

# Saucon Valley Music Connection Boosters

## By-Laws

**SVMC**



Saucon Valley

Music Connection

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## By-Laws of the Saucon Valley Music Connection Boosters

### ARTICLE 1 – NAME

The name of this organization shall be the "Saucon Valley Music Connection Boosters" (SVMC).

### ARTICLE II – OBJECTIVES

Section I – SVMC is organized exclusively for educational purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

Section II – To promote the growth and development of instrumental and choral music education for the benefit of the students of the Saucon Valley School District (K-12).

Section III- To collaborate with Saucon Valley School District and Board.

Section IV- To build and maintain an organization that will help promote general activities of the music program in conjunction with the Directors of the programs.

Section V- Members of the SVMC include music ensembles and marching band, choral, including those in such as Honor Guard, Majorettes, and Flags.

### ARTICLE III – MEMBERSHIP

Section I - The membership of this organization is limited to alumni, guardians of alumni, and guardians of actively enrolled students in the music program of Saucon Valley School District, including marching band and music ensembles.

Section II- Members may qualify as members in good standing by actively participating in the organization's activities, attending at least three (3) regularly scheduled meetings, and participating in fundraising activities.

Section III- Voting and chairing privileges shall be limited to members in good standing that are alumni or guardians of students actively enrolled in the music program of Saucon Valley School District, including marching band and music ensembles.

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## ARTICLE IV – OFFICERS AND ELECTION

Section I - The officers of this organization shall be President, Vice President Secretary, Treasurer, and Communications Officer.

a. The duties of the President shall include:

- presiding at all meetings of the organization,
- appointing all committee chairpersons,
- being the ex-officio member of all committees,
- shall be familiar with Robert's Rules of Order.

b. The duties of the Vice President shall include:

- assuming the duties of the President in the President's absence
- assuming the duties as the chairperson of the Volunteers, Chaperones, and such other duties as deemed by the organization.

c. The duties of the Recording Secretary shall include:

- keeping the records and minutes of all the meetings,
- maintaining the use of facility forms needed for every event/meeting held at the SV School District.
- recording roll call votes when applicable.
- attending to the correspondence, and taking care of the monthly sign-in sheet.

d. The duties of the Treasurer shall include:

- receiving all funds due to the organization and depositing the same in an SVMC bank agreed upon by the officers.
- issuing checks that are signed by the President or the Treasurer.
- having all financial arrangements documented in writing with the date and terms approved by the organization in advance of payment.
- rendering monthly and yearly reports.

e. Communications Officer- The duties of the Communications Officer shall include:

- disseminating information to the membership and other interested parties,
- information shall include but is not limited to meeting notifications, press releases, fundraiser details, and schedules
- managing and updating social media communications

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Section II - All Officers of this organization shall be elected as follows:

- a. Nominations for positions can be made beginning at the February SVMC meeting.
- b. At the March meeting, nominations may be made from the floor immediately after the rereading of the nominations from prior meetings and until the time the nominations are closed for each specific office.
- c. Only names of persons, consenting in writing to the submission of their names for nomination, shall be put in nomination from the floor.
- d. Current officers or members may not nominate themselves for any positions on the executive board.
- e. Current officers cannot nominate anyone for any position on the executive board.
- f. Should no names be presented for nomination for an elected position, current officeholders shall be placed on the ballot as unopposed provided the current officer agrees to continue said duties.
- g. Elections are to take place at the April meeting or at the next possible meeting.
- h. A majority vote shall constitute an election.
- i. In the event of an elected officer being unable to complete his or her term of office,
  - a. The Executive Board shall be authorized to identify a member to fill the vacancy to be voted on by the membership at the next general meeting.
  - b. After the election, the member electee shall be installed into the vacated office for the remainder of the term.
- j. In the event, a candidate cannot satisfy the above guidelines and it is deemed impossible to fill President and/or Vice President position(s) from the remaining officers - the following procedure will be utilized:
  - i. Nomination of current officers
  - ii. Nomination for appointment of officer(s)-elect
  - iii. Said appointee(s) shall be involved with shadowing that position for the first half of the term/year with the current elected officer
  - iv. Transitioning to begin the second half of term/year sharing duties/responsibilities and transferring them as applicable.

Section III – Requirements for Officers

- a. It is required that all officers have participated in and shown support of the organization and have a child who is currently in a group of the music program of Saucon Valley School District, including marching band and music ensembles.
- b. Officers must be members in good standing, including having attended at least four (4) regular monthly meetings and at least one fundraising activity annually.

