

The Constitution and Bylaws

Arlington Middle School Band Boosters

P 1 of 2 MAY 2005

ARTICLE I: ASSOCIATION NAME

The name of this organization is Arlington Middle School Band Boosters.

ARTICLE II: OBJECTIVES

The objectives of Arlington Middle School Band Boosters are:

Section 1. To inspire and maintain an enthusiastic interest in the various activities and needs of the instrumental music department of Arlington Middle School grades 6 through 8.

Section 2. To lend all possible support, both moral and financial, to the instrumental music program of said school and to cooperate with those in charge of the instrumental music program.

Section 3. To address the efforts of the Arlington Middle School Band Boosters toward achieving community involvement in the band program on the basis of its obvious benefits for the student participants.

ARTICLE III. MEMBERSHIP

All parents of Arlington Middle School band members are deemed as members of this association.

BYLAWS

ARTICLE I: OFFICERS

Section 1. The officers of this organization shall be the President, Vice President, Secretary, and Treasurer. The office of President and the office of Vice-President may be shared, but each office shares one vote.

Section 2. The officers and the band director(s) from Arlington Middle School will constitute the Executive Board, and each will be entitled to all voting privileges.

Section 3. Officers shall be elected annually by the membership at the last regularly scheduled general meeting of the school year. The officers shall be elected by a majority vote from the nominees nominated by either a nominating committee or from the floor.

Section 4. Upon agreement by the Vice-President and if so deemed by the membership, the Vice-President will automatically assume the office of the President. Parents of graduating 8th graders may serve a one year term and the President-Elect will be voted on at the last regularly scheduled general meeting.

Section 5. The President shall reside at all meetings and manage the business of the organization. The President shall appoint a responsible party to audit all financial records of the organization on an annual basis. The President, as deemed by the Band Director, will appoint committees. Meetings will be governed by Robert's Rules of Order.

Section 6. The Vice-President shall preside in the absence of the President or by request of the President. The Vice-President will assist the President with the business of the organization as needed.

Section 7. The Secretary shall record the minutes of all meetings, maintain the records of the organization and carry on all correspondence. Regarding events and band related activities; the Secretary shall also keep and maintain a current set of records in the band room. These records will include the procedures for concerts, fund raising activities, and any other pertinent information deemed necessary by the director and executive board.

Section 8. The Treasurer shall be in charge of the financial business of the organization and keep accurate account of all monies belonging to the organization. All funds will be deposited in an approved bank account and shall only be disbursed as authorized by the budget or the Executive Board. Two authorized signatures from the executive board are required for all withdrawals. The Treasurer will assist in the auditing process at the end of the school year.

Section 9. Officers are expected to attend all board meetings and general meetings. At the close of the term of office, all pertinent records and information should be turned over to the newly elected officers.

ARTICLE II : EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the officers of the organization and the Band Director(s) of Arlington Middle School.

Section 2. The Executive Board shall make recommendations for action to the general membership for approval. The Executive Board shall also submit an annual budget to the membership for approval. Under emergency conditions, the Executive Board may act in the best interest of the organization and report on the action taken at the next regularly scheduled meeting. (Note: An example of an "emergency condition" would be a non-budgeted expenditure of funds.)

Section 3. The Executive Board shall meet at least three (3) times per year to effectively conduct the business in its charge.

ARTICLE III: MEETINGS / COMMUNICATION

Section 1. The scheduled meetings of this organization shall be held at least (2) times per year. The dates and time will be determined by the Executive Board.

Section 2. General membership meetings will be held at Arlington Middle School.

Section 3. The President, upon concurrence of the band director, may call special meetings, varying from the published schedule.

Section 4. The general membership will be advised of scheduled meetings in an effective and timely manner. This is recommended to be at least 30 days prior to the occurrence of a meeting.

ARTICLE IV: COMMITTEES

Section 1. The President will appoint all chairmen with the consent of the band director. All Committees will be established by the Executive Board based on current year projects.

Section 2. Committees shall remain intact for the period of time deemed necessary. The decision to discontinue any committee(s) shall be made by the band director.

ARTICLE V: FISCAL YEAR AND BUDGETS

Section 1. The fiscal year shall extend from June 15th to June 14th.

Section 2. The budget shall be developed by the band director and approved by the Executive Board for approval by the membership at the first scheduled meeting of the school year.

ARTICLE VI: AMENDMENTS TO CONSTITUTION AND BYLAWS

Section 1. In the event the Executive Board proposes amendments to the Constitution and Bylaws, the membership will be notified of any presentation of proposed changes at least 30 days in advance. After the presentation or distribution of the proposed changes has occurred, the membership will vote for approval at the next general meeting. A ballot system may be used if so deemed by the Executive Board.