

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

I. PRESIDENT'S DUTIES

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

m. Uniform Committee.

n. Ways and Means Committee.

- 2. In March, appoint two Band Boosters, 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 Executive 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 Executive Board by August 31st 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 general chairperson of all fund raising activities. (Responsibilities may be shared with the President.)**
- 3. Serve as chairperson of the Nominating Committee.**
- 4. Serve as a permanent member of the Trip Committee.**
- 5. 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 Executive Board.**
- 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 Executive Board may establish and dissolve committees at any regular Executive Board meeting.
2. Standing Committee chairpersons are appointed by the President with Executive Board 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 is a member ex-officio of all committees and should be invited to all committee meetings and kept informed of committee progress.
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 is 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.
8. All chairpersons of committees are invited to Executive Board 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 should obtain the file for their project from the President or Vice-President. During and after the project, chairpersons should make three copies of a written report. The reports and project file should be returned to the President or Vice-President as soon as possible after project completion. One copy of the report will be added to the project file; one copy will be put into the President's or Vice-President's file; and one copy will be retained in the Music Office at the High School.

11. All committees should have a projected budget to work from for their project, and must get approval from the Executive Board 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 Executive Board. 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 October meeting.**
- iii. See Audit Committee file for more detailed description of duties.**

B. Calling Committee

- i. Responsible for contacting all Band Booster members regarding upcoming meetings and any other information provided by the Executive Board, chairpersons or Band Director.**

C. Chaperone Committee

- i. Announce chaperone opportunities prior to trips to the general membership.**
- ii. Work with the Band Director as to his/her needs for chaperones.**
- iii. Have chaperone sign-up lists available to the membership through the year: September – March.**

- iv. Receive, solicit, and record any person interested in chaperoning.**
- v. Responsible for final chaperone decisions with the Band Director and Band Booster President.**
- vi. Each fall and spring, present the chaperone list for approval to the Executive Board, the Band Director, the Principal, and the Superintendent of Schools.**
- vii. Inform and train chaperones for particular responsibilities for each trip, including information regarding any expenses each chaperone may expect to incur.**
- viii. Chaperone chairperson need not accompany the band on every trip, but should delegate authority to one person as head chaperone for each trip.**
- ix. Chaperone's meals on summer tour will be included as summer tour expense.**
- x. See Chaperone Committee file for more detailed description of duties.**

D. Newsletter

- i. Receive written articles for inclusion in the Newsletter.**
- ii. 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 Executive Board.**
- iii. See newsletter file for more detailed description of duties.**

E. 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 Executive Board.**

Candidates must be contacted and agree to nomination before their names are placed on the ballot.

- iv. Report results (slate of officers) to the Executive Board 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 announces the next year's officers to the membership.**
- viii. See Nomination Committee File for more detailed description of duties.**

F. Policy Review Committee

- i. The chairperson shall be a Board member appointed by the President with Executive Board approval.**
- ii. The committee should consist of the chairperson, the President, one other Executive Board member, and one general member.**
- iii. Meet in January of every even year to review and update policies.**
- iv. Present proposed revisions for Executive Board approval at their February meeting.**
- v. Have copies of revisions made for all Booster members by the March general meeting.**
- vi. General membership will vote on proposed revisions at April meeting.**
- vii. Distribute final copies at the May meeting.**
- viii. See Policy Review Committee File for more detailed description of duties.**

G. Public Relations Committee

- i. Publicize and promote band travels and performances in the media.**

- ii. Publicize and promote individual and group band members in the media.**
- iii. Work with the Band Director on all publications.**
- iv. Communicate with local civic groups, providing information about the Band – its goals and needs.**
- v. See Public Relations file for more detailed description of duties.**

H. Student Accounts Committee

- i. The chairperson works in cooperation with the Treasurer.**
- ii. Keep and update records of funds earned, received, and spent of all band students, with a current copy to be retained in the High School Office safe. Individual student accounts are to be kept confidential.**
- iii. Prepare books for the annual audit.**
- iv. Send out statements of projected summer tour expenses to the band student's parents or guardians as soon as set projected amounts are available.**
- v. Send out statements of each student's account to his/her parents or guardians at least 60 days prior to the summer band season.**
- vi. Responsible for establishing and keeping track of legal written payment plans between the Booster organization and parents or guardians of band students.**
- vii. For detailed description of duties, see Student Accounts file.**

I. Sunshine Committee

- i. The chairperson shall be an Executive Board member appointed by the President with Executive Board approval.**
- ii. Responsible for providing band personnel with cards, flowers, balloons, etc. as needed.**

- iii. **Acknowledge personnel who provide special services to the band.**

J. T-Shirt and Other Band Apparel Committee

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

K. Trip Committee

- i. **With the Band Director, this committee plans the summer marching band's trips and schedules.**
- ii. **Tentative plans, schedules and costs should be presented to the Executive Board at their October meeting each year for approval.**
- iii. **Finalized plans, schedules and costs must be presented at a regular Booster membership meeting for a majority vote of approval as soon as they are available.**
- iv. **All plans, schedules and costs must be approved by the Superintendent of Schools.**
- v. **See Trip Committee file for more detailed description of duties.**

