



**Marching Raider Brigade  
Job Descriptions and Guide for  
Board Members**

Revised 2015

Contents:

Introduction

Elected Positions

- President
- Vice President
- Treasurer
- Assistant Treasurer
- Deputy Treasurer
- Recording Secretary
- Corresponding Secretary

Appointed Positions

- Membership Chairperson
- Bingo Chairperson
- Pit Crew Chairperson
- Publicity Chairperson
- Uniform/sewing Chairperson

Volunteer Positions

- Water Moms and Dads
- Pit Crew
- Crafts Committee
- Bingo Committee
- Cookies Moms
- Uniform Assistants
- Fundraiser Chairperson
- Photographers

What the Brigade provides for the Band

- Fundraising Events

Timeline of Events and Activities

- Band Orientation
- Band Camp/Mini Camp/Party
- Music In Motion
- Intermediate East Band Night
- Senior Recognition
- Breakfast of Champions
- Championship Competition
- Indoor Guard Show
- Band Banquet

## **Introduction**

Welcome to the Board of the Toms River High School East Marching Raiders Brigade! This guide is intended to give you a fuller idea of what responsibilities go with the job you have accepted, above and beyond what is outlined in the Bylaws. The concept originated with 2009-2011 President Marie DeFilippis, and was written and edited in 2014-2015 by Recording Secretary Tina Laya and 2014-2015 President Karen Tortorelli.

It is intended to be a dynamic document, to be updated by each year's Board members as responsibilities evolve and change, and as we discover how to improve our work on Band-related activities. As such, not only will you learn from the Board members before you, but your knowledge can help members yet to come. Contributors and the year they provided content follows each entry.

## **ELECTED POSITIONS**

These positions are the core of the Executive Board. Nominations for these positions can come from the General Membership, self-nomination, or recommendations from the Nominating Committee, which consists of volunteers from the Brigade. The Executive Board/Nominating Committee meets in February to write up the slate of open positions and parents nominated to fill them, which is presented to the General Membership at the March meeting and voted upon in April. New Board members attend the May meeting along with outgoing members so they can be introduced to their responsibilities and prepared to speak at the student/parent orientation at the end of May.

### **President**

The President of the HS East Marching Raider Brigade is the CEO of the organization and the chairman for the Executive Board. She/he calls all Executive Board, General Membership, and special board meetings. She/he appoints committee chairperson/volunteers, is an ex-officio member of each committee, and requires monthly committee reports. She/he shall uphold the Constitution and be the liaison between Toms River Board of Education, HS East School Administration, and the HS East Band Director.

As President, your responsibilities will include:

Scheduling and organizing the annual Band Orientation

Updating the Survival Guide, posted on website

Reviewing and planning the annual budget with the Band Directors

Coordinating and overseeing restricted and general fundraising events (including but not limited to car washes, Music in Motion competitions, Indoor Guard shows, candy sales, etc.)

Appointing and overseeing band wear sales chairperson

Overseeing Membership

Overseeing Bingo Chairperson, and ensuring that all legal and financial obligations and records are fulfilled and up to date

Organizing Intermediate East Band Night, Senior Recognition, band trips, Breakfast of Champions, Awards Banquet, student events (lunches/dinners/parties), as well as any additional activities as planned by/for the Brigade/band

Ensuring that all other financial and legal documentation is correct and up to date (General, Bingo, and Restricted accounts, insurances, licensing, corporation information)

Preparing all meeting agendas, planning and running monthly meetings of the Executive Board and General Membership

Updated

2015 Executive Board

## **Vice President**

You will keep individual student records for the Restricted Accounts, which are raised to cover expenses for Band trips and required supplies such as marching shoes, membership fees, gloves, lyres etc. Currently, these are in a book with a page designated for each student that keeps track of the money they have raised through individual fundraisers. This book needs to be brought to each meeting of the Board and the general membership. Parents are allowed to look at their students' records to see that balances are up to date. They also may contact the VP via email or phone to request current balance information.

