

BETHEL PARK MUSIC BOOSTERS

BYLAWS

Revision to be voted on 9/2/26

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Article I – Name

The name of the organization shall be: Bethel Park Music Boosters

Article II – Purpose

The purpose of this organization shall be to give moral, social, and supplementary financial support to the music programs of the Bethel Park School District. Notwithstanding anything herein to the contrary, this organization shall only participate in and support activities that are in furtherance of the purposes of tax-exempt organizations set forth in Section 501 (c) of the Internal Revenue Code and its Regulations as they now exist and as they may hereafter be amended.

Because the purpose of this organization includes the support of students, all members who volunteer for any activity that includes direct contact with students must acquire the proper volunteer clearances as determined by the Bethel Park School District and the State of Pennsylvania. There will be no exceptions.

Article III – Membership

Section 1 – Membership is open to all parents and/or legal guardians of Bethel Park High School students participating in music programs.

Section 2 – Membership dues shall be established by the Executive Board.

Article IV – Officers and Elections

Section 1 – The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Assistant Treasurer. Together these officers, the chairpersons of the standing committees, the music Directors of Bethel Park High School, and the District Curriculum Facilitators shall constitute the Executive Board.

Section 2 – The officers shall be elected each year at the April General Boosters meeting and shall assume office the following June 15th. These officers shall continue in office until the following June 15th. Newly elected officers shall work with current officers from the time of their election until June 15th when they take office in order to facilitate a smooth transition.

Section 2A – In order to be considered a candidate for an officer position, nominees must be a paid booster member and have a current or prior history of volunteering with the booster organization.

Section 3 – A Nominating Committee shall consist of three (3) members elected from the membership at large at the February meeting. The consent of each nominee to serve must be obtained before his or her name is placed in nomination.

If the spouse of a Nominating Committee member intends to be a candidate for office, that member shall be automatically withdrawn from the Nominating Committee. The President shall then appoint a new member to serve on the committee.

Each member is entitled to cast one vote for each of three different nominees from the slate of candidates. The three nominees receiving the highest number of votes shall serve on the Nominating Committee. Any member of the Nominating Committee consenting to be a candidate for office will automatically be withdrawn from the Nominating Committee. The President shall then appoint a new member to serve on the committee.

Section 4 – The officers shall be elected by official paper ballot only if there are two or more nominees for any office. In the event there is but one candidate for an office, the Secretary may be instructed to cast the elective ballot for the nominee. In the event there are no nominees for an officer position, nominations will be accepted from the floor. If there are still no nominations, then the officer position will be filled by the Executive Board at a later date.

Section 4A – Only paid members of the Bethel Park Music Boosters are eligible to vote for officers or to run for an office, be a member of Executive Board, chaperone, or be heard on any other matters pertaining to the Booster organization and its operations.

Section 4B – Officer elections will take place at the April General Boosters Meeting. Eligible voters are those High School parents who have paid their annual dues. Each member is entitled to one (1) vote only on each issue as submitted for vote. Voting will take place in person by each member, unless they have received pre-approval by the officers for an absentee ballot. Any approved absentee ballots must be postmarked and received at the booster mailing address no later than April 1st in order to be counted. Annual voting procedures will be determined by the Nominating Committee.

Section 5 – No officer shall serve more than two (2) consecutive terms in the same office. However, in the event that an office cannot be filled by a new active member, a current officer serving two (2) consecutive terms in the office in question may be extended for not more than one (1) additional term, with the approval of the general membership. If an officer does not finish a term, the individual completing the term will not be considered an elected officer, but the individual filling the term.

Section 6 – Any vacancy occurring in the office of Vice President, Secretary, or Treasurer shall be filled by the Executive Board. Should the office of President become vacant, it shall be filled by the Vice President for the remaining term and the office of Vice President shall be declared vacant and filled by the Executive Board. Any officer appointed to fill a vacancy shall serve for the unexpired term of the predecessor in office.

Section 7 – The Executive Board shall attend to the affairs of the organization during the interim between meetings of the organization, but the acts of the Board shall not conflict with action taken by the organization.

Section 8 – The Executive Board shall approve and implement the insurance coverage each year.

Article V – Duties of Officers

Section 1 – President

- Presides at the meetings of the Bethel Park Music Boosters and the Executive Board.
- Is a member ex-officio of all committees except Nominating.
- May suggest items of new business.
- Decides who shall have the floor to speak.
- Accepts responsibility to see that the Bylaws are followed.
- Prepares the annual budget with the assistance of the Treasurer and any other Executive Board members that he or she deems necessary.

- Serves as the primary advocate for the Boosters in the school district by attending music-related school events and helping to raise awareness of the Boosters for those incoming High School students and parents.
- Provides general oversight of the Booster organization.

