

BY-LAWS
of the
**MOUNT OLIVE HIGH
SCHOOL BAND
BOOSTERS ASSOCIATION**

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FOR SCHOOL YEARS 2023 - 2024

(AS AMENDED 9/6/23)

ARTICLE 1 – THE ASSOCIATION

This organization shall be known as the Mount Olive High School Band Boosters Association (“MOHSBBA”). It is referred to herein as the “Association”.

ARTICLE 2 – MISSION STATEMENT

The mission of the Association is to support the programs and activities that provide music education and further our students’ appreciation of the arts. Our goal is to facilitate an atmosphere of teamwork while maintaining focus on the students’ musical development.

The Association provides support in the following ways:

- ❖ To arouse enthusiastic interest in the programs of the Mount Olive High School Band Program (“MOHSBP”). Demonstrate encouragement and support to our students through active involvement in all band activities.
- ❖ To promote the programs and to support the activities of the MOHSBP in cooperation with the Mt. Olive High School Administration and the Mt. Olive Board of Education while promoting pride and appreciation by presenting the MOHSBP’s accomplishments as an asset to our community.
- ❖ To raise the needed funds to support the MOHSBP activities not financed by the Board of Education to permit the band to compete in Band competitions, to participate in other music education activities, and to provide scholarships.
- ❖ Assist Band Staff members in MOHSBP activities including chaperoning trips, assisting with competitions, helping at camps and funding educational opportunities or when requested.

ARTICLE 3 – MEMBERSHIP

Section 1. A “Full Member” of the Association shall be a parent or guardian of a student in the Mount Olive District Bands or Color Guard, who registers, pays annual dues and whose student receives all of the benefits offered by the Association.

Section 2. An “Associate Member” of the Association is anyone who registers, pays dues, participates in the Association’s activities, and is interested in the programs and development of the Mount Olive District Bands or Color Guard.

Section 3. Only Full Members and the Mount Olive High School Band Director(s) will have the privilege of holding office and participate in Association meetings by introducing motions, participating in discussions, and voting as these activities will affect the Association’s objectives, activities, and financial status.

Section 4. Dues shall be collected from all Full and Associate Members. The due amount shall be determined at the June meeting of every school year and collected no sooner than the June meeting and applied at the start of the fiscal year in July. Solicitation may begin again in July to coincide with the start of the fiscal year. Persons may also be admitted as members of the Association by paying their dues at any time from July to February 28. These dues are an initial source of revenue for the Association and will be put into the general fund for financially supporting the Mount Olive District Bands and Color Guard students.

ARTICLE 4 – MEETINGS

Section 1. The regular membership meeting of the Association shall be held once monthly, with the exception of July, or as modified by the Executive Board.

Section 2. The President, with the approval of the Executive Board, may call special meetings of the Association.

Section 3. The affairs of the Association shall be governed solely by these By-Laws. Procedures at the meetings are to be conducted in general accordance with “Robert’s Rules of Order”.

Section 4. A quorum shall consist of a minimum of seven (7) members. All motions will require a majority vote of the voting members present in order to carry.

ARTICLE 5 – EXECUTIVE BOARD

Section 1. The “Executive Board” shall consist of Officers of the Association who are Full Members and must be a parent or guardian of a Mt. Olive High School Band or Color Guard student. The “Officers” of the Association are: a) President, b) Vice President, c) Secretary, d) Treasurer, and e) Mount Olive High School Band Director(s).

Section 2. The Executive Board shall be empowered to act for the Association between membership meetings as necessary and is authorized to expend Association funds without prior approval of the membership on any line item included in the budget approved by the June meeting but no later than the September meeting. However, the Executive Board shall be restricted to an expenditure of not to exceed \$500.00 on any financial matter not included in the original budget, or added as a line item at any subsequent Association meeting. All Association business conducted at any Executive Board meeting shall be reported to the membership at the next regularly scheduled general meeting as part of the President’s report.

Section 3. The Executive Board shall meet at the call of the President. A quorum shall consist of four (4) voting members with a majority of those present required to carry all decisions.

Section 4. There shall be a “Nominating Committee” consisting of Full Members who shall be formed at the March meeting. The Nominating Committee shall consist of at least one (1) current member of the Executive Board not seeking re-election and two (2) Full Members of the Association. The Nominating Committee shall be responsible for obtaining nominees for all Officer positions. All nominees shall be Full Members. A slate of nominated Officers will be sent out to all Full Members prior to the April meeting. Additional nominees may be made from the floor at the April meeting.

Section 5. The Officers of the Executive Board shall be elected by a majority of those Full Members present at the April meeting. The duly elected incoming Officers shall assume their respective office during the June meeting and serve for a term of 1-full year. A transition period will exist after elections for the purpose of training the new Officers. The outgoing Officers will introduce the new incoming Officers at appropriate events during the transition period, i.e. the Orientation Meeting. The outgoing Officers shall transfer all pertinent Association records at an Executive Board meeting to be held prior to the June meeting.

Section 6. Executive Board Officers shall serve no more than three (3) consecutive one-year terms in the same office.

Section 7. In the event the President becomes unable to serve, the Vice-President shall assume all of the duties of the President. The membership will then hold an election at the next scheduled Association meeting to fill the Vice-President’s vacancy. If any other Officer is unable to complete his/her term, an election will be held at the next scheduled Association meeting to fill the vacancy.

