

Bylaws of the Millburn School District #24 Band Boosters

~ ARTICLES ~

ARTICLE I – NAME

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

ARTICLE II - OBJECTIVES

2.01 The objectives of the Band Boosters are:

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

ARTICLE III - MEMBERSHIP

3.01 The membership of the Band Boosters consists of the parents or legal custodians of all MDBB Band members.

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

3.03 The membership year begins in August and ends in July.

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.

4.02 The Executive Board is comprised of the following elected officers: President, Secretary and Treasurer.

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

4.04 Officers are elected to Two-year terms and may be elected to a maximum of two consecutive terms in one position.

4.05 An officer of the Executive Board may be removed from their position by a two-thirds majority 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 voting 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
- The officer did not comply with the policies and procedures set forth by the Millburn District #24 Board of Education

4.06 The Executive Board directs the work of the Band Boosters, creates committees and appoints committee chairs to assist the organization, creates and approves an annual budget, and schedules general membership and Executive Board meetings as necessary.

ARTICLE V - DUTIES AND POWERS OF OFFICERS

5.01 The PRESIDENT presides at meetings and events of the organization, facilitates the formation of committees, and is an ex-officio member of all committees and activities, except the Nominating committee.

5.02 The SECRETARY keeps the records and minutes of all meetings, a copy of the bylaws and a copy of the membership list, reserves facilities for all Band Booster events, and assumes other duties as required. The Secretary transfers materials and acquaints the Secretary-Elect with their duties.

5.03 The TREASURER receipts all funds paid to the organization, approves remittance of organization funds for all obligations and prepares the monthly financial records of the organization to present to the Executive Board. They serve as the Chair of the Budget Committee and assume other duties as required. They train the Treasurer-Elect to assume duties prior to their appointed year.

ARTICLE VI - MEETINGS

6.01 At least two general meetings of the organization will be held during the year. The Executive Board will meet quarterly or as deemed necessary. Dates and times of meetings will be determined by the Executive Board.

6.02 Special meetings may be called by the Band President. Notice of the date, time, place, and business to be transacted will be announced to the members at least three days in advance.

6.03 Each member present will be entitled to one vote on each matter submitted to a vote of the membership. A member may vote by written proxy.

6.04 A quorum is required by the organization when voting on matters submitted to a vote of the membership.

6.05 A quorum consists of a number of members present or by written proxy that is equal to at least 10% of the number of students currently enrolled in the MDBB Band Program.

6.06 No expense greater than \$1,000 will be permitted without approval by a quorum. Expenses are deemed approved if accepted by a majority vote of a quorum meeting, or if approved as part of the Band Boosters operating budget.

ARTICLE VII - STANDING COMMITTEES

7.01 The Executive Board will create standing committees and appoint committee chairs as necessary to fulfill the objectives of the organization. All members of the organization are eligible to serve on standing committees. Standing committees may include but are not limited to Nominating, Concession Stand, Special Events, Fundraising, Uniform, and Equipment.

7.02 The Nominating Committee is comprised of the Vice-President, Band Director, one 7th grade parent member, and one 6th grade parent member. The committee prepares and presents a proposed list of consenting officer candidates to the membership for consideration. The committee is formed at least thirty days prior to the Spring Concert.

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

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

ARTICLE VIII - OFFICER ELECTIONS

8.01 Before the conclusion of each regular Band season, the nominating committee prepares a slate of candidates for election to the Executive Board. The Vice-President serves as the Chair of the Nominating Committee.

8.02 The President provides each member of the nominating committee with a copy of the current bylaws and any other information necessary for the Nominating Committee to complete its task.

8.03 The Nominating Committee nominates an eligible member for each elected office.

8.04 At the Spring Concert, the President will ask the committee chair to present the slate of nominees. The election is held according to Robert's Rules of Order.

8.05 Officers are elected by ballot. Election by ballot may be at a general membership meeting or by email ballot. However, if there is but one nominee for any office, election for that office may be made by voice or

email vote.

8.06 Only those persons who have signified their consent to serve if elected may be nominated for, or elected to, such office.

8.07 A member of the Nominating Committee may be nominated for an office if they have signified their consent to serve in such capacity and provided further that they are not present for discussion concerning their consideration for a position. Such a person will not be allowed to vote for the position they are being considered for.

8.08 There will be a joint Executive Board meeting between all new and outgoing officers and the Band Director within 30 days of the election. New officers begin their one-year term on June 1st.

ARTICLE IX - FINANCES

9.01 The Executive Board, in consultation with the Band Director, creates and approves an annual budget.

9.02 The budget includes requests for funds from each committee and specific requests presented by the Band Director for equipment, goods, and services to support and enhance the MDBB Band program.

9.03 The budget is presented to the general membership for approval at the general membership meeting before October 1.

9.04 The budget may be modified by vote of the Executive Board as needed.

ARTICLE X - ADOPTION AND AMENDMENTS TO BYLAWS

10.01 The Bylaws of the Millburn School District #24 Band set forth in this document must be adopted by a two-thirds majority vote of the members present at a general meeting for which notice has been issued for that purpose.

10.02 The bylaws adopted by the organization may be amended by a two-thirds majority vote of a quorum at a general meeting. Notice of intent to propose amendments to the adopted bylaws and an opportunity for consideration by the membership is required before presentation of amendments to adopted bylaws.

ARTICLE XI - TERMS OF ASSOCIATION

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