the number required for a quorum or in determining whether or not a quorum is present**
- 8. All chairpersons of committees are invited to Board of Directors meetings and should come prepared to give short reports on their committee's status.**

9. **When possible, the chairperson of a committee is encouraged to have a co-chairperson to train, with that person serving as the chairperson for the next year, and then training another person.**
10. **Committee chairpersons shall keep written records of activities, procedures, responsibilities, results and suggestions for improvements in subsequent years. Two copies of these records shall be provided. One copy of the records shall be provided to the next Committee successor; one copy shall be retained in by the Secretary.**
11. **All committees should have a projected budget to work from for their project, and must get approval from the Board of Directors for any unbudgeted expenditures.**

12. Standing Committees:

A. Audit Committee

- i. **The committee shall consist of no less than three members, including the President. One member of the committee must be a CPA unless otherwise approved by the Board of Directors. Committee members are appointed by the President.**
- ii. **Audit the books of the Band Booster organization at the end of each business year, making a final report to the general membership by its November meeting.**
- iii. **See Audit Committee file for more detailed description of duties.**

B. Chaperone Committee

- i. **The Chairperson shall be a Band Booster member appointed by the President and approved by the Board of Directors. The Chairperson shall be considered the Head Chaperone unless this responsibility has been properly delegated to another qualified individual for any specific trip, event, activity or program requiring chaperones.**
- ii. **Announce at meetings and communicate utilizing the general membership approved electronic means of communication the chaperone opportunities prior to trips to the general membership.**
- iii. **Work with the Band Director as to his/her needs for chaperones. This shall also include the chaperone needs**

and requirements for the Winter performance groups in conjunction with the Marching Arts Program.

- iv. Have chaperone sign-up lists available to the membership through the year: September – July.**
- v. Receive, solicit, and record any person interested in chaperoning. Confirm each chaperone has had the required background checks required by the Oregon School District prior to any actual chaperone activity by an individual.**
- vi. Responsible for final chaperone decisions with the Band Director and Band Booster President.**
- vii. Prior to a chaperoned trip, present the chaperone list for approval to the Band Director(s) This list shall be provided to the School District upon request by any Principal or the Superintendent of Schools.**
- viii. Inform and train chaperones for particular responsibilities for each trip, including information regarding any expenses each chaperone may expect to incur.**
- ix. Chaperone chairperson need not accompany the band or supported performance group on every trip, event activity or program, but shall delegate authority to one qualified person as head chaperone for each event requiring chaperones.**
- x. Chaperone's meals on summer tour will be included as summer tour expense.**
- xi. See Chaperone Committee records on file for more detailed information regarding additional functions.**

C. Public Relations and Newsletter Committee

- i. The Chairperson shall be a Band Booster member appointed by the President and approved by the Board of Directors.**
- ii. Publicize and promote band and winter performance group activities, travels and performances in the media.**
- iii. Publicize and promote individual and group band members in the media.**

- iv. Work with the Band Director(s) and Board of Directors on all publications.**
- v. Communicate with local civic groups, providing information about the band and winter groups – their goals and needs.**
- vi. Receive written articles for inclusion in the Newsletter.**
- vii. Assemble articles in a newsletter form to be distributed to all Band Booster members and other people designated by this Board of Directors. Size of publication, number of issues, and distribution methods shall be determined by the chairperson and committee, and the Board of Directors.**
- viii. See Public Relations and Newsletter records on file for more detailed information regarding additional functions.**

D. Nominating Committee

- i. The Vice-President serves as chairperson.**
- ii. The President appoints two other Booster members to serve on the committee.**
- iii. Meet in early March to suggest possible candidates for vacant offices on the Booster Board of Directors. Candidates must be contacted and agree to nomination before their names are placed on the ballot.**
- iv. Report results (slate of officers) to the Board of Directors at their April meeting.**
- v. Have ballots printed for the May election meeting.**
- vi. Voting will take place at the May general meeting; nominations will be accepted from the floor.**
- vii. The chairperson is responsible for the final tally of votes, certification of the election results and announces the next year's officers to the membership.**
- viii. See Nomination Committee records on file for more detailed information regarding additional functions.**