L. Transportation Committee

- i. **The chairperson is appointed by the President with the approval of the Executive Board and the Superintendent of Schools.**
- ii. **Responsible for the care and maintenance of the school-owned band truck and trailer.**
- iii. **See Truck and Trailer file for more detailed description of duties.**

M. Uniform Committee

- i. **The chairperson is appointed by the President with the approval of the Superintendent of Schools and the Executive Board.**

- ii. Responsible for the care and maintenance of band uniforms and accessories.**
- iii. Members of this committee also handle band shoes and flags.**
- iv. See Uniform Committee file for more detailed description of duties.**

N. Ways and Means Committee

- i. The Vice-President serves as chairperson.**
- ii. The committee should consist of the chairperson, the President, one other Executive Board member, and one general member.**
- iii. Formulate 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 Executive board 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 at least 60 days 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 money for band expenses each year. Records of these accounts are held in confidence by the Student Accounts chairperson.**
- 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. Summer Band 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. Summer User Fees**
 - j. Summer Band Extras (calendars, videos, pictures, etc.)**
- 3. Band expenses are not defined as other school functions. Any exceptions to the list as described in 1.a., needs to be approved by a majority of the Student Accounts Committee.**
- 4. Fundraising may be done by any band student, however, accounts may not be accessed until a summer band contract is signed or the first day of high school.**
- 5. Participating students shall have access to 100% of their profits from student fundraisers for uses as described in 1.a.**
- 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 Executive Board.

- 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 trip of tour (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 funds are as follows.**
 - i. Funds 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 Marching Band, Concert Band and Winter Guard. These funds may also be used to purchase personal instruments or music related supplies until the end of the calendar year after graduation.**
 - ii. Funds may be designated to fund the Dale Halverson Memorial Scholarship fund.**
 - iii. Funds may be designated to fund the annual graduating senior scholarship fund.**
 - iv. Funds 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. Funds 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. Funds 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 money is transferred, it is no longer eligible for cash reimbursement.**

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 driver of the Band truck. The amount is to be determined by the head chaperone.**

IX. EXPENDITURES

1. **Officers, Chairpersons and the Band Director shall be allocated budgets reasonable for the successful completion of their duties.**
2. **Bills must be presented in writing to the Treasurer before payment can be made.**
3. **Unbudgeted expenses must be presented to the Executive Board 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, there shall be no allocation of funds not previously budgeted in any amount to exceed \$50.00 at any special Board of Director's meeting, or by telephone vote.**
5. **School District Activity Fund Purchase Orders should be used for purchases made in the Band Booster name whenever possible.**

X. CONTRACTS

1. **No member may enter into a contract in the Oregon Band Booster, Inc., name without the expressed consent of the Executive Board.**
2. **A written contract shall be created between the Booster organization, and each student's parents or guardians, regarding payment of fees, responsibility of students, and procedures for the summer band tour each year.**
3. **A legal contract will be created between the Booster organization and a student's parents or guardians for payment of tour expenses if full payment cannot be made by the due date. These contracts are due to the Student Accounts chairperson at least 30 days prior to the band summer tour.**

4. There will be a written contract between any summer instructors or helpers and the Band Booster organization.

XI. BUDGET

1. Financial accounts of the Band Booster organization are funds earned by the students, donations for student activities, monies earned 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 Executive Board.
3. The Band Director will present his/her ideas and requests to the Executive Board 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 \$100.00 in the miscellaneous classification of the budget.
6. A budget revision initiated at a general membership meeting will be deferred to the next Executive Board meeting for discussion. It will then be presented at the next general membership meeting for action.

XII. SPECIAL BOOSTER-RELATED PROGRAMS

1. Eight Grade Parent's Orientation Night
 - a. Boosters provide refreshments.
 - b. Members of the Executive Board may be asked to attend and speak on the Band Booster program.
 - c. Provide other services requested by the Band Director.

2. Middle School Band Parent's Orientation

- a. Boosters provide refreshments.**
- b. Provide other services requested by the Band Director.**

XIII. DISCOUNTS, FINANCIAL AID, SCHOLARSHIPS

- 1. The Oregon Band Boosters provide discounts for those families that have more than one student participating in the marching band program each season. The oldest student would pay full tuition with each additional sibling receiving a \$100 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 a director or a Booster Executive Board 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.**

XIV. GENERAL POLICIES

- 1. Meetings**
 - a. Monthly Executive Board meetings will occur before monthly general membership meetings. Subsequent meeting times will be determined at the end of each Executive Board 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**

- 8. A nominal fee will 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 March 31st 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 Executive Board members present at any regular or special meeting. Any member of the organization may submit policy amendments for approval at any Executive Board meeting. An effort should be made to inform the Executive Board members of proposed changes to the policies before the meeting where action will take place.**