

STOW - MUNROE FALLS BAND BOOSTER ASSOCIATION ARTICLES OF INCORPORATION

ARTICLE I - NAME

The name of this organization shall be Stow-Munroe Falls Band Booster Association, Inc.

ARTICLE II - PURPOSE

1. To provide financial assistance to all bands within the Stow-Munroe Falls school system.
2. To provide support and assistance to the band directors and the students in promoting an educationally sound, high quality band music program.
3. To promote community interest in the school band programs.
4. To promote communications between the band directors, students, parents, school administration and the community as a whole.

ARTICLE III - EXECUTIVE COMMITTEE

1. The Executive Committee of the organization will consist of the following
1. The Executive Committee of the organization will consist of the following individuals:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Assistant Treasurer
 - f. Five Trustees- (Class Representatives - one adult representing each class from 8th through the 12th grade)
2. The Band Directors will be considered ex-officio members of this group.
3. The elected officers will act as the Executive Committee and their duties are outlined in the attached by-laws of the Association.

BY-LAWS OF THE STOW - MUNROE FALLS BAND BOOSTER ASSOCIATION

ARTICLE I - MEMBERSHIP AND DUES

SECTION A. MEMBERSHIP

1. All parents or guardians of band members, band members, alumni, and class representatives within the Stow-Munroe Falls School System shall be considered members of this organization.
2. Other interested parties may also become members by submitting their name(s) to the executive committee and having their name(s) added to the roster. Such person(s) will be eligible to vote one month after their membership approval by the executive committee.

SECTION B. DUES

1. There are no dues paid by members of this Association.

ARTICLE II. MEETINGS

1. Regular monthly meetings of the Association shall be held on the first Monday of each month unless otherwise ordered by the executive committee. There will be no regular meetings during summer break unless so ordered; the September meeting will be held on the last Monday of August.
2. A quorum of eight (8) members, at least two (2) being executive officers, is necessary to conduct regular business.
3. Unless otherwise announced, all meetings will take place in the high school band room.

ARTICLE III. ELECTION OF OFFICERS

SECTION A. OFFICERS

1. The elected officers of the Association shall be the president, vice president, secretary, treasurer, assistant treasurer, and trustess (class representatives.)
2. Officers shall serve a term of one (1) year, with the exception of the treasurer who will serve a one-year (1) term as assistant treasurer immediately followed by a one-year (1) term as treasurer. Officers may be re-elected, but may not serve more than two (2) consecutive terms in the same office.

SECTION B. EXECUTIVE COMMITTEE

1. The executive committee consists of the elected officers as outlined in the Articles of Incorporation. The band directors will be considered ex-officio members of this committee.
2. The executive committee will meet once a month before the general Association meeting to review, oversee and direct the financial affairs of the Association, approve the plans of work of the standing committees and approve all non-budgeted expenditures.
3. The executive committee will authorize small claims court action and make decisions regarding loss of check-writing privileges.

SECTION C. ELECTION OF OFFICERS

1. A nominating committee consisting of the five (5) at-large trustees (class representatives) and two (2) members selected by the president and/or vice president shall be appointed at the January meeting. A ballot of nominees who have expressed an interest to serve for each office and trustee position will be presented at the April meeting.
2. Additional nominations shall be accepted from the floor at the May meeting. A nominee's name will be added to the ballot providing the nominee is willing to accept the nomination.
3. All officers will be elected by a simple majority ballot vote at the May Band Parents' general meeting.
4. Newly elected officers will be installed at the same meeting at which the election is held and assume their duties immediately upon their installation.