E. Bylaws and Policy Review Committee

- i. The chairperson shall be a Board member appointed by the President with Board of Directors approval.**
- ii. The committee should consist of the chairperson, the President, one other Board of Directors member, and one general member.**
- iii. Meet in January of every year to review and update bylaws and policies.**
- iv. Present proposed revisions for Board of Directors approval at their February meeting. Policies may be amended by a 2/3 vote of the quorum present at any Board of Directors regular or special meeting. Bylaws amendments shall be reviewed and a recommendation approved by a 2/3 vote of the quorum present at any Board of Directors regular or special meeting. The Bylaws amendments shall then be forwarded to the general membership to be approved or denied per procedure under Section XII of the Oregon Band Boosters, Inc. Bylaws.**
- v. Have copies of the amended policies made for presentation to the general membership at the subsequent meeting following the policy amendment.**
- vi. Have copies of proposed amended bylaws for presentation to the general membership at the subsequent meeting following the recommended changes by the Board of Directors**
- vii. General membership shall vote as per Section XII of the Oregon Band Boosters, Inc. Bylaws for approval or denial of all of the proposed amendments to the Bylaws or any portion or portions thereof.**
- viii. Distribute final copies of the amended or repealed Bylaws at the general membership meeting subsequent to the approval of the revisions.**
- ix. See Policy Review Committee File for more detailed description of duties.**

F. Food Committee

- i. The Chairperson shall be a Band Booster member appointed by the President with Board of Directors Approval.**

- ii. Coordinate and provide food at requested rehearsals, camps, show venues and tours for the summer marching band program.**
- iii. The Chairperson shall recruit assistant committee members, cooks, servers and other necessary volunteers in order to provide food preparation and service to the summer marching band members, chaperones and staff.**
- iv. Work with the Band Director on budgetary requirements and scheduling of meals to be provided. The proposed Food Committee budget shall be submitted as part of the summer marching band budget by the Band Director to the Board of Directors for approval.**
- v. Provide budgeting and equipment needs to the Board of Directors for approval.**
- vi. Plan all meals to be provided for the summer marching band program.**
- vii. Coordinate the purchase or acquisition of food products, utensils, and supplies necessary to provide balanced and healthy meals for the summer marching band members, chaperones and staff.**
- viii. Coordinate with the Tour Director regarding food preparation facilities to be provided at each venue, camp or rehearsal site requiring food service for the summer marching band from the end of the school year until the end of the summer marching band season.**

G. Student Accounts Committee

- i. The Chairperson shall be a Band Booster member appointed by the President with Board of Directors Approval.**
- ii. The chairperson works in cooperation with the Treasurer, President and Band Director(s).**
- iii. Keep and update records of funds earned, received, and spent of all band students with a current electronic copy**

to be backed up off-site. Individual student accounts are to be kept confidential.

- iv. **Prepare books for the annual audit.**
- v. **Send out statements of projected summer tour expenses to the band student's parents or guardians as needed to keep parents informed as to their account balances and possible financial obligations to the Band Boosters for all programs financed by the Band Boosters.**
- vi. **Send out statements of each student's account to his/her parents or guardians after fundraising totals have been entered and before payment due dates, or upon request. In the event that there is an outstanding balance after June 1st for any band member, statements shall continue until the account has been paid in full. Estimated fund raising credits, if possible, shall be included in each statement if applicable.**
- vii. **Responsible for establishing and keeping track of legal written payment plans between the Booster organization and parents or guardians of band students.**
- viii. **For detailed description of duties, see Student Accounts file.**

H. Sunshine Committee

- i. **The chairperson shall be a Band Boosters member appointed by the President with Board of Directors approval.**
- ii. **Responsible for providing band personnel with cards, flowers, balloons, etc. as needed.**
- iii. **Acknowledge personnel who provide special services to the band.**

I. T-Shirt and Other Band Apparel Committee

- i. **The chairperson shall be a Band Booster member appointed by the President, with Board of Directors approval.**
- ii. **Responsible for inventory and sales of items at certain band functions and before summer and fall marching.**

