

By-Laws Maloney Music Boosters

(Pending Approved – 10/2021)

Article 1: Name

The name of the organization will be the Maloney Music Boosters. Hereafter referred to as the “Boosters”.

Article 2: Mission

The mission of the Boosters is to support the Music Department of Francis T. Maloney High School, Meriden, Connecticut and its students and support the growth and development of Music Education within the Meriden Public Schools

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 Music Department of Francis T. 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 and have an interest in the Music Department of Maloney High School. Students of the Music Department of Francis T. Maloney High School may attend meetings but may not be a member of the leadership committee. 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: Leadership Team

There shall be a Leadership Team consisting of the appointed team members. The leadership team will be appointed by the music department directors and the Board of Trustees.

The Leadership Team shall consist of Chairman Heads. The committees consist of the Treasurer, Uniform Committee, the Publicity and Media Committee, the Grant Committee, the Half Time All the Time Committee, House Committee, Meeting Notes and Correspondence Committee, Costume Committee, Pit Crew and Set Build Committee.

Article 6: Elections

Leadership Team Heads shall be appointed at the May meeting for a one-year term of office beginning August 1st and ending July 31st. There is no limit as to the number of terms that can be held. Any member interested in a leadership position are encouraged to apply. Leadership Team Heads can be terminated at any time at the direction of the Directors.

Article 7: Duties of the Leadership Team

The Leadership Team is made up of committee heads who have appointed by the Music Department Directors and the Board of Trustees. 1. The Leadership Team will preside, along with the Music Department Directors over all regular and special Booster meetings and conduct all meetings in a manner consistent with these bylaws. 2. Serve as liaison with the Music Department Directors. 3. Coordinate and oversee all Booster activities. 4. Work with the Board of Trustees to ensure that the best interests of Boosters are being met.

Article 8: Meetings

Regular meetings of the Boosters will be held monthly during the regular school year unless otherwise decided upon by the Music Department Directors. Additional meetings needed can also be scheduled by the Leadership Team. Meetings may be held in person, by telephone or other electronic conference call or by email. Notice of all meetings will be given to all members and a quorum of the Boosters participates in such meeting. Meeting agendas will be provided by the Music Department Directors and the Leadership Committee. 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 Leadership Team or the Music Department Directors. 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 Music Department Directors. All meetings will be held at Maloney High School unless otherwise designated.

Article 9: Board of Trustees

A Board of Trustees will be appointed by the Music Department Directors. This group of individuals may be former or long-standing Booster Members who have acquired an abundance of Booster experience. This board shall act as an advisory to the Leadership Team and Music Department Directors. The Board of Trustees will ensure the best interest of the Boosters. Trustees shall serve a term of 5 years.

Article 10: Standing Committees

Current committees include: 1. the Uniform Committee, 2. the Publicity and Media Committee, 3. the Grant Committee 4. the Half Time All the Time Committee 5. House Committee 6. Meeting Notes and Correspondence Committee 6. the Costume Committee, 7. the Pit Crew and Set Build Committee.

Article 11: Finances Section

The Treasurer will be appointed by the Board of Trustees and Music Department Directors.

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. Monthly reports are available upon request.

Section 2. Audit

1. All financial records will be audited annually.
2. A third party appointed by Board of Trustees 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 Treasurer and an appointed member of the Board of Trustees.
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 most 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 \$600 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 \$2,000 must be presented to the Board of Trustees.
8. Special funds may be established as deemed necessary by the Leadership Team.
i.e. bereavement, scholarships, etc.

Article 12: 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 by the Treasurer and the Meeting Correspondence Committee.

Article 13: Authority

The Boosters shall be governed by these bylaws.

Article 14: 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 majority vote of an online 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 Leadership Committee.