

Midlothian HS Band Boosters Standing Rules

1. Executive Board members must be members of the Band Boosters.
2. No work shall be undertaken or monies distributed or commitments made without the approval of the Executive Board pursuant to the approved budget for the fiscal year as may be modified from time to time.
3. The President or his/her appointed representative shall be the official representative of the organization at all meetings where a representative is required.
4. The Finance Committee shall prepare a Budget and Financial Policy Statement, if changes are required, for the upcoming Band Year. The Budget and Financial Policy Statement, if needed, will be submitted to the Executive Board at the April Executive Board meeting. The Budget and Financial Policy Statement will be presented at the April General Membership meeting and will be voted on at the May General Membership meeting.
5. Each fiscal year's financial records shall be audited by an independent party (Not a Band Booster Officer or the Financial Committee Chair or member) and a copy of the Audit Report is to be given to the Midlothian High School Office and the Band Booster President.
6. The Finance Committee shall work with the Ways and Means Committee to develop a fundraising program to meet the financial needs of the Boosters.
7. Minutes for the Executive Board meetings or the General Membership meetings shall be prepared for presentation at the next scheduled Executive Board meeting or the General Membership meeting, respectively. The Recording Secretary will forward the corrected copies to the Band Director, Principal and the Executive Board.
8. Each officer and chairman shall keep an ongoing file. At the end of the band year, an annual report or review shall be added to this file. This entire file shall then be submitted to the President, who shall retain one copy of the annual review and give a second copy, plus the ongoing file, to the new officer or chairman.
9. Budgetary Requirements: Each year a minimum of \$2,000 of the budget shall be added to the established uniform fund for future replacement (See Uniform Policy). Each year a minimum of \$2,000 shall be set aside for the instrument fund. Each year a minimum of \$1,000 shall be set aside for the College Scholarship Fund. The budget will include an "unallocated" contingency item in a minimum amount of \$500 to allow for emergency or unanticipated needs.
10. The need for instructors who are paid by the Boosters shall be determined by the Band Director and presented to the Executive Board. Final approval for funding of said positions shall be decided by a majority vote of the General Membership. These instructors shall report to the Band Director who shall assign their duties and be solely responsible for their supervision.
11. Competition uniforms/costumes shall be provided as outlined in the Uniform Policy.
12. Student Accounts are set up as a depository of monies raised by students or sponsor on the student's behalf in order to give the student the opportunity to defray the cost of participation in the band program. Any monies owed to the band shall be taken from the student accounts before any other disbursements are made for items such as the cost of replacement or repairs to issued uniforms, props and equipment.

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13. An account balance in an account set up for a student no longer participating in the Midlothian High School band program will be moved to the General Account of the Band Boosters Budget, with the following exceptions:
 - A. Any account for a student of the Guard Auxiliary will be moved to the Guard account.
 - B. Any account for a student of the Dance Auxiliary will be moved to the Dance account.
 - C. Any account for a student of the Percussion section will be moved to the Percussion account.
14. College Scholarships shall be awarded to selected graduating seniors whose families are Band Booster members and a student intending to attend a college/university, the military or other continuing education opportunity. At least one recipient must be an auxiliary squad member exclusively. Seniors must apply for a band scholarship in April. Monies shall be disbursed during the final band concert in May. No parent who has a graduating senior in the band program shall serve on the Scholarship Committee.
15. Each spring, the members of the Marching Band shall receive letters (or bars/stars) paid for by the Boosters. The Band Director determines the recipients.
16. The following are the standing committees:
 - **Ways and Means:** Reports to Vice President
Subcommittees reporting to the Ways and Means Standing Committee (Non Board members):
Spirit Wear, Store Incentive Receipts (Ukrops, Kroger, etc), Band Camp Concessions, Tag Day.
 - **Membership-** Reports to President
 - **Chaperones-**Reports to Recording Secretary
 - **Pit crew-**Reports to Band Director
 - **Finance-**Reports to Treasurer
 - **Hospitality:** student refreshments, senior night-Reports to Sergeant at Arms
 - **Historian-**Reports to Recording Secretary
 - **Telephone-**Reports to Corresponding Secretary
 - **Publicity and Public Relations-** Reports to Corresponding Secretary
 - **Percussion Ensemble Parent Sponsors-** Reports to Band Director
 - **Auxiliary Parent Sponsor: Guard-** Reports to Band Director
 - **Auxiliary Parent Sponsor: Dance-** Reports to Band Director
 - **Jazz Band Parent Sponsor-** Reports to Band Director
 - **Showcase of Band-** Reports to President
 - **Uniforms-** Reports to Treasurer
 - **All District Auditions (if applicable)** Reports to Band Director
17. All correspondence sent with a Band Boosters signature shall be approved by the Executive Board.
18. A Midlothian HS Band Booster Band “Uniform and Equipment Policy Statement” and a “Financial Policy Statement” shall be maintained by the Sergeant at Arms and any amendments must be approved by a majority vote of the Executive Board.