

NORTH MUSIC BOOSTERS ASSOCIATION
BY-LAWS

ARTICLE I: NAME AND OBJECT

Section 1: The name of this organization shall be the North Music Boosters Association.

Section 2: The purpose of this organization is to promote education in the field of instrumental and vocal music by increasing the desire of the students to participate in the music programs, to carry out fund raising projects for the purpose of promoting musical education and to provide uniforms, instruments, music and other necessary equipment needed by the music departments not provided by the Willoughby-Eastlake School District.

ARTICLE II: MEMBERSHIP

Section 1: Any person eighteen (18) or older interested in the purposes of this organization, who is neither currently enrolled in the Willoughby-Eastlake Schools nor a member of any of the organizations supported by the Boosters, that is willing to subscribe to its by-Laws may become a member upon payment of dues.

Section 2: Each member shall have one (1) vote on any matter under consideration by the membership at a meeting of the membership. For any fiscal considerations in the amount of \$500 or more, Music Booster members will approve or decline a motion to be sent to the Executive Board. The Executive Board will then make the final decision on the motion.

Section 3: Voting for election of officers is restricted to those members who attend a minimum of three (3) regular membership meetings within the current school year. The years shall run from June 1 to May 31. The Band Director, Marching Band Director, and Choir Director are automatically voting members.

Section 4: All Band and Choir participants, both curricular and extra-curricular, are to be included in the Music Boosters activities and events.

Section 5: All North High Majorettes and Rangerettes shall be considered members of the North High Marching Band, and are therefore entitled to all rights and privileges from the Music Boosters equal to other Marching Band members.

Section 6: North High Majorettes, Rangerettes, Band Council are separate organizations governed by their own rules of order. They are still part of the Music Boosters and are under the direction of the Marching Band Director.

Section 7: The North High Choirs and choir council are separate organizations governed by their own rules of order and are under the direction of the Choir Director.

ARTICLE III: DUES

Section 1: The annual dues shall be \$8.00 per individual or \$10.00 per couple/family. A family membership shall include all members of the same household, 18 years of age and older, who are not excluded based on enrollment or group membership (Article II, Section 1).

Section 2: All elected officers (board members) shall be automatic members of the association and no membership dues will be required for the time period of office held of said officer and his/her family.

ARTICLE IV: MEETINGS

Section 1: Regular meetings are held each month (actual day to be determined each year by elected board and Music Directors) of the school year.

Section 2: Special meetings may be called by the Executive Board with approval of the majority of the Executive Board. Five (5) or more voting members may petition the Executive Board to hold a special meeting and, upon a majority approval of the Executive Board, a special meeting will be called.

Section 3: Simple majority of the members present and voting shall be sufficient to carry a motion.

Section 4: Any voting member may bring a new issue to the floor for discussion. Any new agenda items must be submitted in writing to the secretary of the organization no later than five (5) business days prior to the meeting.

Section 5: Any new business item shall be discussed for no longer than five (5) minutes. If further discussion is needed, it can be added to the official agenda for the next meeting.

Section 6: For emergency financial concerns that cannot wait until the next regularly scheduled meeting, the Executive Board will review and either approve or decline the request based on a majority vote.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1: The officers of this organization shall be a President, Vice-President, Secretary, Treasurer, and 3 Trustees. These officers shall perform the duties described within these by-laws.

Section 2: The nomination committee shall consist of a minimum of three (3) members. In January, the President is to appoint one (1) member from the Executive Board to serve as the chairperson of the Nomination Committee. The President will appoint two (2) or more members

from the organization at large. Members of the nominating committee are eligible to be placed on the ballot.

Section 3: Any current Booster member who wishes to run for office must have attended no less than three (3) Music Booster meetings in the current school year.

Section 4: The nomination committee shall present its slate at the March meeting to be approved and seconded. Nomination may also be made from the floor. No names may be added to the slate after the March meeting.

Section 5: Nomination for all officers must be presented. No member may be nominated without his/her consent. Nominations will begin at the February meeting. Members may also nominate themselves, either at the meeting, or in writing to the Nomination committee chairperson.