J. Trip Committee

- i. The chairperson shall be a Band Boosters member appointed by the President with Board of Directors approval.**
- ii. With the Band Director, this committee plans the summer marching band's trips and schedules.**
- iii. The Committee Chairperson shall be considered the Tour Director for the summer band season. The Tour Director need not accompany the band on every trip, but may delegate authority to one person as Tour Director for each trip.**
- iv. Tentative plans, schedules and costs should be presented to the Board of Directors at their November meeting each year by the Chairperson or the Band Director. Updates to these tentative plans shall be provided as they become available.**
- v. Finalized plans, schedules and costs must be presented at a regular Booster membership meeting prior to June of each year by the Chairperson or the Band Director.**
- vi. All plans, schedules and costs must be ultimately be approved by the Superintendent of Schools. Submittal to the Superintendent shall be the responsibility of the Band Director.**
- vii. See Trip Committee records on file for more detailed information regarding additional functions.**

K. Transportation Committee

- i. The chairperson is appointed by the President with the approval of the Board of Directors**
- ii. Report to the President and Band Director any vehicles or trailers that are not road worthy in a timely manner to assure repairs or alternate transportation options and be utilized.**
- iii. Responsible for the care, registration and maintenance of the Oregon School District/Band Booster-owned or leased band trucks, tractors and trailers.**

- iv. Responsible for the recruitment of qualified drivers for all vehicles necessary (except busses) to transport the marching band between Oregon and rehearsal or performance venues.**
- v. Responsible to coordinate with the President or Treasurer the means to purchase of fuel, rescue and repairs on the road by the drivers.**
- vi. Responsible to provide proper procedures and instruction regarding the hitching of trailers and fastening of equipment on or within all vehicles to all drivers.**
- vii. Visually inspect all vehicles and trailers prior to any road trip. Procure any repairs that are necessary to make all vehicles and trailers road worthy.**
- viii. The Chairperson may delegate any of the responsibilities to qualified individuals to accomplish these duties.**
- ix. Keep organized records of all vehicles and trailers and file with the Secretary.**
- x. See Transportation Committee records on file for more detailed information regarding additional functions.**

L. Uniform Committee

- i. The chairperson is appointed by the President with the approval of the Board of Directors.**
- ii. Responsible for the care, cleaning and maintenance of band uniforms and accessories.**
- iii. Members of this committee also handle band shoes and hats.**
- iv. See Uniform Committee file for more detailed description of duties.**

M. Ways and Means Committee

- i. The Vice-President serves as chairperson.**

- ii. **The committee should consist of the chairperson, the President, one other Board of Directors member, and one general member.**
- iii. **Formulate, solicit and delegate fund raising projects for the upcoming year.**
- iv. **Submit planned fund raising projects for the upcoming year to the Superintendent of Schools for approval as close as possible to the beginning of the school year each fall. A copy should also be given to the High School Principal at the same time.**
- v. **Submit school-approved, planned fundraisers for approval by the Band Booster Board of Directors as soon as the plans are available.**
- vi. **Recruit chairpersons for individual fund raising projects.**
- vii. **Ensure that all fundraisers are completed by April 15th of each year to allow time for the Student Accounts chairperson to get statements to the band students by May 1st prior to the band summer season.**
- viii. **See the Vice-President files for a listing of established fund raising projects.**

VII. STUDENT ACCOUNTS

1. **Through planned fundraisers, students and parents will be given opportunities to earn account credits for band expenses each year. Records of these accounts are held in confidence by the Student Accounts chairperson, Band Director(s) and the Board of Directors.**
2. **Band expenses are defined as monies needed for school-approved band performances and/or band competitions incurred by a group of band students. The types of acceptable expenses are listed here:**
 - a. **Concert Band Trips**
 - b. **Marching Arts Programs Tuition**
 - c. **Uniform Fees**
 - d. **Uniform Shoe Purchases**