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#### Section IV - Requirements for President and Vice President

It is required that the President and the Vice President:

- have had experience with members of the Executive Board as outlined in Article III, Section II.
- are willing to serve, have an interest in the organization, and have leadership abilities.
- shall be members in good standing.

#### Section V – Limitations on business relationships

The organization's officers, directors, trustees, employees, or independent contractors should not be related to or have business relationships with any of the other organization's board members. Additionally, the officers, directors, trustees, employees, or independent contractors should not receive compensation from any other organizations, whether tax-exempt or taxable, that are related to the organization through common control.

- 1) Common control occurs when the organization and one or more other organizations have:
  - a) A majority of your governing boards or officers appointed or elected by the same organization(s), or
  - b) A majority of your governing boards or officers consist of the same individuals. Common control also occurs when the organization and one or more commonly controlled organizations have a majority ownership interest in a corporation, partnership, or trust. Ownership means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

#### ARTICLE V – TERM OF OFFICE

Section I - All elected officers shall be elected for a term of one year and shall be eligible for re-election to the same or newly elected office the year immediately following his or her first election.

Section II - The term of office shall be from 1 July to 30 June.

Section III - An elected officer may be removed from office for due cause by a two-thirds (2/3) vote of the Executive Board, provided that the elected officer is notified two (2) weeks before the next general meeting. The elected officer may appeal the decision to the

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general membership who has the right to reverse the decision by a two-thirds (2/3) majority vote of the present general voting membership, excluding officers

#### ARTICLE VII – THE EXECUTIVE BOARD

Section I - The executive board shall be composed of the officers of the organization, the Directors of the band and choral music department of Saucon Valley School District, and the chairpersons of the other committees as approved by the Executive Board.

Section II - The Executive Board shall have general supervision of the affairs of the organization.

Section III - The Executive Board shall meet before each monthly meeting to determine the business of the organization.

#### ARTICLE VIII – MEETINGS

Section I - The regular meetings of the organization shall be held on the third (3) Tuesday of each calendar month beginning in August and ending in June of each school year, unless otherwise authorized by the Executive Board and must have a quorum of at least 50% of the board in attendance.

Section II - Special meetings may be called by the President or at the written request of ten (10) members.

Section III - Ten (10) members of the organization with no more than half (1/2) being members of the Executive Board, shall constitute a quorum. If there is no quorum, all business will be deferred until the next meeting.

#### ARTICLE IX – COMMITTEES

Section I - There shall be standing and Fundraising Committees as needed and approved by the Executive Board to meet the objectives of the organization.

Section II- All committees will report to the Vice President.

Section III - The Directors of the Instrumental and Choral Music Departments of Saucon Valley School District shall be ex-officio members of all committees.

Section IV - The SVMC Scholarship Selection Committee will consist of the Saucon Valley Music Department Band Director, Assistant Band Director, Drill Instructor, Guard Instructor, Pit Instructor, and Choral Director. The SVMC Scholarship Fund recipient(s)

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will be chosen by a majority vote on the pool of eligible candidates by the SVMC Scholarship Selection Committee.

Section V - An effort will be made by the Executive Board to ensure maximum participation of the membership with the goal that no one person shall be the chairperson for more than one (1) standing committee and one (1) fundraising Committee.

#### ARTICLE X – FINANCIAL POLICIES

Section I – Exempt organizations must keep books, reports, and file returns based on an annual accounting period called a tax year. The tax year/financial year of this organization shall be from 1 July to 30 June.

Section II – Goods, services, or assets should not be purchased from/sold to any of the organization’s officers, directors, trustees, employees, independent contractors, or organizations in which they own more than a 25% interest. All compensation arrangements will follow the SVMC Conflict of Interest Policy. If there are any concerns regarding the compensation arrangements the SVMC Whistleblower Policy will be followed.

Section III- The books of the Treasurer shall be audited annually by at least two (2) people who are appointed by the Executive Board.

#### ARTICLE XI – ORGANIZATIONAL GUIDELINES

Section I – The organization shall record in writing the decisions voted regarding financial arrangements. The information relied on for which the decision was made as well as its source will be documented.

Section II – Organization will not operate in any manner that could be perceived as self-dealing.

1. In general for purposes of this section, the term “self-dealing” means any direct or indirect—
  - a. Sale or exchange, or leasing, of property between a public charity and a disqualified person.
  - b. Lending of money or other extension of credit between a public charity and a disqualified person.
  - c. Furnishing of goods, services, or facilities between a public charity and a disqualified person.

