

Bylaws of the Millburn School District #24 Choir Boosters

~ ARTICLES ~

ARTICLE I – NAME

1.01 The name of the organization is the Millburn District #24 Choir Boosters (herein referred to as MDCB).

ARTICLE II - OBJECTIVES

2.01 The objectives of the Choir Boosters are:

- to encourage and sustain an enthusiastic interest among choir members, parents, student body, faculty, staff, and members of the Millburn community in the Choir programs of Millburn District #24;
- to support the Choir Director(s), administration, and Board of Education of Millburn School District #24 to ensure that the Choir program is maintained with the highest possible degree of quality, efficiency, and integrity; and
- to provide financial support to the Choir program within guidelines specified by the Choir Director(s), administration, and Board of Education of Millburn School District #24.

ARTICLE III - MEMBERSHIP

3.01 The membership of the MDCB consists of the parents or legal guardians of all Millburn Choir members.

3.02 All members of the organization are eligible to participate in general membership meetings and/or to serve in any elected or appointed positions of the organization.

3.03 The membership year follows the school year (August through June).

3.04 Membership dues are not a requirement for participation in the organization.

ARTICLE IV - EXECUTIVE BOARD

4.01 The organization is governed by the Executive Board comprised of the following elected officers: President, MMS Vice President, MES Vice President, and Treasurer.

4.02 The Executive Board directs the work of the MDCB, creates committees to assist the organization, appoints committee chairs, and schedules general membership and Executive Board meetings as necessary.

4.03 Officers are elected and appointed from among the organization's membership.

4.04 Officers are elected to one-year terms (October to October).

4.05 An officer of the Executive Board may be removed from their position by a two-thirds vote of the Executive Board. Five days notice must be given to the officer prior to the vote of the Executive Board for removal of said officer. The reasons for removal must be cited at the meeting and opened for discussion, defense or explanation from said officer. Removal may be necessary in any of the following circumstances:

- The officer has neglected the duties set forth herein or
- The officer did not comply with the policies and procedures set forth by the Board of Education of Millburn District #24.

ARTICLE V - DUTIES AND POWERS OF OFFICERS

5.01 The PRESIDENT presides at meetings and events of the organization; maintains records of the organization including these bylaws and minutes of all meetings, motions, and votes; facilitates the formation of committees, and is an ex-officio member of all committees and activities. The President prepares an end-of-year summary of the organization's activities and financial standing. When necessary, the President will transfer materials and acquaint the President-Elect with his/her duties.

5.02 The MMS VICE PRESIDENT presides at events of the organization in the absence of the president. As requested, the MMS Vice President will assist the MMS Choir Director to organize MMS choir events. When necessary, the MMS Vice President will transfer materials and acquaint the MMS Vice President-Elect with his/her duties.

5.03 The MES VICE PRESIDENT will be a contact for the MES Choir Director so that MES choir needs are communicated to the MDCB. When Requested, the MMS Vice President will assist the MES Choir Director to organize MES choir events. When necessary, the MES Vice President will transfer materials and acquaint the MES Vice President-Elect with his/her duties.

5.04 The TREASURER maintains receipts of all funds paid to the organization, approves remittance of organization funds for all obligations, prepares the financial records of the organization to present to the Executive Board, and prepares and end-of-the-year financial statement for the President's summary. When necessary, the Treasurer will transfer materials and train the Treasurer-Elect to assume duties prior to their appointed year.

ARTICLE VI – EXECUTIVE BOARD MEETINGS

6.01 The Executive Board will meet at least once a year or when deemed necessary. Date(s) and time(s) of meetings will be determined by the President and Millburn Choir Director(s).

6.02 Meetings may be conducted on-line or in-person.

6.03 Each member present will be entitled to one (1) vote on each matter submitted to a vote of the membership. Motions will pass with a majority vote of the Executive Board.

6.04 No expense greater than \$1,000.00 will be permitted without approval by the general membership.

ARTICLE VII – GENERAL MEMBERSHIP MEETINGS

7.01 General Membership meetings will be held when deemed necessary. Dates and times of meetings will be determined by the Executive Board.

7.02 Meetings will be called by the MDCB President and/or a Millburn Choir Director. Notice of the date, time, place, and business to be transacted will be announced to the members at least three (3) days in advance.

7.03 Each member present will be entitled to one (1) vote on each matter submitted to a vote of the membership.

7.04 A quorum (at least 10% of the number of students currently enrolled in the Choir Program) is required by the organization when voting on matters submitted to a vote of the general membership.

7.05 No expense greater than \$1,000.00 will be voted upon without a quorum. Expenses are deemed approved if accepted by a majority vote at a meeting or through email.

ARTICLE VIII - COMMITTEES

8.01 The Executive Board will create committees and appoint committee chairs as necessary to fulfill the objectives of the organization. All members of the organization are eligible to serve on committees.

8.02 The term of each Chair is one membership year or until the selection of a successor.

8.03 The Chair of each standing committee delivers a written report to the President by the end of the membership year. The report should include: a review of the year's activities, a report of income and expenditures, and recommendations regarding future activities.

ARTICLE IX - OFFICER ELECTIONS

9.01 The Choir Director(s) will oversee elections of Executive Board Officers.

9.02 In early September, the Choir Director(s) will electronically send out a copy of the current by-laws and open nominations. Nominations will remain open for one (1) week.

9.03 By email or written consent to a Choir Director, a member may nominate himself/herself for a position on the Executive Board.

9.04 A current Executive Board officer may nominate himself/herself for an office.

9.05 At the close of nominations, a Choir Director will electronically send the ballot to the general membership. Voting will be open for one (1) week. Results will be sent to the President for communication to the Executive Board.

9.06 The new Executive Board will begin their terms on October 1st.

9.07 If necessary, there will be a joint Executive Board meeting between all new officers, incumbent officers, outgoing officers and the Choir Director before November 1st.

ARTICLE X - FINANCES

10.01 Committee chairs and Choir Director(s) may request funds from the Executive Board for equipment, goods, and services to support and enhance the Choir program. All requests will be presented, discussed, modified (if necessary), and voted on during an Executive Board meeting.

10.02 Requests less than \$1000.00 will be approved by a majority vote of the Executive Board before funds are used.

10.03 Requests over \$1000.00 will be approved for presentation to the general membership by a majority vote of the Executive Board. The general membership has to approve the expenditure by a majority vote before funds are used.

ARTICLE XI - CHANGES TO THE BYLAWS

11.01 Changes to the Bylaws of the MDCB set forth in this document must be presented to the Executive Board by April. Proposed changes will be electronically communicated to the general membership for discussion and input.

11.02 After one (1) week, the Executive Board will consider all input and vote on recommended changes before the end of the school year. Changes will be adopted with a majority vote of the Executive Board and will become part of the Bylaws for the next school year.

ARTICLE XII - TERMS OF ASSOCIATION

12.01 Upon dissolution of this organization, its remaining funds, after payment of all outstanding obligations, are distributed to the Millburn School District #24 Choir account.