

# MUSCATINE BAND BOOSTERS BYLAWS

## Article I: Membership

1. Members shall be the parents or legal guardians of the students in the band. The color guard members are included as band members.
2. Parents of pupils active in the band department are automatically active members.
3. Members shall not be required to pay a membership fee.
4. Voting shall be restricted to the parents or legal guardians of the students in the band.

## Article II: Officers

### General Guidelines

1. The officers of this organization shall be president, vice president, secretary, and treasurer. (Along with the director, they are also known as the executive committee).
2. Any member of the organization shall be eligible to serve as an officer.
3. The band director shall participate in an advisory capacity, and all major decisions or purchases shall be made on a consensus of both the director, and the Muscatine Band Boosters.
4. The band director shall be an ex officio, nonvoting member of the organization.
5. The officers of this organization shall serve without compensation.
6. Only one person of any family may hold an elected office during any one school year. However, one family may jointly hold an office.
7. To hold an office, a member must have a child who is currently active in the band.
8. No member shall serve the same office for more than four consecutive years.
9. A member shall hold only one office at a time.
10. Officers of this organization shall serve for a term of one year, but may be re-elected.
11. All officers shall deliver to their successors all official material within 60 days or before June 1, following elections.

## **Nominations**

1. A nominating committee shall be appointed by the president at the general membership meeting in February.
2. The band director shall also serve on this committee.
3. The committee shall attempt to reach each member who is under consideration to establish their interest in serving.
4. The nominating committee must present all names at the April meeting with nominations being accepted from the floor, with the consent of the nominee.

## **Elections**

1. A majority vote of the members present shall constitute an election.
2. Election of officers will take place at the April meeting and the officers will assume their duties on June 1.
3. Elected officers shall serve a term of one year beginning June 1 and ending May 31 of the following year.

## **Duties of the President**

1. The president shall be in communication with the band director and all other officers of the organization.
2. The president shall have supervision over the business affairs of the organization.
3. The president shall act as judge of all elections and declare results.
4. The president shall cast a deciding vote in case of a tie.
5. The president shall be chairperson of the executive committee.
6. The president shall preside at all executive and general meetings and maintain order.
7. The president shall enforce a strict observance of the constitution and bylaws of the organization.
8. The president shall put all questions, when seconded, to a vote.
9. Upon the consensus of the executive committee, the president shall direct the secretary to call special meetings of the organization.
10. The president shall appoint all standing and special committee chairs deemed necessary to fulfill the business and activities of the organization subject to the approval of the executive committee.
11. The president may appoint an audit committee to audit the books of the organization at the end of the fiscal year.
12. The president shall serve ex officio on all committees except the nominating committee, as deemed necessary.

13. The president shall be available for advice and counsel during the year following the completion of his or her term of office, at which time he or she shall have a consultation session with the incoming president and turn over all appropriate files, reports, web information (which includes passwords), and emails.

#### **Duties of Vice President**

1. The vice president shall perform the duties of the president in the absence of the president.
2. Upon resignation of the president, the vice president shall fill the office of the president.
3. The vice president shall assist the uniform committee on an as-needed basis.

#### **Duties of the Secretary**

1. The secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of all its transactions.
2. The secretary shall keep a copy of the bylaws, and constitution, and distribute to all new members.
3. On instructions from the president, the secretary shall conduct all correspondence for the organization.
4. Copies of all correspondence shall immediately be given to the president.
5. A copy of these recordings is to be given to each member of the executive committee and to the band director within a week of each meeting.
6. Copies of the minutes of the general meetings shall be emailed to the parents of all band members.
7. The secretary shall keep a file of all recordings, communications, flyers, and emails.
8. The secretary shall read and answer all correspondence and shall have custody of the same.

### **Duties of the Treasurer**

1. The treasurer shall be chairperson of the budget committee and be responsible for presenting the proposed budget to the executive committee for review and for presenting the proposed budget for adoption at the April general meeting.
2. The treasurer shall receive all funds due the organization, issue appropriate receipts, be solely responsible for deposit of funds in a designated depository determined by the executive committee, and shall pay all bills upon authorization of the executive committee. Checks may be signed by the treasurer, the president or vice president. Two signatures are required on each check.
3. The treasurer shall be the custodian of all financial records, documentation and recording of all financial data.
4. The treasurer shall pay all budgeted expenses when presented to him or her.
5. The treasurer shall keep accounts of funds held by individual students and carry said accounts over from year to year.
6. The treasurer shall give a financial report at each meeting.
7. At all meetings, the treasurer shall submit a written report to the president, and executive committee and general membership. The report shall include beginning balance of the organization's accounts, income, expenses, and ending balance.

### **Vacancies**

1. Other elected offices vacated during the year shall be filled by nomination by the president and upon approval of the executive committee.
2. Any officer or committee chairperson may be removed by a two-thirds vote of the general membership.

## **Article III: Meetings**

### **General Meetings**

1. The general meeting of the organization shall be held on the 1 Monday of each month from September to April beginning at 7:00 pm unless otherwise directed by the organization or the executive committee.
2. The band director is to encourage attendance by making suitable announcements.
3. In the event of a schedule conflict, a meeting may be rescheduled.
4. Meetings shall be open to all members.

### **Special Meetings**

1. Special meetings may be called by the president upon consensus of the majority of the executive committee, or the band director.
2. All members are to receive notification of such meetings stating the purpose of the meeting.
3. No other business may be transacted than that for which the special meeting was called.

### **Quorum**

1. The assembled members at a regular or special meeting of this association shall constitute a quorum.
2. A simple majority of the members present and voting shall be sufficient to carry a motion.

