

SOUTH PORTLAND MUSIC BOOSTERS CONSTITUTION

ARTICLE I: NAME

This group shall be known as the South Portland Music Boosters.

ARTICLE II: PURPOSE

It shall be the purpose of the South Portland Music Boosters to:

- work in the best interests of the children
- maintain good public relations
- direct its energies and resources in support of the music programs in the South Portland public schools

ARTICLE III: MEMBERSHIP

Any person working to support the objectives stated herein is eligible for membership.

EXCEPTION: Elementary, middle and high school students are not eligible for membership.

However, they may be invited to participate in the meetings. At the discretion of the person chairing a meeting they may be requested to leave the meeting during the debate of issues.

ARTICLE IV: DISBANDMENT

If for any reason this group should disband or dissolve:

- All uncommitted funds in the treasury will be given to the South Portland Music Department to be disbursed over a four year period to support the music programs.
- All properties will be sold and monies turned over to the Music Department.

BY-LAWS – SOUTH PORTLAND MUSIC BOOSTERS

ARTICLE I: OFFICERS

1. The Executive Board of this group will consist of the following:

- President
- Vice President(s) of Special Events
- Vice President of Bingo
- Vice President of Development
- Secretary
- Treasurer

2. Each officer will be elected for a term of one year at the general membership meeting in May. The term of office is from the day after the last day of the present school year to the next year's last day of school.

3. The group may choose to elect co-Vice Presidents of Special Events, if there are people available and if the number of Special Events that are being planned, require an additional person.

ARTICLE II: DUTIES OF THE OFFICERS & CHAIRPERSON(S)

SECTION 1 - PRESIDENT

The President shall:

- preside at all general membership and Executive Committee meetings of the group;
- appoint all special committees;
- be an ex-officio member of all committees
- Exception: the president cannot be an ex-officio member of the nominating committee.
- be a co-signer of all bank accounts
- Perform all other duties usually pertaining to the office.

SECTION 2: Vice President of BINGO

The Vice President of Bingo shall:

- oversee all bingo operations;
- act as liaison with the owners of the Bingo hall;
- appoint bingo team leaders/schedulers;
- act as aid to the President
- Maintain the bingo attendance point sheet

SECTION 3: Vice President(s) of SPECIAL EVENTS

The Vice President(s) of Special Events shall:

- Oversee all Special Event operations in conjunction with the Music Director involved.
- establish committees related to these operations;
- assemble/recruit workers to properly staff events

- act as aide to the President

SECTION 4: Vice President of DEVELOPMENT

The Vice President of Development shall:

- work on projects to facilitate the ongoing development of membership and funding
- work on streamlining information about the organization for future board members

SECTION 5: SECRETARY

The Secretary shall:

- Maintain an accurate record (minutes) of all general membership meetings of the group and Executive Board meetings. The Membership meeting minutes will be sent to the Board for review and then be posted on the Booster website at least two (2) weeks before the next Membership meeting. The Board meeting minutes will be sent to the Board at least three (3) weeks before the next Board meeting.
- Provide copies of the minutes for members for each membership meeting.
- have custody of all correspondence and minutes pertaining to the business of the group;
- EXCEPTION: the secretary will not have custody of the Treasurer's books;
- conduct the correspondence of the group;
- Ensure all notices of meetings are sent out to the general membership

SECTION 6: TREASURER

The Treasurer shall:

- receive and deposit all monies of the group;
- keep an accurate record of receipts and expenditures and submit a summary of this record at each Board and regular meeting;
- pay out money as voted by the group;
- Pay routine costs of operations; i.e. rent, licenses, other Bingo costs, postage, supplies.
- Be allowed to collect compensation based on performance and financial resources available, after completion of a probationary period. Quarterly reviews by the Executive Board are also required.
- It is preferable for the Treasurer to have a background in accounting/finances.

SECTION 7: CHAIRPERSON

The Chairperson shall:

- organize and direct the activities to which they are appointed;
- issue a written report of the committees activities to the secretary;
- issue an oral report/updates to the general membership.

