

## Kirtland Music Boosters Constitution and Bylaws

### I. Article I- General

#### 1. Section 1: Name

- 1.The name of the organization shall be the Kirtland Music Boosters

#### 2. Section 2: Mission Statement

- 1.We are a dedicated group of parents, faculty and friends that support the school district's music programs. Booster-raised funds are used to supplement Board of Education support and provide additional funding for the special education opportunities requested by the music directors.

#### 3. Section 3: Purpose

- 1.Our Purpose is to enhance the overall musical education experience for the Kirtland Local School District students
- 2.This is achieved through fundraising efforts as well as seeking charitable donations from the Kirtland School Community for the enhancement of the music program in the Kirtland Local School District

#### 4. Section 4: Policies

- 1.The organization shall cooperate with the school administration, the music department staff and the school board to support the music programs in ways that will not interfere with the administration of the schools and shall not seek to influence department or school policies.
- 2.The organization will cooperate with other organizations and agencies concerned with music education on financial matters, but persons representing the organization in such matters shall make no commitments that bind or obligate the organization without Board approval. The organization cannot enter into contracts for the benefit of the organization without a majority vote of the Board Officers.

#### 5. Section 5: Membership

- 1.The membership of the organization includes, but is not limited to:
  1. All parents/guardians of students currently enrolled in the Kirtland Schools and involved in the school music programs
  2. All music department faculty and school administrators
  3. Individuals who have an interest in the Kirtland Schools' music program at the Board Officers' discretion

#### 6. Section 6: Rights & Duties of Members

- 1.Members of this organization who are interested in its Mission and Purpose and are willing to accept and uphold its policies and subscribe to these Bylaws shall have the privilege of holding office, introducing motions, debating and voting
- 2.All members shall adhere to the Purpose and follow the policies of this organization

#### 7. Section 7: Dues

- 1.No dues shall be required for the membership of this organization

#### 8. Section 8: Meetings

- 1.Meetings will be held monthly with the time/date/location decided upon by the Board Officers prior to each school year

- 2.Meeting dates/time/location will be Approved by School Administration prior to each school year and will be posted on the official school calendar for all members of the organization to access
- 3.Special Meetings of the Board Officers will be held as needed
- 4.The Order of Business for all meetings will be:
  1. Call to Order
  2. Read & Approve the Minutes from the prior meeting
  3. Recognize Visitors & Guests
  4. Reports from Officers & Faculty
  5. Reports from Committees
  6. Unfinished Business
  7. New Business
  8. Special Announcements
  9. Adjournment

**9. Section 9: Voting**

- 1.All present members of the organization may vote on an item of discussion
- 2.In the event of a tie vote in any matter, the majority vote of the Officers on the Board shall be the deciding ballot

**10. Section 10: Dissolution**

- 1.In the event that the Kirtland Music Boosters should dissolve, all assets must be donated to the Kirtland Local School District Board of Education to be used for the purpose of the Music Program in the district or uniform purchases
- 2.Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Lake County exclusively for such purposed or to such organization as said court shall determine which are organized and operated exclusively for such purposes

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**II. Article II- Officers**

**1. Section 1: Board Officer Roles/Descriptions**

- 1.President
  1. Presides at all meetings of the organization
  2. Appoints Committee Chairpersons in cooperation with the other Board Officers
  3. Calls special meetings when necessary
  4. Coordinates the work of the Officers and committees
  5. Is named as the Secondary Signee on the organization's bank accounts
  6. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
  7. May serve up to one year in the Past-President role on the Board following his/her term
- 2.Vice President
  1. Acts as an assistant to the President
  2. Performs the duties of the President in his/her absence or inability to serve
  3. Oversees the Fundraising Committee
  4. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization

### 3. Treasurer

1. Receives all monies of the organization and shall keep an accurate record of all receipts, expenditures and bank accounts
2. Presents a report of all of these matters at each regular meeting
3. Is named as the Primary Signee on the organization's bank accounts
4. Prepares an annual budget for presentation to the Board Officers
5. Files all annual tax-related paperwork on behalf of the organization
6. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
7. Implements internal controls as prescribed by the board

### 4. Recording Secretary

1. Records the minutes of all meetings of the organization
2. Keeps a record of all Officers, Committee Chairpersons and Members of the organization
3. Runs the meeting in the absence of the President & Vice President
4. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
5. Performs the duties of the Communications Secretary in their absence or inability to serve

### 5. Communications Secretary

1. Responsible for the correspondence of the organization
2. Oversees the organization's website, social media presence and e-mail account
3. Sends out invitations and notices of all meetings
4. Performs the duties of the Recording Secretary in their absence or inability to serve
5. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization

## 2. Section 2: Compensation

1. No member shall receive compensation for any service rendered for, or on behalf of, the organization
2. A member may be reimbursed for his/her expenses incurred upon pre-approval of the Board Officers (See Article IV: Section 4)

