

# **Kingston Jr. High Band Boosters**

## **Bylaws**

**Adopted 5/2/2006**

### **Article I: Name**

The name of this organization is the Kingston Jr. High Band Boosters.

### **Article II: Purpose**

The purpose of this organization shall be to promote, support and assist in the betterment of the Kingston Jr. High Band.

### **Article III: Organization**

Section 1. This organization shall be nonprofit, noncommercial, nonsectarian, and nonpartisan. All efforts are voluntary. No member, officer, or any other person associated with the organization shall receive remuneration (cash, materials or services) for time and effort expended on the organization's behalf.

Section 2. Membership in the organization shall be automatically extended to parents and guardians of students in enrolled in the Kingston Jr. High Music Program., the Band Director, and the Principal of Kingston Jr. High School.

Section 3. Membership shall be extended to faculty members of Kingston Jr. High School who wish to be involved.

### **Article IV: Dissolution**

In the event the band director and the principal determine the Organization is unable to fulfill its purposes, the Band Director and Principal reserve the right to dissolve the Kingston Jr. High Band Boosters.

### **Article V: Basic Policies**

Section 1. The organization shall:

- a. Promote the involvement of parents in band-oriented activities;
- b. Provide approved supplemental funds for needs of the band that are not budgeted or paid for by the school or school district;

- c. Cooperate with the Kingston Jr. High administrators and instructors to promote the band and the education of band students. The organization may take no action which conflicts with school policy;
- d. Have no authority to direct a Band Director in any of his/her duties.

Section 2. No individual is authorized to obligate the organization in any manner, financially, or otherwise, without the prior approval of the Executive Committee.

Section 3. The raising of funds will be through voluntary contributions and projects developed by the Ways & Means Committee.

Section 4. All purchases of band equipment by the organization will be donated to the Kingston Jr. High School as directed by School Board policy.

Section 5. All fundraising projects that are developed and initiated will benefit the band and be used in a way determined by the band director and the organization.

Section 6. In the event of the dissolution of this organization, the remaining assets shall go to another private nonprofit organization, exempt within the meaning of 501(c)(3) and designated for use by the Kingston Jr. High Band Program.

## **Article VI: Membership and Dues**

Section 1. Membership shall commence upon the first day of school and will terminate on Labor Day of the following calendar year.

Section 2. There are no annual dues required to be a member of the organization.

Section 3. Membership shall be extended to:

- a. Any parent or guardian of a registered band student;
- b. The School Principal (ex-officio – nonvoting);
- c. The Band Director (ex-officio – nonvoting);
- d.** Faculty members of Kingston Jr. High who are not a parent or guardian of a registered band student but wish to assist the organization.

Section 4. All members may participate in the voting process, hold elective office, and serve on committees.

Section 5. If the Executive Committee agrees, the Band Director may select Student Representatives from each of the bands to be Honorary Members. The Student Representative will provide a voice for the students, and take information back to the band students. The Student Representatives may not hold elected office on the Executive Committee.

Section 6. No other students may be members of the Band Boosters.

## **Article VII: Officers and Their Election**

Section 1. Any member will be eligible to hold office.

Section 2. The officers of this organization shall be a

- a. President *or* Co-Presidents (2)
- b. Vice-President
- c. Vice-President / Trip (optional)
- d. Secretary
- e. Treasurer

Section 3. These officers shall be nominated and elected by ballot at the June general meeting. However, if there is but one nominee for any office, the election for that office (or offices) may be made by voice vote.

- a. Newly elected officers will assume office effective July 1, allowing for a transition period.
- b. The term of office will be one (1) year. No officer may serve in the same office for more than two (2) consecutive years.

Section 4. Vacancies

- a. A vacancy occurring in any office or chairmanship shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Committee
- b. In the case where one of the Co-Presidents vacates his/her office, the remaining Co-President will become President.
- c. In case of a vacancy occurring in the office of President, the Vice-President shall serve temporarily until such time as a new election is held.
- d. Any officer or chairman who is absent for three (3) consecutive meetings without notifying the President prior to the meetings, shall be replaced. Such absence shall vacate the office and the vacancy shall be filled as soon as possible by a unanimous appointment by the remaining Executive Committee.

Section 5. The Elected Officers will determine amongst themselves who will oversee the various activities and committees that will form during the year, including Fundraising, Uniform, Web site and others. The responsibilities will be communicated to the membership so that people with questions can approach the proper individual.