The balances will be affected by the number of individual fundraisers you and your student choose to participate in as well as by Ad book (program) sales for Music in Motion and the Indoor Guard show. Ad forms are available in the Survival Guide and as a download at [www.marchingraiders.org](http://www.marchingraiders.org). The VP collects programs ad information and payments, arranges the ads and submits to the printer, making sure the programs are published and brought to the event.

The VP is responsible for keeping records of all credited monies, deposited checks, or other Restricted Account transactions for all individual fundraisers conducted throughout the year. You will work with each fundraiser chairperson to make sure that funds are properly collected and credited.

In order for Restricted Monies to be used, a Restricted Account Deduction form must be submitted to the Vice President indicating how it is to be used. The band member must be identified on the form and a parent/guardian signature must be on the form. Deduction forms are available for download from our web page under "forms".

You will also request the Assistant Treasurer to transfer funds from the Restricted Accounts to purchase supplies for individual fundraisers (such as startup Candy, and ShopRite and Wawa gift certificates) and to the travel agent on the trip payment schedule set up by the travel agent. All forms and reminders for trip payments are sent out and collected in a timely fashion by the Vice President.

You will be the liason between the Band Directors and the General Membership regarding Band trips

Updated  
Executive Board, 2015

## Treasurer

The job of the Treasurer for the Raider Brigade is to collect and disburse all monies associated with running the Marching Raiders.

The Raider Brigade maintains 3 accounts that serve 3 different purposes - General account, Bingo account, and Restricted account. Two of these 3 accounts (General and Bingo) are also overseen by the Deputy Treasurer. The Restricted account is overseen by Brian Cerbone at High School East and the Brigade's Assistant Treasurer.

## GENERAL ACCOUNT

The General Account takes in money earned by "general" fundraisers offered by the Raider Brigade. General fundraisers raise money for the following:

- Stipends that are budgeted by the band directors each fall for the Assistants & Techs he/she hires to help during Band Camp and Band Season.

- The T-shirts we provide by paid membership to the students at Band Camp.

- Dry cleaning of the band uniforms once a year.

- All insurances required to be held.

- Any and all registration fees for the band and guard competitions.

- Half of the cost for the leadership camps that student leaders attend at West Chester PA.

- All costs for the Championship breakfast/lunch for all band members.

- Scholarships for graduating seniors, amount and number may vary year to year.

- Luxury coach buses, when approved by the Board and at the discretion of the band directors to transport students to distant championship competitions.

- Miscellaneous pre-approved expenses incurred by volunteers that are accompanied by expense vouchers and receipts.

## BINGO ACCOUNT

Bingo is by far the largest source of income for the band parent organization. All money collected at Bingo gets deposited into the Bingo account. This money is then used to pay Bingo expenses that include: rent to the venue; all bingo supplies; food sold/or needed; all licenses necessary to run the bingo games. Any money mentioned above which is NOT necessary to maintain the yearly expenses for Bingo, will then be transferred to our General Account.

There are several documents and spreadsheets that need to be maintained to keep track of various Bingo items. They include but are not limited to:

- Money room sheet used
  - Bingo Sales spreadsheet
  - Bingo Supplies spreadsheet
- Bingo Starting Monies sheet (this sheet will only need to be updated if the "Start Money" breakdown gets changed).

## RESTRICTED ACCOUNT

Lastly, there is the Restricted Account where monies earned and disbursed are held by Mr. Cerbone in a high school band account. Money earned by individual fundraisers designated for restricted student account used for required fees, accessories as required and at the discretion of the band directors including the band trip. These monies collected go directly into this Restricted Account. The Assistant Treasurer will make the deposits and reconcile the account.