Section 6: No non-member shall be nominated as a candidate for any office nor selected as chairperson or member of any committee.

Section 7: At the April meeting the officers shall be elected to serve for one (1) year. If there is only one (1) candidate for each office, the Secretary may be instructed to cast a unanimous ballot for each office. Voting will be done on a written ballot. Every attempt will be made to have a school administrator at the meeting to count the ballots; however, if an administrator is not available, ballots shall be tallied by two (2) members of the Boosters to be chosen by the committee chairperson. These members may NOT appear on the ballot, nor have any family members on the ballot, and would preferably be parents of outgoing seniors, as they would not have a vital stake in the election results.

Section 8: Vacancies occurring in any elective office shall be appointed by the President for the remaining term of office with approval of "directors".

Section 9: The newly elected officers shall serve for one (1) year commencing June 1 and ending May 31 following the election. New officers will be sworn in at the conclusion of the regular May meeting.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1: President. The President shall preside at all meeting of the organization, be the official representative of the organization, be the ex-officio, a member of all committees except the nomination committee, appoint working committee chairpersons and/or working committees as the Executive Board deems advisable.

Section 2: Vice-President. The Vice-President shall preside in the absence of the President and assist all other officers and committees as needed. The Directors of North High Band, Marching Band, and Choir shall serve as Vice –Presidents also.

Section 3: Secretary. The Secretary shall record minutes of all Executive Board and general membership meetings, shall keep an up to date record of all members and maintain the voting register, and assist all other officers and committees as needed.

Section 4: Treasurer. The Treasurer shall receive all money and shall deposit the same in the name of the North Music Boosters Association. Such bank(s) as the Executive Board shall approve. The Treasurer shall have in his/her possession, in order and at all membership meetings; all bank books belonging to the organization where they be for special accounts, commercial accounts or savings accounts. The Treasurer shall keep an accurate record of the receipts and expenditures to be presented at each meeting of the executive board and at the membership meetings of the organization. The treasurer shall be bonded for at least \$100,000.00, or an amount deemed necessary by the Executive Board. The cost of said bond is to be paid by the organization. There will be two (2) signatures on each check, one of which will be the Treasurer. The second signature will be the President or Music Directors. The report shall be accepted into the record by the vote of the membership.

Section 5: Trustees. The Trustees shall assist with the responsibilities of the Executive Board in whatever way necessary. All Trustees are expected to chair one committee.

Section 6: All Board members who are listed on the Music Boosters financial accounts must be bonded for at least \$100,000.00, or an amount deemed necessary by the Executive Board. The cost of said bond is to be paid by the organization.

Section 7: All elected Board members must work no less than two (2) Bingos per year.

ARTICLE VII: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of the organization, the Band(s) and Choir Directors.

Section 2: The meetings of the Executive Board shall be held as needed to determine the policies. Special Executive Boards meetings may be called upon the request of three (3) members of the Executive Board.

Section 3: A majority of the members of the Executive Board shall constitute a quorum for Executive Board decisions.

Section 4: Recommendations for the purchase of equipment shall be made by the Music Directors, in writing or in person, to the Executive Board prior to the membership meeting.

Section 5: Upon the end of the term of office, all members of the Executive Board shall return to the North Music Boosters Association all property in their possession belonging to the North Music Boosters Association, including, but not limited to money, keys, paperwork, etc. this

property must be returned to the incoming Executive Board no later than the last scheduled school day of that year.

Section 6: All Board members must complete a background check with the Willoughby-Eastlake School District.

ARTICLE VIII: STANDING COMMITTEES

Section 1: There shall be the following standing committees: Uniform, Bingo, Concessions, Chaperone, Blinky and such others as the Executive Board may deem necessary.

