



SWAN VALLEY BAND BOOSTER CLUB INCORPORATED CONSTITUTION

I. Name of Organization

Swan Valley Band Booster Club Incorporated

II. Purpose and Objectives of the Organization

1. To further the musical and educational dimension of students enrolled in the Swan Valley Band Programs.
2. To enhance the opportunities for students to participate in musical events. To provide students with opportunities, experiences, and equipment not provided for in the school budget whenever possible.
3. To provide financial assistance to band students wishing to further their musical education.
4. To create better home/school communication and cooperation with and support to the school band staff.
5. The Swan Valley Band Booster Club Incorporated is not designed to serve as a problem-solving body. If problems or concerns arise, they should be dealt with according to existing channels of communication.
6. The Organization shall be carried on without purpose of gain for its members and any profits or other gains to the Organization shall be used in promoting its objectives.

III. Membership

General Membership

The membership of this association shall consist of all parents or guardians of students actively participating in the Swan Valley School Band Programs and the Band Directors.



Executive

1. The officers of the association are the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Fundraising Chairs
 - Bingo Chairs
 - Rodeo Bingo Chairs
 - Credit Officer
 - School Liaison
2. The executive consisting of at least nine members shall be elected for a term of one year at the annual general meeting in October.
3. The officers shall be elected from and by the general membership for a term of one year.
4. The executive shall serve as a management team of the association, of whom a majority shall be a quorum. The executive shall meet not less frequently than once per month, excepting July and August.
5. The Executive may also include alumni or other interested parties who do not have children in band, on the condition that if two people are letting their name stand for the executive position, a person with a child in band will have first priority over someone who does not have a child in band. The Executive must have at least fifty percent (50%) membership of parents of band students.

Vacancies: Vacancies occurring between annual meetings shall be filled by election to be held at the next monthly meeting and will be open to all members who are in attendance. (If any office on the executive becomes vacant, the executive may elect a person to that office for the remainder of the term).



IV. Nominations and Election Procedure

A nominating committee will be formed in September. They must present their slate of nominees at the Annual Meeting in October. If a nominating committee is not formed the executive will share the responsibility equally amongst the members.

Elections

1. Will be held at the annual meeting in October.
2. The chairperson or the designated executive member shall chair the election proceedings.
3. Band Booster Club members must be elected at the Annual General Meeting by those in attendance who are parents/guardians of students actively participating in the Swan Valley School Band programs.

V. The Annual General Meeting shall be organized and advertised by the Swan Valley Band Booster Club Incorporated.

1. Notice of the annual meeting shall be given by notice in writing to the members and advertisement in the local newspaper at least one week prior to the date of the meeting. If there will be Constitutional changes, the AGM notification newspaper ad must state that Constitutional changes will be voted upon. Notice shall be effective if mailed to the address on the register of the Club or delivered to the student in Band not less than ten days prior to the date of the meeting. The support of the majority of the members voting at such meetings shall be needed to pass any motion, excepting motions to amend this Constitution, to incur any debt, or any other purpose or reason required by law, which shall require a two-thirds majority vote.
2. The annual meeting of this association shall be held in October of each year upon a date fixed by the executive. Special meetings may be called from time to time as decided by the executive. Any general member is welcome to attend a regular meeting of the Band Booster Club. The accidental or inadvertent failure to provide notice to any member or members shall not invalidate or void any meeting held or business conducted.

3. The business to be transacted at annual meetings shall be the following:
 - Consideration and adoption of minutes of prior annual meeting.
 - Consideration of Treasurer's and Chair's reports, Band Director's reports. Auditor's statement & comments, any unfinished business, and the election of the executive members.
 - Appointment of an auditor.
 - Such further and other business as the members may decide and as indicated by the Agenda prepared for the meeting.

VI. Duties of the Chairperson

1. Shall chair meetings of the Band Booster Club Incorporated.
2. Shall direct all activities of the Band Booster Club between meetings.
3. Shall be responsible to the Band Booster Club Incorporated.
4. Shall be one of five signing officers for the Band Booster Club Incorporated
5. Shall vote only in the event that there is a tie on an issue.
6. Shall draw up agendas and book meeting rooms for regular Band Booster Club meetings, and for the Annual General Meeting of the Band Booster Club Incorporated.
7. Shall speak on behalf of the Band Booster Club Incorporated or appoint another executive member to do so.

VII. Duties of the Vice Chairperson

1. Shall assume the duties and responsibilities of the Chairperson during the absence of same.
2. Shall be one of five signing officers for the Band Booster Club Incorporated.
3. Shall assume the duty of promoting the Swan Valley Bands current and upcoming events or activities.
4. Other duties as may be assigned.
5. Shall maintain regular, ongoing communication with the SVSD Bus Garage



regarding transportation mileage and transportation needs when required.

VIII. Duties of the Secretary

1. Shall maintain copies of all records pertaining to the Band Booster Club Incorporated.
2. Shall be responsible for all correspondence and necessary newspaper notices.
3. Shall take the Minutes of all meetings and maintain a separate Executive attendance record for the reference purposes of the Credit Recorder, Treasurer, and appointed Auditor.
4. Be in contact with the President re: outgoing correspondence.
5. Shall retain copies of all band trip requests, Band Director correspondence, and any other pertinent information.
6. Shall provide the Minutes to the Band Directors after they have been approved and signed by the Secretary and Chairperson at an Executive meeting.
7. Shall provide a new, electronic copy of the Policy document and Constitution document to the Swan Valley School Division, via the Superintendent, following any official changes.

