

# Constitution and Bylaws of the Washington Township High School Minutemen Marching Band Boosters, Inc.

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Reviewed February 2016

Revised April 2016

# CONSTITUTION

## ARTICLE I - NAME

The name of the organization shall be the Washington Township High School Minutemen Marching Band Boosters, Inc.

## ARTICLE II - PURPOSE

- a) To promote financial and educational assistance to the Washington Township High School Minutemen Marching Band and its members when feasible;
- b) To promote and advance the welfare, appearance, and musical education of the members of the Washington Township High School Minutemen Marching Band
- c) To promote and advance the interest of the community in music, musical development, and music history;
- d) To promote and advance community spirit, interest, and pride in the Washington Township High School Minutemen Marching Band
- e) To promote and advance causes with the object of raising funds to be used for the aforesaid purposes;
- f) To further educational purposes by providing financial awards to the Washington Township High School Minutemen Marching Band members.

## ARTICLE III - MEMBERSHIP

Membership is open to all adult residents of Washington Township and any band alumni interested in supporting the Washington Township High School Minutemen Marching Band.

## ARTICLE IV - GOVERNING BODY

Section I.

The organization shall be governed by a Board of Directors and an Executive Committee. Terms follow the fiscal year. The fiscal year is from 01 June through 31 May.

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Section II.

The Board of Directors shall consist of the elected officers of the organization: President, Vice President, Vice President of Ways and Means, Secretary, and Treasurer.

Section III.

The Executive Committee shall be composed of the Board of Directors and the Chairpersons of the following committees: Chaperones, Equipment, Food, Membership, Uniforms, and the Parliamentarian/Sergeant at Arms. The immediate past President shall be an ex-officio of the Executive Committee for one (1) year following the completion of his/her term.

Section IV.

The band director or his/her appointee shall be the school appointed advisor to this organization. This includes participation as advisor to the Executive Committee.

Section V.

The incoming Board of Directors, along with the outgoing President and treasurer shall prepare a budget for the upcoming year. The budget shall be presented for approval to the membership and incoming Freshman Booster members at the ~~July~~ June General Membership meeting. The meeting to prepare the budget shall be at the call of the incoming President. Amendments to the budget must be approved by a 2/3 majority vote of members present and voting.

Section VI.

Funds expended within the authority of the Executive Committee shall be in accordance with the adopted budget approved by the General Membership. Emergency expenditures of up to five hundred dollars (\$500) must be approved by the majority of Executive Committee and reported at the next General Membership meeting. Emergency expenditures of over five hundred dollars (\$500) must have consent of the Executive Committee and the General Membership at an emergency meeting.

Section VII.

No member of this organization shall obligate the membership to any activity without approval of the Executive Committee with the concurrence by the General Membership.

**ARTICLE V – AMENDMENTS**

The Constitution may be amended at any General Membership meeting by a two-thirds vote of the members present, provided that any amendment proposed at one meeting is then given in writing to each member present prior to the vote at the following meeting. The vote shall be by secret ballot.

**BYLAWS**

**ARTICLE I - DUTIES OF THE OFFICERS**

Section I

**President** – shall preside at all meetings, of both the Executive and General membership meetings, shall prepare General Membership meeting agenda and distribute at each general membership meeting, shall be an ex-officio member of all committees, except the nominating committee and shall meet and communicate with the Band Director as required.

Section II

**Vice President** - shall assume the duties of the President in his/her absence, inability to serve, or resignation, meet and communicate with the President as required, select an auditor, shall chair the Bylaws Review Committee and shall assume the duties of Parliamentarian/Sergeant of Arms if the Chairperson is unavailable.

Section III

**Vice President of Ways and Means** – shall present fundraising activities to the Band Director for his consent and the approval of the Board of Directors and shall appoint Chairpersons for fundraising events from the eligible and interested members of the General Membership.