The President shall develop and submit a proposal to the members of the Executive Board each year for adequate and continuous financial coverage for the organization and all of its activities. This budget must be submitted for discussion no later than June 15th and should be approved no later than the August Executive Board meeting if changes are required. A vote by the members of the Executive Board that are present at the regularly scheduled Executive Board meeting is required for approval of the annual budget.

Section 2 – Vice President

- Assists the President as requested. In the event of the President's absence or inability to serve, the Vice President shall temporarily perform the duties of the President.
- Serves as Chairperson for the Trip Committee, the members of which are the organization's officers and the Music Facilitators.

Section 3 – Secretary

- Records and distributes the minutes of the Bethel Park Music Booster meetings and the Executive Board.
- Oversees communication to the membership at large via email, social media, website, and any other means as requested by the President or the Executive Board.
- Maintains active database of current Booster membership and facilitates the annual membership drive and collection of membership dues.

Section 4 – Treasurer

- Receives all money
- Makes payments as authorized
- Keeps an accurate record of all financial receipts and disbursements.
- In a timely fashion, counts and deposits all monies into a dedicated bank account authorized by the Executive Board.
- Signs all withdrawals together with one other officer.
- Makes investments authorized by the Executive Board.
- Recaptures any charges incurred by the Bethel Park Music Boosters for any check(s) written to the organization that are returned for non-sufficient funds (NSF). An amount equal to the NSF bank charge on the Bethel Park Music Boosters account will be assessed to the writer of the NSF check.

Section 5 – Assistant Treasurer

- Act as an aid to the treasurer and perform duties as assigned by the treasurer.
- Performs duties of the treasurer in the treasurer's absence or inability to serve.
- Spot audit and end of the year audit of the financial expenses and deposits of all the organizations committees. Review the financial reconciliations of the treasurer.
- Serve as back-up check signer.

Section 6 – Music Department Facilitators and High School Music Directors

- Act in an advisory capacity to the Music Booster Organization.
- Make necessary requests for the welfare of the Bethel Park Music Program.
- Provide regular updates throughout the year as to the progress and status of various student programs and activities.

Article VI – Standing Committees

Section 1 – All paid Music Booster members are eligible to chair committees. The President shall appoint, considering recommendations made by the immediately previous committee chairpersons, the chairpersons of the following committees within two months following the President's election:

- Marching Band Banquet
- Band Festival
- Bylaws
- Chaperones
- Equipment Management
- Hoagie Sales
- Musical Support
 - Cast Party
 - Gift Sales
 - Luncheon
- Event Support
- Performance Attire
 - Bethettes
- Publicity & Advocacy
- Senior Night
- Video
- Ways and Means
- Yearbook
- Scholarship
 - Review
- Dance Competition Concession
- Alumni
- Spring Trip

If no recommendations to fill the chairperson positions have been made, it shall fall to the President to appoint chairpersons to the vacant positions from among paid Music Booster members.

The 'Auditor' position should be filled, when possible, by a former, not current, Booster member who has enough familiarity with the organization to be helpful but who is distant enough and not involved in day-to-day affairs of the organization to encourage the most objective possible regular reviews of the organization's books. If the Auditor is a former Officer or Executive Board member, they should be at least one year removed from active participation in the organization.

The Auditor serves at the discretion of the Executive Committee with a term not to exceed more than three consecutive years.

The Auditor of the organization will perform an audit one time at the end of the fiscal year . and also at the close of the Treasurer's term of office.

Section 2 – Prior to the last meeting of the year, the chairperson of each committee shall submit to the president a written summary of the year's work of his or her committee and a written inventory of the committee's Booster-owned assets with recommendations for the next year.

Section 3 – For any committee that maintains activity throughout the year including the summer months (hereto referred as "Annual Committees"), the chairpersons of said committee shall only chair or co-chair that committee.

The Annual Committees shall be:

- Equipment Management
- Performance Attire
- Spring Trip
- Ways and Means

Article VII – Duties of Standing Committees

Section 1 – Band Festival

The Band Festival Committee shall organize, promote, and operate all necessary functions for the Band Festival.

Section 2 – Marching Band Banquet

The Banquet Committee shall make arrangements for the Marching Band Banquet and Senior Awards.

Section 3 – Bylaws

This committee chairperson shall review the bylaws of the Bethel Park Music Boosters as often as necessary or whenever membership shall question or ask for change.

The committee shall receive and prepare proposed amendments or changes to existing bylaws for presentation at the next executive board meeting. The proposed changes shall be voted on at the next general meeting thereafter (approval by two-thirds of eligible voting members) as outlined in Article 9, Section 1.

Section 4 - Chaperones

The Chaperone Committee shall see that the appropriate number of parents is on hand when requested by any respective high school Music Department director to support the event and assist with overall safety and security of the students.

