



# Bylaws

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Adopted: May 11, 2022



**TRAVELING KNIGHTS OF OLD BRIDGE BY-LAWS**  
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**ARTICLE I: NAME AND PURPOSE**

Section 1: The name of the organization shall be the Traveling Knights of Old Bridge. We are comprised of the parents and legal guardians of the students of the Old Bridge Marching Arts Program, which is a program rich in diversity and passion for music.

Section 2: Mission Statement:

The purpose of this organization, referred to as the Band Parent Association, is to lend support, both technically and financially, to the Old Bridge High School Marching Arts Program and other related activities, its student members, the Old Bridge Band Directors and Assistant Band Directors, for funding of instructional staff, to provide scholarships to senior band members when financially possible, and to encourage membership.

Section 3: Discrimination Statement:

Membership in our organization is without any consideration to one's race, gender, sexual orientation, disability, religion or ethnicity.

Section 4: Scholarships:

When financially possible, the Band Parent Association will provide scholarships to eligible senior band members who meet the following criteria:

- Three years in the Old Bridge Marching Arts Program, including senior year;
- No unexcused absences during the last 2 years of participation in the Marching Arts Program. This includes all parades, rehearsals, competitions and football games. An excused absence is a doctor's note, family emergency, death in family or other absence, as determined by the Band Director;
- C Average or above;
- Respectful to administration, peers, parents and chaperones, as determined by the Band Director;
- Upstanding member of the Marching Arts Program who goes above and beyond daily responsibilities, offers assistance to others, excels in their skill, and is also a team player; and
- Parent or legal guardian meets fundraising requirements outlined in Article XIII.

**TRAVELING KNIGHTS OF OLD BRIDGE BY-LAWS**

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**ARTICLE II: MEMBERSHIP**

Section 1: Parents and legal guardians of students in the Marching Arts Program are eligible for membership with all privileges. All fully paid members are entitled to voting privileges and to participate in meetings.

Section 2: Membership may be restricted or revoked from any member deliberately causing harm, failing to abide by the Old Bridge Township Athletic Code of Conduct, or exhibiting unjust or immoral behavior to the band members, Band Director or other Band Parent Association members as determined by the Executive Board. A letter is to be sent addressing the issue to the member with a copy to the Band Director and OBHS Principal. Violation and appeal procedures and potential penalties are set forth in the Old Bridge Township Athletic Code of Conduct, available on the Township's website (<https://ecode360.com/7014414>).

Section 3: Any member whose membership is revoked will be prohibited from participating in or attending any meeting or other private function run by the Band Parent Association.

Section 4: Annual dues are determined by the Executive Board. Membership enrollment will run from June 1 to December 31 and the membership year will run from June 1 to May 31. There will be no proration of fees.

**ARTICLE III: MEETINGS**

Section 1: Quarterly Meetings:

The Executive Board and Band Director shall meet to review the financial report, which will be provided by the Treasurer. The report will also be available for viewing by members upon request to the Executive Board.

Section 2: Monthly Meetings and Special Meetings:

Meetings are generally held the second Wednesday of the month. At the monthly meeting the Treasurer's report will be read and be available to all members. Motions may only take place on agenda items. To be eligible to vote, a member must have paid their membership dues in full and must be present at the time of the vote. All motions must be approved by a majority vote of eligible members. Special meetings and monthly meetings may be called by the President or the Executive Board upon reasonable notice to the membership.

Section 3: Disorderly Conduct:

Any member or volunteer present at any meeting or organized gathering who becomes obnoxious, abusive, or disorderly in their language or conduct, or who fails to abide by the Old Bridge Township Athletic Code of Conduct, may be ejected from the meeting or organized gathering by the order of the President or their designee.

**TRAVELING KNIGHTS OF OLD BRIDGE BY-LAWS**  
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**ARTICLE IV: EXECUTIVE BOARD**

Section 1: Board Role, Size, and Compensation:

The Executive Board receives no compensation other than the reimbursement of reasonable expenses submitted and approved. The Executive Board is responsible for the overall policy and direction of the Band Parent Association. The Executive Board shall have four officers: a President, Vice President, Secretary, and Treasurer. All Executive Board officers must have their membership dues paid in full to hold their position.

Section 2: Officers and Duties:

The duties of the Executive Board officers are as follows:

- The President shall convene regularly scheduled meetings and shall, in their absence, arrange for another Executive Board officer to preside at the meeting in the following order: Vice President, Secretary, and Treasurer. The President or the Executive Board officer designated by them is responsible for informing the Band Director of all meetings and actions taken. The President, along with the Band Director, shall appoint all standing committees and chairpersons. The Band Director shall act as an ex-officio member of all committees with the exception of the Nominating Committee.
- The Vice President shall chair committees on special subjects as designated by the Executive Board and shall perform the duties of the President in their absence.
- The Secretary shall keep reports of Executive Board and Band Parent Association actions and motions, oversee the taking of the minutes of all meetings, send out meeting announcements, distribute copies of minutes and the agenda to the membership, and ensure that all corporate records and official documents are maintained and made available on request to any member.
- The Treasurer shall present a financial report at each membership meeting and shall prepare a final report at the close of the year. The Executive Board shall have the report and the accounts examined annually. If the gross is less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. All checks written by the Band Parent Association shall be signed by the Treasurer and co-signed by the President. The Treasurer shall be bonded for an amount to be determined by the Executive Board. The fiscal year shall be from June 1 to May 31.

