

**WILLIAM T. DWYER HIGH SCHOOL  
PANTHER BAND BOOSTERS  
BY-LAWS**



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**ARTICLE 1      NAME AND LOCATION**

**Section 1**      This Association shall be known as The William T. Dwyer Panther Band Boosters.

**Section 2**      Headquarters shall be located at William T. Dwyer High School.

**ARTICLE 2      MEMBERSHIP**

**Section 1**      Membership in this association shall be available to any parent who presently has a student enrolled in the Instrumental Music program or Auxiliary program. Band students, auxiliary members, faculty and administrative personnel are also eligible for membership in The William T. Dwyer Panther Band Booster organization.

**Section 2**      Board will consist of parent/guardian member.

**Section 3**      Members are entitled to attend the William T. Dwyer Panther Band Booster general monthly meetings and specially called or emergency meetings.

**Section 4**      A member in good standing is having ones fair share paid in full and in a timely manner.

**ARTICLE 3      OBJECTIVES**

**Section 1**      To promote and support the Panther Band programs at William T. Dwyer High School through various activities and fund raising efforts.

**Section 2**      To assist in the growth and development of its members.

**Section 3**      To provide a network of effective communication to facilitate the exchange of information, ideas and experiences.

**Section 4**      To provide a variety of educational opportunities through seminars, workshops, and training programs.

**Section 5**      To serve as an information resource through newsletters and other printed material.

**Section 6**      To establish and maintain a high standard of integrity, proficiency and professionalism.

**Section 7**      To establish and promote relationships with other professional businesses, organizations or agencies that are related to the musical arena.

**Section 8**      To encourage all interested students to become members of The William T. Dwyer Panther Band.

**Section 9**      To provide an organizational structure.

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**ARTICLE 4      GOVERNING POLICIES**

- Section 1**      This organization shall not seek to direct the administrative activities of the school or control its policies, but will respect and cooperate with the guiding counsel of the principal and faculty of William T. Dwyer High School.
- Section 2**      This association shall be non-profit, non-commercial, non-sectarian and non-partisan. No commercial enterprises and no candidate shall be endorsed by it. Neither name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.
- Section 3**      Purchases made by the association for the Dwyer Panther Band shall automatically become the property of the Panther Band or Auxiliary.

**ARTICLE 5      MONIES**

- Section 1**      The annual budget is to be presented by the treasurer to the board of directors for recommendation and then to the general membership at the beginning of the school year's monthly booster meeting and approved by a two-thirds (2/3) majority vote of the members present.
- Section 2**      Purchases of \$500.00 or more, over and above the approved Budget must be presented and approved at a general meeting and approved by a two-thirds (2/3) majority vote of the members present.
- Section 3**      The fiscal year shall be from June 1<sup>st</sup> to May 31<sup>st</sup>.
- Section 4**      20% of all fundraising profits go into the general fund.
- Section 5**      The Band Booster Board of Directors shall recommend the uniform fee amount based on Cleaning costs for the calendar year. After deducting the cleaning cost from the fee the remaining amount will go into a uniform depreciation fund.
- Section 6**      Any contract agreement that obligates The William T. Dwyer Panther Band Boosters goods, services or financial obligations has to be reviewed and approved by the majority of the board of directors. A copy of the contract has to be provided to all members of the board of directors prior to voting.

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**ARTICLE 6        MEETINGS**

- Section 1**        The association shall hold meetings and conduct business on but not less than on a monthly basis. The Secretary shall keep minutes and activities of these meetings on file. The Secretary shall make copies available to members prior to or at the next scheduled meeting. A copy of the typed approved minutes of all meetings will be archived at the end of each year and held for 10 years.
- Section 2**        The board of directors shall hold meetings to conduct business prior to the general meetings.
- Section 3**        Emergency meetings shall be called by the president upon request by the board of directors or of a member in good standing or when deemed necessary for the good of the association.
- Section 4**        Robert's Rules of Order shall be complied with at all meetings.

**ARTICLE 7        ELECTION OF OFFICERS**

- Section 1**        The officers shall be President, CO Vice-President, Auxiliary Director, Band Director, Secretary, Treasurer and Student Representative.
- Section 2**        The officers of the association shall be elected from the parent/guardian membership of the association except in the case of the Band Director, Auxiliary Director and Student Representative.
- Section 3**        The term of each office is one (1) full year. No office shall be held by the same person for more than two (2) consecutive terms with the exception of the Band Director and the Auxiliary Director.
- Section 4**        The office of the President shall be filled by a member in good standing active with the association for a minimum of one (1) year.
- Section 5**        The office of Co Vice Presidents shall be filled by a member in good standing.
- Section 6**        The offices of Secretary and Treasurer shall be filled by a member in good standing.
- Section 7**        If any office shall become vacant, the office may be filled by the board of directors for the remainder of the term of office.

