

EAST AURORA BAND BOOSTERS ASSOCIATION BYLAWS

Adopted June 25, 2014

Article I – Name and Organization

Section 1

The organization shall be known as the East Aurora Band Booster Association of East Aurora School District #131. It shall be known as the **Band Booster Association (BBA)** for general publication and publicity purposes.

Section 2

The BBA shall be a non-profit organization, recognized as exempt under Section 501(c)(3) of the IRS code in a determination letter issued in **(Pending Approval)**

Article II – PURPOSES

The purposes of the organizations are:

- a) To promote and support the East Aurora High School Band program and its director through the interaction and cooperation of students, school administration, parents, and the community.
- b) To provide supplemental material and financial support for those activities that are not included in School District 131 appropriations, moral support, and public recognition to the band program.
- c) To encourage parental involvement and attendance in all band program activities, and to enlist the aid of community resources in support and recognition of the band program.
- d) To provide opportunities for all students to participate in band programs regardless of financial means.

ARTICLE III – MEMBERSHIP

Section 1

Membership shall be open to all parents and persons interested in supporting the purposes of the organization and who agree to abide by the bylaws of the organization. (“Members”)

Section 2

The membership year of this organization shall begin on July 1st and end on the following June 30th.

Section 3

The BBA is a service organization. Members are strongly encouraged to volunteer a modest amount of time in fundraising activities.

ARTICLE IV – OFFICERS, THEIR ELECTIONS AND REPLACEMENTS

Section 1

The **OFFICERS** of this organization shall be President, Vice President, Treasurer, Secretary, and Volunteer Coordinator

Section 2

Each officer of this organization shall be considered a member of this organization at the time of election.

Section 3

All members are eligible to nominate another member for office. Intended nominees for officers must be submitted in writing to the BBA Secretary at a meeting in January for review and approval by the BBA Executive Board. Notwithstanding any other provisions contained in these bylaws, the Band Director has the right to veto any nominee for officer.

Section 4

Upon approval of nominees, nominations for officers will be announced at a regular meeting in February.

Section 5

Officers shall be elected by ballot or voice of the members at a regular meeting in March.

Section 6

In order to be elected to an office, a nominee must receive a majority of votes cast by the members at a March regular meeting. In the event of a tie or if no nominee receives a majority, a runoff vote will be conducted between the two highest vote recipients.

Section 7

Officers shall assume their official duties on July 1st and serve for a term of two (2) years. The time between the close of the regular meeting in March and July 1st shall serve as a transition times during which the outgoing and incoming officers shall work together to fulfill the duties of their respective offices.

Section 8

Two (2) members of the same family **shall not** hold officer positions concurrently with exception of Volunteer Coordinators.

Section 9

Officers shall serve **without** compensation for their services.

Section 10

A member shall not be eligible to serve more than two (2) consecutive terms in the same office. The exception would be if no other person desires an office, the current officer may continue to serve with an affirmative majority vote of the membership or no longer has a current student within the band program at the March meeting.

Section 11

If any officer is absent for three (3) consecutive regular meetings of this organization without prior notice having been given to the President (or to the Secretary when the officer is President), he/she shall automatically forfeit his/her office and be notified.

Section 12

Any officer not performing duties as outlined in the bylaws may be removed upon a majority vote of the Executive Board.

Section 13

An officer may resign his/her position by giving written notice to the Executive Board.

Section 14

If a vacancy occurs in an office, it shall be temporarily filled by a member selected and approved by a majority vote of the Executive Board.

Article V – EXECUTIVE BOARD AND THEIR DUTIES

Section 1

The **Executive Board** shall consist of the **Director of the Band Program**, as advisories, and the **Officers** of this organization.

Section 2

The **Executive Board** shall fulfill the following duties:

- 1) Attend all meetings of this organization.
- 2) Ensure that a quorum is present before calling to order any regular meeting or special meeting.
- 3) Approve the draft annual budget for presentation and final approval by the members no later than the regular meeting in May.
- 4) Approve appointments of all members to committees.

- 5) Participate in preparation of amendments to or revisions of the bylaws.
- 6) Present reports and/or recommendations at all meetings of this organization.
- 7) Submit articles related to the business of said office for publication in the website D131music.org.
- 8) Transact business in the intervals between meetings of this organization.
- 9) Submit funding needs to the Treasurer for consideration of inclusion in the annual budget.
- 10) Keep adequate records said office to pass onto future officers.
- 11) Maintain an annual calendar of BBA fundraising events and meetings on the website D131music.org.
- 12) Executive Board members are expected to fill any volunteer voids of BBA sponsored events.