### **Assistant Treasurer**

You will be assisting and reporting to the Treasurer, and working with the Vice President, updating and maintaining the Restricted Account. Checks that come in from individual fundraisers will come to you for deposit into the Restricted Account held for the Brigade by the Board of Education. While you will not be recording individual student balances, you should be making certain that each check has the name of the student and the fundraiser in the memo section or at the top of the check as insurance that this step was not missed by the fundraiser chairperson. Any checks missing this information should be returned to the chairperson for correction. Monies needed for start up costs for individual fundraisers must come from the restricted account. Each month you will reconcile your accounting of deposits and withdrawals with the bank statement, and with Brian Cerbone (School Accountant) and forward that information to the Treasurer.

Contributors:  
Executive Board, 2015

NOTE: It is very important that all checks be marked with the student's name and the purpose of the check in the memo section or at the top of the check. This is necessary for crediting student accounts and trip payments and tracking payments for events, transportation, general fundraisers, and other payments not related to restricted accounts. DO NOT ACCEPT checks without this information or checks where parents have combined money due for a "restricted" fundraiser and a "general" fundraiser. Ask them to reissue checks separately as this will make your life much easier. You will receive hundreds of checks from parents over the band season, and it is important for you that checks get submitted first to the PROPER person handling a particular event or fundraiser, as they are responsible for totaling monies taken for their assigned events. If you attend the once a month parent meetings and if you check our website frequently ([marchingraiders.org](http://marchingraiders.org)), announcements are always made with regard to who is handling a fundraiser, or who may be selling tickets for an event or related expense. WE CANNOT BE RESPONSIBLE for checks given to people other than those responsible for that particular event. ALSO, we require separate checks for each event you are paying for. For example, we will not accept a check that is paying for a fundraiser that also has money on it for a competition ticket. By keeping separate checks for each item you are purchasing, it makes it much easier for us to keep track of what monies are earned for what event or fundraiser.

### **Deputy Treasurer**

The Deputy Treasurer acts as a means of 'checks and balance' for the Treasurer - you will be responsible for reconciling the checking ledgers with the bank statements, and making sure that all transactions are properly documented. As a "check" with the Treasurer, the Deputy Treasurer will have no access to the monies in the General, Bingo or Restricted accounts - but has the responsibility to reconcile the accounts with the bank statements. The Deputy Treasurer interacts with, and provides tax information to the Accountant who prepares the Federal and State Income Taxes, and is responsible for filing the taxes for the organization. The Deputy Treasurer maintains the financial records for the current year in both the General account and the Bingo operating accounts.

Executive Board  
2015



## **Recording Secretary**

The Recording Secretary keeps electronic records of all official documents relating to the procedures and decisions of the Brigade.

The primary responsibility of the Recording Secretary is to take accurate minutes at all meetings and send them via email to the President and Band Director for corrections in a timely fashion. Minutes are distributed by the President via the Corresponding Secretary, and the Recording Secretary uploads the corrected version to the Raiders website. If corrections are made in the meetings prior to approval, the updated approved version should be uploaded to replace the original version.

Currently, the meeting minutes are stored in Microsoft Word in a filename format of EB (Executive Board) or GM (General Meeting) followed by the date as YYYY-MM-DD so that they are easily searchable. All minutes that were recorded digitally are in either the Executive Board Minutes or General Meeting Minutes folders. There are templates for the meetings that need updating only when Board membership turns over for the following year or the President makes a permanent agenda change.

Proposed updates and amendments to Brigade documents may be composed by the Recording Secretary or a responsible Board member. These must be approved and voted upon by the Board, and the approved version must be distributed to the general membership a minimum of two weeks prior to the next general meeting at which they will be voted for approval. The Recording Secretary amends the existing document after approval, uploads the new version to the Raiders website, and keeps an electronic copy on file.

The Recording Secretary also keeps an electronic template of the Survival Guide, Bylaws and Constitution which can be updated annually by the President.

Executive Board  
2015

## **Corresponding Secretary**

The Corresponding Secretary sends out cards and letters of thanks, condolence, and recognition. S/he also organizes all contact information, and distributes all email from Board members to the general membership, with the exception of emails directly from the President.