- e. **Band Clothing (such as band jackets, band sweatshirts, etc.)**
 - f. **School Year Instrument Rentals (of school instruments)**
 - g. **Instrument Repairs/Maintenance**
 - h. **Instrument reeds, straps, and accessories**
 - i. **Marching Arts Programs User Fees**
 - j. **Marching Arts Extras. These shall include: Calendars, videos, pictures, colorguard rifles and sabres. Requests for additional items shall be made to the Student Accounts Committee. The Student Accountys Committee shall make a recommendation to the Board of Directors regarding the request with final action of approval or denial by the Board of Directors.**
3. **Band expenses are not defined as other school functions. Any exceptions to the list as described in VII 2., needs to be approved by the Board of Directors.**
 4. **Fundraising may be done by any band student or their parents, guardians, friends or staff member. However, accounts may not be accessed until the student has enrolled in an eligible program supported by the Band Boosters.**
 5. **Participating students shall have access to 100% of their credits from student fundraisers for uses as described in Section VII 2.**
 6. **Other than Concert Band Fees and costs incurred directly relating to OHS Summer Marching Band, OMS Marching Band, Winter Drumline and Winter Colorguard, all band expenses must first be paid by student or student's family. Reimbursements will occur for all acceptable expenses on a monthly basis upon the receipt of a reimbursement form and receipt (if applicable). Any requests for variances to this policy must be approved by the Band Booster Board of Directors.**
 7. **Cash paid into a student's account is refundable by parental request (or the student if they are 18 or older) if the student decides not to participate in the specific program for which the fees were paid. (less any non-refundable deposit).**
 8. **Cash payments made in the name of a band student which are in excess of the yearly expenses shall be refunded upon request.**

9. Transfer Policies

- a. This policy pertains to students that have positive balance in their Band Booster student account. The options available for the distribution or transfer of credits are as follows.**
 - i. Credits may be used to purchase an instrument or other items that can be donated and used by an Oregon School District band program. This includes, but is not limited to all Marching Arts Programs and Concert Band. These funds may also be used to purchase personal instruments or music related supplies until the end of the calendar year after graduation.**
 - ii. Credits may be designated to fund the Dale Halverson Memorial Scholarship fund.**
 - iii. Credits may be designated to fund the annual graduating senior scholarship fund.**
 - iv. Credits may be designated to be used to provide funding for financial aid for students wishing to participate in a fee based program and does not have the means to pay these fees**
 - v. Credits may be transferred to another student's account with the following restriction. No reimbursement of any kind can be received by the family transferring the funds.**
 - vi. Credits may be transferred to a sibling's active student account. This option is the default if no other option is requested and approved. Once the credits are transferred, they are no longer eligible for cash reimbursement.**
 - vii. Credits may be transferred to the Oregon Band Booster general fund.**
 - viii. Under no circumstance can fundraising credits earned at fundraising functions coordinated by the Band Boosters ever be refunded for cash reimbursement. These credits must be applied to band-related expenses or properly transferred per policies.**

- ix. **Cash payments shall apply only to a specific program in a specific year. Credits originally paid as cash shall not carry over to any other program as a cash credit after the end the specific program's yearly cycle. A yearly program in the context of student accounts shall end thirty days after the program's final performance. All requests for the cash reimbursement, if applicable, shall be made prior to the end of the yearly cycle for that specific program. All approved reimbursement requests shall be dispersed within 60 days of the request.**

 - b. **All requests for the above listed transfer of credits options must be submitted in writing by the student's parent or guardian. Students 18 or older may submit the written request themselves. However, these requests will be made known to the parent or guardian. All requests must be submitted to and be approved by the Oregon Band Booster student accounts committee. The request must be made by July 31st of the year the student leaves the program.**

 - c. **For donation purposes only, alumni may keep open a student account. Those with credits remaining in a graduated senior's and alumni student account with no activity for 9 months, will be notified of options for transfer, terms indicated with notification.**
- 10. For tours and trips, chaperones or approved staff may utilize extra credits from their child's account for band related expenses.**

VIII. TOURS AND TRIPS

- 1. See Section J. regarding the process of trip and tour planning procedures.**
- 2. The financial obligation for a student's trip fee is the primary responsibility of the student's parents or guardians.**
- 3. A contract explaining tour and trip fees will be sent to the student's parents or guardians early in the year.**
- 4. Each student's parent or guardian will be notified in writing by the Student Accounts Chairperson of the final balance due on the band student's account before final payments are due. Statements for fees due for the summer band**

program shall begin in February of that competition year and shall continue until the balance due has been received in full by the Band Boosters.

