

TRAVELING KNIGHTS OF OLD BRIDGE BY-LAWS

Adopted Dec 11, 2024

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, legal guardians and alumni parents of the students of the Old Bridge Marching Arts Program, which is a program rich in diversity and passion for music. The Old Bridge Marching Arts Program is inclusive of Marching Band and Color Guard, Indoor Percussion and Winterguard.

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 members who meet the following criteria:

- A minimum of three (3) years in the Old Bridge Marching Arts Program, including senior year;
- No unexcused absences during the 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(s);
- Overall C Average or above across all classes for all high school years involved in the Marching Arts program
- Respectful to administration, peers, parents and chaperones, as determined by the Band Director in accordance with The Old Bridge Township Athletic Code of Conduct.
- 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 commitment requirements outlined in Article X for each year of the band member's participation.

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ARTICLE II: MEMBERSHIP

Section 1: Parents, legal guardians and alumni parents 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 majority vote by the Executive Board would be required to restrict or revoke a member. 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 and posted no later than June 20th. Membership enrollment will be throughout the year and the membership year will run from July 1 to June 30. There will be no proration of fees.

ARTICLE III: MEETINGS

Section 1: Quarterly Meetings:

The Executive Board and Band Directors shall meet quarterly, or as necessary, to discuss upcoming schedules, requests and coordination. A summary report will also be available at the following monthly membership meeting.

Section 2: Monthly Meetings and Special Meetings:

Meetings are generally held the second Wednesday of the month both in person and with a remote option. Any deviations from the monthly meeting schedule will be communicated at least 2 weeks in advance to the membership. Monthly meetings should include an agenda which includes approval of the previous month's meeting, a treasurer's report, old business, new business and committee reports. To be eligible to vote, a member must have paid their membership dues in full and must be present (in person or remote) at the time of the vote. All motions must be approved by a majority vote of eligible members present at the meeting. Special meetings may be called by the President or the Executive Board upon reasonable notice to the membership. Directors, or a delegated representative, should be in attendance at the monthly meeting to present program updates and plans.

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.

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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 and hold the position for the full year (July 1 – June 30).

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(s) of all meetings and actions taken. The President shall be responsible for supporting the Program Support Chair and Committee, as well as assisting in the recruitment of the chair and committee members as needed.
- 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. Responsible for membership enrollment and tracking. Report monthly and show trend over the last three (3) years for TKOB membership numbers, as well as Marching Arts member numbers. The Vice President shall be responsible for supporting the Fundraising Chair and Committee, as well as assisting in the recruitment of the chair and committee members as needed.
- 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 Secretary shall be responsible for supporting the Publicity Chair and Committee, as well as assisting in the recruitment of the chair and committee members as needed.
- The Treasurer shall present a financial report at each membership meeting and shall prepare a final report at the close of the year as well as ensure all required yearly filings (i.e. IRS, CRI) are completed. Additional responsibilities include the collection, distribution, safekeeping, and bookkeeping of the monies for TKOB, as well as report monthly and show trend over the last three (3) years for balance sheet totals. The Executive Board shall have the report and the accounts examined annually. If the gross income is less than \$100,000 per year, the financial practices and accounts may be reviewed by the internal Finance Audit Committee, otherwise an independent entity is required. All checks written by the Band Parent Association shall be signed

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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 July 1 to June 30. The treasurer is responsible to work with the Executive Board in May to formulate a budget for the following fiscal year. This budget will be presented to the membership and voted on for consideration and adoption at the June or July meeting. The Treasurer shall be responsible for supporting the Financial Audit Committee, as well as assisting in the recruitment of the committee members.

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 unanimous vote of the remaining officers.

ARTICLE V: ELECTIONS

Section 1: At the February meeting, 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. They shall solicit and collect names of candidates for all Executive Board positions from the membership both at the monthly meeting as well as communicate it to the membership. All candidates must submit their name and the position sought in writing to the Nominating Committee Chair. The Nominating Committee shall forward all consenting candidates (at least one candidate per board position) 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. Prior to this meeting a list of all members eligible to vote should be made available.