You will collect and keep contact information for all students and their parents. Information for incoming students must be obtained from the Band Director prior to the orientation. As student membership changes, this information must be updated. Student information is given to student leaders in order to schedule sectional rehearsals, and Board members can have access to all student and parent contact information. You will break down the contacts by class (omitting duplicates for siblings).

You will create email lists broken down by student, by section and class. You will keep a record of all email you sent, and get corrections for any addresses that bounced back.

## **APPOINTED CHAIRPERSON POSITIONS**

These positions are vital to the Brigade's continuing support of the Marching Raiders. Volunteers holding these positions are required to attend the General Meeting. If you are not able to attend the meeting, an email needs to be sent to the president with any pertinent activities to report in their position. The President is in charge of filling these offices, but nominations can be submitted in the same fashion as for elected positions. At the President's discretion, the Board may cast a deciding vote on contested positions. The slate of incoming chairpersons is announced at the April General Meeting, and they begin their duties by attending the May Executive Board Meeting.

### **Bingo Chairperson**

The Bingo Chairperson is responsible for all aspects of running the Brigade Bingo.

You will be handling contractual paperwork for licenses, fees, and rent, and making sure they are accurate and up to date. You will request checks for payment from the Treasurer, and make sure that the money bag is picked up from the Treasurer prior to the game and returned to the Treasurer the next day.

You will also be in charge of ordering supplies and stocking the supply cabinet, and giving feedback to the Board at monthly meetings about customer response to the games and suggestions for additional games or other improvements.

## **Membership Chairperson**

The Membership Chairperson is in charge of making sure enrollment and fees from each family is received online, to offset expenses related to providing goods and services to the Marching Raiders. Your busiest time will be at orientation and during the first few months of the fall season, trying to get full compliance from all families. As membership chairperson, you will work with the band wear coordinator to collect t shirt sizes, order and distribute band wear as needed. The non-refundable membership fee is determined by the Board and is subject to change, and applies to each individual student for the year.

## **Pit Crew Chairperson**

The pit crew is comprised of parents of marching band students who are responsible for getting the pit section on and off the front part of the field, as the instruments in this section are quite large. . The pit is made of instruments that are too big to move around the field. The pit crew is also responsible for setting up and positioning the drum major podiums and all show props before a performance. Additionally the pit crew is responsible for loading and unloading of the equipment truck and/or bus.

As Chairperson, your responsibilities are as follows:

Organize a pit crew for all necessary events.

Communicate all event times and locations to pit crew members.

Supervise the loading/unloading of band equipment before and after events. Ensure that all equipment is safely and securely packed on the truck/bus.

Supervise maintenance of tractors and trailers, as well as all straps, tie downs and other items necessary to safely secure band equipment during transit to/from events.

Ensure all equipment requiring pre-show setup is properly configured and safe for band members to use during performance.

Work with band directors regarding creation of show props.

Notify the band directors and/or staff immediately when a safety concern has been identified.

Help coordinate the design and construction of show props with the director and band staff.

Coordinate logistical support for all home band events (Music in Motion, and indoor guard competition). Support includes:

- Setup/tear down of tents, lights, tables, chairs, electricity, etc.
- Parking lot coordination
- Support visiting bands needs
- Direct bands to and from the field

Executive Board

2015

## **Publicity Chairperson**

The Publicity Chairperson is responsible for producing print and other media promotions for events and fundraisers for the public. You will also be in charge of maintaining the Brigade website. You will be asked to assist in getting donations for any Band functions as needed.

## **Uniform/Sewing Chairperson**

The uniform/sewing chairperson will be responsible for fitting and distributing band uniforms to each student during the summer. Alternations to uniforms will be made as needed and the Chairperson can ask for parents to assist with sewing and alterations as needed. They will keep the uniform closet clean and organized, and document all uniform parts for each student. You will also keep track and make sure all uniform part, accessories and parkas are returned at the end of each year.

