

By-Laws
of the South Madison Community School Corporation
Band Boosters Association, Inc.

Article I: Name

The name of the organization shall be South Madison Community School Corporation Band Boosters Association, Incorporated, hereafter referred to as SMCS Band Boosters.

Article II: Object

- a. To promote understanding and enthusiastic interest for the Bands and related programs among parents and guardians, student members, instructors, administrators, the public and businesses within the South Madison Community School Corporation.
- b. To promote activities of interest related to music education for the student members of the Pendleton Heights High School and Pendleton Heights Middle School Bands and related programs.
- c. To raise funds to help supplement the costs of activities and education, equipment, uniforms and other items or supplies for the Bands and related programs, not furnished by the South Madison Community School Corporation.

Article III: Policy

It shall be the policy of this Association to operate as a non-profit organization, within Section 501(c)(3) of the Internal Revenue Code of 1999 or its latest version, to be non-partisan, non-political and non-sectarian in its activities, and shall conduct itself in mutual cooperation with school officials. Mutual cooperation includes that SMCS Band Boosters shall have no authority to obligate the Band Directors or the band programs in any contract, event or activity without prior mutual agreement; the Band Directors shall have no authority to obligate SMCS Band Boosters in any contract, event or activity without prior mutual agreement.

Article IV: Members

Parents of current student members of the bands and related programs, parents of band program alumni and alumni of the band programs constitute membership in this Association. Membership in the Association constitutes the right to vote.

Article V: Officers

The officers of the Association shall be the President, Vice President, Secretary and Treasurer.

a. Description:

- 1) The President shall preside at general business meetings of the whole membership, and at meetings of the Association's Executive Board. The President shall participate as an ex-officio member in all standing or special committees, except the Nominating Committee.
- 2) The Vice President shall preside at meetings in the absence of the President and assume the Presidency should the President be unable to serve. The Vice President shall also be the general coordinator of the Association's fundraising activities.
- 3) The Secretary shall record proceedings and prepare minutes of all meetings, including meetings of the Executive Board, and perform other duties as the association may direct.
- 4) The outgoing or returning Treasurer shall also prepare and file required State and Federal tax returns within 60 days of the close of the Association's fiscal year (May 31); no later than July 31.

b. Elections:

- 1) The officers shall be elected to serve for a term of one (1) year, starting June 1 and ending on May 31, or until successors are elected. Officers shall serve no more than three (3) consecutive terms in the same office, unless there is no nomination for a successor.
- 2) One (1) individual may be elected to fill both the secretary and treasurer positions. However, the newly created combined office will have only one vote when voting approvals are required. If the executive committee is a three (3) member committee, there will be three (3) total votes. If the executive committee is a four (4) member committee, there will be four (4) total votes.
- 3) A vacancy in any office, other than the President, shall be filled by special election at the next regular business meeting following the vacancy.
- 4) Any elected officer absent from four (4) regularly scheduled meetings, without providing prior notification, shall be considered to have resigned and the office vacant.

- 5) To be eligible to hold office a person must be an active member. At the February general meeting a special nominating committee shall be appointed by the President to search for candidates for office. The committee shall report the list of nominees for office at the March general meeting. Election shall be held at the April general meeting. A majority vote of the members at the April meeting shall be required for election. New officers shall take office June 1.

Article VI: Meetings

Regular general business meetings of SMCS Band Boosters shall be held at least nine times a year, at a date and time determined by the Executive Board, with notification of these meetings at least ten (10) days prior to the meeting. Special meetings may also be called at any time by agreement of a majority of Executive Board members, providing the same requirement of ten (10) days' advance notification is met. Members present at a meeting shall constitute a quorum, provided the advance notification requirements have been met.

Article VII: Boards and Committees

a. Executive Board

- 1) The Executive Board shall consist of the four (4) elected Officers of the Association and the chairpersons of the Standing Committees. The Band Directors shall be invited to advise and participate in ex-officio capacity (specifically, voice without vote). The Executive Board shall meet at times deemed necessary by the board members, and at all times conduct affairs in good faith and accountability with the policies and decisions determined by the members of the Association in general business meetings. Minutes of all Executive Board meetings shall be recorded and available for review.
- 2) It shall be the responsibility of the Executive Board to prepare a recommended budget for SMCS Band Boosters— a budget in support of, but separate from the Band Departments' own budgets for presentation at the April general business meeting and for adoption by vote at the May general business meeting. A majority vote of approval shall be required for ratification.