## 3. Section 3: Nomination/Voting

1. The regular meeting in the month of April will have an agenda item for Board Officer Nominations
2. This meeting should be communicated in advance to the entire organization as such
3. During this meeting, the Recording Secretary will read aloud the officer roles duties contained in this document and current Board Officers will answer any questions the members have about the roles
4. Any member of the organization who has been an active member for 1 year may self-nominate or be nominated by another active member of the organization for any role on the Board
5. After that meeting, the Recording Secretary will prepare a ballot for each role that contains the names of each person who accepted nomination to fill that role

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- 6.The regular meeting in the month of May will have an agenda item for Board Officer Voting
- 7.This meeting should be communicated in advance to the entire organization as such
- 8.All present members of the organization may obtain a ballot and vote for the upcoming Board Officers
- 9.Officers shall assume their official duties as of July 1 and commit to those duties for a term of one year
10. It is recommended that an Officer serve no more than 2 years and not to exceed 4 years on the Board of this organization

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**4. Section 4: Vacancies**

- 1.The Board Officers may remove any officer at any time with or without cause by a majority vote of the Board Officers
- 2.If a vacancy occurs in the office of President, the Vice President shall immediately assume the duties of and become the President. A new Vice-President shall be nominated and elected by the remaining members of the organization
- 3.Vacancies occurring in any other office shall be filled by the organization

**III. Article III- Committees**

**1. Section 1: Purpose**

- 1.Committees shall be created by the Board as it deems necessary to carry on the work of the organization. These committees act upon the approval of the Board
- 2.Examples of Committees are:
  1. Uniforms
  2. Fundraising
  3. Tag Day
  4. Concession Stand
  5. KES representative(s)
  6. Choir representative(s)
  7. Band representative(s)
  8. KMS representative(s)
  9. Hospitality

**2. Section 2: Term**

- 1.Committees are selected after each annual election, or as needed throughout the year, and they remain active throughout the year
- 2.Committees may continue to serve from year to year providing they are willing to serve

**3. Section 3: Members**

- 1.Chairpersons of the Committees shall be selected by the Board. The term of each chairperson shall be one year or until the appointment of his/her successor

**IV. Article IV- Financial Information**

**1. Section 1: Fiscal Year**

- 1.The fiscal year of the organization shall begin on July 1<sup>st</sup> and end on June 30th

**2. Section 2: Annual Open Review**

- 1.The organization's accounts shall be examined annually at a Special Meeting that is open to all members of the organization

2.This meeting should be communicated in advance to the entire organization as such

3.This meeting should be held in the final months of the fiscal year (May or June)

**3. Section 3: Budget**

1.An annual budget shall be prepared by the Treasurer

2.The proposed budget shall be presented to the Board for review on or before the August organization meeting of the organization

3.The Board should finalize the budget and vote a final version in effect prior to the September meeting of the organization

4.The budget shall be voted for Final Approval by all members of the organization attending the September meeting of the organization

**4. Section 4: Reimbursements**

1.All expenses must be pre-approved by a Board member

2.Reimbursements must be accompanied by a receipt that shows the purchase details

3.No Member of this organization shall approve their own reimbursement or sign a check that is written out to themselves for reimbursement

**5. Section 5: Scholarships/Student Fee Discounts**

1.All students in the Kirtland School Music Programs will be eligible to participate in any scholarships or student fee discount programs that are made available by this organization pending they meet the stated criteria of the program

**V. Article V- Constitution & Bylaws**

**1. Section 1: Review**

1.These bylaws shall be reviewed not less than every 5 years by the Board officers

**2. Section 2: Amendments/Revisions**

1.These bylaws may be amended/revised at any meeting of the organization with a two-thirds vote of the present members

2.This meeting should be communicated in advance to the entire organization as such

**3. Section 3: Parliamentary Authority**

1.Roberts Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

**VI. Article VI- Approval/History**

**1. Section 1: Current Approval**

1.Version 8 – March 20, 2023 Approved by Kirtland Music Booster Board Members, Jen Dunn, Jen Reilly, Melissa Blankenship and Amy Schaum

President: Jen Dunn

Vice President: Jen Reilly

Treasurer: Melissa Blankenship

Recording/ Communications Secretary: Amy Schaum

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**1. Section 2: Revision Dates**

1. Version 1      1995  
The original Bylaws were prepared by the members of the 1995-1996 Bylaws Committee. Members- Fran Ward, Lorraine Schupp, Sandy Esser and Larry Lane.
2. Version 2      1995  
Doris Webster
3. Version 3      1996
4. Version 4      1998  
Al Esser
5. Version 5      2005  
Margaret Remp, Denise Haines, David Saywell, Pat Soya, Marie Stelson and Kerry Remp
6. Version 6      10AUG2009  
Marie Stelson, Darlene Lazzano and David Saywel
7. Version 7      12SEP2018  
Approved by Kirtland Music Boosters Board Members Vickie Duber, Jen Dunn, Carrie Domonkos, Chera Ihnat and Lisa McLaughlin  
President: \_\_\_\_\_  
Vice President: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Recording Secretary: \_\_\_\_\_  
Communications Secretary: \_\_\_\_\_

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