## **VOLUNTEER POSITIONS - descriptions given upon request**

These positions are not necessarily headed by any single person, but it is in the best interest of the Brigade for the Board to try to find volunteers to help with them as early as possible. Volunteers filling these positions do not attend Executive Board meetings, but are expected to attend monthly General meetings, and may be asked to attend Board or other meetings at the discretion of the President.

- 1. Concessions Coordinator**
- 2. Band wear Coordinator**
- 3. Water Moms and Dads**
- 4. Pit crew**
- 5. Arts and crafts Committee**
- 6. Bingo Committee**
- 7. Cookie Moms**
- 8. Uniform assistants**
- 9. Fundraiser Coordinators**
- 10. Photographer**

## EVENTS AND ACTIVITIES TIMELINE

### MAY

#### **Meeting Agenda:**

Orientation date finalized, all students and parents are required to attend.

Set up car washes for summer.

All registrations in and membership paid for the next season.

Finalize Band banquet details.

Newly elected board members come to 1<sup>st</sup> meeting, last meeting for senior parents.

### JUNE

**Meeting Agenda:** There is usually no June meeting.

A separate meeting outside of school is planned to plan and set up fundraising for the year.

#### **Band Banquet**

The final event of the year, the Band Banquet is for parents and students to remember the past season with a slideshow of photos that include everything from Band Camp on, give out awards chosen by staff and by student votes, send off graduating seniors with gifts, and announce Brigade scholarship winners. The Brigade hosts and serves, and parents are invited. Tickets are sold to offset the costs, but students attend for free. The Brigade decides upon personalized senior gifts and may also give gifts as thanks to staff members in addition to gifts for the Band Director, Assistant Band Director, and Guard Director.

The current president introduces the incoming board members, and the new president officially takes over his/her duties after the announcement.

### JULY

#### **Meeting Agenda:**

Announce upcoming fundraisers for the season.

New board members review Bylaws and Constitution posted on the website.

Band Directors present the coming year's budget for review and discussion.

Show shirt and band wear forms ready for new season.

Begin discussion about Music in Motion band competition, donations, food, volunteers.

Plan pool party for after band camp.

Discuss tentative schedule for the year.

## **AUGUST**

### **Meeting Agenda:**

Finalize pool party post band camp, hosted by the Brigade.

Approve budget.

Continue fundraising plans.

Plan back to school night

Discuss finalized plans for band trip on a trip year.

Finalize details about Music in Motion band competition.

Get volunteers for water for competitions and football games, water moms, cookie moms, and pit crew.

## **SEPTEMBER**

### **Meeting Agenda:**

Trip plans and commitments in from all who are going.

Start plans for Intermediate East band night, invitations, t shirts, water and snacks.

Senior recognition: time and date scheduled, flowers ordered for seniors to wear, buttons made for senior parent of band student.

Fundraiser discussion continues.

Finalize all details for Music in Motion band competition.

Discuss plans for feeding students was warranted with schedule.

## **OCTOBER**

### **Meeting Agenda:**

Make plans for Breakfast of Champions, schedule date, book caterers.

Make plans for feeding students at National Championships.

Put plans in motion for parent bus for National Championships.

Finalize senior recognition night and Intermediate band night.

### **Band Night**

This is one of the home football games of the season, when students from the Middle School are invited to East to learn some music and play along with the Raiders in the stands during the game. Students rehearse after school, have a meal in the cafeteria (brought from home) and then go down to the field with the Band. This is a good opportunity to see what it is like to be a Marching Raider.

## **Senior Recognition**

This is another event that takes place during a football game early in the season. Sometimes it is necessary to combine this with Band Night because of Homecoming activities. Football players and cheerleaders also have a senior recognition ceremony that takes place on the field during halftime. Depending on scheduling, our recognition will take place before the game or at halftime. All seniors are announced and accompanied by their families to a spot where they are photographed. The Brigade makes buttons with pictures of the seniors in uniform for the families to wear, and corsages for the seniors. A volunteer is needed in advance of this date to take photographs of the seniors in uniform, as a group and individually.