Section 5 – Equipment Management

Equipment Management duties include the purchasing, maintaining, repair, inventory, transportation, storage, and cleaning of Music Booster equipment as well as rental of any equipment needed for music booster and music department events when requested by the president and/or facilitators. This position is responsible for providing the proper equipment for but not limited to, marching band events and spring trip.

Section 6 – Hoagies

The Hoagie Fundraising Committee shall be responsible for organizing and operating the hoagie sales.

Section 7 – Musical Support

The Musical Support Committee shall carry out tasks that are required by the directors in the preparation and production of the annual musical and assist with the acquisition of necessary supplementary materials. The committee includes three sub-committees:

- A) Cast Party – Sub-committee shall make all arrangements for the annual cast party to be held following the conclusion of the Spring Musical.
- B) Gift Sales – Sub-committee shall coordinate all gift sales during the Spring Musical.
- C) Luncheon – Sub-committee shall plan and provide a luncheon for the cast, crew, and directors on the day of the double run-through of the musical just prior to its opening.

Section 8 – Event Support

The Event Support Committee shall assist as needed with all events across the Music Department, collaborating with the Executive Board, Directors and/or Music Facilitators.

Section 9 – Performance Attire

The Performance Attire Committee shall arrange for the fitting, repairing, assigning, and collecting of school-owned attire and accessories and shall assist in the acquisition of new and replacement attire and accessories throughout the Bethel Park High School Music Department. The committee shall also be in contact with the Music Department teachers and directors to assist with student-owned attire to be worn for performances.

Bethettes – Committee chairs are composed of the two head Bethette parents who are responsible for maintaining the appearance, quality, and consistency of the Bethette performance uniform. The committee will oversee the selection, purchasing, organization, and the distribution of all uniform components to ensure every Bethette is properly equipped for performances throughout the season.

Section 10 – Publicity and Advocacy

The Publicity and Advocacy Committee shall prepare items of general interest for publication and attend to the advertising needs of the Music Boosters. This committee is also responsible for coordinating spirit night fundraisers with local businesses throughout the year.

Section 11 – Senior Night

The Senior Night Committee will plan and organize senior recognition before and during the final home football game of the season and assist with senior recognition at the Marching Band Banquet.

Section 12 – Video

The Video Committee shall be responsible for keeping a video record of the Music Department activities and making the video content accessible to the members of the organization.

Section 13 – Ways and Means

The Ways and Means Committee shall devise and execute plans for the organization, procurement, and sale of Music Department related merchandise as needed to support the endeavors of the Music Department. The Executive Board will be apprised of all upcoming efforts.

Section 14 – Yearbook

The Yearbook Committee is responsible for organizing, assembling, and publishing the Music Department yearbook and keeping a photographic record of Music Department activities. The Chairperson shall act as the Historian of the organization.

Section 15 – Financial Control Responsibilities and Expectations of Standing Committees

Committee chairs of all standing committees have a fiduciary responsibility to protect and safeguard all assets of the Bethel Park Music Boosters and to aid in proper and timely financial reporting. Committee chairs shall be required to adopt the following financial controls:

- Request use of the organizations tax exempt certificate when purchasing for an event or activity.
- Remit all monies collected from your event, along with any required financial form(s) to the Treasurer within three (3) calendar days following the conclusion of your event.
- Report the financial results (i.e. income and expenses) related to your committee event(s) to the Treasurer within one week after the conclusion of your event, or request an extension in writing.
- Submit receipts for reimbursement to the Treasurer within 30 days of the conclusion of the event or activity. Receipts not submitted within this timeframe will not be reimbursed.

Section 16 – Scholarship

The Bethel Park Music Boosters may, but is not obligated to, present scholarships each spring to graduating seniors committed to attending a post high school educational institution.

The Scholarship Committee consisting of at least one Executive Board member (Secretary if not a senior parent) and one General member shall be formed in September. Parents of senior students are not eligible to join the scholarship committee. Should all Executive Board members be senior parents, then at least two General members will serve on the committee and the Executive Board will serve in an advisory capacity regarding financial decisions only.

- The committee will review and update the scholarship application and rubric as needed.
- The Scholarship Committee will collect the completed rubrics from the Review Committee, tally the scores and provide a list of the winners to all the officers and music directors.

The scholarship recipient(s) will be announced at the end of the year concerts and subsequently announced via electronic BPMB communication and on the BPMB website.

- Scholarship money will be paid directly to the college.
- Scholarships must be used during the school year following high school graduation.
- Funds will only be provided after printed proof of commitment to attend is provided to the BPMB Board. (Such as a signed letter from the college, university, trade school or other institution.)

