

## Willard Band Boosters Charter and By-Laws

### **ARTICLE I: Name**

The name of this organization is Willard Band Boosters. It is a club organized under the leadership of the Executive Board.

### **ARTICLE II: Purpose**

The objectives of the Willard Band Boosters are:

Section 1: To arouse and maintain an enthusiastic interest in the Willard Bands.

Section 2: To lend all possible support, both moral and financial, to the band and to encourage attendance at band activities.

Section 3: To cooperate with those in charge of the band, school administration, and the school board to the end that the band be brought to and kept at the highest possible standards of excellence and to build and maintain an organization which will help promote the general activities of the band program grades six through twelve.

Section 4: To show no discrimination to anyone because of race, sex, religion, place of birth or family income.

### **ARTICLE III: Membership**

Section 1: The membership of this organization shall not be limited. Anyone interested in furthering the aims of the organization shall be eligible to join.

Section 2: Voting privileges are granted to all those with a paid membership for the current fiscal year, age 18 and above.

Section 3: Yearly dues shall be paid to Willard Band Boosters. This membership runs concurrent with the school year. The membership levels are: Individual/Patron - \$15, Family memberships; Bass Clef - \$25, Treble Clef - \$50, Directors Level - \$100 and Executive Level - \$250. Corporate membership - \$500 and above.

### **ARTICLE IV: Executive Board**

The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, Assistant Treasurer, Committee Chairpersons, and the Band Directors of Willard Bands. This group shall be the Executive Board of the Willard Band Boosters.

Section 1: The offices of President and Secretary shall be elected for a term of two years in May of even numbered years. The offices of Vice President and Treasurer shall be elected for a term of two years in May of odd numbered years. Terms begin on July 1 of the year they are elected.

Section 1a: In a trip year, the office of Assistant Treasurer will be held as an elected office, only during the two year period involving the trip.

Section 2: Appointed committee chairpersons may include; Parliamentarian, Middle School representative, Membership and Business Chairperson(s), Publications/Historian Chairperson(s), Spirit Chairperson(s), Telephone Chairperson(s), Sewing Committee Chairperson, Bus Parent Chairperson(s), Meals on Wheels Chairperson(s), and Funnel Cake Chairperson(s). Additional committees may be added as needed.

Section 3: The Executive Board shall have general supervision of the affairs of the organization.

Section 4: Elected members filling the positions of President, Vice President, Secretary, Treasurer, Assistant Treasurer and appointed committee chairpersons must be a paid member in good standing and have a student in band at the time of their election. Exceptions may be made by vote of the Executive Board in special cases.

#### **ARTICLE V: Meetings**

The regular meetings of this organization's Executive Board shall be held at 6:30 p.m. on the 3<sup>rd</sup> Monday of every month\* Full membership business meetings shall be held directly following the Executive Board meeting, beginning at 7:00 p.m., on the 3<sup>rd</sup> Monday of every month. The President may call special meetings. Robert's Rules of Order will conduct all meetings. A quorum at Executive Board meetings shall consist of 3 members, and a quorum at a full membership meeting shall consist of 11 members.\*\*

\*In the event the school is closed due to inclement weather there will be no meeting.

\*\*An official meeting may be held as long as there are 3 executive board members (of which one is the president or vice-president).

#### **ARTICLE VI: Amendments**

The Charter and By-laws may be amended by a simple majority vote of the members present at any membership meeting. Notification of a membership meeting to discuss and amend the bylaws shall be made public either by notice to membership.

#### **ARTICLE VII: Elections**

Section 1: A nominating committee of 5 members of the Executive Board and/or general membership, including not less than 2 members from the Executive Board, shall be appointed by the President at the March executive or full membership meeting. (would suggest changing that to 2 members because otherwise someone who is either up for re-election – or their seat is up for election – which could create a conflict of interest).

This nominating committee will meet before the May full membership meeting. They will create a slate of officers based on the re-election cycle for officers as outlined in Art. IV, Sec. 1. These persons will be contacted and asked if their names can be put into nomination. The President may then make decisions regarding the creation of new committees, which will affect the year in which he/she holds office.

Section 2: Officers are to be elected at the May business meeting. Nominations may be made from the floor after the report of the nominating committee's slate of nominees is presented.

Section 3: Officers will be elected by majority vote. The President will recognize the new officers and then will state the names of the newly appointed officers to the membership at the business meeting. New officers and committee chairpersons assume duties at the beginning of the fiscal year, July 1. Any executive board member who does not fulfill their duties may be asked to resign.

Section 4: Any elected officer's position or committee chairperson's post which becomes vacant shall be filled by appointment by the Executive Board to fill the remainder of the term, except the office of President, which shall be filled by the Vice President.

### **ARTICLE VIII: Fiscal Year**

The Booster Club's fiscal year shall run from July 1 to the following June 30.

### **ARTICLE IX: Dissolution**

Upon the dissolution of the Organization, after paying or making provision for the payment of all the liabilities of the Organization, it shall dispose of all the assets of the Organization exclusively for the purpose of the Organization in such a manner, or to such organization(s) organized and operated exclusively for charitable, education, religious or scientific purposes as shall at that time qualify as an exempt organization(s) under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Greene County. (small claims court).

### **ARTICLE: Disbandment**

If the Willard Band Boosters shall at any time disband, any monies in the treasury shall be turned over to the Band Department of Willard High School.

## **BY-LAWS**

### **ARTICLE 1: Duties of Officers**

Section 1: The President of this organization shall preside at each meeting and be responsible for the coordination of its officers and committees so that the basic objectives of the organization are promoted.

Section 2: The Vice President shall assume all duties of the President in the President's absence. The Vice President shall be willing to commit time to helping organize and implement committee projects with committee chairpersons as needed.

Section 3: The Secretary shall record and post the minutes of all meetings, notify members of the Executive Board Meetings, and be responsible for having on file at all

times a copy of the charter, by laws and a list of members. The Secretary is also responsible to provide a reasonable number of copies of the previous meetings' minutes.

Section 4: The Treasurer and Assistant Treasurer are responsible for all funds generated by and for the financial affairs of the Willard Band Boosters. These duties shall include, but not be limited to the following: maintaining the organization's checking account; other accounts as needed where the organization will receive the highest return; reconciling bank statements monthly, along with reporting at the monthly membership meetings; paying all bills; initiate audit of financial books and records by an Executive Board member at the end of the fiscal year; and keep all financial records required during a trip year. All bills submitted for approved projects do not have to be preapproved before paying. Treasurer's bonds must be carried, with the organization paying for the bonds. All disbursements over \$100 shall require 2 signatures as approved by the Executive Board.

Section 5: The Willard High School Director of Bands shall act as liaison between the Willard Band Boosters, the band personnel and the school authorities.

Section 6: Any person acting on behalf of the Willard Band Boosters Organization must be delegated by the executive board members and band directors.

## **ARTICLE II: Responsibility of Members**

Any correspondence and/or publication from Booster officers or members pertaining to band or Booster business or activities must be reviewed by the Band Director and Booster President. There is to be no open discussion in the regular meetings regarding students, parents or teachers.

## **ARTICLE III: Fundraising Events**

All monies received from fundraising events will be turned into a band booster club elected executive officer the day of the event or the next business day.

All receivables will be deposited into the bank within 5 working days of the event.

All monies received from fundraising events will be deposited into the general fund unless voted on prior to the specific fundraising event.