

JEPSON MUSIC BOOSTERS

BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Jepson Music Boosters.

ARTICLE II: PURPOSE

1. The Jepson Music Boosters organization is dedicated to supporting music education for band, orchestra, and chorus students at Willis Jepson Middle School by providing committed volunteers who participate in fundraising activities, assist in the music office, and chaperone music events.

2. To maintain an organization exclusively for charitable purposes within the meaning of section 501c(3) of the Internal Revenue Code: "Notwithstanding any other provision of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax as an organization described in section 501c(3) of the Internal Revenue Code (or corresponding section of any section of any future federal tax code)".

"Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501c(3) of the Internal Revenue Code and which has established its tax-exempt status under that section."

ARTICLE III: MEMBERSHIP

1. The organization shall have only one class of members. The members shall all be parents/guardians of music students and any person whose interest is to promote the purpose of the organization.

2. Each member shall have one vote on any matter under consideration by the membership at a meeting of the general booster membership.

3. Members must be present to vote.

4. Statements representing the organization shall not be made unless issued or approved by the elected officers.

5. Members shall not be required to pay a membership fee.

ARTICLE IV: OFFICERS

Section 1: Officers

- A. The officers of this organization shall be President, Vice President, Secretary, Treasurer, Publicity Director and Historian. These positions can be co-chaired.
- B. Any parent/guardian of a music student participating in the organization or any adult interested in supporting music education in the public school and in good standing shall be eligible to serve as an officer.
- C. Only one person of any family may hold an elected office during any one school year. However, one family may jointly hold an office.
- D. All officers shall perform the duties outlined in these bylaws and such other duties as applicable to their position. Past officers may attend Executive Board meetings in an advisory capacity at the request of the current Executive Board. This is a non-voting position.
- E. The music directors and assistants are encouraged to participate in an advisory capacity. They shall be ex-officio, non-voting members of the organization.

Section 2: Nominations and Elections

- A. It shall be the duty of the general membership to nominate candidates for the offices to be filled.
- B. Before the election at the final general booster meeting of the school year, additional nominations from the floor will be permitted.
- C. Officers shall be elected from the general membership at the final general booster meeting of each school year.
- D. If there is only one candidate for an office, election shall be by voice vote. If there is more than one candidate for an office, election shall be by ballot.
- E. A majority vote of the members present shall constitute an election.

Section 3: Term of Office

- A. Elected officers shall be elected annually to serve a term of one year beginning July 1 and ending June 30 of the following year.
- B. All officers shall transfer to their successors all books, papers, and other property of the organization in their possession prior to the first Executive Board meeting following the election.

Section 4: Removal from Office

- A. Any officer or agent may be removed by the Executive Board whenever in its judgment the best interests of the Jepson Music Boosters will be served. Such removal shall be

without prejudice to the contract rights of any person so removed. Removal from office requires a two thirds vote.

Section 5: Vacancies

In case of a vacancy in the office of President, the Vice President shall fill the office of Presidency. Vacancies in any other office shall be filled by majority vote of the general membership. The General membership shall act as a nominating committee and submit nominations at the next scheduled general booster meeting or at a special meeting if deemed necessary.

ARTICLE V: DUTIES OF OFFICERS

Section 1: President

- A. The President shall preside over Executive Board officers, conduct and maintain order at Executive Board meetings and general booster meetings, establish committees, act as judge of elections and declare results.
- B. The President shall be in communication with the music directors and all other officers of the organization.
- C. The President or Vice President shall sign all checks along with the Treasurer. The President or Vice President will perform a monthly bank reconciliation.

Section 2: Vice President

- A. The Vice President shall preside as President, in his or her absence, coordinate activities among various committees.
- B. Upon resignation of the President, the Vice President shall fill the office of President until a special election can be held.

Section 3: Secretary

- A. The Secretary shall keep and distribute accurate records of Executive Board meetings and general booster meetings.
- B. The Secretary shall keep a copy of the bylaws, record all votes and minutes of all meetings, present a written report of minutes at all general booster meetings and be responsible for the sign-in sheet of all members attending general booster meetings.

Section 4: Treasurer

A. The Treasurer, on a year round basis, shall act as custodian of the booster funds, maintain financial records and invest funds as directed by the Jepson Music Executive Board.