Review Committee

- A review Committee shall be appointed by the executive board officers.
- The committee shall consist of non-BPMB members.
- Scholarship applications shall be received in the BP Band room in the Scholarship Box. The Scholarship Committee will ensure that all applications are complete, names are removed, and all necessary information is forwarded to the officers. (President, Vice President, Treasurer, and Assistant Treasurer for the disbursement to the review committee) The Review Committee will send completed rubrics to the scholarship committee by pre-determined date.

Section 17 – Dance Competition Concession Committee

The committee will run a concession stand at BPHS cafeteria for Dance competitions throughout the year.

Section 18 – Alumni Committee

The Committee Chair shall be a booster/music program alumni. Can be a current booster member if unable to find alumni to chair.

The committee chair will create a formal alumni network within the Bethel Park Music Boosters that reconnects former band, orchestra, chorus, marching band, musical, booster parents, and retired music directors. The purpose of this committee is to strengthen long-term alumni engagement, expand community support, and create new fundraising opportunities for the music program. This chair will be an alumni of the boosters and/or music program.

Section 19 – Spring Trip

The Committee Chair is the Vice President who will organize and plan the trip. The officers will assist the Vice President with chaperone selection in November/December and any other duties the Vice President requires for trip planning.

Article VIII – Meetings

Section 1 – The regular general membership meetings shall be scheduled on the third Tuesday of the month in three times a year during the months of August/September, February, and April at 7:00 p.m., in a specified location at the Bethel Park High School. Parents are requested to attend all the meetings throughout the year. The August/September General Meeting is *mandatory* for all parents of the students who participate in Marching Band, Chamber Orchestra, String Orchestra, Symphonic Band, Concert Band, and Top 21 (all of the ensembles who participate on the Spring Trip). In addition, students who are going on the Spring Trip and at least one parent or guardian are required to attend the regular general membership meeting in April. The Executive Board may reschedule the general membership meetings if necessary.

Section 2 – The regular Executive board meetings shall be scheduled on the second Tuesday of each month during the year, except June, July, and December. Executive Board meetings may be scheduled or rescheduled by the President.

Section 3 – The President may call special meetings of the general membership or executive board. These meetings can be either in person or virtual. At these meetings, no business shall be transacted other than that for which the meetings have been called. The entire membership shall be notified prior to all special meetings, within a reasonable time prior to the meeting.

Section 4 – A quorum for the transaction of business at regular and special meetings of the organization shall be ten (10) members, including at least two (2) officers. A quorum for the transaction of business at the Executive Board meetings shall be five (5) members of the Board, including at least two (2) officers.

Section 5 – On matters requiring a formal resolution in Executive Board meetings, there shall be one vote for each officer and Standing Committee, as outlined in Article 6, Section 1. Each person shall have only one vote and must attend the meeting in person to vote.

Article IX – Amendments

Section 1 – These Bylaws may be amended at any general business meeting by two-thirds of the eligible members present, provided that the proposed amendments shall have been distributed either in writing or electronically at least 7 days but not more than 180 days prior to the general meeting.

Article X – Parliamentary Authority

Section 1 – The rules delineated in Robert's Rules of Order shall govern the organization. If there is a conflict between Robert's Rules of Order and the Bylaws, then the Bylaws take precedence.

Section 2 – The order of conducting meetings shall be as follows:

- Call to Order
- Roll Call & Determination of Quorum
- Adoption of Previous Meeting Minutes
- President's Report
- Vice President's Report
- Treasurer's Report
- Secretary's Report
- Director's Report
- Student Director's Report
- Committee Reports
- Old Business
- New Business
- Announcements
- Adjournment

BYLAW AMENDMENT DATES:

- Approved as corrected by Membership 9-10-1958
- Amended by members 5-13-1959
- Amended by members 1-16-1968
- Amended by members 3-17-1970
- Amended by members 11-17-1970
- Amended by members 1-19-1971
- Amended by members 3-13-1973
- Amended by members 4-16-1974
- Amended by members 3-16-1976
- Amended by members 5-22-1979
- Amended by members 11-17-1981
- Amended by members 2-18-1983
- Amended by members 5-15-1984
- Amended by members 1-17-1989
- Amended by members 2-9-1993
- Amended by members 11-21-1995
- Amended by members 4-17-2000
- Amended by members 4-9-2002
- Amended by members 1-18-2005
- Amended by members 2-20-2007
- Amended by members 3-17-2009
- Amended by members 5-16-2011
- Amended by members 4-17-2012
- Amended by members 2-12-2013
- Amended by members 1-12-2014
- Amended by members 10-12-2014
- Amended by members 8-23-2016
- Amended by members 2-27-2018
- Amended by members 11-15-2019
- Amended by members 2-16-2021
- Amended by members 5-9-2022
- Amended by members 1-8-2024
- Amended by members 2-24-2026