Section IV

**Secretary** – shall keep the minutes of all Executive Committee and General Membership meetings, shall provide written detailed minutes of the previous

meeting at the following Executive Committee and General Membership meeting for additions, deletions, and acceptance, shall have the minutes published via e-mail and website (2) weeks after each Executive Committee and General Membership meeting and collect and handle all general correspondence of the organization. The Secretary shall appoint a proxy in his/her absence.

#### Section V

**Treasurer** – shall be the recipient of all monies collected by this organization and shall be responsible to the membership for the accountability of these monies. Accurate records shall be maintained of receipts and expenditures to enable the organization to readily understand its financial status at all times. The Treasurer shall provide a monthly report for the Executive Committee and the General Membership to be presented 1 day prior to~~at~~ their meetings. The Treasurer shall have ledgers and checkbook in his/her possession at all meetings to answer any specific questions. Drafts against monies in the treasury shall be signed by the Treasurer and the President. The Vice President is authorized to sign in the absence of the President. No two members of the same household, or those related, can be co-signers of any draft. The treasurer shall submit the records of the office to the selected auditor on or before June 15<sup>th</sup>. The treasurer shall also submit to the Board of Directors a summary of the year's budget showing the amount budgeted and the amount actually spent for each budgeted item at each Executive Committee meeting.

#### Section VI

**Approval of non-elected members of the Executive Committee and Chairpersons of all non-fundraising activities shall be appointed by the Board of Directors.**

### ARTICLE II - DUTIES OF THE EXECUTIVE COMMITTEE

#### Section I

The Executive Committee shall meet at least one week prior to the General Membership meeting or as mutually agreed upon by the Executive Committee to finalize the agenda for the General Membership meeting. The agenda for the General Membership shall be publicized at least 48 hours prior to the General Membership meeting.

#### Section II

To chair a committee, a member must have dues paid in full for the year, attend General Membership meetings and have a child active in the Washington Township High School Minutemen Marching Band.

### Section III

All chairpersons shall not serve more than two (2) consecutive years in one position, unless there is no other interest and then they can be voted by the Executive Committee and the General Membership for an additional~~each~~ one (1) year term.

### Section IV

Duties of the Chairpersons:

**Chaperones** – The Chair shall schedule as many chaperones through the chosen electronic media as needed for each band activity according to the Band Director's request. Chaperones for school activities shall be subject to the approval of the Band Director, who is acting as a designee for the high school principal, and may include members of the Band Boosters. Chaperones are required to have knowledge of their duties and responsibilities as explained by the Chaperone Chairperson prior to their first band function.

**Equipment** – shall recruit committee members through the chosen electronic media and assign duties, shall construct and maintain props and transport all equipment including props, musical instruments and flags; shall, with approval of the Executive Committee, purchase new materials to upgrade, maintain and add to existing equipment, coordinate the set-up of all instruments at all marching band events at the discretion of the Band Director.

**Food** – shall recruit committee members through the chosen electronic media and assign duties, shall purchase, prepare, coordinate the transportation of and set up all food for the band at the discretion of the Band Director.

**Membership** – shall collect dues, shall maintain an alphabetized up to date membership list including names, addresses, and phone numbers and make this list available at each General Membership meeting, shall maintain an Alumni directory showing names, addresses, email and phone numbers of former Minutemen Marching Band members, shall take attendance at each General

Membership meeting for the purpose of verifying voting privileges, shall submit each meetings attendance to the Secretary prior to the next General Membership meeting, shall prepare a list of eligible members for the election of the Board of Directors and shall submit the list to the Nominating Committee at the April meeting. He/she shall notify all members of meetings and other activities related to the Band as directed by the President. This list shall not be used for any business outside of the Band.

**Uniforms** – shall recruit committee members and assign duties, shall be responsible for the maintenance, upkeep and fitting of uniforms, instruct students as to the distribution of the uniforms at the discretion of the Band Director.

