

Greece Marching Band Booster By-Laws

Article I - Name

The name of this non-profit organization shall be the **Greece Marching Band Boosters**.

Article II - Objectives

The objectives for which this association is formed are:

1. To create and maintain a positive working relationship between students, parents, schools, community, the Band Director and staff.
2. To raise funds in order to provide financial support to the band.
3. To be an advocate in all matters and things pertinent to the band, and to remain within the jurisdiction of the school district and the Band Director and staff.

Article III – Membership

Membership in this association shall be divided into three groups. **Active members** consist of the parents/guardians of current Greece Marching Band members, the Director, marching band staff and school district personnel. Active members are automatically voting members, without having to pay any dues. **Alumni members** consist of past Greece Marching Band members or parents/guardians of past members. In order to be a voting member, they will pay a fee of \$10 per person, per year. **Associate members** shall consist of interested community members or anyone that does not have a relation in the marching band. In order to be a voting member, Associate members will pay a fee of \$40 per person, per year. Any interested person can attend meetings of this association, however only Active, Alumni and Associate members are voting members. Only Active and Alumni members of this association can hold office.

Article IV – Executive Board

The members of the Executive Board of this association shall be the Band Director, President, Vice President, Fundraising Chairperson, Treasurer, Secretary. The Band Director is a non-voting member of the Executive Board. The duties of Executive Board members include, but are not limited to:

1. **President**

The **President** shall preside at all the meetings of the association. He or she shall chair the Executive Board. He or she shall be a member ex-officio of all committees. The President is the Chairperson of the Budget Committee, which will consist of the

Executive Board, Band Director and members of the Marching Band staff as decided by the Band Director.

2. **Vice President**

The **Vice President** shall perform duties of the President in his or her absence and act in an advisory capacity at all times. In case of inability to serve or resignation of the President, the Vice President shall fill the unexpired term. The Vice President shall also act as the Volunteer Chair and head the Volunteer Committee.

3. **Fundraising Chairperson**

The **Fundraising Chairperson** shall be the Chairperson of the Fundraising Committee. He or she is responsible for overseeing all fundraising activities.

4. **Treasurer**

The **Treasurer** shall be responsible for:

- a. Receiving all monies collected, issuing of receipts, and depositing funds in the established bank account. All monies collected shall be deposited in the name of "Greece Marching Band".
- b. Disbursing funds at the recommendation of the Band Director, Executive Board or committee chairs as budgeted and approved by the Executive Board. Funds shall be disbursed according to the Greece Marching Band Booster *Funds Disbursement/Reimbursement Policy*.
- c. Maintaining the required financial records to comply with state and federal laws and to meet the needs of the organization.
- d. Providing general financial reports to the Band Directors, Executive Board members and general membership as requested. The scope and detail of financial reports shall be determined by the Executive Board.
- e. Providing statements of any personal account standings to each member (parents/guardians) as requested. The minimum frequency of the statements shall be annually.
- f. As a member of the Budget Committee, support the preparation of an annual budget based on the recommendations of the Band Directors, Executive Board members and committee chairs. The draft annual budget shall be presented to and approved by the Executive Board prior to the end of the fiscal year. The budget shall be presented to the general membership for final approval.
- g. Completing and submitting all state and federal forms, reports and tax returns required as a non-profit corporation of the State of New York and the United States.
- h. Submitting financial reports, support documentation and assistance as requested by the President for audit on a regular basis as determined by the Executive Board.

5. Secretary

The **Secretary** shall keep the minutes of all Executive Board and general membership meetings and make them available to the membership. The minutes will be maintained in accordance with regulatory requirements. The Secretary shall be in charge of communication via the website, newsletter articles and any publications distributed to parents as approved by the Band Director or Greece Marching Band Booster President.

Article V – Nominations and Elections

Officers of the Executive Board shall be elected at the regular October meeting and shall assume their duties at the beginning of the new fiscal year, starting January 1st.

Starting September 1st and lasting through the general membership meeting to be held no later than September 21st, nominations for the Executive Board will be accepted by the Band Director. Nominations will also be accepted from the floor at the September general membership meeting. The Band Director will then compile those names, along with platform statements and make them available to the general membership no later than October 1st. Formal elections will be held a meeting of the general membership no later than October 31st.

The term of office shall be one year or until a successor is elected. In the event that an Executive Board member cannot finish their term, the remaining members of the Executive Board will vote to fill the empty position to finish out the remainder of the term.

In the event that a member of the Executive Board feels that another member is not fulfilling their responsibilities, they can make a motion to remove that member, for cause, from the Executive Board during executive session. The member that is in question would then leave the room and the remaining Executive Board members would vote. A unanimous vote is required in order to remove a member of the Executive Board.

By accepting an Executive Board position, no voting member of the Executive Board will accept any form of compensation or salary.

Article VI – Committees

Standing committees shall be those deemed necessary for the preservation and well-being of the association. They may include: Fundraising, Uniform, Volunteer, Construction, Sewing, Publicity, Equipment Crew and others deemed necessary by the association President and the Band Director.

Article VII – Meetings

Regular meetings of the general membership shall be held once a month from March through October. The March meeting will always be held at the first rehearsal. The other monthly meetings will be determined at least one month in advance. The Executive Board shall meet at least quarterly. A quorum shall consist of members in attendance at a meeting. The Executive Board of the association shall meet if necessary by the request of the President.

Article VIII – Amendments

The By-Laws may be amended by a two-thirds vote of the members present at the general meeting; provided a copy of the proposed amendments shall be available to every member thirty (30) days prior to adoption of the proposed amendment.

Article IX – Government

“Robert’s Rules of Order” shall govern this association in all cases to which they are applicable in so far as they are not inconsistent with these By-Laws.