

ARTICLES OF ORGANIZATION FOR THE CLINTON MASSIE BAND BOOSTERS
Created March 1, 2007

ARTICLE I - NAME

This organization shall be known as the Clinton Massie Band Boosters.

ARTICLE II- ADDRESS

Unless otherwise stipulated, all correspondence to the Band Boosters shall be addressed to the Clinton Massie Band Boosters, P.O. Box 92, Clarksville, Ohio 45113 or placed in the Band Boosters mail box in the band room. General meetings of this organization will be held in the band room of Clinton Massie High School 2556 Lebanon Road, Clarksville, Ohio 45113.

ARTICLE III - PURPOSE

The purpose of the Clinton Massie Band Boosters is:

A. To stimulate interest in all school bands in the Clinton Massie Local School District.

B. To aid in the promotion and financing of approved band activities in the Clinton Massie Local School District.

“Notwithstanding any other provision in this document, this organization is organized and shall be operated exclusively for one or more of the purposes set forth in Section 501(c) (3) of the Internal Revenue Code of 1954, or any corresponding provision, and the purposes, powers, and activities shall be limited to only those permitted under Section 501(c) (3) of the Internal Revenue Code.”

ARTICLE IV - MEMBERSHIP

Section I: Any person interested in any band in the Clinton Massie Local School District may become a member of this organization.

Section II: Student Band Officers in attendance at Band Booster meetings shall have the right to cast one (1) vote representing the Band at these meetings.

Section III: A representative or representatives of the Clinton Massie Middle School Band programs shall be invited to attend the general Band Booster meetings. The representative(s) shall be recommended by the Band Directors.

ARTICLE V - PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall be the parliamentary authority on all matters not governed by the Bylaws of this organization.

ARTICLE VI- DISSOLUTION

Upon dissolution of the Clinton Massie Band Boosters, all unapplied monies and equipment shall be given to the Clinton Massie Local Board of Education for use on band-related activities.

BYLAWS OF THE CLINTON MASSIE BAND BOOSTERS

Amended March 1, 2007

ARTICLE I - OFFICERS AND DUTIES

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

Section II: The President shall preside at all meetings of the organization and of the executive committee, shall be an unofficial member for all committees, except the nominating committee, shall appoint all committee chairpersons as required, shall see the officers and committees perform assigned duties and render required reports, and shall perform such other duties as may be prescribed in these Bylaws, as assigned to him or her by the organization, band director, or by the executive committee. He or she shall prepare a roster of officers and committee chairpersons which will be made available to anyone requesting same. The President shall deliver an annual report at the April general Band Booster meeting. Such report shall summarize the past year’s activities and make recommendations for the coming year.

Section III: It shall be the duty of the Vice President, in the absence or disability of the President, to perform all the duties of the President. If a vacancy occurs in the office of the President (due to illness, resignation, etc.) the Vice President will assume the office of the President, until such time as the next President is elected in accordance with these Bylaws. The Vice President shall serve as Parliamentarian at all Executive Committee and general meetings of the Clinton Massie Band Boosters. The Vice President shall serve on the Ways and Means committee.

Section IV: It shall be the duty of the Secretary to keep minutes of all proceedings which shall be kept on file for the availability of all members and shall keep a record of attendance and correspondence.

Section V: Restriction on officers: The President and the Treasurer of this organization shall not be members of the same household.

ARTICLE II - EXECUTIVE COMMITTEE

Section I: The Executive Committee is composed of all elected officers, the head High School band director, the head Middle School band director. The number of voting directors will not outnumber the number of officers on the executive Committee.

Section II: The Executive Committee shall consist of three (3) officers and one (1) director.

Section III: The duties of the Executive Committee shall be to transact necessary business between organization meetings. The Executive Committee shall have the power to authorize disbursements of funds, if an emergency exists, not to exceed \$300.00 in any calendar month. Attendants at Executive Committee meetings will consist of Executive Committee members and other invited individuals as necessary to transact business. However, only the Executive Committee members will be permitted to vote on any matter discussed.

Section IV: If a vacancy occurs in the office of president, the Vice President shall assume the office of the President. A new Vice

President shall then be elected per the procedure described in Article IV, Section III.

ARTICLE III - MEETINGS

Section I:

A. Regular meetings shall be the third Tuesday evening of each month unless otherwise provided by the organization, unscheduled school closings, or by the Executive Committee. Three days' notice shall be given of change of date.