**Parliamentarian/ Sergeant of Arms** – shall be provided with and shall enforce the use of Robert’s Rules of Order at every meeting of this organization , shall maintain order at meetings and shall head count votes.

### **ARTICLE III - DUES**

#### Section I

The annual membership dues shall be (\$~~25~~<sup>50</sup>) twenty dollars per family membership.

#### Section II

Dues are payable to the Membership Chairperson. Dues of this organization shall be payable June through ~~September~~<sup>November</sup> and active membership shall extend until the following June meeting.

#### Section III

All paid members shall have the privilege of voting on issues raised during the monthly General Membership meetings.

### **ARTICLE IV - ELECTIONS OF OFFICERS**

#### Section I

To be eligible for an office, members with dues paid as of the preceding ~~September~~February meeting and who have attended three (3) General Membership meetings prior to April, are eligible for nomination. All nominees for office must have a child active in the Washington Township High School Minutemen Marching Band at the time of elections, and through the length of their term.

#### Section II

At the General Membership meeting in April, nominations for office will be solicited. A Nomination Committee of three (3) will be formed of volunteer members. This committee shall not include members of the Board of Directors. The Nominating Committee will make every effort to gather all interested names and contact all eligible members. They shall present a slate of candidates for the five (5) elective offices at the May General Membership meeting. Before the election of officers, additional nominations from the floor shall be permitted.

#### Section III

The officers can be elected by secret ballot to serve for one (1) year or until their successors are elected. If ballots are necessary, the ballots shall be counted by the Nominating Committee. In the event of a challenge to the returns, the ballots shall be counted by the Parliamentarian/ Sergeant at Arms with the nominees or designee witnessing the count. A simple majority of ballots cast by eligible members present is sufficient to elect an officer. In the event that only one person is nominated for an office, election may be made by voice vote.

#### Section IV

All officers should not serve for more than two (2) consecutive years in one position, unless there is no other interest and then they can be voted by the Executive Committee and General Membership for an additional~~each~~ additional one (1) year term.

#### Section V

Should a vacancy occur for the office of President, the Vice President will fill the position for the remainder of the term.

#### Section VI



Should a vacancy occur for the office of Vice President, Vice President of Ways and Means, Secretary or Treasurer, the office shall be filled by election at the first General Membership meeting following the occurrence of the vacancy.

Nominations for the vacancy shall be made from the floor. Persons nominated must meet the eligibility requirements as stated in Article IV, Section I of the Bylaws.

#### Section VII

Should a vacancy occur on the Executive Committee, the position shall be filled by appointment of the Board of Directors at the next Executive Committee meeting.

#### Section VIII

Any person who assumes to a vacated office is entitled to run for the position at the end of the term and should not serve for more than two (2) consecutive years in one position, unless there is no other interest and then they can be voted by the Executive Committee and the General membership for an additional~~each~~ one (1) year term.

### **ARTICLE V – MEETINGS**

#### Section I

A General Membership meeting shall be held each month with the possible exception of July and December. The day, time, and location of the meeting shall be decided each year during the June meeting unless otherwise changed by the Executive Committee and/or the organization. The Membership Committee Chair shall notify all members of all or canceled meetings.

#### Section II

The General Membership meetings of this organization shall be open to members and invited guests. The privilege of making motions and voting shall be limited to members of the organization. See Article III, Section III/Dues of the Bylaws.

#### Section III

There shall be an agenda for each General Membership meeting. If time permits, the floor will be open for additional business not stated on the agenda. If time does not permit, additional business will be tabled until the next meeting.

Section IV

To be placed on the agenda of the General Membership meeting, a person wishing to do so shall contact a member of the Board of Directors prior to an Executive Committee meeting.

Section V

Any member in good standing is welcome to attend Executive Committee meetings.

**ARTICLE VI – QUORUM**

Section I

An Executive Committee quorum shall consist of  $\frac{1}{2}$  plus one of the constituted Executive Committee. No member shall have multiple votes even if he/she holds multiple offices. In the event a committee is co-chaired, only one vote will be given for that committee.