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**ARTICLE 8            OFFICERS DUTIES**

**Section 1        PRESIDENT**

- A**    The President shall be the executive and administrative officer of the association.
- B**    The President shall be a member of The William T. Dwyer Panther Band Boosters and shall act as the board chairman.
- C**    The President shall establish all committees that may be deemed necessary for the good of the association. These committees and their appointed members shall be within the scope of this office.
- D**    The President shall be responsible for the organization and implementation of all monthly meetings and other special association meetings.
- E**    The President shall submit an annual report to the membership one (1) time per year.
- F**    The President shall preside at all monthly meetings, all board of director meetings and other special meetings of this association.
- G**    The President shall serve as an ex-officio member on all committees except one formed to investigate the office of the president.
- H**    The President shall have the authority to appoint members in good standing that may be needed to facilitate the work of the association during his/her term in office. Examples could be appointment to fill vacancies in the office of secretary, treasurer, advisors and other committee positions.
- I**    The President shall perform other duties as directed by the board of directors as long as they are not in conflict with these by-laws.
- J**    Upon leaving office, the President shall relinquish all paraphernalia pertaining to that office or the association to the incoming president.

**Section 2        CO VICE-PRESIDENTS - BAND**

- A**    A CO Vice-Presidents shall perform all duties of the president in his/her absences or in the event of a vacancy in the office of the President until such time a new president is elected.
- B**    The Co Vice-Presidents shall serve an ex-officio of the board of directors, and shall attend all duly called meetings.

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**Section 2                      CO VICE-PRESIDENT – BAND (con't)**

- C**     The Vice-President shall attend monthly meetings and all other special meetings of this association.
- D**     The Vice-President shall perform other duties as directed by the president or board of directors as long as they are not in conflict with these by-laws. The Vice-President shall be in charge of but not limited to organizing fundraisers, newsletter and phone tree.
- E**     Upon leaving office, the Vice-President shall relinquish all paraphernalia pertaining to that office or the association to the incoming vice-president.

**Section 3                      SECRETARY**

- A**     The Secretary shall be responsible for recording, documenting, distributing and archiving the minutes of all meetings.
- B**     The Secretary shall maintain current, up-to-date files of all correspondence related to the association.
- C**     The Secretary shall be responsible for establishing and maintaining a current roster of all students associated with the association.
- D**     The Secretary shall serve as ex-officio officer of the board of directors and shall attend all duly called board meetings.
- E**     The Secretary shall be responsible for distribution of all prudent association information to the President, Vice-Presidents, Treasurer, and Band Director.
- F**     The Secretary shall perform other duties as assigned by the president or board of directors as long as they are not in conflict with these by-laws.
- G**     Upon leaving office the Secretary shall relinquish all paraphernalia of this office and association to the incoming secretary.

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**Section 4     TREASURER**

- A**     The Treasurer will present the financial status of the association at all monthly meetings of the band booster board. The treasurer will present copies of fair share statements for each band member at the general monthly meetings.
- B**     The Treasurer shall give the current financial status of the association upon the request of the president or board of directors.
- C**     The treasurer shall maintain individual student accounts.
- D**     The Treasurer shall serve as an ex-officio officer of the board of directors and shall attend all duly called board meetings.
- E**     The Treasurer shall perform other duties as directed by the president or board of directors as long as they are not in conflict with these bylaws.
- F**     Upon leaving office the treasurer shall relinquish all paraphernalia of this office and the association to the incoming treasurer.

**Section 5     BAND DIRECTOR**

- A**     The Band Director shall be gainfully employed by William T. Dwyer High School.
- B**     The Band Director shall determine if it is necessary for the association to contract with an individual or company to provide various administrative functions.
- C**     The Band Director shall serve as ex-officio officer of the board of directors and shall attend all duly called meetings.
- D**     Upon leaving office the band director shall relinquish all paraphernalia of this office and association to the incoming band director.

**Section 6     AUXILIARY DIRECTOR**

- A**     The Auxiliary Director shall be hired by the Band Director.
- B**     The Auxiliary Director shall serve an ex-officio of the board of directors, and shall attend all duly called meetings.
- C**     The Auxiliary Director shall be a member of The William T. Dwyer Panther Band Boosters.
- D**     The Auxiliary Director shall attend monthly meetings and all other special meetings of this association.