In case of resignation or vacancy on the Executive Board, the President shall appoint someone to fill the vacancy until a permanent replacement is elected at the next scheduled election. All resignations shall be submitted in writing and received by the Secretary. A member of the Executive Board may be removed for other reasons by a  $\frac{3}{4}$  vote of the remaining officers.

**ARTICLE V: ELECTIONS**

Section 1: At the February meeting, the Secretary shall solicit and collect names of candidates for all Executive Board positions from the membership. All candidates must submit their name

**TRAVELING KNIGHTS OF OLD BRIDGE BY-LAWS**

**Adopted May 11, 2022**

and the position sought in writing to the Secretary. A Nominating Committee shall be formed made up of no less than three and no more than five members. No more than two officers of the current Executive Board may serve on the Nominating Committee. The Nominating Committee shall select at least one candidate for each office and shall report their nominations to the Executive Board. The Executive Board shall notify the membership of the slate of candidates. Prior consent must be obtained from each candidate before their name may be placed in nomination.

Section 2: Voting shall take place at the April meeting. Election shall be by secret ballot only for an office for which there is more than one nominee. If the election is by secret ballot, tellers shall be appointed by the President to gather and count ballots and return a signed summary to the President, who will announce the results.

Section 3: Installation of all new officers will be conducted at the May meeting. Ballots shall be retained 14 days by the new Recording Secretary and may be viewed by any member eligible to vote.

**ARTICLE VI: COMMITTEES**

Section 1: Chairpersons: The President and Band Director shall name all standing committee chairpersons.

Section 2: Standing Committees:

- The Executive Committee shall meet in August to formulate a budget for the year. This budget will be presented to the membership and voted on for consideration and adoption at the September meeting. This committee shall oversee the expenditure of funds during the year to coordinate income and expenses.
- The Finance Committee shall be responsible for the collection, distribution, safekeeping, and bookkeeping of the monies of the Association. The Treasurer shall head the Committee. Any major budget changes shall be approved by the Executive Board.
- The Publicity Committee shall be charged with informing the membership and the public of all events involving the program and/or Association. This shall include the mailing and/or electronic distribution of notices by media, social media, or other practical means.

Section 5: Special committees shall be appointed by the President as needed.

**ARTICLE VII - AMENDMENTS**

Section 1: These By-Laws may be amended when necessary. Proposed amendments must be submitted to the Secretary to be distributed with regular announcements to the membership and shall be placed on the Agenda for discussion for at least two months prior to any vote. Voting shall be by a show of hands by eligible voting members present. An affirmative vote of

**TRAVELING KNIGHTS OF OLD BRIDGE BY-LAWS**  
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two-thirds shall be necessary for the adoption of any amendment. Amendments shall take effect immediately upon adoption.

**ARTICLE VIII: DISOLUTION**

Section 1: A vote to dissolve the Band Parent Association shall require an affirmative vote by a majority of the Executive Board and two-thirds of the members present at a regularly scheduled meeting. A vote to dissolve this Association shall be noticed in accordance with Article VII.

Section 2: Plan of Liquidation: Immediately following a vote to dissolve, all financial obligations and/or outstanding expenditures are to be paid and any account bearing the name of Band Parent Association shall be frozen. After the above-mentioned financial payments clear and a final financial report is presented to the Executive Board by the Treasurer, all accounts shall be closed and any remaining assets/funds dispersed directly and solely to the Old Bridge High School Marching Band Director to be used in accordance with the Association's mission. The distribution of all monies/assets will be performed in accordance with all applicable State and Federal laws.

Section 3: Financial Reports: A final financial report shall be filed with official records of the organization and any other agencies/organization as required by law.

**ARTICLE IX: PARLIAMENTARY PROCEDURES**

Section 1: Robert's Rules of Order shall be the standard for parliamentary law at all meetings.

**ARTICLE X: FUNDRAISING**

Section 1: Fundraising is a vital part of the operation of the Marching Arts Program, providing the resources to support instruction and material support required to keep the Marching Arts Program competitive at the highest level. All members are expected to assist in fundraising events.

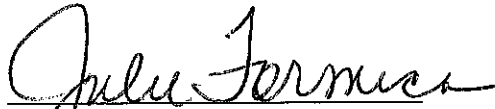
Section 2: The fundraising commitment of members will be set annually by the Executive Board and may be discharged by selling tickets or sponsorships, for and to a level specified by the Fundraising Committee prior to the September meeting. The Commitment will take form of check, collected by the October meeting, to be held by the Treasurer until discharge or forfeiture of the commitment. If discharged it will be returned. All checks for un-discharged commitments will be cashed between the April and May monthly meeting dates.

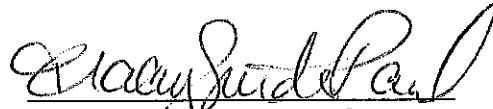
Section 3: Qualification for scholarships will be conditional on three years of payment or discharge of the fundraising commitment, along with the criteria set forth in Article I, Section 4.

**TRAVELING KNIGHTS OF OLD BRIDGE BY-LAWS**

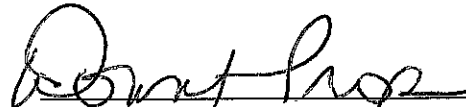
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These Bylaws were revised and updated at meetings of the By-Laws Committee for The Traveling Knights of Old Bridge on January 12 and March 23, 2022 and approved by the membership on April, 2022.

  
Julie Formica, President

  
Tracey Paul, Vice President

  
Karen Bennett, Secretary

  
Donna Tropea, Treasurer

  
Melissa Thatcher, Director  
Old Bridge Marching Arts Program