

Proposed May, 2007

**Maloney High School Band Boosters, LLC
Bylaws**

Article 1: Name

The name of the organization will be the Maloney High School Band Boosters, LLC. Hereafter referred to as the “Boosters”.

Article 2: Mission

The mission of the Boosters is to advocate for the value of music education and support the Instrumental Music Department of Maloney High School, Meriden, Connecticut and its’ students. Our mission is to promote the standards on which the Instrumental Music Department is based: Pride, Musicianship, Respect and Excellence.

Article 3: Purpose

The purpose of the Boosters is to bring together interested persons to augment, promote and provide volunteer and financial support for the Instrumental Music Department of Maloney High School, Meriden, Connecticut and its’ students.

Article 3: Membership

Membership shall be open to all individuals who have an interest in the Instrumental Music Department of Maloney High School and pay dues. Hereafter referred to as “Members”.

Members may vote and hold elected office.

Students of the Instrumental Music Department of Maloney High School may attend meetings but may not vote or hold elected office.

The Boosters will not discriminate against any person. No one will be denied membership according to race, religion, creed or national origin.

Article 4: Dues

Dues will be set each year in June by the Executive Board and cover the period from August 1st through July 31st. Payment of dues must be made by October 31st.

Article 5: Executive Board

There shall be an Executive Board consisting of the elected officers of the Boosters.

The Executive Board shall consist of President(s), Vice-President(s), Recording Secretary(s), Corresponding Secretary(s), and Treasurer. Hereafter referred to as “Officers”.

The Director of Bands may serve as an ex officio member of the Executive Board without a vote.

The Booster Past President(s) may be invited to act as advisor to the Executive Board without a vote.

Term of office shall be one year for all Officers.

An elected Officer may resign at any time upon written notice to the Executive Board.

Article 6: Elections

Nomination of Officers will be open at the April Booster meeting.

The Nominating Committee shall submit nominations to the President two weeks prior to the May Booster meeting.

Nominations of Officers will be posted on the Band Booster section of the Maloney Band website prior to the May Booster meeting.

Election of Officers will be held at the May Booster meeting.

Election of Officers will be conducted by written ballot. Each candidate or co-candidates receiving the majority of votes shall be declared elected. In the event no candidate or co-candidates receive a majority of votes cast on the first ballot, additional written ballots shall be taken between the top two candidates or co-candidates until a candidate or co-candidates receive a majority of votes and is elected. The Nominating Committee will count and preserve the ballots. A final written tabulation will be presented to the President.

The Nominating Committee will inform the candidates or co-candidates of the results of the election.

Election results will be posted on the Band Booster section of the Maloney Band website.

In order to cast a vote, a member's name must appear on the Booster Membership Role for the current year maintained by the Recording Secretary.

If only one candidate or co-candidates is nominated for each office, no ballot needs to be taken and the election will be automatic.

Installation of newly elected officers will be at the June Booster meeting. These officers will comprise the Executive Board.

The term of office will be July 1st to June 30th.

A Special Election shall be held within one month to fill the term of any vacated office. Special Elections shall be conducted as outlined in this, Article 6.

Article 7: Duties of Officers

Section 1. The President(s) shall:

1. Preside at all regular and special Booster and Executive Board meetings, prepare an agenda and conduct all meetings in a manner consistent with these bylaws.
2. Serve as liaison with the Director of Bands.
3. Coordinate and oversee all Booster activities.
4. Appoint chairperson(s) to all committees and serve as ex-officio member of all committees.
5. Complete and submit all forms to the proper authorities.

6. Perform other duties as may be assigned by the Executive Board.

Section 2. The Vice-President(s) shall:

1. Assume all duties of the President in his/her/their absence.
2. Coordinate volunteers for activities and events of the Maloney High School Band Boosters, LLC.
3. Maintain an inventory of all equipment purchased for the Boosters.
4. Perform other duties as may be assigned by the President(s).

Section 3. The Recording Secretary(s) shall:

1. Record the minutes of all regular and special Booster and Executive Board meetings and shall submit a copy of all minutes to the President and Director of Bands.
2. Post a copy of minutes of Booster meetings on the Band Booster section of the Maloney Band website.
3. Maintain a record book in which the bylaws, all meeting minutes, and attendance at all meetings are entered with any amendments to these documents recorded and documented.
4. Shall maintain a Booster Membership Role.
5. Perform other duties as may be assigned by the President(s).

Section 4. The Corresponding Secretary(s) shall:

1. Send out notices to members and maintain a record book of these notices.
2. Complete all correspondence including acknowledgement of donations made to the Boosters and maintain a record book of all correspondence.
3. Perform other duties as may be assigned by the President(s).