ARTICLE III: MEETINGS

1. General Membership meetings will be held in September, November, January, March and May at 7 PM at either of the Middle Schools or the High School.
 - A. A quorum consists of nine (9) members, four (4) of whom are Board members.

2. The Board will meet the week prior to the General Membership meetings and at other times as necessary.
 - A. A quorum for the Board meeting consists of four (4) members.
3. Special Meetings of the membership may be called by the Board when necessary.
 - A. A quorum for Special Meetings consists of nine (9) members, four (4) of whom are Board members. The number of Board members present must not exceed the number of regular members for the meeting to be official.
 - B. The Secretary will send out a notice of any Special Meeting to the membership email list and the notice will appear on the Web Site.

ARTICLE IV: VOTING

1. All voting will be conducted by a show of hands, with majority ruling.
2. There will be no proxy voting at any time.

ARTICLE V: COMMITTEES

Committees shall consist of General Committee(s), established by general membership and Standing Committee(s).

SECTION 1: STANDING COMMITTEE

The following shall be Standing Committees:

- Publicity Committee;
- Nominating Committee;
- Scholarship Committee;
- Membership Committee;
- Fundraising Committee

The Publicity, Membership & Fundraising committee chairs will be appointed in May by the Executive Board for a term of (1) year. The Nominating and Scholarship committees and their chairs will be appointed in January of each year by the Executive Board for a term lasting until the end of the current school year.

EXCEPTION: A person whose child is an applicant for an academic (senior) scholarship from the Music Boosters shall not serve on the Scholarship Committee.

SECTION 2: PUBLICITY COMMITTEE

- The Publicity Committee shall be responsible for ordering and distributing of posters, articles to the local newspapers; advising the media of any Special Events as deemed necessary by the Board and the general membership

SECTION 3: NOMINATING COMMITTEE

The Nominating Committee shall:

- prepare the slate of officers for the upcoming year
- present the slate of officers to the general membership at the May meeting

- conduct the election/counting of ballots

No one running for office may serve on the Nominating Committee

SECTION 4: SCHOLARSHIP COMMITTEE

The Scholarship Committee is responsible for:

- Placement of the Music Boosters Scholarship Application Form in the SPHS guidance office
- Placement of the Music Boosters Summer Scholarship Application form to the SPHS band and choral directors; the Middle School music teachers.
- Providing posters for both scholarships for the guidance office and the music teachers.
- review scholarship applications
- Award scholarships in accordance with the attached scholarship by-laws.
- Provide the applications and award amounts to the Treasurer.

SECTION 5: MEMBERSHIP COMMITTEE

The Membership Committee is responsible for:

- Organizing and recruiting membership
- preparing the membership posters
- preparing the membership brochure for the start of each new school year
- maintaining a list of all registered boosters

SECTION 6: WEB MASTER

The Board may appoint a member to oversee the Booster web site. The Web Master will be responsible for maintaining the web site and making updates as needed and as requested by the Board.

The Board may contract for services of a Web Master, paying a stipend not to exceed \$200 per month.

SECTION 7: FUNDRAISING COMMITTEE

The Fundraising Committee is responsible for: Coordinating/overseeing all fundraising activities other than bingo. It is not the Fundraising Chair's job to organize and plan all activities. They will coordinate and provide guidance as needed to any group within the Boosters that need to raise money for special events (eg: Jazz trip; choral trip, etc)

ARTICLE VI: BOARD MEMBERS

SECTION 1: MEMBERS: The BOARD will consist of the following officers:

President
 Vice President(s) of Special Events
 Vice President of Bingo
 Vice President of Development
 Secretary
 Treasurer
 Membership Chairperson
 Publicity Chairperson
 Fundraising Chairperson
 Web Master

SECTION 2: DUTIES: The Board shall:

- establish the agenda for general membership meetings
- review the Music Directors' budget requests and make recommendations to the membership as appropriate
- review and approve miscellaneous budget requests that arise between membership meetings to a maximum of \$3000
- address any special requests from members
- Submit their operating budgets to the Board at the August Board meeting. (excluding special event operating costs)

ARTICLE VII: AMENDMENTS

SECTION 1: The Constitution may be amended at a regularly scheduled General Membership Meeting by a two-thirds (2/3) vote of the membership present. The amendment must first have been submitted in writing for review and discussion at the previous general membership meeting and then mailed to the membership email list and posted on the Web site.

SECTION 2: The Bylaws may be amended by a 2/3 vote of the Board and will be in effect immediately. The amendment will then be posted on the Web site and mailed to the membership email list. It will then be brought to the next regular scheduled general membership meeting for ratification. A 2/3 vote of the membership present voting against the amendment, will result in the amendment being cancelled.

SECTION 3: No amendments to the Constitution or bylaws are allowed that would modify the goals or purpose of the group.

ARTICLE VIII: VOTING

Voting shall consist of the following guidelines:

- President cannot vote except in case of a tie;
- elementary, middle school, and high school students are ineligible to vote
- no proxy votes will be accepted

VOTED AT MEMBERSHIP MEETING November 18, 2009 AT MEMORIAL MS.

Updated: 9-15-09 at SPHS – adding Fundraising Committee language.

Updated: 1-19-10 at Memorial – removing language referring to State bingo rules in VP Bingo and Treasurer duties.

Updated 3-9-10 at Mahoney – Preferable for Treasurer to have experience in finance vs must have.

Updated: 5-10-11 at SPHS – Summer Scholarship amendment to B3a, now two shifts of bingo.
Updated: 11/13/12 at Memorial – Senior Scholarship amendment to A5, now \$1500.00 max.
Updated: 11/13/12 at Memorial – Summer Scholarship adding language referring to seniors.
Updated: 11/12/13 at Memorial – Senior Scholarship amendment to A5, now \$750.00 max.
Updated: 11/12/13 at Mem. – Summer Scholarship amendment to B3a, now three shifts of bingo.
Updated: 11/12/13 at Memorial – Summer Scholarship amendment to B3, now \$200.00 max.
Updated: 05/13/14 at SPHS- Added Officer position to the Board: Vice President of Development

Scholarship Guidelines

Senior Scholarships

A1. Any student wishing to apply for a SPMB scholarship toward a post secondary education, not necessarily in music, should complete the South Portland Music Boosters Scholarship Application, which may be obtained from the Guidance office or from their Music Director at SP high school.

A2. The completed SPMB application of all band or chorus member applicants will be reviewed by the SPMB Scholarship Committee for consideration of an award to be presented at the Senior's Last Assembly. The award will be a certificate representative of a specific amount of money to be paid to the post-secondary school or student upon successful completion of the first semester toward the second semester costs.

A3. The South Portland Music Boosters Scholarship Committee will make selection of recipients based on a point system.

A4. Scholarships are a one-time award

A5. Maximum award is \$750.00

A6. Applicants will be graduating seniors from South Portland High School who have participated in the school's music programs.

A7. Applicants must adhere to award stipulation timetable. Failure to do so will result in loss of scholarship.

Summer Camp scholarships

B1. There are scholarship monies available for students taking part in a summer music program for students from the Middle Schools and the High School. Scholarships are not available for graduating seniors.

B2. Any family wishing to apply for a scholarship must complete and return the scholarship form with all necessary documentation by the posted deadline. The forms are to be returned to the appropriate Music Director for review. No form will be accepted unless signed by the parent/guardian. Forms are available from the Music Directors.

B3. Families are eligible for a monetary award equal to one-half the cost of the program up to a maximum of \$200 per student. Limit of one summer scholarship per student per year.

B3a. A family member or designee must have worked at least three shifts of bingo during the period of (May 1 – April 30) in order for the student to be eligible for the scholarship. Exceptions will be considered by the Board on a case by case basis.

B3b. A family member or designee is eligible for a “bingo bonus” of \$100 per student, for each family member/designee who has worked at least 6 bingo shifts during the same time period indicated in B3a.

B4. These summer programs would be reviewed by the directors of music and judged for their worthiness.

No director should ever guarantee scholarship monies to students without prior executive and scholarship committee approval.

The amounts of the scholarship awards are contingent upon available funds and will be evaluated on a yearly basis by the Board.