

**CONSTITUTION AND BY-LAWS  
OF THE  
SOUTHWEST LOCAL JUNIOR & SENIOR HIGH MUSIC BOOSTERS**

**ARTICLE I – NAME**

This organization shall henceforth be known as the Southwest Local Junior & Senior High Music Boosters.

**ARTICLE II – PURPOSE**

The purpose of this organization shall be to assist the Band Directors, Choral Directors, and Student Members with any undertaking or venture that would promote, support, and benefit the music programs.

- a) To refrain from any interference with the school, student members or band and choral directors.

**ARTICLE III – ORGANIZATION**

- Section 1 This organization is organized exclusively for the charitable and educational purpose as set forth in section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Laws).
- Section 2 This organization shall refrain from activities not permitted to be carried on by any organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).
- Section 3 Upon dissolution of the organization, any remaining assets will be distributed to another William Henry Harrison Junior & Senior High School organization or organizations organized and operated exclusively for the charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

**ARTICLE IV – OFFICERS**

- Section 1 The elected officers of the organization shall consist of a President, Vice-President, Recording Secretary, Web Master, and Treasurer.
- Section 2 Should any vacancy occur in any elected offices between regular elections, it shall be the duty of the President to notify the organization and order a special election to fill the vacancy at once. Any vacancies in appointed offices shall be filled at once by the President.
- Section 3 Annual elections shall be held at the April meeting. If the incumbent is unopposed, the holder of the office can carry that same office for an additional two (2) years with the exception of the Treasurer. The Treasurer shall only hold that office for no more than two (2) years.
- Section 4 Swearing in of the newly elected officers shall be the last item on the agenda of the regular meeting in May. At that time they will assume the duties of their offices, with the exception of the Treasurer as per Article VI, Section 5.

**ARTICLE V – MEMBERSHIP**

- Section 1 Membership shall be open to all individuals interested in the music programs.

Annual membership dues are to be paid by each family. The amount of dues is to be determined by the Budget Committee at the Budget planning meeting.

## ARTICLE VI – DUTIES OF OFFICERS

### Section 1 President

It shall be the duty of the President to preside at all meetings of the organization, enforce the constitution and by-laws, call special meetings when necessary; notify the Band and Choral Directors, School Superintendent or Principal(s) of the Junior & Senior High Schools of all meetings; attend all committee meetings at his/her discretion.

- a) The President shall oversee the appointment of all committees. The standard standing committees shall consist of:
- 1) Auditing Committee
  - 2) Membership Representative
  - 3) Nominating Committee
  - 4) Budget Committee
  - 5) Uniform Committee
  - 6) Ways and Means Committee

### Section 2 Vice-President

It shall be the duty of the Vice-President to assist the President in the discharge of their duties and in the absence, act in their stead, with the same authority. He/She shall be chairperson of the Ways and Means Committee.

### Section 3 Recording Secretary

It shall be the duty of the secretary to keep the minutes of all regular and special meetings of this organization, and to keep the record of those attending the meetings. He/she shall have in his/her possession at all meetings, a copy of this document and *Robert's Rules of Order*.

### Section 4 Webmaster

It shall be the duty of the Webmaster to handle all correspondence, meeting notifications, and publicity (publicity to be supplied by individual committee chairpersons).

### Section 5 Treasurer

It shall be the duty of the Treasurer to receive all money of the organization and to deposit it in the bank under the organization's name. He/she shall keep his/her books in such a manner that the financial condition of the organization may be ascertained at any time. He/she shall file the appropriate 990 tax form schedules to the Internal Revenue Service for the tax period September 1 of the previous year to August 31 of the current year. He/she shall solicit the help of the immediate past treasurer for assistance in the preparation of said forms to insure filing is completed by November 15 following the ending period date August 31. At the first regular meeting of the association for the current year, he/she shall render a written annual report of the receipts and disbursements during the preceding year and the amount in the treasury. He/she shall submit his/her books to the auditing committee for examination prior to the August meeting. He/she shall upon retiring from office, deliver to his/her successor, all funds in his/her possession, and books and papers pertaining to his/her office following the audit and prior to the August meeting.