## **NOVEMBER**

### **Meeting Agenda:**

Breakfast of Championships scheduled.

Band trip details

Fundraising

Finalize detail regarding National Championship, feeding students and parent bus.

Schedule date for mandatory parent meeting for band trip.

## **DECEMBER**

**Meeting Agenda:** There is no General Meeting, but the Executive Board holds a meeting/social gathering at a volunteer's home. Small meeting may take place if needed.

## **JANUARY**

### **Meeting Agenda:**

Finalize details, paperwork and info for parent meeting for trip.

Indoor guard plans.

Indoor percussion plans.

Fundraising continued.

## **FEBRUARY**

### **Meeting Agenda:**

Boards searches for volunteers to fill vacant positions.

If indoor guard/percussion show hosting, discuss details.

Fundraising

**Meeting Agenda:**

President announces list of candidates to board and general membership for open positions.  
Final discussion for indoor show.

**APRIL****Meeting Agenda:**

Pre plans for band banquet begins.  
Volunteers needed for Scholarship committee.  
Scholarship forms given out by the band directors.  
New board members voted in to their position.



**Bylaws:**

RAIDER BRIGADE

---

Raider Way, Toms River, NJ 08753

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Toms River High School East Raider Brigade.

ARTICLE II - PURPOSE AND OBJECTIVE

Section A:

The purpose of this organization is to promote an active interest in the Toms River High School East Band program, including: musicians, color guard, rifle squad, flag squad, and pompoms. This will be attained in cooperation with the Board of Education, the administration, the faculty, the band director, unit advisors and students of Toms River High School East.

Section B:

The objective of this organization is to promote educational programs in the following areas: a) to plan participation of the Toms River High School East band programs in functions outside the normal activities provided for by Toms River High School East; b) to purchase equipment for the band, when needed; c) to provide an annual scholarship for a dedicated band program participant, preferably going into fine arts, the recipient and amount to be determined each year by a committee of three board members and the band director; d) to provide other educational programs and to provide adult supervision in planning and raising the necessary funds for the program and activities.

Section C:

This association is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations under section 501 (c) (3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

Section D:

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501 (c) (3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or

intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section E:

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code), or shall be distributed to the Federal government or to a state or local government for a public purpose.

ARTICLE III - MEMBERSHIP

In conformity with the objective of this organization, active membership shall consist of parents and/or guardians, whose child must be a current active member of the Toms River High School East Marching Band program and completed the marching season. Other persons can be approved for membership pending band directors' approval.

ARTICLE IV - DUES

There shall be annual membership dues as determined annually by the Executive Board. A currently paid member constitutes a member in good standing.

ARTICLE V - OFFICERS

Section A:

The officers of this organization shall be a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Assistant Treasurer, and Deputy Treasurer.

Section B:

A majority of the officers shall constitute a quorum at any meeting of the executive board.

Section C:

No member of the Marching Raider Executive Board shall receive any salary for any service rendered to this organization.

## ARTICLE VI - DUTIES OF OFFICERS

### Section A:

The President shall be the chief executive officer of the organization. He/she shall preside at all meetings and shall be chairman of the Executive Board. He/she shall issue the call for regular and special board meetings. He/she shall appoint the standing administrative committees provided for by the bylaws and shall be an ex-officio member of each of these committees. He/she shall call for regular committee reports. He/she shall see that regular elections are held in accordance with the Constitution. He/she shall act as liaison between the organization and the Toms River Board of Education, school administration, and Band Directors.

### Section B:

If for any reason the office of President shall become vacant, the Vice President shall succeed in that office. In the event of a vacancy in any other office, the executive board shall appoint a member to fill the unexpired term. The Vice President shall be responsible to track and report the students' restricted fund. He/she shall report to the Treasurer each month's restricted fund amount to be included in the Treasurer's monthly report. The Vice President shall notify the students of their account balance to assist in the collection of deposits for the band trip.

