

# **Bylaws for Century Music Boosters, Inc**

## **SECTION I: NAME**

This organization shall be known as the Century Music Boosters, Inc.

## **SECTION II: OBJECTIVES**

The objectives of this organization are:

A. To maintain interest and morale in both the instrumental and vocal music programs at Century High School;

B. To support both morally and financially the Century High School Music program;

C. To promote mutual cooperation between the school administration and this organization;

D. To build and maintain an organization which will help promote the general activities of the Music program at Century High School.

## **SECTION III: MEMBERSHIP**

A. Any individual over the age of eighteen, who pays the annual membership fee of \$1.00 to Century Music Boosters, Inc.; and is either a parent or guardian of children participating in either the instrumental or vocal music program of Century High School is a member of this organization.

## **SECTION IV: MEETINGS**

A. Regular meetings of this organization will be held ONCE A MONTH EVERY MONTH EXCEPT JULY. A Schedule of meetings for each year will be developed and published prior to the first meeting of the school year. The Monthly meetings will be held at Century High School;

B: Five days notice shall be given to reschedule a regular meeting should the Executive Board deem it necessary;

C. The five-day requirement shall be waived in the event of inclement weather. If on the day of a scheduled meeting schools are closed or dismissed early, the meeting shall be postponed one week;

D. Special meetings of the general membership may be called by the Executive

Board with five days notice;

E. A meeting must be chaired by the president or vice president.

F. Ten percent of the members of the organization will constitute a quorum at any meetings for purposes of conducting business.

#### SECTION V: OFFICERS:

A. The officers of this organization shall be: President, Vice President, Secretary and Treasurer;

B. The officers shall serve for a term of one year and may not serve more than four consecutive terms in the same office;

C. The officers shall assume their official duties JUNE 1 after their installation at the regular May meeting;

D. A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by a majority of the Executive Board, subject to confirmation by the General Membership.

#### SECTION VI: DUTIES OF THE OFFICERS:

##### A. PRESIDENT

1. The President shall preside at all meetings of the organization and its Executive Board;

2. Shall appoint all Standing Committee Chairpersons;

3. Shall be a member ex-officio of all Standing Committees;

4. Shall perform all other duties as prescribed in these by-laws or assigned to him/her by the organization or its Executive Board.

##### B. VICE PRESIDENT:

1. The Vice President shall assume the duties of the President in his/her absence;

2. Shall assist the President as needed.

##### C. SECRETARY

1. The Secretary shall keep the minutes of all official meetings;

2. Shall prepare correspondence as directed by the organization or its Executive Board.

##### D. TREASURER

1. The Treasurer shall have custody of all funds of the organization;

2. Shall make disbursements in accordance with the approved budget or as authorized by the organization, except that the President may authorize the Treasurer to expend funds up to \$200.00 for unforeseen expenses;
3. Shall keep a full and accurate accounting of receipts and expenditures;
4. Shall give a verbal report (with written documentation attached to the minutes) at all meetings of the organization and shall also give the annual written report summarizing income and expenditures at the April Meeting;
5. Shall provide for the preparation of all required financial reports, such as tax reports.

F. All officers shall deliver to their successors all official material not later than ten days following the May election;

G. Officers shall perform the duties defined above in accordance with the parliamentary authority as outlined in these by-laws.

## SECTION VII: ELECTION OF OFFICERS

A. The President shall appoint a Nominating Committee of three members no later than the March meeting. It is the duty of this Committee to secure POSSIBLE candidates for the offices to be filled;

B. The Nominating Committee shall give a report at the April meeting for the members to consider, and place those names in nomination;

C. Nominations from the floor will be accepted at the April meeting;

D. All nominees must have given their consent prior to having their names placed in nomination;

E. If there are no opposing candidates, the vote shall be for the slate as a whole by acclamation. If any office is contested, that office shall be elected by secret ballot with the candidate receiving a simple majority of those voting declared the winner;

F. Election of Officers shall take place at the May meeting. The newly elected Officers shall assume their duties June 1<sup>st</sup>.

## SECTION VIII: EXECUTIVE BOARD

A. The Executive Board shall be comprised of the Officers, The Band Director, the Vocal Music Director, and Chairpersons of the Ways and Means Committee and the Finance Committee. The Executive Board may invite other non-voting participants to their meetings as needed;

B. The Executive Board shall meet at least once per calendar quarter. These

meetings should be scheduled in order to orient new board members for the following year, develop a budget and make decisions regarding fundraisers, and to schedule regular monthly meetings and business for the year.

- C. Each member of the Executive Board shall have one vote in all matters brought before the Board;
- D. Meetings of the Executive Board may be called by the President or by a majority of the members of the Board;
- E. All Board decisions regarding expenditures more than \$200.00 over and above budgeted items must be made following deliberations at a called Board meeting;
- F. A majority of the Executive Board members present will constitute a quorum;
- G. General Duties;
  - 1. The Executive Board shall transact necessary business between regular meetings of the organization;
  - 2. Shall appoint an Auditing Committee to audit the books once per year. The Committee shall report its findings at the regular May meeting;
  - 3. Shall prepare a budget for the NEXT year and submit it to the organization for approval no later than the regular June meeting. Both Outgoing and Incoming Executive Board members shall participate in the preparation of the new budget.
  - 4. Shall fill vacancies occurring among the elected officers on a temporary basis. The un-expired term shall be permanently filled by a person nominated by a majority of the Executive Board subject to confirmation by the general membership at the next regular meeting;
  - 5. The Executive Board shall create additional committees as needed.

## SECTION IX: STANDING COMMITTEES

### A. Ways and Means:

- 1. The Ways and Means Committee shall consist of at least 3 members and shall submit plans for fundraising to the Executive Board and then to the members of the organization
- 2. There shall be as many fundraising activities per year as may be necessary to meet the budget.

### B. Finance:

- 1. The Finance Committee shall gather and submit to the Executive Board information necessary to build the budget.
- 2. The Finance Committee shall consist of the Treasurer and 2 additional members.

C. Historian:

1. The Historian shall maintain a scrapbook record of the activities of the Century Music Program;
2. Shall coordinate all publicity of such events.

D. The Chairpersons of the Standing Committees shall be appointed by the President to serve until the May election.

SECTION X: FISCAL YEAR

- A. The fiscal year of the organization shall begin on June 1 and end on May 31 of the following year.

SECTION XI: PARLIAMENTARY AUTHORITY

- A. Robert's Rules of Order Newly Revised shall govern this organization in all cases in which there are applicable and in which they are not in conflict with these by-laws.

SECTION XII: AMENDMENTS

- A. Amendments to these by-laws must be presented to the Executive Board prior to a regular meeting of the organization. The Board will give its recommendation, either favorable or unfavorable, at the next regular meeting of the organization;
- B. A motion to recommend changes to the by-laws must be made and seconded at a regularly scheduled meeting;
- C. The membership shall then be given at least twenty days notice to consider the proposed amendment before a vote shall be taken at the next regularly scheduled meeting;
- D. An amendment must be approved by a two-thirds (2/3) majority vote of the members present and voting.

8/21/2001