## ARTICLE VII – STANDING COMMITTEES

All committee chairpersons shall submit a report to the President prior to each regular meeting. All materials to be published must be reported to the President prior to publication. All records of each committee's activities must be kept by the chairperson and turned over to their successor by June fifteenth (15). A committee must include at each one representative from the Junior School and one from the Senior High School.

### Section 1 Auditing Committee

An Auditing Committee consisting of three (3) members, shall be appointed by the President at the regular meeting in April. They shall examine and audit the Treasurer's account for the year and report in writing at the first regular meeting in August. The newly elected (not reelected) Treasurer shall be fourth member of the committee.

### Section 2 Membership Representative(s)

A Membership Representative(s) shall be appointed by the President at the regular meeting in May. It shall be their duty to enlist new members in the organization.

### Section 3 Nominating Committee

A Nominating Committee consisting of at least three (3) members and a Music Director shall be appointed by the President at the regular meeting in March. At the regular April meeting, they shall present an election slate for the office of:

President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

### Section 4 Budget Committee

A Budget Committee consisting of the President(s) [incoming and outgoing], Vice-President, Treasurer, Band and Choral Directors, and one member at large appointed by the President at the May meeting, shall plan the budget for the coming year. A proposed budget shall be presented at the next meeting for the membership approval.

- a) Permanent Uniform Fund – A sum of \$1,000.00 shall be diverted from the general budget to a uniform fund. This amount will be deposited in a one year Certificate of Deposit and shall be used solely for the purpose of purchasing new uniforms. Any amount over the \$1,000.00 may be deposited at the discretion of the Budget Committee.
- b) Budgeted expenditures by Committee Chairpersons or Band and Choral Directors shall receive prior approval by the Treasurer to verify funds are available.
- c) Budget changes shall be approved by the majority vote of membership in attendance at the time of the requested change at a regular or special meeting.

### Section 5 Uniform Committee

- a) A Uniform Committee of at least two (2) members shall be appointed by the President at the regular May meeting. Their duties consist of distributing uniforms, ordering accessories, keeping a complete record of each student receiving uniforms, collecting and preparing uniforms for cleaning, and storing uniforms. Dry cleaning of the uniforms is the sole responsibility of the Southwest Local School District.

Section 6      Ways and Means

- a) A Ways and Means Committee shall be chaired by the Vice-President and consist of at least four (4) members appointed by the Vice-President at the regular meeting in May. It shall be their duty to plan money making projects to be approved by the membership and cleared by the Principal(s).

ARTICLE VIII – MEETINGS

- Section 1      Regular meetings shall be held the third Monday of each month during the school year starting in August.
- Section 2      Special meeting shall be called or regular meetings canceled or changed at the discretion of the President.
- Section 3      A quorum consisting of the President, Vice-President, Recording Secretary, Webmaster, and Treasurer, may meet between regular meetings to decide any issue which needs prompt attention. At these meetings no business shall be transacted except for which the meeting was called.
- Section 4      Executive Board Meetings shall consist of all elected officers, Band and Choral Directors, and an Administrative Liaison(s). An Executive board Meeting can be called at the discretion of the President or Band or Choral Directors.
- Section 5      Matters requiring a vote of the membership shall be determined by a majority vote of the members attending the meeting at which the vote takes place.

ARTICLE IX – AMENDMENTS

- Section 1      Amendments to the constitution and by-laws shall be governed by *Robert's Rules of Order*. Amendments shall be approved by the Junior & Senior High School Principals.
- Section 2      Changes to the constitution shall be submitted in writing at the January meeting and to be read at the next two consecutive meetings and voted at the April meeting.