B. While the Articles of Organization specify that the meetings of the Band Booster organization be held in the Clinton Massie High School band room, the meeting location may be changed providing that a minimum one week's notice be given to the membership.

Section II: Special meetings may be called by the Executive Committee.

Section III: Voting membership is limited to parents and guardians of current members. The voting members present at a meeting shall constitute of quorum.

ARTICLE IV - ELECTIONS

Section I:

A. The Nominating Committee shall consist of four (4) members; one (1) elected officer from the Executive Committee, two (2) elected from the general membership and the head High School band director. The composition of the Nominating Committee shall be approved at the February general meeting.

B. The duties of the Nominating Committee shall be to nominate more than one candidate for each office, if possible. Other nominations may come from the floor. The Nominating Committee shall report in March.

C. Ballots shall be prepared by the Nominating Committee.

Section II:

A. Beginning in calendar year of 2008, officers shall be elected at the March meeting. Officers are to be elected by a simple majority.

B. Officers shall assume their official duties at the close of the annual April meeting, and shall serve a term of one (1) year, and/or until their successors are elected.

Section III: Should the President resign during his or her term of office, the Vice President shall assume the office of the President, and a new Vice President shall be elected by the organization for the remainder of the term. Should there be a vacancy in the offices of Vice President, Secretary, or Treasurer, the organization shall elect a successor to complete the remainder of the term.

Section IV: Officers may be removed from their positions for the following reasons:

A. An officer misses three (3) consecutive general meetings, unless excused.

B. An officer fails to perform his/her duties as prescribed by these Bylaws. The head Band Director may initiate a recall of that officer. The recall motion is presented to the Booster membership at the next general meeting of the organization. If two-thirds of the voting membership approves the recall motion, the officer is removed from his/her position. In the case of removal of the President, the Vice President shall assume the duties of the President. In the case of the Vice President, Secretary or Treasurer, a successor shall be elected according to Article IV, Section III of these Bylaws.

ARTICLE V - COMMITTEES

The chairperson of each committee shall choose his/her own committee. The committees shall consist of: Uniform Committee, Banquet Committee, Chaperone Committee, Concessions Committee, Dietary Committee, Ways and Means Committee, and such special committees as are needed.

Money will be collected by the chairperson of any project and given to the Treasurer only. The Treasurer is the only person who will make bank deposits. At the conclusion of a project, the chairperson will give a detailed written report to the Treasurer.

Section I: The Uniform Committee shall, in conjunction with the Executive Committee, recommend the purchase of uniforms. The Uniform Committee shall be responsible for all the band uniforms and an up-to-date roster on all uniform parts. The committee will issue, collect, clean and store the uniforms.

Section II: The Dietary Committee shall coordinate any meals needed for the band members during practices or competitions.

Section III: The Banquet Committee will supervise all banquets and special events as are undertaken throughout the year.

Section IV: The Chaperone Chairperson shall be responsible for getting chaperones as per the recommendation of the Band Director(s) for each officially sanctioned Band function. The head chaperone for each function may be requested by the Band Director(s) to handle additional responsibilities, e.g., maintaining the medical forms file, or accompanying students during an emergency situation.

Section V: The Concessions Committee shall be responsible for all phases of operating the concession stand at any band event during the school year. This committee will be responsible for getting workers to work in the concession stand at each event. It will also assist with beverage service at concerts and banquets, as needed.

Section VI: The Ways and Means Committee shall be in charge of all money making projects undertaken by this organization. A Ways and Means Coordinator shall be the overseer of all money-making projects undertaken by this organization. He or she shall work in conjunction with each project chairperson to facilitate consistent procedures and record-keeping in all fundraising activities. The Ways and Means Coordinator and project chairpersons shall conduct an annual review of the projects to make recommendations for the following year.

ARTICLE VI- AUDITING

The Audit Committee shall consist of three (3) members: One (1) member shall be an elected officer from the Executive Committee, and two (2) members shall be elected from the general membership. The composition of the Audit Committee shall be approved at a

general meeting. The Treasurer's general account, open Ways and Means, special function, and Uniform accounts shall be examined by this committee who, satisfied that each report or annual report is correct, shall sign a statement of that fact at the end of the report. This audit shall be conducted prior to the April meeting.

ARTICLE VII - AWARDS

The Band Booster organization shall sponsor an award system for band members who have successfully met the requirements as set up by the band director.

ARTICLE VIII- SCHOLARSHIP

Eligibility

A Clinton Massie High School Senior band member who, upon graduation from high school, plans to attend a college, university or private school may complete an application for the Clinton Massie Band Boosters Scholarship.