b. Standing Committees

- 1) Marching Band Committee: This committee shall consist of a Chairperson appointed by the President, with members participating based on their interest in this part of the Band program. This committee shall be responsible for support activities for the Marching Band, including but not limited to props, chaperones, uniforms, food, logistics and trailers.
- 2) Concert and Jazz Bands Committee: This committee shall consist of a Chairperson appointed by the President, with members participating based on their interest in this part of the Band program. This committee shall be responsible for support activities for the Concert and Jazz Bands, including but not limited to uniforms, dinners, logistics, and subcommittees for Jazz related events.
- 3) Color Guard Committee: This committee shall consist of a Chairperson appointed by the President, with members participating based on their interest in this part of the Band program. This committee shall be responsible for support activities for the Color Guard, including but not limited to costumes, flags, equipment, chaperones, contests, food and logistics.
- 4) Percussion Committee: This committee shall consist of a Chairperson appointed by the President, with members participating based on their interest in this part of the program. This committee shall be responsible for support activities for Indoor Percussion, including but not limited to props, chaperones, uniforms, foods, logistics and trailers.
- 5) Publicity Committee: This committee shall consist of a Chairperson appointed by the President, with members participating based on their interest in this part of the program. This committee shall be responsible for media relations and publicity for all activities of the bands and related programs.

c. Special Committees

- 1) Nominating Committee: This committee shall be appointed by the President in February to seek candidates for election to offices. With completion of elections, the committee disbands.
- 2) Bylaws Committee: This committee shall consist of at least three (3) members appointed by the President as need arises, but will not include current Executive Board members. The committee shall review the bylaws and make recommendations for changes as necessary. Revisions shall be made in writing, presented to the Executive Board for review and modification, then returned to the Bylaws Committee for presentation at the next general business meeting and for acceptance or modification from the floor. A simple majority vote shall be required for adoption. Once bylaws revisions are adopted, the committee disbands.
- 3) Audit Committee: This independent committee shall consist of three (3) members appointed by the Vice-President, but will not include the Executive Board members. The committee shall perform a limited review of budget, ledgers and other financial documents and statements, and report to the general business meeting. This limited review will be conducted in any year when there is a change

Audit Committee: (Cont) in the office of Treasurer, or at any other time if requested at a general business meeting by three or more members, or if requested by majority vote of the executive board. The purpose of the review shall be to assure accuracy of the financial records and orderly transition in bookkeeping. With completion of its report, the committee disbands.

Article VIII: Financial

a. Disbursements

- 1) Any disbursements of Association funds shall be made from the Association's checking account and in accordance with the Association's approved budget.
- 2) Any disbursements made to members shall be limited to reimbursement of actual costs of pre-approved expenses and require original receipts detailing the purchases.
- 3) Any proposed disbursement of association funds not directly applicable in a category of the current approved Association budget must be approved by majority vote of members at a general business meeting.
- 4) Any proposed expenditure of \$300.00 or more over and above any line item of the current Association budget must be approved by majority vote of members at a general business meeting.
- 5) There shall be no withdrawals from the Association checking account via ATM. Expenditures shall be paid by check, debit, or reimbursement to members when a receipt is presented to the treasurer.

b. Financial assistance

Financial assistance may be provided by the Association to assist directors in the funding of activities which involve band students, provided such expenditures meet all other requirements of this Article. The Association shall not make any direct payment to any individual which may construe an employer-to-employee relationship; the Association shall have no paid employees.

c. Security and Bonding

Each year the Association shall budget for, and purchase appropriate insurance for surety bonding for the offices of President and Treasurer.

Article IX: Parliamentary Authority

Parliamentary authority shall be the latest edition of Robert's Rules of Order, Revised, and shall be the single point of reference for procedural questions, except in instances when it may conflict with these bylaws, which shall have superseding authority.

Article X: Amendments

These bylaws may be amended provided that the proposed amendment is presented at a general meeting and notice is given at least ten (10) days in advance of the meeting. Adoption of the amendment shall require a two-thirds majority vote of members present at the following general meeting.

Article XI: Dissolution

In the event of dissolution of the Association, all assets remaining after payment of the obligations and liabilities of the Association shall be distributed to the South Madison Community School Corporation for the purpose of the band program.

Revised Bylaws completed by committee: July 15, 2010

Voted on and approved: September 9, 2010

President: _____ Secretary: _____

Vice President: _____ Treasurer: _____