ARTICLE 6 – EXECUTIVE BOARD’S DUTIES

Section 1. The President, as chief executive officer of the Association, shall preside at all meetings of the Association and of the Executive Board. The President shall be empowered to appoint committees as necessary to perform the authorized business of the Association and participate as a member of all committees. The President, or his/her designee, shall be the sole liaison between the Association and the school’s administration, to include but not be limited to, the Band Director(s), High School Principal, members of the Board of Education, and Transportation department. The President shall co-sign with the Treasurer all checks of the Association. The President shall have the use of a debit card (not to exceed \$500.00) and shall report any debit of funds within two (2) days to the Treasurer including all receipts as well as any background documentation.

Section 2. The Vice-President shall act as the parliamentarian at all meetings. The Vice-President, in the absence of the President, shall conduct all meetings and perform the duties of the President. The Vice-President shall be ex-officio to all ways and means committees,

acting as the sole liaison between all fund raising activities and the Executive Board. The Vice-President shall ensure that timely and accurate records of all fund raising activities are provided to the Treasurer. In the absence of the President, the Vice-President shall co-sign with the Treasurer all checks of the Association.

Section 3. The Secretary shall keep an accurate account of all meetings and perform such duties as necessary for the proper and efficient administration of the Association. He/she shall be responsible for preparing, sending, and receiving all communications of the Association and for maintaining a file for the same. In the absence of the President or Vice President, the Secretary shall co-sign with the Treasurer all checks of the Association.

Section 4. The Treasurer shall receive, receipt, debit and account for all monies of the Association and deposit the same within five (5) business days of receipt. The Treasurer shall pay out all funds in accordance with the approved budget authorized by the Association or the Executive Board. The Treasurer shall co-sign with the President, Vice-President, or Secretary, all checks of the Association. The Treasurer shall submit monthly reports to the Executive Board detailing all monies collected and expended and including all receipts as well as any background documentation. The Treasurer shall also present a financial statement of accounts at every meeting of the Association. The Treasurer's books will be audited on a yearly basis, prior to the May Meeting by volunteered individuals who are Full Members of the Association but are not members of the Executive Board. These individuals shall submit a compliance report to the Executive Board which will be shared with the Association at the June meeting. It is also the joint responsibility of the outgoing and newly elected (incoming) Treasurers to prepare a budget for the upcoming Fiscal Year. The budget shall be provided to the Executive Board for review at least one (1) week prior to the June meeting. This budget shall be provided to the membership of the Association at the June meeting for approval.

ARTICLE 7 – AMENDMENTS

These By-Laws may be amended by a majority vote of the Full Members present at any regularly scheduled Association meeting provided the amendment has been presented in writing at the prior regular meeting. Any changes are to be presented in writing to all Full Members of the Association for review at least fourteen (14)-days prior to a vote. The By-Laws shall be reviewed every two (2)-years.

The “Standing Rules”, are the policies related to the details of administration, are given to Officers, staff, and Committee Chairpersons to perform their duties in accordance with the policies adopted by the Association . Standing Rules may be amended by a majority of the Full Membership present at any regularly scheduled Association meeting. Standing Rules may be reviewed or amended as needed by Full Members of the Association.

ARTICLE 8 – STANDING & SPECIAL COMMITTEES

Section 1. All Standing and Special Committee Chairpersons shall present all recommendations to the Executive Board for its review and approval. Upon the Executive Board's concurrence, the recommendations will be presented at the next Association meeting. Chairpersons shall serve no more than two (2) consecutive one-year terms on the same committee, unless approved by the President/Executive Board. Chairpersons shall be appointed by the President/Executive Board.

Section 2. Special Committees may be formed or disbanded, as needed, by the President.

Section 3. Committee Chairpersons must be "Full Members". Committee members may be either Full or Associate Members.

Section 4. Standing Committees shall consist of, but not be limited to, based on the needs of the Association the following:

- Area Band
- Audit
- Band Banquet
- Band Camp
- Band Camp BBQ
- Chaperones
- Football/Half-Time Refreshments
- Home Competition
- Nominating
- Pit Crew
- Publicity
- Prop Construction
- Raffle
- Scholarship
- Standing Rules
- Tricky Tray
- Uniforms

Standing Committees can be formed, disbanded, eliminated or added at the discretion of the Executive Board.

ARTICLE 9 – STUDENT REPRESENTATIVES

Section 1. The purpose of the Student Representatives is to act as liaison between the student members of the MOHSBP and the Association.

Section 2. The “Student Representatives” shall consist of student(s) as selected by the Band Director(s).

Section 3. It is recommended that at least one member of the Student Representatives shall be present at each meeting of the Association.

ARTICLE 10 – SCHOLARSHIPS

Section 1. The Executive Board and Association may approve of an amount to fund the Association’s Scholarship Program for each Fiscal Year at the March or April meeting.

Section 2. The “MOHSBBA Scholarship Program” may be granted on a yearly basis to one or more graduating MOHSBP senior student(s) who is the son or daughter of a Full Member of the Association for at least two (2) years (an “Eligible Senior”).

Section 3. The MOHSBBA Scholarship Program including but not limited to the application from the Eligible Seniors and the award processes and procedures will be managed by the Association’s Scholarship Committee and the Executive Board.

ARTICLE 11 – FISCAL YEAR

The “Fiscal Year” of the Association shall be from July 1 to June 30.

ARTICLE 12 – DISPOSITION OF FUNDS

Upon the dissolution of the Association, the Executive Board shall, after payment of all liabilities, dispose of all assets of the Association exclusively for the purposes and in such manner or to such an organization operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify for exemption under Section 501 (c)(3) of the Internal Revenue code of 1954. (This clause is worded precisely to meet IRS Code.)