Section 3

All votes by the Executive Board must be conducted during a regular meeting or special meetings. A simple majority of the Executive Board (greater than 50%) is required to pass any motion.

Section 4

THE President shall fulfill the following duties:

- 1) Preside at all meetings of the organization, or designate a representative from the Executive Board to preside on his/her behalf.
- 2) The rules of order for all meetings of this organization shall consist of but are not limited to the following:
 - a) The President shall set and regulate the agenda for each meeting of this organization.
 - b) The President shall acknowledge members' requests for agenda items up to one (1) week in advance of the meetings of this organization.
 - c) The President shall communicate the agenda to all members prior to each meeting of this organization.
 - d) All members present may address the group during their allotted agenda time, or during unfinished business or new business.

- e) The President shall abstain from voting on all motions and decisions made by the Executive Board, unless a tiebreaking vote is required.
- 3) Oversee and delegate the business and activities of this organization.
- 4) Serve as Executive Officer member of all committees.
- 5) The President shall have up to \$250.00 in funds available to use if needed for BBA business without a vote of the officers to use said funds.

Section 5

The **Vice President** shall fulfill the following duties:

- 1) Coordinate and assist in research and development of all fundraisers.
- 2) Explain monetary responsibilities to fundraiser coordinators and ensure funds are turned into the **Treasurer** promptly and accurately.
- 3) Coordinate all corporate fundraising in conjunction with the Director of the Band Program and other Executive Board Members.
- 4) Stand in for the **President** if the President is unavailable.

Section 5

The **Secretary** shall fulfill the following duties:

- 1) Assist the President to maintain rules of order during all meetings of this organization.
- 2) Be responsible for external correspondence as it relates to the BBA sponsored events.
- 3) Keep a current copy of the bylaws of this organization on file.
- 4) Keep record of minutes for each and every meeting.

Section 6

The **Treasurer** shall fulfill the following duties:

- 1) Receive all monies of this organization and keep an accurate record of income and expenses.
- 2) Place all monies in a depository approved by the affirmative vote of the majority of the Executive Board.
- 3) Disburse funds in accordance with the annual budget and ensure proper documentation exists for all vouchers.

- 4) The **Treasurer** and **President** shall approve all payment requests in accordance with the annual budget before disbursement is made.
- 5) Communicate a written financial summary to all members by the Executive Board at each regular meeting of this organization, and at other times as requested by the Executive Board.
- 6) Assist in the development of the annual budget with other members of the Executive Board.
- 7) Present an annual unaudited financial statement at the regular meeting in August.
- 8) Provide the checkbook, all bank statements, voided checks and deposit slips, Treasurer's records, vouchers and invoices for all disbursements to the President for approval that are requested by the outside auditor.
- 9) Coordinate the preparation and submission of taxes and other state/federal filings.

Section 7

The **Volunteer Coordinator** shall fulfill the following duties:

- 1) Compile volunteer sheets for BBA sponsored events and distribute categorized volunteer information to officers.
- 2) Assist officers in obtaining volunteers.
- 3) Obtain volunteers for all band activities and BBA sponsored events.
- 4) Work along with Band Director with uniform needs.
- 5) Track volunteer requirements for all band students, as outlined in the Band Handbook.

Article VI – Meetings

Section 1

Regular meetings of this organization shall be held every fourth (4) Thursday in September, October, November, January, February, March, and April at the school. The Executive Board shall schedule the meetings in advance annually based on the calendar of events for each school year and has discretion to select an alternate date if the normally scheduled date is unavailable. Notice will be

communicated to the members no later than 5 days before the regularly scheduled meeting.

Section 2

Special Meetings of this organization may be called by the President.

Section 3

A quorum of no less than 3 elected officers and no less than one band director must be present for any regular meeting or special meeting to be called to order.

Article VII – Funds

The **Reserve Fund** account is a fund that shall be kept for **emergency** purposes. It is locked and shall not be included as part of the annual budget. The **Reserve Fund** is a safeguard against exceeding the annual budget and not having funds in the event of a major shortfall or emergency. The Executive Board shall determine the balance to be maintained in this account each membership year. Any loans against this account must be **repaid as quickly as possible**. Any expenditure from the reserve fund account shall be approved by an affirmative vote of a majority of the Executive Board. There is no set balance requirement.

Article VIII – FISCAL YEAR

The fiscal year of this organization shall begin on July 1st and end on the following June 30th.