Section 2: Duties of the Uniform Committee:

The uniform committee shall have charge of all students' uniforms purchased by the organization. Duties include: fitting, minor repairs, cleaning, distribution and collection of uniforms before and after all concert and band functions. Fees for all uniforms purchased by the North Music Boosters Association must be paid by the student to whom the uniform is issued. Fees include cleaning and repair of uniforms. All uniforms must be turned in by the last day of school. In addition, the committee shall report all outstanding fees due to the Executive Board.

Section 3: Duties of the Bingo Committee

The Bingo committee is responsible for: Ensuring that each door and instant position is filled (This can be by making phone calls, sending emails, posting the need.), making sure the booster site is updated if needed for filled positions, being the point of contact with Bingo if they need to discuss an opportunity or to check with us on one of our current opportunities, maintaining a list of "Last minute" workers if any opportunities jump up, and working with the Chaperone Liaison to verify those individuals who have signed up to chaperone have fulfilled their requirement. The Bingo Committee Chairperson is also responsible for training new workers as needed. If the chairperson is not available for training, an Executive Board member may fill in.

Section 4: Duties of the Chaperone Committee

The Chaperone Committee Chairperson will serve as the main Point of Contact with the appropriate Director. Their duties shall include: Being responsible for insuring the busses are loaded with appropriate items (Medical Bags, water and other items), communicating with the other chaperones to pass on necessary information, ensuring the chaperones for each event have fulfilled their requirements (Background Check, Bingo completed), and reviewing the chaperone sign up and locating individuals if not enough positions are filled. It is suggested that the chairperson be available to attend most chaperone events in their capacity. If the chairperson cannot attend due to a scheduling conflict, an Executive board member can attend in their place. It is also requested that the Chaperone Chairperson be CPR trained.

Section 5: Duties of the Concessions Committee

The Concessions Committee Chairperson will be responsible for ensuring someone is available to open and close the concession stand at each home football game, prepare the food, and

Clean up the stand after each event. They will also be responsible for ensuring enough individuals are available to work the concession stand for each event, and accepting and paying for Pizza Delivery. There is no expectation for the committee to purchase concession products. Those items will be provided by the Executive Board, and will be available in the concession stand.

Section 6: Duties of the Blinky Committee

The Blinky Table chairperson will be responsible for coordinating volunteers to work the Blinky table at football games and other events, ordering Blinky items including toys and bandanas. Workers will set up and break down the Blinky table before and after the events.

Section 7: The incoming Executive Board will appoint the standing committees to serve their term of office.

Section 8: Upon the end of their term of office, all members of the standing committees shall return to the North Music Boosters Association all property in their possession belonging to the North Music Boosters Association including, but not limited to money, keys, paperwork, etc. This property must be returned to the Executive Board no later than the last scheduled school day of that year.

ARTICLE IX: SALARY

Section 1: No member of the organization shall receive pay for any service rendered to this organization.

ARTICLE X: PARLIAMENTARY AUTHORITY

Section 1: The rules contained in Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE XI: AMENDMENT OF BY-LAWS

Section 1: These by-laws may be amended at any membership meeting of the organization by a vote of two-thirds of the voting quorum provided the amendment has been submitted in writing at the previous membership meeting.

Section 2: In the event that a by-law committee is found to be necessary, it shall include at least three (3) members and one (1) Executive Board member.

ARTICLE XII: DISTRIBUTION OF PROFITS

Section 1: Funds acquired from outside sources shall be used exclusively for the designation purpose as specified by the outside source if said outside source so designates. If said funds are not, they will be used in the general funds of North Music Boosters Association.

Section 2: Ten percent (10%) of the profits of all fundraisers and money-making projects shall be designated to the General Fund. However, in the event the balance of the General Fund falls below \$5,000, twenty percent (20%) of the profits from all fund- raisers and money –making projects shall be designated to the General Fund until such time the balance reaches \$5,000.

ARTICLE XII: DISSOLUTION

Section 1: Upon the dissolution of the North Music Boosters Association, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the North Music Boosters Association, dispose of all the assets of the North Music Boosters Association by giving these assets to Eastlake North High School to be used exclusively for the support of the music departments.

Amended and Approved 9/12/2018