### Section C:

The Recording Secretary shall keep the minutes of the Board meetings and general meetings; post them on the website, keep a list of officers and committee appointments; and keep membership records.

### Section D:

The Corresponding Secretary shall handle all organization correspondence and issue notices of meetings.

### Section E:

The Treasurer shall receive all monies coming to the organization from dues, donors, and projects; keep records of all receipts; make bank deposits of all monies received. He/she shall prepare and submit a monthly financial report to the Executive Board and report to the organization at all meetings. He/she shall maintain the organization's bank account and shall issue checks on the authority of the Executive Board. All checks must be signed by at least two of the following board members: President, Vice President, Treasurer.

### Section F:

The Assistant Treasurer shall report to the Treasurer, and will perform duties related to the monies raised by Bingo fundraising. He/she shall be responsible for the cash and paperwork kept in the Bingo money bag, insuring that the necessary starting bank be maintained, delivering and receiving the bag before and after Bingos, and reconciling records and cash to present to the Treasurer weekly.

Section G:

The Deputy Treasurer shall assist in and be aware of the duties of the Treasurer and perform the duties of the Treasurer in the Treasurer's absence.

Section H:

The duties of the Executive Board shall be as follows:

1. The Executive Board shall constitute the executive board of the organization and shall be responsible, through its officers, for the execution of the authorized policies of the organization.
2. It shall authorize all expenditures and shall not create any indebtedness beyond the income of the organization.
3. It shall have the books and accounts audited annually, or more often at its discretion.
4. It shall determine the time, date, and place of the annual election meetings and shall instruct the Corresponding Secretary to issue the call for such meetings.
5. It shall hold regular monthly meetings, as required.
6. It shall hold special meetings when called by the President of the organization or by ten members of the organization in good standing.
7. It shall receive committee reports and recommendations and shall submit to the organization in general meetings recommendations which it has approved affecting administrative or activity policies of the organization.
8. It shall determine the time and place of the general meetings and shall have authority to call any special meetings considered necessary.
9. The band directors shall prepare an organization administrative budget and present such to the Executive Board at the July board meeting. The treasurer will prepare and present a Brigade budget including administrative and organization expenses at the July meeting.

ARTICLE VII - ELECTIONS

Section A:

At the February general membership meeting, the President shall appoint a nominating committee to work in conjunction with the Band Directors for the purpose of proposing names of candidates for the various offices of the executive board and then present nominees at the general meeting in March if deemed necessary. Nominations for all offices to be filled for the succeeding year may also be made from the floor at this time and/or at the election meeting.

Section B:

An election meeting shall be held at the general meeting in April of each year, the date and place of such meeting to be determined by the Executive Board and announced to each member at least two weeks prior to the time of such meeting.

Section C:

Executive board members shall be elected annually and shall take office at the Awards Dinner. They shall hold office for one year from that date, or until their successors shall be installed.

Section D:

Only members in good standing are allowed to vote. Members in good standing means that you have no outstanding debt to the band and membership is paid in full.

ARTICLE VIII - MEETINGS

Section A:

The general meetings shall be devoted to the objectives of the organization, to be held monthly unless otherwise stated.

Section B:

Special meetings may be called when considered necessary by the President and/or the Executive Board.

Section C:

An election meeting shall be held in April of each year, the time and place to be determined by the Board of Directors.

Section D:

An attendance of ten percent of the active members in good standing shall be necessary for a quorum at any general meeting of the organization.

ARTICLE IX - PARLIAMENTARY PRACTICES

In the absence of rule in this Constitution or the Bylaws of this organization, the proceedings of the Executive Board meetings, as well as the organization's general meetings, shall be conducted in the accordance with Robert's Rules of Order, Revised.

ARTICLE X - AMENDMENTS

Section A:

This Constitution may be amended at any general meeting of this organization at which there is a quorum by a two-thirds vote of the members present who are in good standing. Proposed amendments must be submitted to the Executive Board in writing prior to consideration at a general meeting.