IX. Duties of the Treasurer

1. Shall provide the Band Booster Club Incorporated a copy of all financial statements.
2. Shall be responsible for the financial accounting of the Band Booster Club Incorporated.
3. Shall maintain records of all financial transactions.
4. Shall be responsible for banking funds.
5. Shall present a financial report of the Band Booster Account(s) at each meeting and move for approval of all bills paid or to be paid since the last report.



6. Shall be responsible to see that a person or persons appointed by the members of the association at the previous annual meeting carry out an audit of the Band Booster account(s) prior to the annual meeting in October. This audit shall be available to the membership at the annual meeting.
7. Shall be one of the five signing officers for the Band Booster Club Incorporated.
8. The association's fiscal year shall end on August 31st of each year.
9. Track all trip expenditures.

X. Duties of the Fundraising Chair(s)

1. Shall plan and implement fundraisers as decided on by the Band Booster Club Incorporated.
2. Shall maintain records of all financial and credit transactions and present to the Band Booster Club upon completion of the fundraising event.

XI. Duties of the Bingo Chair(s)

1. Shall apply to Manitoba Gaming Control Commission for Bingo License and complete all necessary forms as required for the Manitoba Gaming Control Commission and the Swan Valley Band Booster Club Incorporated.
2. Shall design a schedule of workers for all bingos except the Rodeo Bingo.
3. Shall be in contact with the Elks Club where Swan Valley Band Booster Bingos are currently held, or with any subsequent renters if there was to be a change of venue with regard to any Bingo business.
4. Shall oversee the maintenance of records of all Bingo/financial transactions.
5. Shall be responsible for running Swan Valley Band Booster bingos.

XII. Duties of the Credit Officer

1. Shall keep a register of the students in the Band Program.
2. Shall maintain an up to date account of each family's credit account.
3. Shall give approval to the Treasurer with regard to withdrawal of credits as decided by the Band Booster Club Incorporated.

XIII. Duties of Rodeo Bingo Chairs

1. Shall design a schedule of workers for the Rodeo Bingo.
2. Shall be responsible for prize collection and purchase of Rodeo Bingo prizes.
3. Shall oversee the maintenance of records of all Rodeo Bingo financial transactions.
4. Shall ensure that the booth is operable for Rodeo Bingo.
5. Shall be responsible for running the Swan Valley Band Booster Rodeo Bingo
6. Shall be responsible for obtaining license from the Bingo Chair.
7. All bingo chair people shall be available the week prior to and the weekend of the rodeo.

XIV. Duties of School Liaison

1. Shall attend monthly executive meetings.
2. Shall provide communications as necessary between the applicable schools, the Swan Valley Band Booster executive, the Band Directors, and Band Booster Members on a monthly basis, or as needed.
3. Communicate with the appointed school volunteers on a monthly basis, or as needed.

XV. Executive Honorarium

1. An honorarium will be paid yearly to all Band Booster executive members as outlined in the Swan Valley Band Booster Club Incorporated policy.

XVI. Finances

1. Any band booster member handling money must be bondable.
2. Two signing officers shall be required to sign all cheques.
3. No signing officer shall sign or approve any cheques written to themselves.
4. No cheque shall be issued or signed unless there is adequate documentation provided so that the signing officers have full knowledge of the purpose of the payment.



5. All bills paid or to be paid shall be approved by the Band Booster Club.
6. The Treasurer shall present a financial report as per the duties of the Treasurer, and make available the current bank statement at each regular executive meeting.
7. An Audit of the SVBB account(s) will be done prior to the annual meeting in October of each year by an accounting firm appointed at the AGM.
8. Fiscal year of the Swan Valley Band Booster Club Incorporated shall end August 31st.
9. There shall be five signing officers for the Band Booster Club Incorporated who shall be the Chairperson, Vice-Chairperson, Treasurer, and two annually appointed executive members which will be determined at the November meeting.

XII. Resolutions and Amendments

1. Proposed resolutions or amendments must be presented at the October executive meeting.
2. A two-thirds majority is required to pass any resolution or make any amendments to the constitution and will be voted on at the Annual General Meeting.
3. The Swan Valley Band Booster Incorporated Executive and general members who are in attendance at the Annual General Meeting will amend the Constitution.

XIII. Dissolution

Upon discussion, any remaining funds shall be distributed in accordance with a resolution passed by the members for one or more of the following purposes:

- To establish a scholarship fund, and/or
- To purchase band instruments, and/or
- To be donated to a charitable organization for the establishment or continuation or another non-profit organization with objectives and purposes similar or identical to the Swan Valley Band Booster Club.
- The Manitoba Gaming Control Commission governs funds in the Band Booster Bingo and Break-open accounts.



Enacted by special resolution, moved, seconded and passed at the Annual General Meeting of the Swan Valley Band Booster Club Incorporated, Swan River, Manitoba, held on the 19th day of October, 2015.

Chairperson_____

Vice-Chairperson_____

Secretary_____

Treasurer_____