## **Article VIII: Duties of Officers**

### Section 1. President / Co-Presidents

- a. The President shall preside at all regular, special and executive meetings of the organization.
- b. Liaison to the band director.
- c. The President shall also be the official organization spokesperson. He/she shall represent the organization in dealing with school officials.

### Section 2. Vice-President / At Large

- a. The vice-president shall preside at all meetings when the president is unable to do so.

### Section 3. Vice-President / Trip

- a. Heads the trip planning efforts for the year.
- b. Reports at each meeting
- c. Works with the Treasurer to ensure that funds required are collected and deposits and payments for the trip activities are made.

### Section 4. Secretary

- a. The secretary shall keep a written transcript of the proceedings of all regular, special, and executive meetings.
- b. He/she shall also present a brief summary (minutes) of the proceedings from the immediate past meeting at each new meeting. The report may be done either vocally or in print.
- c. The secretary shall handle all correspondence received by or pertaining to the Band Boosters.
- d. He/she shall keep a current copy of the bylaws on hand for reference at meetings.
- e. Organizes and maintains a phone tree for the Band Boosters organization.
- f. Prepares and distributes an organization newsletter on a monthly basis. The distribution may be done electronically or via mail.
- g. Maintains a current list of contact information for members.

### Section 5. Treasurer

- a. He/she shall maintain custody of all funds, expending money only by check, which has been authorized by the Kingston Jr. High Band Boosters Executive Committee.

- b. The treasurer will maintain a savings account (as needed) and checking account at a local financial institution.
- c. He/she will make deposits of all income in the proper accounts as designated in the budget.
- d. He/she is responsible for maintaining non-profit status for the organization.
- e. He/she is responsible for maintaining business license for the organization.
- f. Reports at every meeting.
- g. The books of the treasurer shall be audited annually by an auditor or auditing committee, which, satisfied that the report is correct, shall sign a statement to that effect at the end of the report.
- h. Ensures that signing arrangements are made for checks for the current executive, so that checks will require two (2) signatures of the elected Executives.
- i. Assists the incoming Treasurer in June with transition arrangements.

## **Article IX: Executive Committee**

Section 1. The Elected Officers, and the Band Director (ex-officio - nonvoting) shall constitute the Executive Committee.

- a. It shall be the responsibility of the Executive Committee to meet at the call of the President, as he/she deems necessary.
- b. This committee shall prepare and submit to the membership, by the first meeting of the school year, a Plan of Work for the coming year.
- c. The Executive Committee shall also submit the budget for the membership's approval at the first meeting of the school year.
- d. A majority of the members of the Executive Committee shall constitute a quorum at all meetings.

## **Article X: Meetings**

Section 1. Regular meetings will be held monthly on a schedule determined by the Executive Committee and published to the membership at the first meeting. Any necessary change in the meeting time or place will be announced at least five (5) business days prior to the regularly scheduled meeting. "Announcement" of such a change is taken to mean either an email or a phone call/message to the members.

Section 2. Special meetings of the membership may be called by the Executive Committee if five (5) business days notice is given to members

Section 3. At every regular or special meeting the Order of Business shall be:

- a. Call to Order
- b. Report of the Previous Minutes
- c. Treasurer's Financial Report
- d. Vice President
- e. Vice President / Trip
- f. Standing & Special Committee Reports
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Adjournment

Section 4. A quorum shall be defined as members present at a meeting, and a majority of the Executive Committee must be present. Therefore, items to be voted upon, with the exception of amendments to the Bylaws, will be decided by a majority vote (one more than half).

Section 5. The order of business may be set aside for any meeting with a majority vote. The reading of the previous minutes may also be dispensed with majority vote.

Section 6. All questions of parliamentary law shall be governed by ROBERT'S RULES OF ORDER NEWLY REVISED (ISBN: 0738203076).

### **Article XI: Fiscal Year**

Section 1 The fiscal year of the organization shall begin on July 1 and conclude on June 30.

Section 2. The financial records shall be audited during the last two weeks of the fiscal year.

Section 3. The auditor or audit committee shall be selected by the Executive Committee.

### **Article XII: Amendments**

Section 1. Amendments to these bylaws may be proposed at any regular meeting. The proposed amendments must be presented in writing to the presiding officer, and read to the attendees.

Section 2. The proposed amendments will be voted on at the **next** regular meeting. This requirement may **not** be waived under any circumstances.

Section 3. Passage of any amendment requires a 2/3 approval vote of members present. Upon its passage, an amendment comes into effect immediately.