Section II

The members present shall constitute a quorum for the General Membership meetings. Only one vote per paid membership. Executive Committee Members are eligible to vote under the same terms of a General Member.

Section III

In the event of an immediate/emergency decision, a quorum shall consist of  $\frac{1}{2}$  plus one of the Executive Committee present with the consent of the Band Director.

**ARTICLE VII – COMMITTEES**

Section I

A yearly audit of the Treasurer's books will be conducted by an external accountant who will provide a written report for review by the General Membership at the August meeting.

Section II

The Valerie Vetter, Debbie Daley, and Samantha Pileggi Memorial Award Committee shall consist of one Executive Committee member, the Band Director, Assistant Band Director, and four (4) members of the Band Boosters General Membership. Band Booster members with a senior class student shall not be eligible to serve on this committee, this shall include the Executive Committee member.

### Section III

A financial award will be given to all active graduating senior Marching Band members according to the number of years completed in the Marching Band. The amount will be determined by the Executive Committee based on the condition of the treasury at the end of the fiscal year, 31 May.

### Section IV

All other committees will be formed as needed with the advice and consent of the Executive Committee.

## **ARTICLE VIII – PARLIMENTARY AUTHORITY**

The rules contained in “Robert’s Rules of Order Newly Revised” shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE IX – REMOVAL FROM OFFICE**

### Section I

Should it become necessary, a member of the Board of Directors may be removed from office for cause. Cause shall be defined as a violation of the Constitution and Bylaws, or any official action by an officer which reflects discredit on this organization. Once a motion for removal has been introduced at the Executive Committee meeting, it shall be tabled with no discussion. At the following General Membership meeting the motion shall be read by the Secretary and discussed. The passage of such motion shall be only on receipt of two thirds majority of the members present and voting. If the motion is introduced and the officer resigns prior to the next General Membership meeting, action shall be taken in accordance with Article IV, Section V or Section VI of the bylaws.

### Section II

Should it become necessary, a member of the Executive Committee not including the Board of Directors, may be removed from office for cause. Cause shall be defined as in Section I above. In such a case, if the member chooses not to resign, the office may be declared vacant by the President, with concurrence of a majority of the Board of Directors.

## **ARTICLE X – AMENDMENT TO THE BYLAWS**

### Section I

The Bylaws may be amended at any General Membership meeting by a two thirds majority vote of the members present , provided that any amendment proposed at one meeting is then given in writing to each member present prior to the vote at the following meeting. The vote shall be by secret ballot and counted by the Vice President and two volunteers for the General Membership not currently serving on the Board of Directors. Any approved changes become effective immediately.

### Section II

A Bylaws Review Committee shall be appointed by the Vice President at the February General Membership meeting every even numbered year. The committee shall be chaired by the Vice President, or his/her appointed Executive Committee member, who meets with four (4) members of the General Membership, or Executive Committee Members if necessary, prior to the March Executive Committee meeting. Proposed revisions are to be presented in writing at the March Executive Committee meeting and the General Membership meetings. At the April General Membership meeting the Bylaws shall be discussed, and voted upon -by secret ballot. The ballots are counted by the Vice President and two volunteers from the General Membership not currently serving on the Board Directors. If changes are not approved, vote to go back to the Review Committee and/or retain the existing bylaws.

## **ARTICLE XI – DISSOLUTION CLAUSE**

Upon the dissolution of the corporation, the Executive Committee shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all assets of the corporation exclusively to such organization/organizations operated for charitable, educational, religious or scientific purposes as shall at the time qualify as exempt organization/organizations under 501c (3) of the Internal Revenue code of 1954 (or the

corresponding provision of any future United States Internal Revenue law) as the Executive Committee shall determine, any such asset not so disposed of shall be disposed by the county court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization/organizations, as said court shall determine, which are organized and operated exclusively for such purposes.