

By-Laws
Maloney High School Band Boosters, LLC
(Approved - 5/15)

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 upon 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 4: Membership

Membership shall be open to all individuals (hereafter “members”) who are 18 years of age and older, who are no longer students of the Meriden Public School system, who remain current on their annual dues and have an interest in the Instrumental Music Department of Maloney High School. All 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 and no one will be denied membership according to gender, race, religion, creed, national origin or sexual orientation.

Article 5: Dues

Dues will be set each year by the Leadership Team and cover the period from August 1st through July 31st. Payment of dues must be made by October 31st to remain in good standing.

Article 6: Leadership Team

There shall be a Leadership Team consisting of the elected officers of the Boosters. The Leadership Team shall consist of the President, Vice President(s), Secretary and Treasurer (hereafter referred to as “Officers”). The Director of Bands will serve as an ex officio member of the Leadership Team with a vote. The Booster Past President(s) may be invited to act as an

advisor to the Leadership Team without a vote. Term of office shall be one year for all Officers. Any elected Officer may resign at any time upon written notice to the Leadership Team.

Article 7: Elections

Officers shall be elected at the May meeting for one year terms of office beginning August 1st and ending July 31st. There is no limit as to the number of terms an officer may hold office. Any member in good standing interested in running for an office shall inform the Nominating Committee of their intention to seek office by the April meeting. The Nominating Committee shall submit nominations to the President and Director two weeks prior to the May Booster meeting. The names of those seeking office will be posted on the Band Booster section of the Maloney Band website prior to the May Booster meeting.

Election of Officers & Co-Officers will be conducted by written ballot. In order to cast a vote, a member's name must appear on the Booster Membership Roster for the current year. 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(s).

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. If only one candidate (or co-candidates) is (are) nominated for each office, no ballot needs to be taken and the election will be automatic. Installation of newly elected Officers & Co-Officers will be at the June Booster meeting. These Officers & Co-Officers will comprise the Leadership Team.

In the event of a vacancy in an office during its term, 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.

Article 8: Duties of Officers

Section 1. President(s):

The President(s) shall:

1. Preside at all regular and special Booster and Leadership Team 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 Leadership Team.
 7. Manage and maintain Charms Office website.

Section 2. Vice President:

The Vice President shall:

1. Assist the President(s) in the performance of their duties.
2. Preside at all regular and special Booster and Leadership Team meetings in the absence of the President(s).
3. Serve as a member of the Leadership Team.

Section 3. Secretary:

The Secretary shall:

1. Keep accurate minutes of all regular and special Booster and Leadership Team minutes.
2. Send out notices of all meetings.
3. Maintain the membership list.

Section 4. Treasurer:

1. Prepare an annual budget.
2. Keep a full and accurate record 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 Leadership Team.
7. Receive all money from fundraising activities. If the Treasurer is unable to attend the event, the event chairperson(s) or member of the Leadership Team 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 Leadership Team.
8. Perform other duties as may be assigned by the President(s).

Article 9: Meetings

Regular meetings of the Boosters will be held monthly during the regular school year unless otherwise decided upon by the Leadership Team or events beyond the Boosters' control. Meetings may be held in person, by telephone or other electronic conference call or electronic

on-line conference meeting, by email or in such other manner as the Boosters may approve agenda items, provided that notice of the meeting is given to all members and a quorum of the Boosters participates in such meeting. The minutes of all meetings, except executive sessions, shall be published on the Booster website.

Special meetings of the Boosters may be called by the President(s) or Leadership Team or the Band Director. 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 Leadership team. All meetings will be held at Maloney High School unless otherwise designated by the Leadership Team. In order to cast a vote, a member's name must appear on the Booster Membership Roster for the current year. A quorum at any regular or special Booster meeting shall consist of ten Members identified on the Membership Roster. Non-members may participate in agenda discussions at the invitation of the President(s) or Director of Bands. 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 Leadership Team.

Article 10: 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 11: Standing Committees

1. Nominating Committee
2. Uniform Committee
3. Publicity Committee
4. Grant Committee
5. Uniform Committee
6. Website Committee
7. House Committee
8. Meeting Notes and Correspondence Committee
9. Pit Crew

Article 12: Finances

Section 1. Fiscal Year

1. The fiscal year will begin August 1st and end on July 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 CPA who is not a member of the outgoing Leadership Team and is not a member of the incoming Leadership Team 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 Leadership Team 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. The Leadership Team may, by majority vote, approve expenditures up to \$300 without a vote of the Boosters. The Boosters shall be informed of these expenditures at the next regular or special Booster meeting.
7. All expenditures above \$300 must be approved by a vote of the Boosters.
8. Special funds may be established as deemed necessary by the Leadership Team.

Article 13: Records

A copy of the bylaws and its amendments, minutes of regular and special Leadership Team 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 Leadership Team. 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(s).