Section 2: Voting shall take place at the April meeting. When the slate is unopposed, the election will be by voice vote. 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 Secretary and may be viewed by any member eligible to vote.

ARTICLE VI: COMMITTEES

Section 1: Chairpersons: The President, along with the Band Director(s), shall appoint all standing committees and chairpersons. The Band Director(s) shall act as a non-voting member of all committees with the exception of the Nominating Committee.

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Section 2: Standing Committees:

- The Finance Audit Committee shall be responsible for review of the end of fiscal year. The purpose is to ensure that proper financial procedures are being followed. Treasurer records should be reviewed every year at the end of the fiscal year, which ends on 30 June. The treasurer's records must also be reviewed when any signer on the account leaves office, before the new treasurer takes control of the books to ensure "clean books" are handed over. The committee should consist of three (3) members that were not authorized to sign checks, nor relatives or household members of the signers, during financial period being reviewed. The review should be completed by 30 August of the same year resulting in a Financial Audit Report. The audit committee should review the treasurer's records which include the following:
 - Current adopted budget
 - IRS 990 filing confirmation
 - Insurance Policy
 - Copies of all bank statements for the fiscal year
 - Copies of all Treasurer Reports for monthly meetings
 - Previous year's Financial Audit Report.
- The Publicity Committee is responsible for informing the membership and public of all events involving the program and/or TKOB. This includes communicating via multiple channels with directors, parents, alumni, and the public to keep them informed and engaged. This also includes, at a minimum, monthly updates to the TKOB.org website, and continues throughout the year to support Marching Arts for TKOB. The chair of the committee shares a monthly newsletter with parents, alumni, and the community.
- The Fundraising Committee maintains a yearly fundraising calendar, takes action on and implements fundraising activity. Additionally, the committee will seek additional support from all TKOB members to implement and execute fundraising campaigns that support the programs. Strategize fundraising plans and forecasts future fundraising. The chair of the committee presents the fundraising calendar at each monthly TKOB meeting.
- The Program Support Committee works with the Director(s) to identify and prioritize, take action on, and implement all program needs, donations, equipment/props, volunteers such as the Home Show coordination, Band Camp event coordination, Send-off Dinners, et al. In the absence of the director or any delegate, the chair of the committee provides an update of support needs, current activities, and priorities at each monthly TKOB meeting.

Section 3: Special committees shall be formed by a motion that is seconded and approved by membership vote.

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ARTICLE VII - AMENDMENTS

Section 1: These By-Laws may be amended when necessary by special committee. 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 two-thirds shall be necessary for the adoption of any amendment. Amendments shall take effect immediately upon adoption.

ARTICLE VIII: DISSOLUTION

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 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 two-thirds of the full membership shall be necessary for the dissolution of the Association.

Section 2: Plan of Liquidation: Immediately following a vote to dissolve, all financial obligations and/or outstanding expenditures are to be paid and any accounts 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: A fundraising commitment check is required for all families and the amount will be set annually by the Executive Board. Families have the option to either apply the funds to

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meet their commitment OR discharged by participating or volunteering in select fundraisers or events identified at the September meeting. The Commitment check needs to be submitted by the October meeting, and will be held by the Treasurer until discharge or forfeiture of the commitment. If discharged, the check will be returned. All checks for un-discharged commitments will be cashed on 1 May or earlier if explicitly indicated by the member's family.

If the commitment check is not received by the October meeting, the TKOB membership and voting privileges will be suspended until payment is received.

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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 March 18, 2024, March 25, 2024, April 16, 2024, and April 22, 2024 and approved by the membership on December 11, 2024.

Tracey Paul, President

Cahren Morris, Vice President

Michele Deserto, Secretary

Carolyn Holguin, Treasurer

Melissa Thatcher, Director
Old Bridge Marching Arts Program