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**Section 6     **AUXILIARY DIRECTOR (con't)****

- E**     Upon leaving office the auxiliary director shall relinquish all paraphernalia of this office and association to the incoming auxiliary director.

**Section 7     **STUDENT REPRESENTATIVE****

- A**     The Student Representative shall give a report at each board and monthly meeting.
- B**     The Student Representative shall serve an ex-officio of the board of directors, and shall attend all duly called meetings.
- C**     The Student Representative shall be a member in good standing of The William T. Dwyer Panther Band Boosters.
- D**     The Student Representative shall attend monthly meetings and all other special meetings of this association.
- E**     Upon leaving office the student representative shall relinquish all paraphernalia of this office and association to the incoming student representative.

**Section 8     **BOARD OF DIRECTORS****

- A**     The executive power of the association shall be vested in the Board of Directors who have charge of the property and management of the affairs of the association, and shall have the power and authority to do and perform all actions and functions as long as they are not inconsistent with the bylaws of the association or William T. Dwyer High School.
- B**     The Board of Directors shall consist of the President, Band Vice-President, Secretary, Treasurer, Auxiliary Director, Student Representative and Band Director.
- C**     A majority of the Board of Directors in attendance at duly called meetings shall constitute a quorum and a majority vote of those members in attendance is required to carry a motion.

**Section 9     **OFFICER VACANCIES****

- A**     If any office shall become vacant, the office may be filled by the board of directors for the remainder of the term of office. In the event of a vacancy of the President's position and a Vice-President is unable to assume these responsibilities the Band Director will serve as President until a President is elected.

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**Section 9 OFFICER VACANCIES (con't)**

- B** An office may be considered vacant if a board member fails to attend three (3) consecutive board meetings without reason.

**ARTICLE 9 STUDENT "FAIR SHARE"**

**Section 1** The fair share dues are \$420.00 for each band member and \$350.00 for each auxiliary member for the year. When there are two or more family members fair share is reduced by \$50.00 for each additional family member in either band or auxiliary. Fair Share dues are non refundable. Dues will be pro-rated for those members joining after the beginning of the year with a minimum of \$150.00 charged for band members and \$100.00 charged for auxiliary members. For band members who are unable to participate in marching season, dues will be \$50.

**Section 2** The fair share dues structure of this association shall be reviewed by the Board of Directors each fiscal year. If no changes of dues are proposed by the Board of Directors the structure shall remain unchanged and in effect for the next fiscal year. If the Board of Directors proposes a dues change, the proposed change shall be presented to the general membership and voted on by the association membership. A two-thirds (2/3) majority affirmative vote of the members present is required to approve a change. Fair Share costs are calculated by adjusting actual costs from last year's program by inflation and adding in any new programs for the upcoming year and dividing the result by the anticipated enrollment in the band and auxiliary program.

**Section 3** Annual dues are payable as follows:  
A – Pay fair share in full in one single payment – due the first week of September  
B – Pay fair share in 4 installments  
1<sup>st</sup> - August -\$100  
2<sup>nd</sup> - September 20, 2010 - \$100  
3<sup>rd</sup> – October 25, 2010 - \$120  
4<sup>th</sup> – November 22, 2010 - \$100

**Section 4** The fiscal year of this association shall commence at the close of William T. Dwyer High School each year.

**Section 5** Fundraising monies over and above the dues shall be used to offset individual expenses, i.e., band trips, extracurricular activities. Monies are nonrefundable and roll over into the general fund at the completion of the member's senior year at W.T. Dwyer High School or when the student is no longer a member in compliance with these by-laws. Any student that leaves the band program can transfer their membership credit -balance to a siblings account.

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**ARTICLE 10 REIMBURSEMENTS**

**Section 1** The association shall pay all reasonable expenditures incurred by the Panther Band Booster President, Band Vice-President, Auxiliary Director, Secretary, Treasurer and Band Director while representing the association at sanctioned functions. Such expenditures shall be submitted for reimbursement in writing before payment can be rendered.

**ARTICLE 11 AMENDMENTS**

**Section 1** The by-laws may be amended at any general monthly meeting after being presented and approved by a two-thirds (2/3) majority vote of the members present.

**Section 2** The President shall present the proposed amendment(s) to the association membership for action at a monthly meeting.

**Section 3** These by-laws will be reviewed by the Board of Directors every year or by an appointed committee.