Section 5. The Treasurer shall:

1. Prepare an annual budget.
2. Keep a full and accurate account of all receipts and expenditures.
3. Maintain custody of all funds.
4. Submit all financial records to be audited annually.
5. Ensure that all checks have at least two signatures, the President(s), Vice-President(s), or Treasurer.
6. Submit a financial report at each special and regular meeting of the Boosters and Executive Board.
7. Receive all money from fundraising activities. If the Treasurer is unable to attend the event, the event chairperson(s) or member of the Executive Board shall assume this responsibility. All money shall be counted on the premises by at least two people including the chairperson(s) or member of the Executive Board.
8. Perform other duties as may be assigned by the President(s).

Article 8: Meetings

Regular meetings of the Boosters will be held monthly during the regular school year unless otherwise decided upon by the Executive Board or events beyond the Boosters' control.

Special meetings of the Boosters may be called by the President(s) or Executive Board. The purpose of these meetings shall be stated in the call of the meeting and Members shall receive reasonable notice of such meetings under the prevailing circumstances.

The date and time of meetings will be determined by the Executive Board.

All meetings will be held at Maloney High School unless otherwise designated by the Executive Board.

In order to cast a vote, a member's name must appear on the Booster Membership Role for the current year maintained by the Recording Secretary.

A quorum at any regular or special Booster meeting shall consist of ten Members identified on the Membership Role maintained by the Recording Secretary.

On matters of voting, passage shall require a simple majority of the quorum.

The Director of Bands shall receive notice of all special and regular meetings of the Boosters and Executive Board.

Article 9: Committees

The President(s) shall appoint chairperson(s) to all committees and serve as ex-officio member of all committees.

All committee chairperson(s) shall be appointed for a term coinciding with the duration of the event and/or the current school year.

Article 10: Standing Committees

Section 1. The Nominating Committee shall:

1. Consist of two Booster members appointed by the President.
2. Be appointed in February.
3. Conduct the election of the Booster Executive Board as stated in Article 6 of these bylaws.

Section 2. The Publicity Committee shall:

1. Promote the activities and events of the Maloney High School Band Boosters, LLC.

Section 3. The Uniform Committee shall:

1. Assist with maintenance and distribution of Maloney High School Instrumental Music Department uniforms and attire.
2. Committee members must adhere to designated duties, responsibilities and requirements as established by the Director of Bands in adherence with Meriden Public Schools' policy.

Section 4. The Pit Crew Committee shall:

1. Coordinate Pit Crew members for activities and events of the Maloney High School Instrumental Music Department.
2. Pit Crew members must adhere to designated duties, responsibilities and requirements as established by the Director of Bands in adherence with Meriden Public Schools' policy.

Article 11: Finances

Section 1. Fiscal Year

1. The fiscal year will begin January 1st and end on December 31st.
2. An annual financial report will be prepared by the Treasurer and shall be available to all Booster members for review.

Section 2. Audit

1. All financial records will be audited annually.
2. A third party who is not a member of the outgoing Executive Board and is not a

member of the incoming Executive Board must conduct the audit.

Section 3. Expenditures, Expenses and Deposits

1. All expenditures, expenses and deposits will be available in a Treasurer's Report at all regular and special Executive Board and Booster meetings.
2. All financial transactions shall bear, as a minimum, two signatures: the President(s), Vice-President(s) or Treasurer.
3. Expenditures and expenses to be reimbursed by the Boosters must include a valid receipt and statement explaining the purpose of the purchase and the event or activity for which it was purchased.
4. The Boosters will approve by vote all expenditures.
5. Expenses required for the running of established events do not require prior Booster approval.
6. In special circumstances, the Executive Board with majority vote can approve expenditures up to \$200 without a vote of the Boosters. The Boosters will be informed of these expenditures at the next regular or special Booster meeting.
7. All expenditures above \$200 must be approved by a vote of the Boosters.
8. Special Funds may be established as deemed necessary by the Executive Board.

Article 12: Records

A copy of the bylaws and its amendments, minutes of regular and special Executive Board and Booster meetings, attendance at meetings, membership roles, copies of correspondence and financial records and reports shall be kept on file.

Article 14: Authority

The Boosters shall be governed by these bylaws.

Article 15: Bylaws

Proposed amendments to these bylaws must be submitted in writing to the Executive Board.

Written notice of proposed amendments to these bylaws must be given to Boosters at least 21 days prior to the meeting at which a vote will be taken.

These bylaws may be amended by a 2/3 vote of the quorum at any regular or special Booster meeting.

An amendment may be an addition, deletion or change to the bylaws.

These bylaws shall be reviewed every three years by a special committee appointed by the President.

Bylaws adopted:

Amendments made:

Most recent changes adopted:

