

# **BYLAWS OF THE L'ANSE CREUSE HIGH SCHOOL-NORTH BAND BOOSTERS**

11-15-18

Date of Adoption

## **ARTICLE I – NAME**

The name of this organization is the L'Anse Creuse High School North (LCHSN) Band Boosters.

## **ARTICLE II – OBJECTIVES**

The objectives of the LCHSN Band Boosters are:

- a. To promote LCHSN bands, which consists of the band students and the music auxiliary teams, with all members of the LCHSN bands sharing proportionally in the responsibilities and rewards of the group.
- b. To arouse and maintain an enthusiastic interest in the various phases of the instrumental music program and music auxiliary teams at LCHSN
- c. To lend all possible support, both moral and financial, to the general instrumental music program and music auxiliary teams at LCHSN.
- d. To cooperate with those in charge of the instrumental music department, auxiliary teams, and school administration. It is understood that the L'Anse Creuse High School North Band Boosters, cannot commit the Band, its Directors, or the school in any way; nor can the Band Director or the School Administration commit the L'Anse Creuse High School North Band Boosters, in any way.
- f. To build and maintain an organization of interested people who will help promote the general activities of the instrumental music department and the auxiliary teams at LCHSN.
- g. To assist in the raising of funds to support the activities of the instrumental music department and the auxiliary teams at LCHSN.

## **ARTICLE III - BASIC POLICIES**

The following are basic policies of the L'Anse Creuse High School North Band Boosters.

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse, promote, or oppose a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the organization.
- c. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay distributions in furtherance of the purposes set forth in these by-laws.

## **ARTICLE IV - MEMBERSHIP**

- a. The membership of this organization shall include any person(s) interested in the progress and development of the instrumental music departments and music auxiliary teams of LCHSN.
- b. The membership year to the L'Anse Creuse High School North Band Boosters, shall be from the 1<sup>st</sup> day of June through the 31<sup>st</sup> day of May of the following year.
- c. The privileges of making motions, debating, voting, holding office, serving as chairpersons of standing or special committees or serving on committees shall be reserved for members.

## **ARTICLE V - OFFICERS AND THEIR ELECTION**

Section 1. Each officer shall be a member of this organization with a student currently enrolled in the LCHSN band program.

Section II.

- a. The officers of this organization shall consist of at least one president, vice-president, secretary and treasurer.
- b. Officers shall be elected by ballot by members present at the April regular meeting of the school year. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties at the close of the May regular meeting of the school year and shall serve for a term of one (1) year and shall remain in office until their successors assume office.
- d. A person shall be eligible to serve consecutive terms in the same office as long as the membership votes the officer(s) into the position(s) via election each year, according to the bylaws.

Section III. Vacancies:

- a. A vacancy occurring in any office may be left vacant until the next election of officers.
- b. The Executive Board may appoint a replacement for such vacancy as recommended by the president and approved by the board.
- c. In case a vacancy occurs in the office of president, the vice-president shall assume the duties of the president.

## **ARTICLE VI - DUTIES OF OFFICERS**

Section I. The President shall:

- a. Preside at all booster meetings and executive board meetings.
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- c. Be a member ex-officio of all committees.
- d. Coordinate the work of the officers and committees of the organization in order that the Objectives may be promoted.
- e. Appoint all committee chairpersons except for the nominating committee.

## **ARTICLE VI – DUTIES OF OFFICERS (cont'd)**

Section II. The Vice-President shall:

- a. Act as an aide to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.
- c. Have a current copy of the bylaws at the booster and executive board meetings.
- d. And other duties assigned by the president.

Section III. The Secretary shall:

- a. Keep an accurate record of the minutes of all booster and executive board meetings of the organization.
- b. Maintain a membership list.
- c. Perform other delegated duties as assigned.
- d. Conduct the correspondence delegated to him/her.

Section IV. The Treasurer shall:

- a. Have custody of all the funds of the organization.
- b. Keep a full and accurate record of receipts and expenditures.
- c. Make the disbursements as authorized by the majority vote of the members in attendance at the meetings and in accordance with the budget adopted by the organization.
- d. Have checks or vouchers signed by two (2) officers of this organization, who are not related.
- e. Present a financial statement at every meeting of the organization and at other times when requested by the officers of this organization including any continuous fundraiser
- f. Make a full report of the current financial status and the previous year's audit, at the annual meeting in May.
- g. Submit the books annually for an independent audit within two (2) weeks after the final regular meeting of the school year.
- h. Register the signatures of the officers of this organization for all accounts at the bank. All checks shall bear two (2) of the four (4) signatures registered with the bank.
- i. Establish checks and balances in handling of funds by using standard accounting practices and presented at the annual meeting.

Section V. All Officers shall:

- a. Perform the duties prescribed in these bylaws and those which may be assigned.
- b. Deliver to their successor all official material no later than ten (10) days following the expiration of their term of office with the exception of the financial records which shall be delivered after a timely completion of the audit.

## **ARTICLE VII - EXECUTIVE BOARD**

The officers of this organization shall function as the Executive Board with the authorization to handle the affairs of the organization between regular meetings.

## **ARTICLE VIII - MEETINGS**

- Section 1. Regular meetings of this organization shall be held at least 7 times during the school year. The schedule of meetings shall be presented at the June meeting.
- Section II. Special meetings of the organization may be called by the president or by a majority of the Executive Board, five (5) days' notice having been given via e-mail and posted on the band website.
- Section III. The annual meeting shall be held in May.
- Section IV. A majority of the Executive Board plus five (5) members shall constitute a quorum for the transaction of business in any regular, annual or special meeting of this organization.
- Section V. The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the organization as required in Article IV and/or Article V. Section 1.

#### **ARTICLE IX - STANDING AND SPECIAL COMMITTEES**

- Section I. The Executive Board may create such special committees as it may deem necessary to promote the objectives and carry on the work of this association.
- Section II. The Nominating Committee shall be created by the Executive Board.
- Section III. Nominating Committee:
- a. There shall be a Nominating Committee consisting of at least three (3) members appointed by the President during the month of February. The first member appointed shall call the first meeting, at which time the committee shall elect one of its members as chairperson.
  - b. The Nominating Committee shall nominate one or more eligible persons for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
  - c. The nomination process shall be announced no less than three (3) times.
  - d. Only those persons who have signified their consent to serve, if elected, shall be nominated for, or elected to, such office.

#### **ARTICLE X - FINANCES**

An annual budget shall be submitted by the Executive Board and presented by the Treasurer for approval by a majority vote of the members in attendance at the May meeting. There shall be 2 bank accounts: the general booster account and a second account that is set up per state guidelines pertaining to only the Poker fundraiser.

#### **ARTICLE XI - FISCAL YEAR**

The fiscal year of this organization shall begin on 1<sup>st</sup> day of June and end the following 31<sup>st</sup> day of May.

#### **ARTICLE XII**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

### **ARTICLE XIII – AMENDMENTS**

- Section I. These Bylaws may be amended at any regular meeting of this organization by two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.
- Section II. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- Section III. The Bylaws shall be reviewed at a minimum of every three (3) years.

### **ADDENDUM**

In the event of dissolution of the band boosters, all assets will revert to L’Anse Creuse Public Schools for the purpose of the band program at L’Anse Creuse High School North.