

CONSTITUTION AND BY-LAWS
MILLARD SOUTH MUSIC BOOSTERS
(updated and approved February 25th, 2008)

ARTICLE I

Name

Sec. 1. The name of this organization shall be "Millard South Music Boosters".

ARTICLE II

Purpose

Sec. 1. The object and purpose of this organization shall be to encourage and maintain a high standard of Musical excellence in the music program, to foster good communications among parents, students and interest in music activities, to support the music groups and assist the directors.

ARTICLE III

Policies

Sec.1. It shall be a non-profit organization and no part of the net earnings shall inure to the benefit of any individual member. In the event of dissolution of this organization by vote of membership, all net earnings shall go to a charitable or educational project designated by the members.

Sec.2. The school principal and/or activities director shall be advised of all activities of the organization.

Sec.3. The organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office; nor shall its name be used for commercial or political benefit. The organization shall not take part in any lobbying for legislation.

ARTICLE IV

Membership

Sec. 1. Membership shall consist of band, orchestra and choir members' parents or guardians and any adult with a unique interest in the welfare of the music program.

Sec. 2 The fiscal year of the organization shall be from July 1st to June 30th of each year.

Sec.3. No dues shall be levied for membership in this organization.

ARTICLE V

Officers

Sec. 1. The officers of this organization shall be President, Vice-President, Secretary and Treasurer. These officers shall assume their duties at the end of the school year in which they are elected.

Sec. 2. Office of the President shall be filled by the Vice-President.

Sec. 3. The Vice-President is elected every year with the understanding that they will be the President for the succeeding year.

Sec. 4. The Secretary's office is a two-year term. It is elected in the odd numbered years.

Sec. 5. The Treasurer's office is a two-year term. It is elected in the even numbered years.

Sec. 6. The Chairpersons of the various committees will be selected and/or appointed by the President and approved by the Executive Board after the election of officers.

Sec. 7. One student from each music group will be elected by their group to be a member of the Executive Board. These student representatives will be elected at the beginning of each school year.

Sec. 8. The Executive Board shall consist of the officers.

Sec. 9. The Music Directors shall be considered members of the Executive Board.

Vacancies

Sec. 10. All vacancies among the officers shall be filled by majority vote of the membership at the next regular meeting. Student representatives will be elected by their individual music groups.

Sec. 11. Officers shall be elected at the late winter/ early spring meeting from nominees selected by the Nominating Committee and from nominations from the floor and shall be elected by ballot, if necessary, by a majority vote. Only those who have consented to serve, shall be eligible for nomination. When only one name is submitted for an office, the Secretary will be instructed to cast a unanimous ballot.

Sec. 12. Following the annual meeting and before the next regular meeting, the incoming President shall, at his/her discretion, call the newly elected officers and the outgoing officers in a joint meeting.

Duties of Officers

Sec. 13. The President shall:

1. Preside at all meetings of the organization and of the Executive Board.
2. Establish committees unless otherwise directed by the Executive Board.
3. Be a member of all committees, except for Nominating Committee.
4. Keep a permanent file of Booster activities and pass to incoming president.

Sec.14. The Vice-President shall:

1. Perform duties of the President in his/her absence
2. Chair Nominating Committee

Sec. 15. The Secretary shall:

1. Keep a record of all meetings
2. Keep an accurate record of attendance
- 3 Perform other duties such as correspondence that relates to this office.

Sec. 16. The Treasurer shall:

1. Collect and hold all funds belonging to the organization.
2. Deposit all monies in a bank selected by the Executive Board.
3. Pay all bills.
4. Render a written report at each Booster Meeting.

The signature of the President and the Treasurer are filed at the selected bank with the understanding that the signature of the Treasurer and the President will be necessary for withdrawals. The books shall be audited by an appointee(s) selected by the Executive Board. This will be accomplished at least 30 days after the end of the fiscal year.

Duties of the Executive Board

Sec. 17. The Executive Board shall:

1. Transact all the necessary business of the organization between meetings.
2. Approve all chairpersons of committees.
3. Define duties of the committees.

Sec. 18. The suggested annual budget shall be based on information supplied by the Music Directors and presented at the fall meeting.

Sec. 19. The Executive Board shall meet and/or communicate at least one week before each regular meeting to set the agenda. Special meetings of the Executive Board may be called by the President.

ARTICLE VI

Meetings

Sec. 1. Regular meetings of the organization shall be held quarterly. Place of the meetings is to be determined by the Executive Board.

Sec. 2. Special meetings may be called by the President of the Executive Board.

Sec. 3. The annual meeting of the Executive Board shall be held prior to the end of the fiscal year, at which time annual reports shall be made and the audit presented.

Sec. 4. A majority vote of those present at any meeting shall be sufficient to carry any proposed measure.

ARTICLE VII

Committees

Sec. 1. Committees shall be determined by the Executive Board annually prior to the first regular meeting of the year based upon current needs.

Sec.2. Members of the Executive Board shall serve as mentors and resources to chairpersons.

Sec.3. Chairpersons shall be responsible for organizing and fulfilling the duties of the committee; including passing on any necessary information for Booster files.

ARTICLE VIII

Amendments

Sec. 1. The Constitution and By-Laws of this organization may be amended at any regular meeting of the organization by a vote of two-thirds of the number present, and shall thereupon be recorded and become a part of the By-Laws. The proposed amendment shall be presented at a previous meeting.

ARTICLE IX

Parliamentary Procedures

Sec.1. Robert's Rules of Order, Newly Revised, shall govern the proceedings of this organization in all cases not specifically covered by these By-Laws.