- 5. The balance of student financial obligations, or a legal contract for payment is due to the band director by the due date specified on the enrollment form for each specific trip or program.**
- 6. If payment or a legal contract for a student's trip or program expenses is not received by the specified due date, the student may not be allowed to participate in that specific program for which full payment has not been received. Ability to march shall be contingent upon an agreement being reached as per contract agreement required by section X (3) below.**
- 7. The Band Director and/or approved chaperones may expend funds deemed necessary while on tour to assure the safety and well-being of student participants.**
- 8. Prior to each trip, operational funds shall be given to the designated drivers of all trip vehicles (excluding busses), Food Committee Chair and Tour Director by the Treasurer. The amount is to be determined by the Treasurer utilizing information from the annual budget, input from Staff and Chairpersons and other factors as determined by the Treasurer.**

IX. EXPENDITURES

- 1. Officers, Chairpersons and the Band Director shall be allocated budgets reasonable for the successful completion of their duties.**
- 2. Bills to be paid by the Treasurer must be presented in writing 30 days prior to the due date of the invoice to the Treasurer to assure funds are available to cover the payment.**
- 3. Unbudgeted expenses must be presented to the Board of Directors for approval before payment can be made.**
- 4. Unless deemed an emergency by a majority of the Board of Directors, or at least 25% of the general membership in attendance at a general or special meeting, there shall be no allocation of funds for items or services not previously budgeted in any amount to exceed \$1,000.00 at any special Board of Director's meeting, or by telephone or email vote.**
- 5. School District Activity Fund Purchase Orders should be used for purchases made in the Band Booster name whenever possible.**
- 6. All expenditures for items within the approved annual budget shall be provided in writing with legal proof of payment to the Treasurer**

within 14 days after the expenditure. If expenditures are not presented within the required time period or is not within the annual budget as determined by the Board of Directors, the Board of Directors shall have the option to approve or deny the expenditure. In the event of denial of the expenditure, the individual(s) making said expenditure shall be fiscally responsible for the expenditure, and if necessary, shall reimburse the Oregon Band Boosters any monies expended from any Band Booster Account or Oregon School District Account.

X. CONTRACTS

- 1. No member may enter into a contract in the Oregon Band Booster, Inc., name without the expressed consent of the Board of Directors.**
- 2. A written enrollment contract shall be created and executed between the Booster organization, and each student's parents or guardians, regarding payment of fees, responsibility of students, and procedures for any band or Marching Arts Program.**
- 3. A legal contract shall be created between the Booster organization and a student's parents or guardians for payment of any band or Marching Arts program's fees and expenses if full payment cannot be made by the final balance due date per the enrollment contract. These payment contracts are due to the Band Director by the final balance payment due date for any band or Marching Arts program.**
- 4. There will be a written contract between any band or Marching Arts instructors or helpers and the Band Booster organization.**

XI. BUDGET

- 1. Financial accounts of the Band Booster organization are fund raising credits earned by the students, donations for student activities, fund raising monies raised by members for Band Booster general expenditures, or collected fees paid by parents for specific purposes. The allocation of these funds is set forth in the yearly budget, and it is the responsibility of the President and Treasurer to assure that funds are accounted for according to the principles set forth in the By Laws of this association.**

2. For planning and budget control purposes, the budget each year will use only funds raised between August 1st and July 31st of each year, or additional funds that may be approved for use from unallocated surplus on approval of the Board of Directors.
3. The Band Director will present his/her ideas and requests to the Board of Directors for inclusion in the annual budget.
4. All incomes and expenses should be classified by program or projects accounting methods. Sources of income and expenses should be made easily visible for members to review and inspect.
5. An effort should be made to avoid having over \$250.00 in the miscellaneous classification of the budget.
6. A budget revision initiated at a general membership meeting will be deferred to the next Board of Directors meeting for discussion. It will then be presented at the next general membership meeting for action.

