

CONSTITUTION AND BYLAWS MILLARD WEST HIGH SCHOOL BAND BOOSTERS

ARTICLE I: Name

Sec. 1. The organization shall be known as Millard West Band Boosters.

Sec. 2. The principal office of the organization shall be Millard West High School.

ARTICLE II: Purpose

Sec. 1. To support the Millard West High School Band through physical, logistical, and monetary means, while fostering an atmosphere of high educational standards, socialization, and cooperation between the students, community, staff and all supporters of the Millard West Band programs.

ARTICLE III: Policies

Sec. 1. The Organization shall be a non-profit organization and no part of the net earnings shall be of personal benefit to any individual members. In the event of dissolution of this organization by vote of the membership, all funds, property and records will revert to the Millard West Band Program.

ARTICLE IV: Structure

Sec. 1. Under the provisions specified in the bylaws, this organization shall be governed by the elected officers and the membership with the cooperation of the general membership and the Millard West High School Band staff.

BYLAWS

ARTICLE I: Membership

Sec. 1. The membership shall be made up of any adult interested in supporting the Millard West High School Band.

Sec. 2. Members who are parents of current Millard West band members will have voting rights for elections and will be eligible to hold office

Sec. 3. Members shall not be required to pay a membership fee.

Sec. 4. The Millard West Band Director(s) shall be non-voting ex-officio members of the organization.

ARTICLE II: Officers

General Guidelines

Sec. 1. The elected positions of the organization shall be President or **Co-** Presidents, two Vice-Presidents, Secretary, Treasurer, and three at-large executive committee members.

Sec. 2. Only one person from any family may hold an elected office during any one term of service. However, one family may jointly hold an office.

Sec. 3. Officers are elected yearly and can serve more than one term if re-elected.

Sec. 4. All officers shall transfer to their successors all books, papers, and other property of the organization in their possession after the April meeting and prior to the June 1 meeting.

Sec. 5. In the event an officer resigns or is not able to fulfill his/her term, a new

officer shall be appointed by the Executive Committee and the appointment shall be reported at the next general meeting. If the Executive Committee cannot reach a consensus, nominations will be taken from the floor at the next general meeting, and a vote of the membership present will elect a replacement officer.

Nominations

Sec. 1. Nominations for election shall take place at the March general membership meeting.

Sec. 2. The names of the nominated candidates will be made known in writing to all members of the General Membership no later than two weeks prior to the April general membership meeting.

Sec. 3. Nominations shall be made from and by the general membership.

Elections

Sec. 1. Elections shall take place at the April meeting of the general membership.

Sec. 2. If there is only one candidate for an office, election shall be by voice vote.

Sec. 3. If there is more than one candidate for an office, election shall be by secret ballot

Sec. 4. A majority vote of the members present shall constitute an election.

Sec. 5. New officers will take office effective June 1. During the months of April and May they will work concurrently with present leadership to ensure a smooth and transparent transition.

DUTIES OF THE OFFICERS

Duties of the President

Sec. 1. The President (or Co-Presidents) shall preside over all meetings of the organization, or appoint a substitute in their absence.

Sec 2: The President (or Co-Presidents) shall approve the formation, dissolution, and appropriate oversight of all committees. This includes which committees will fall under the responsibility of each Vice President.

Sec. 3: The President (or Co-Presidents) shall coordinate all activities of the organization.

Duties of the Vice-Presidents

Sec. 1. There will be two Vice-Presidents that shall assist the President (or Co-Presidents) in all activities.

Sec 2: There will be one Vice-President responsible for fund raising and all activities and/or committees charged with these functions.

Sec 3: There shall be one Vice-President responsible for social activities and all the activities and/or committees charged with these functions.

Duties of the Treasurer

Sec. 1. The Treasurer will maintain all funds due the organization, issue appropriate receipts, be solely responsible for the deposit of all gross earnings

into the organization's checking account, and pay all bills upon authorization.

Authorization includes:

1. Budgeted items which are covered under the membership voted and approved budget.
2. Bills paid by a vote of the Executive Committee as outlined in Article IV: The Executive Committee. Importantly, this process includes the required reporting to the General Membership.
3. Fund requests authorized by the General Membership during a general membership meeting.

Sec. 2. Checks written on the organization's account will be signed by the Treasurer and one other elected officer. Two signatures shall be required on each.

Sec. 3. The Treasurer shall maintain a ledger of all deposits and outlays.

Sec. 4. The Treasurer shall present a complete, itemized, written financial report at each general membership meeting. This report will become part of the minutes of each meeting.

Sec. 5. The Treasurer may arrange for one of the other elected members to collect and deposit funds in his or her absence.

Duties of the Secretary

Sec. 1. The Secretary shall keep the records and minutes of all meetings and ensure correspondence of the organization is handled in a proper manner.

ARTICLE III: The Executive Board

Sec. 1.–The Executive Board will be made up of the elected officers to include the President (or Co-Presidents) who will have one vote, two Vice Presidents who will have one vote each, the Treasurer and the Secretary who will have one vote each. Non-voting members will include the Millard West Band Director(s).

Sec. 2. The Executive Board will be responsible for establishing the operating budget in May for the following year.

Sec. 3. The Executive board will set the agenda for each monthly general membership meeting.

Sec. 4. The Executive Board shall conduct necessary business in the intervals between general membership meetings.

Sec. 5. The Executive Board in cooperation with the band staff will develop proposed goals for consideration of the general membership.

ARTICLE IV: The Executive Committee

Sec. 1: The Executive Committee will include the members of the Executive Board, with the same voting rights as outlined in Article III, Sec. 1, plus three members elected from the General Membership, who will have one vote each.

Sec. 2. The Executive Committee responsibilities will be to resolve urgent or emergent situations to include, but not limited to financial, leadership, and membership issues and/or concerns and Executive Board member vacancies.

Sec. 3 An urgent or emergent situation would be that which any member of the Executive Board deems unable to be delayed to be resolved to the next general membership meeting.

Sec. 4. All matters placed before the Executive Committee will be voted upon and passage will take an affirmative vote of 2/3 (rounding up) of the committee membership.

Sec. 5. All matters voted on by the Executive Committee will be reported at the next monthly general membership meeting. The report will include the specifics of the urgent or emergent situation and the individual members' voting record.

ARTICLE V: Meetings

Sec. 1. The general membership meeting of the organization will be held on the third Monday of each month at 7:00 P.M., unless changed by the executive board.

Sec. 2. Members present constitute a quorum.

Sec. 3. The latest edition of Robert's Rules of Order, Revised shall govern the conduct of all meetings of the organization.

Sec.4. Every effort shall be made to publicize all meetings in advance.

ARTICLE VI: Committees

Sec. 1. Committees will be formed on an ad hoc basis.

Sec. 2. An auditing committee consisting of two general members, appointed by the President, will audit the accounts and ledger of the Treasury annually in May.

ARTICLE VII: Amendments

Sec. 1. The Constitution and Bylaws of the organization may be amended by a 2/3 (rounding up) vote of the members present at a meeting of the general membership. The proposed amendment(s) shall be submitted in writing at a general membership meeting and voted on at the next monthly general membership meeting.

Sec. 2. The proposed amendment(s) shall be made available to all members of the general membership no later than two weeks prior to the general membership meeting at which the vote will be completed.

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