B. The Treasurer shall develop the budget in coordination with the Music Department Chair. The Treasurer shall be responsible for presenting the budget to the Executive Board for review and for presenting the budget for adoption at the second general booster meeting of the fiscal year.

C. The Treasurer shall receive all funds due the organization, issue appropriate receipts, be responsible for deposit of funds in a designated depository determined by the Executive Board, and shall pay all approved bills upon authorization of the Executive Board. Deposits should be made by the next business day if possible or within a week for amounts less than \$250.00 total. Receipts exceeding \$250.00 should be verified by another officer prior to deposit. Checks may be signed by the President, Vice President or Treasurer. Two signatures are required on each check. There will be no pre-signing of blank checks.

D. The Treasurer shall share written financial reports, Balance Sheet and Income Statement, with the President and Secretary. The Treasurer shall provide a verbal general summary at all meetings. The reports should show itemized activity for income and expenses.

E. During the school year, the Treasurer, with the approval of the President or Vice President, can disburse funds up to a limit of one hundred dollars. The disbursement(s) shall be reported to the members at the next general booster meeting.

F. During the summer months, the Treasurer shall pay any bill of two hundred dollars or less when so ordered by the majority of the Executive Board without the approval of the general booster membership.

G. The Treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.

Section 5: Publicity Director

A. The Publicity Director shall conduct correspondence including thank you notes.

B. The Publicity Director shall write and submit press releases to various news agencies on behalf of Jepson Music.

Section 6: Historian

A. The Historian shall keep samples of recordings, communications, flyers and forms used or created by the Jepson Music Boosters.

B. The Historian shall maintain a listing of all music department functions and fundraisers including a summary of the activity and any support provided by Jepson Music Boosters during these events.

C. The Historian shall document as many music department events as possible, including but not limited to the USO Show. Such documentation should include photos, programs and where available DVDs of the event.

ARTICLE VI: MEETINGS

A. The general booster meeting shall be held monthly on the second Wednesday of the month from September to May beginning at 7:00PM unless otherwise noted.

B. The last general meeting of the school year shall be known as the Annual Meeting at which time annual reports shall be received and officers for the following year shall be elected.

C. Public notice shall be made for all meetings.

D. Meetings shall be open to all members.

E. Executive Board meeting shall be held on the first Wednesday of each month unless otherwise noted.

F. Special meetings may be called by the President at any time or by a majority of the Executive Board.

G. A simple majority of the members present and voting shall be sufficient to carry a motion.

ARTICLE VII: COMMITTEES

A. Committees may be appointed for such objectives as the Executive Board may assign.

B. The Executive Board shall be responsible for the operation of all committees.

ARTICLE VIII: MEETING PROCEDURE

Meetings shall generally proceed according to the following order of business:

Order of Business

Call to Order

Secretary report

Treasurer report

Committee reports

Old business

New business

Adjournment

ARTICLE IX: DISSOLUTION

1. Previous notice and a two thirds vote can dissolve this organization, Jepson Music Boosters. All outstanding bills will be paid and the remaining money turned over to Jepson Middle School for the exclusive use of the music program.
2. Dissolution of the Jepson Music Boosters must meet non-profit specifications in section 501c(3) of the Internal Revenue Code.

ARTICLE X: STANDING RULES

1. All matters pertaining to the activities, events and projects of the Jepson Music Boosters must meet with the approval of the Music Department Chair and must be in keeping with the policy of the school district.
2. Should any grievance arise within the organization, the Executive Board and/or the school Music Department Chair, the following steps shall be taken:
 - a. The grievance shall be specified in writing and presented to the Executive Board at the next scheduled Executive Board meeting.
 - b. Should the grievance be unresolved by the Executive Board, it shall be taken to the school administration.

ARTICLE XI: AMENDMENTS

1. These bylaws can be amended at any general or special booster meeting providing that previous notice is given. Notice of the vote regarding a change in the bylaws must be given in writing at an earlier meeting, by mail or by email.
2. All resolutions must be approved by a simple majority vote.

Changes to the previous version of these bylaws were presented at the November 2015 general booster meeting. These changes were voted on and approved as reflected in the minutes of that meeting. This updated version of the bylaws including the approved changes was presented as the January 2016 revision at the January 2016 booster meeting. The January 2016 revision of these bylaws supersedes all previous revisions.