### **Executive Committee Meetings**

1. Executive committee meetings shall be held one hour immediately preceding the general meetings on the first Monday of every month.
2. Executive committee meetings shall be held at any time by call of the president, band director, or any three members of the executive committee.
3. A majority of the members of the executive committee shall constitute a quorum.
4. The treasurer may pay any non budgeted expenditure up to one-thousand dollars (\$1,000) with the approval of the majority of the executive committee.

### **Order of Business**

1. Call to order
2. Secretary's report
3. Treasurer's report
4. General committee reports
5. Band director
6. Old business
7. New business
8. Adjournment

### **Parliamentary Procedure**

1. The latest edition of Robert's Rules of Order, Revised shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of these bylaws.

## **Article IV: Committees**

### **Executive Committee**

1. The elected officers of the organization and the band director shall constitute the executive committee.
2. The committee shall meet prior to the stated general meeting.
3. The purpose of the executive committee shall be to facilitate business at general meetings.

## **General Committee Guidelines**

1. Standing committees are those that function year-round or that has significant impact upon total operation of boosters. These committees may include:
  - A. Social Committee
  - B. Advertising Fundraiser
  - C. Color Guard Support
  - D. Publicity
  - E. Nut Sales
  - F. Uniform
2. Special committees may be established by the president for specific assignments from time to time throughout the year.
3. A chairperson for each committee shall be appointed by the president with the approval of the executive committee. Terms shall be for one year, and any organization member is eligible to serve. A chairperson shall have general supervision of the committee, shall hold meetings, and shall submit a report to the executive committee periodically and present a report at each general meeting.

## **Social Committee**

1. The parent advisor(s) for the social committee develops a committee consisting of multiple members representing all four grade levels.
2. The social committee meets one time per month and plans monthly social events for the whole band.

## **Advertising Fundraiser**

1. The advertising fundraiser committee develops a plan and implements the selling of advertisements/community sponsorships to businesses in the community for events hosted by the Muscatine Band Boosters.

## **Color Guard**

1. The parent advisor(s) assists the color guard director as needed for the during the marching band season.
2. The parent advisor shall submit a report at each general meeting reviewing activities of the color guard.

### **Publicity**

1. The publicist writes or makes arrangements for news releases and feature stories to be written. They actively seek opportunities to publish band activities and promote band students.

### **Nut Sales**

1. The nut house coordinator(s) identifies the nut house location, determines starting inventory levels of Koeze nuts, delivers and unload the nuts; also prepare all forms and is responsible for all actions for the nut house.
2. The nut house coordinator(s) shall report to the president and executive committee regarding the nut house sales and inventory levels.
3. Treasurer will be in charge of all nut house finances.

### **Uniform**

1. The uniform parent advisor with guidance of the band director, shall maintain records of the student uniform numbers, distribute uniforms, and be in charge of the general maintenance and fitting of uniforms, and band uniform equipment.



## Article V: Finances

1. The organization is tax exempt and shall make every effort to maintain its status as such.
2. The fiscal year shall be from June 1 to May 31.
3. Proposed budget lines shall be set up by the executive committee and approved by the general membership.
4. Proposed budget lines will be published for the September general meeting
5. Student Incentive Accounts:
  - a. Student incentive account records are to record each student's earned contributions.
  - b. In the event a student moves, quits, graduates or is removed from the band, the incentive account monies immediately become a part of the general fund of the band boosters organization. Exceptions may be approved by the executive board.
  - c. All monies credited to a student's incentive account, upon graduation, can be carried over if the student has a sibling in the eighth grade. Said monies shall be credited to him or her upon entering the high school band program the following year as a ninth grader.
6. Jill Moravec Memorial Band Scholarship
  - a. Jill Moravec was a band parent and mother of Aaron Moravec, a band student. Jill's husband Jon indicated that Jill was looking forward to Aaron's participation in band and to that of their daughter Julia's participation in Central Middle School Band. Sadly, Jill Moravec passed away in October 2012.
  - b. Jon designated that \$3020.00 in memorials for Jill be given to the Muscatine Band Boosters and asked that they be used to fund one of the Band Booster Scholarships. The first scholarship was awarded in Spring 2013 and was paid in January 2014 after the awardee had completed a semester of college. The payment schedule for each \$500.00 scholarship is in January of the following years:  
  
2014  
  
2015  
  
2016

2017

2018

2019

- c. Jon Moravec stated that he may provide additional money to fund the scholarship for an additional four years to bring the total scholarship funding to ten years. Jon indicated that the additional money would be placed in the Endowment Scholarship Fund.

## **Article VII: Dissolution**

1. Upon dissolution of The Band Booster Association, the Association shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the executive committee shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## Article VIII: Standing Rules

1. All matters pertaining to the activities, events, and projects of the band program and the band booster organization must be in keeping with the policy of the school district and the band department.
2. Each member shall have an equal right to speak on all matters brought before the organization.

## Article IX: Approval of Amendments to the Bylaws

1. Any proposed changes or amendments shall be submitted in writing to the executive committee and presented at the next regular scheduled meeting.
2. These bylaws may be amended at the following meeting of the organization by a vote of two-thirds majority of those present, provided that the secretary has given 30 days' written notice, including the full text of the proposed amendment, to the full membership.

Adopted this <sup>13</sup> day of May 2014 as witnessed by:

\_\_\_\_\_  
Mark Clark                      Co-President

\_\_\_\_\_  
Janet Clark                      Co-President

\_\_\_\_\_  
Tammi Drawbaugh      Co-Vice President

\_\_\_\_\_  
Rich Carroll                      Co-Treasurer

\_\_\_\_\_  
Betsy Townsend              Co-Treasurer

\_\_\_\_\_  
Kathleen Schippers      Secretary