Scholarship

If funds are available a monetary scholarship will be awarded to two scholarship recipients. The award is sponsored by the Clinton Massie Band Booster organization. Scholarships will be awarded to graduating seniors in the Clinton Massie Instrumental Music program for outstanding participation, dedication and service in instrumental music. The awards will not be based on a student's GPA, financial need, or intended major. Scholarship awards are made for the upcoming academic year beginning in the fall. Scholarships will be paid to the student, parent or guardian.

Selection Committee

The selection for the Clinton Massie Band Booster Scholarship shall be comprised of the 3 band booster members and 2 band directors. No member of the selection committee may have a senior band member who might be under consideration for the scholarship.

Application Procedure

Eligible students who wish to apply for the Clinton Massie Band Boosters Scholarship should submit an official application (available from the band director by April 1st of the current year).

1. Two letters of recommendation from a person with specific, personal knowledge of the applicant
2. A transcript of the applicant's high school academic record to verify high school activities.

Completed applications should be given to the Clinton Massie High School Band Director. Upon receipt, all applications will be reviewed by the scholarship committee. The recipient of the Clinton Massie Band Booster Scholarship will be notified at the Spring Band Banquet.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendments shall have been given at the previous meeting.

ARTICLE X - ORDER OF BUSINESS

The Order of Business at the regular meetings of the organization shall be as follows:

1. Call to order by the presiding officer.
2. Reading of the minutes of the previous meeting - correction or acceptance of same by voting members.
3. Treasurer's report - acceptance of same by voting members and placed on file subject to audit.
4. Director's Reports.
5. Reports of Committees.
6. Unfinished business.
7. New Business.
8. Program (if any).
9. Adjournment.

ARTICLE XI- DISBURSEMENTS

General Funds

The Band Directors are hereby authorized to request and spend funds for usual and customary expenses, not to exceed \$300.00 per calendar month, without Executive Committee approval. The Treasurer will issue the funds in a timely manner and the Directors will report the expenditures to the general membership on a monthly basis. All disbursements other than the \$300.00 specified in this article and in Article II, Section III, must be presented to and approved by the general membership of the Band Boosters at a regular scheduled meeting.

Student Accounts

Student account funds are the sole property of the Clinton Massie Band Boosters and are intended for a student's use for related activities including Band Camp.

Each current Band student may direct the Treasurer as to the amount and which expense the funds are to be applied. The Executive Committee will designate which fund-raising activities and the amount of funds from those activities that are to be applied to the students' account. A high school student departing the band program may direct the Treasurer to apply any remaining, unspent funds, in writing, by June 1, in the following manner only:

1. To be applied to the General Fund of the Band Boosters.
2. To be applied to the account of a sibling entering band in grades 5 through 12 for the next school year.
3. To be applied toward purchase of a gift to the Clinton Massie Schools Bands.
4. To be applied to a Scholarship for the next school year.

Any funds not directed elsewhere will remain in the General Account.

Section 1: If at any time if there a student that has any past due fees, and the student has an available balance in his/her account, that amount will be transferred from his/her student account to cover the fees.

ARTICLE XII - HIRING OF ADDITIONAL INSTRUCTORS FOR THE BAND PROGRAM

Section I: Occasionally the band director may need additional assistance in order to achieve his/her program goals. If financial support for such instruction is not available from the administration of the Clinton Massie Local Schools, it will be necessary for the Band Booster organization to provide such support.

Section II: All monies for additional instructors must be approved by a simple majority of the voting members present at the meeting at which the director presents the proposed hiring.

Section III: The band director may then enter into a contract with the auxiliary instructor. Terms of the contract are to include the duties, hours and the amount and schedule of payment of the instructor.

The contract will be signed by the band director, the auxiliary instructor, and the President of the Booster organization before it is considered to be in effect.

Section IV: The band director will oversee compliance by the auxiliary instructor within the terms of the contract.

ARTICLE XIII - CONFLICT OF INTEREST

In order to avoid any appearance of impropriety or conflict of interest, a person who may financially benefit from a proposal that is put to a vote must leave the meeting room immediately after a motion on the proposal is made, and be absent from the room during the discussion of and voting on the issue.

ARTICLE XIV - EFFECTIVE DATE OF AMENDED BYLAWS

Upon approval of the proposed amendments to these Bylaws according to Article IX, the amended Bylaws of the Clinton Massie Band Boosters shall take effect on April 1, 2007.