

EDGEWOOD BAND BOOSTERS ASSOCIATION BY LAWS

Article 1 Duties of Officers

Section 1

The President shall preside at all meetings of the executive board and general membership. The President shall represent the Association in matters involving a statement of position. The President shall be an ex-officio member of all committees.

Section 2

The President-elect shall assume such duties as may be assigned by the President, shall assume the duties of the President in the absence of same and shall be an ex-officio member of all committees.

Section 3

The Secretary shall keep the records and minutes of all meetings and attend to all correspondence of the Association.

Section 4

The Treasurer shall receive all funds due the Association and pay out same as authorized. He/she shall keep and accurate records of all receipts and disbursements showing each activity separately, as well as a complete record of all Association funds. A written report of the same shall be provided to each member at each meeting. The Treasurer shall make the annual financial report at the May meeting, and shall be responsible for the filling of the appropriate tax returns, as the law requires. All Association checks will require the signature of the Treasurer or the President. The Treasurer and President shall not be related. The Treasurer shall collect fees and have receipts done in a timely fashion.

Section 5

The Treasury Department shall assume such duties as may be assigned by the Treasurer, and shall assist the President in the preparation of the annual financial report.

Article 2 Meetings

Section 1

The regular monthly meeting of the association shall be held at the High School the 2nd Tuesday evening of each month at 7:00 PM. The December meeting will be scheduled at the discretion of the Executive Board. (Amended 05/2008)

Section 2

The annual meeting shall be the May meeting at which time all business for the year should be concluded. The newly installed President may elect to announce the standing committee appointments.

Section 3

Special meetings may be called at the discretion of the President.

Section 4

A Parliamentarian may be appointed by the President to insure the orderly, proper and efficient running of all meetings.

Article 3 Committees

The President and Director shall appoint committees as needed. Said general chairman shall serve at the direction of the Executive Board and all matters shall be coordinated with the board.

Article 4 Quorum

A majority of the members of the Executive Board shall constitute a quorum

Article 5 Authority

ROBERTS RULES OF ORDER, REVISED, shall govern this association in all cases where they do not conflict with the Constitution and/ or By-laws of the Association.

Article 6 Amendments

The Constitution and/or By-laws of this Association may be amended by a majority vote of the members present at a meeting. The proposed amendments must have been presented at the preceding meeting of the Association.

Article 7 Books

Section 1

Books shall be audited by the May meeting each year. The audit committee shall consist of the Treasurer and the Treasurer-elect, and three other active members as appointed by the Executive Board.

Section 2

The report of the audit committee shall be presented at the regular May meeting.

Article 8 Priorities

The Directors of the instrumental music departments, including the high school and middle school shall meet with the Executive Board in April of each year to present their requests and help establish priorities of the coming year. Said priorities will be reviewed in November of each year to allow for changes if feasible.

Article 9 Students Accounts

Section 1

Student accounts may be held and moneys may be used for any extra expenses incurred by the student not included in the standard fees for any activity. Band camp, shoes, dry-cleaning, color guard and winter guard attire are all standard expenses for participation. Any payment from a student account for these items would be seen by the IRS as a direct benefit to the parents and would be considered taxable income. Extra expenses such as trips and special clothing orders are not mandatory expenses for the parents are viewed as special circumstances by the IRS. Additional expenses can be paid for with moneys from student accounts and is seen more as a benefit to the student rather than a benefit to the parents.

Section 2

Moneys collected in the student accounts can be derived from private donations or profits earned by the student from fundraisers. Specific events and monetary amounts will be decided by a majority vote of the Edgewood Band Boosters Association.

Section 3

When a student is leaving the Edgewood Band program, they will be given two (2) options in order to delete their account:

- (A) Transfer all money to the general fund as a donation
- (B) Transfer moneys to another student account as a donation

Students will have three (3) months upon leaving the band program to choose an option. Failure to do so after the three-month period, option A will be automatically implemented by the Edgewood Band Boosters Association.

Article 10 Fundraiser Money

The chairperson of any fundraiser event shall submit a report at each meeting. Moneys raised must be turned in to the Treasurer upon completion of said event.