XII. SPECIAL BOOSTER-RELATED PROGRAMS

1. Eighth Grade Parent's Orientation Night if requested by the Band Director and approved by the Board of Directors.
 - a. Boosters provide refreshments.
 - b. Members of the Board of Directors may be asked to attend and speak on the Band Booster program.
 - c. Provide other services requested by the Band Director. Additional expenditures beyond the current budget requires approval by the Board of Directors
2. Middle School Band Parent's Orientation if requested by the Band Director and approved by the Board of Directors.
 - a. Boosters provide refreshments.
 - b. Provide other services requested by the Band Director. Additional expenditures beyond the current budget requires approval by the Board of Directors

XIII. DISCOUNTS, FINANCIAL AID, SCHOLARSHIPS

- 1. The Oregon Band Boosters provide discounts for those families that have more than one student participating in the summer marching band program each season. Each participating sibling receives a 50 dollar discount.**
- 2. Financial Aid is available for families in need. Interested Families should send a letter of request outlining their specific need to: Oregon Band Boosters, P.O. Box 283, Oregon, WI 53575, or contact the Band Director or a Board of Directors member directly. All information and requests will be held in the strictest confidence.**
- 3. Graduated seniors will be granted a senior discount of 10% per year for each year that they have marched, up to 5 years (maximum discount 50%). For the purposes of this discount, the stage crew year of participation will not count as a marching year. This discount will be based on the student's enrollment fee after all other discounts or financial aid has been applied, but before any early payment discount is applied,**

XIV. GENERAL POLICIES

- 1. Meetings**
 - a. Monthly Board of Directors meetings will occur before monthly general membership meetings. Subsequent meeting times will be determined at the end of each Board of Directors meeting and will be announced at the General Membership meeting along with being posted on the Oregon Band Booster's website.**
 - b. General Membership meetings will be held on the first Tuesday of the month (except for the months of July, August and January) in the Band Room of the High School at 7:00 p.m. Any change to this time and or location will be announced via the general membership approved electronic means of communication and posted on the Oregon Band Booster's website.**
 - c. If a change in meeting time for either the next General Membership or Board of Directors meetings are necessary subsequent to the**

monthly meeting, every effort will be made to reach the majority of band booster members either by e-mail or postal service along with posting the notice on the Oregon Band Booster's website.

- d. **The Superintendent of Schools and the High School Principal are invited to attend all Board and general meetings.**
2. **All band activities are a part of the School District and are subject to the policies and procedures of the District.**
3. **Complimentary tickets for meals and events given to our organization by hosting groups shall be distributed first to chaperones, second to bus drivers, and last to any others who are eligible.**
4. **The Vice-President shall be responsible for updating and maintaining copies of officer and chairperson general duties, assuring that the file of the Band Director, project file, and the files of the President and Vice-President contain current information.**
5. **Payment of the total amount due for each fundraiser shall be determined for each individual fundraiser and approved by the Board of Directors.**
6. **Booster members are strongly encouraged to volunteer for chairmanship of or participation in all committees and program functions.**
7. **The incoming Board of Directors shall meet with the existing Board of Directors at scheduled meetings during August and September to formulate the next year's tentative plans, ideas and ongoing projects. This is also to provide information to incoming Board Members for a smooth and logical transition to the new Board of Directors.**
8. **A nominal fee may be charged in the fall of each year for the cleaning and maintenance of all band uniforms. A statement will be sent to the parents or guardians of all students requiring uniforms by the Uniform Committee chairperson.**

- 9. The chaperone sign-up list will be open from September to July 30th of each year. Band Booster members who are interested in serving, as chaperones should contact the Chaperone chairperson during that time.**
- 10. All Oregon band students will be charged full student price at all Oregon Band Booster organized events unless the band is participating in the event, or unless other price arrangements are made by a majority vote of the Board of Directors or general membership prior to the event.**
- 11. These policies may be amended by a 2/3 vote of the Board of Directors members present at any regular or special meeting. Any member of the organization may submit policy amendments for approval at any Board of Directors meeting. An effort should be made to inform the Board of Directors members of proposed changes to the policies before the meeting where action will take place.**