Section B:

No amendment shall be put to a vote unless notice shall have been made to each member of this organization at least two weeks prior the meeting at which the amendment is to be voted on, said notice to state the proposed amendments.

## BYLAWS

1. All members in good standing are eligible to attend all general meetings of the Toms River High School East Raider Brigade.
2. This organization at no time shall endorse or recommend any candidate for political office, nor shall politics, or political candidates be discussed at the meetings. Neither shall sectarian religious discussions be tolerated.
3. No Executive board member or general member of this organization shall use it as a means of furthering personal, political, or other aspirations; nor shall the organization, as a whole, take part in any movement not in keeping with the real purpose and objective of this organization.
4. **Conflict of Interest Policy-** There will be no actions that give the appearance of favoritism in any Brigade transaction. No member may be given any position of power or influence based on relationships. No one may enter into any business transaction with the Brigade that could give the appearance of profit to any governing or voting member of the Brigade.
5. No funds shall be solicited from members during the meeting by any individual who is not a member of the organization. Any suggestions made at any meeting of the organization calling for the expenditures of money for other than the organization's own regular obligations shall be referred to the Executive Board.
6. The following administrative committee chairmen shall be appointed by the President and approved by the Executive Board vote:
  - a. Membership Chairperson
  - b. Public Relations/Publicity Chairperson
  - c. Fundraising volunteers
  - d. Pit Crew Chairperson
  - e. Bingo Chairperson
  - f. Uniform/sewing Chairperson

The President shall be ex-officio member of all chairpersons. Chairpersons can be added as deemed necessary at any time. Each chairperson shall report either orally or in writing each month to the Executive Board.

7. The duties of the Membership Chairperson are as follows: to strive to enlist all eligible parents and guardians; to strive for 100% attendance at all meetings and attempt to contact directly all absentees, to encourage attendance at games and competitions and other functions in which the band and associated units have an active part; and to make regular monthly reports to the Executive Board.
8. The duties of the Public Relations/Publicity Chairperson shall be as follows: to keep the public informed regarding all phases of the organization's activities thru the Raider Brigade

website; gather news items for publications; furnish local newspapers and radio stations and other news agencies with prepared stories and pictures; make a monthly report to Executive Board.

9. The duties of the Fundraising volunteers shall be as follows: to recommend the types and number of fundraising activities needed to meet the purpose and objective of the organization as stated in the Constitution; formulate a workable schedule of events needed to meet these goals; submit recommendations to the Board; assist the appointed chairperson of respective functions in achieving maximum results; ensure that any planned activity is compatible with the policies of the school.

10. The duties of the Pit Crew Chairperson shall be as follows: to work with the Band Director, Assistant Band Director, and staff to acquire, assemble, store, and transport show props and equipment; to coordinate with band directors to appoint members in good standing to volunteer and transportation to deliver props and equipment to and from all performances, including placing them onto and removing them from the field.

11. The duties of the Bingo Chairperson shall be as follows: to submit and track all paperwork necessary to purchase and maintenance of state and local permits, site rental agreements, and purchase of supplies; to coordinate and keep records of volunteer staff assignments and schedule; to solicit donated goods from the general membership to supply items for Bingo and keep record of these commitments; to set up all supplies needed on site prior to the start of each bingo event.

12. A liability insurance policy must be kept in effect to protect the officers and members of this organization.

13. The Bylaws may be amended at any general meeting of the organization in the manner provided for amending the Constitution.

#### EXECUTIVE BOARD POLICY

1. Any credit accrued by a senior band member not expended by the completion of the current school year will be transferred to any sibling Marching Raider band member on June 30<sup>th</sup>. Any 2015 graduating senior that still has money in their account will be grandfathered in and be allowed to hold that money in their account for any upcoming band sibling that will be joining within the next 14 months. Approval for this must be put in writing request and approved by the executive board by June 30<sup>th</sup> of that year. This is up to the discretion of the executive board.