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- d. Payment of compensation (or payment or reimbursement of expenses) by a public charity to a disqualified person.

Section III – The organization is reliant on Pennsylvania state law to meet the IRS requirements for public charity classification in Section 501(c)3.

Section IV- Handling of disposal of assets: In the event organization no longer exists, all tangible assets shall be sold and proceeds deposited into the Saucon Valley School District Music Fund.

#### ARTICLE XII – DISTRIBUTION OF FUNDS

In the event that this organization shall be non-existent, all funds in the treasury at the time shall be deposited with the Saucon Valley School District Music Fund.

#### ARTICLE XIII – DISTRIBUTION OF STUDENT ACCOUNTS

Section I - Monies are held in one account, and a record of monies will be held in the student's name. The parent of the student has the right to release monies for expenditures needed such as trips and other authorized funding expenses organized through the SVMC.

Section II - Any monies in the student account at the end of their senior year will be transferred to a sibling in the Saucon Valley Music Department Class K through 12. If no sibling exists, monies can be transferred to another student if a letter of intent is in writing. If monies are not designated after the senior graduates, all monies will be transferred into the SVMC Scholarship Fund.

Section III - The above applies if a student quits or leaves the band, chorus, or district for any reason. There will be no refunds.

#### ARTICLE XIV – SVMC SCHOLARSHIP FUND

Section I – SVMC Scholarships will be awarded to students selected from across all of the Saucon Valley Music Department programs. The scholarships will be a one-time award and vary in amount based on available monies in the SVMC Scholarship Fund at the time of the award and the financial need of the scholarship recipient.

Section II – The SVMC Scholarship recipient(s) will be chosen by a majority vote on the pool of eligible candidates by the SVMC Scholarship Selection Committee.

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Section III- All SVMC Scholarships will be directly applied to the intended trip, event, or SVMC activity. If a check is required, it will be issued directly to the vendor on behalf of the student.

Section IV – The SVMC Scholarship applicant must meet ALL eligibility requirements:

1. Applicant submits SVMC Scholarship application to the SVMC Scholarship Selection Committee by the outlined deadline dates.
2. Demonstrate financial need, based on criteria used for the SVSD free/reduced lunch programs.
3. Applicant must be a Saucon Valley School District student and an active participant in Saucon Valley Music Department programs. (i.e. Concert Band, Marching Band, Jazz Band, Chorus, Challenge Choir, Pit Orchestra, or another SVMC-supported program).
4. The student must be academically eligible for the trip, event, or SVMC activity for the intended usage of the scholarship.
5. The student demonstrates a good work ethic and embodies the values expected in the Saucon Valley Music Department program.
6. The student currently resides in the Saucon Valley School District.
7. Adults, chaperones, volunteers, SVMC Officers, and paid SVSD staff are not eligible for the scholarship.
8. Family members of applicants cannot be members of anyone on the SVMC Scholarship Selection Committee.
9. Children of the SVMC board members are eligible provided that they meet all of the other selection/eligibility criteria.
10. The scholarship recipient must meet all of the eligibility criteria on the day/date(s) of the intended activity. If the scholarship recipient no longer meets all of the criteria during the intended activity, the student will immediately refund the entire scholarship value to SVMC for award to a future recipient.
11. All applicants who meet the criteria will be able to apply for scholarship value to the SVMC trip, event, or SVMC activity for which the scholarship was awarded and the scholarship can only be used for these purposes.
12. If the scholarship value exceeds the financial need or actual cost of the intended usage, the balance will be returned to the SVMC Scholarship Fund for award to a future scholarship recipient (the current recipient does not have a 'claim' over the unused part of the scholarship).
13. The SVMC Treasurer will ensure that the scholarship value is applied to the intended activity or returned to the SVMC Scholarship Fund if not used/not entirely used. No refunds will be given.

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## ARTICLE XV – SVMC PROHIBITED ACTIVITIES

Section I – The organization must not expressly engage in activities that are not in furtherance of the organization's exempt status.

Section II – The organization will have no involvement in any way with political campaigns for public office or attempting to influence legislation.

Section III – All organization activities are subject to all state and federal laws/regulations.

## ARTICLES XVI – AMENDMENTS

The SVMC By-Laws may be amended by a majority vote of the members present at a regular meeting. The amendment must be presented in writing at the preceding regular meeting of the organization.

## ARTICLE XVII AUTHORITY

The rules contained in Robert's Rules of Order shall govern this organization in all cases in which they do not conflict with the rules of this organization.

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