SECTION D. DUTIES OF THE OFFICERS

1. President
 - a. Be the official spokesperson for the Association.
 - b. Preside at all general membership and executive committee meetings.
 - c. Coordinate with the vice president to appoint chairpersons for all standing committees and appoint two (2) members to the nominating committee.
 - d. Be an ex-officio member of all committees with the exception of the nominating committee.
 - e. Be bonded and disburse funds in the absence of the treasurer.
 - f. Perform all other duties not specifically given to other officers.
 - g. Appoint two (2) members to the audit committee.
 - h. Appoint a parliamentarian, per Article VI, Sec. A.
2. Vice President
 - a. Preside at the meetings in the absence of the president.
 - b. Assist the president in carrying out the activities of the Association.
 - c. Chair the by-law review every two years (in odd-numbered years).
 - d. Oversee all fundraising activities, record progress and results to present to the executive committee.
 - e. Chair the auditing committee.
 - f. Ensure that all executive committee members and committee chairpersons receive a copy of the by-laws annually.
3. Secretary
 - a. Record the minutes for all general and executive committee meetings.
 - b. Handle any correspondence for the Association.
4. Treasurer
 - a. Receive and disburse all monies and keep an accurate record of all receipts and disbursements.
 - b. Present a written report at each general and executive meeting and a fiscal year-end report at the final meeting of the fiscal year.
 - c. Submit records for examination by an auditing committee comprised of the Vice President, two (2) trustees (class representatives) and two (2) members appointed by the President for an audit to be conducted as soon as possible after the end of the fiscal year. If deemed necessary, a CPA firm may be hired to conduct the audit.
 - d. Purchase bonding for the president, vice president and treasurer.

- e. Coordinate and oversee the timely filing of appropriate tax forms.
 - f. Initiate small claims actions when authorized to do so.
 - g. Oversee the actions of the assistant treasurer to insure a smooth transition from assistant treasurer to treasurer.
5. Assistant Treasurer
 - a. Assist the treasurer with the treasurer's duties as listed above.
 - b. Perform a monthly reconciliation of the checking account statement.
 6. Trustee (Class Representative)
 - a. Serve on the nominating committee.
 - b. Notify members of the class the trustee represents of special meetings and relay pertinent information as authorized by the band directors or the President.
 - c. Organize and coordinate class-specific activities and fundraisers.

ARTICLE IV. STANDING COMMITTEES

SECTION A. CHAIRPERSONS

1. Will be appointed by the president and/or vice president.

SECTION B. COMMITTEES

1. Each committee shall consist of a chairperson or a co-chair and a number of persons selected by the chairperson deemed necessary to carry out the tasks of the committee. The executive committee suggests one parent of an upperclass student and one of an underclass student to foster continuity from year to year.
2. Each chairperson shall have the right to appoint sub-committees as necessary.
3. The chairperson of each committee shall provide a written report of the activity with 30 days of its completion and submit it to the vice president.
4. The chairperson of each fundraising committee can turn in monies to the treasure at any time during the event but must have all monies turned in within 30 days of the completion of the event.
5. Each chairperson serves at the request of the president and/or vice president and may be relieved of their duties by the executive committee.
6. The standing committees are as follows:
 1. Alumni
 2. Audit
 3. Aviation Day (chaired by the student Band President)
 4. Band Banquet
 5. Band Bus
 6. Band Camp
 7. Band Show
 8. Blossom
 9. Car Washes
 10. CD/DVD's
 11. Chaperones
 12. Concessions
 13. Drug Mart Cookout
 14. 50/50 Raffle
 15. Fun Services
 16. Ice Cream at Concerts
 17. Kimpton Night Dinner

18. Lock-In
19. Newsletter
20. Parliamentarian
21. Publicity / Social Media
22. Scholarship
23. Senior Memory Pages
24. Spirit Wear
25. Summer Study Mini Grants
26. Tag Day
27. Uniforms
28. Ways and Means

7. Other committees may be appointed as necessary to carry out the activities of the Association.

SECTION C. DUTIES OF THE STANDING COMMITTEES

1. Alumni - maintains alumni database and maintains contact with alumni.
2. Audit - oversee the annual audit as outlined in Section D.
3. Aviation Day - chaired by the student Band President; organize a group of band members to perform at the annual Aviation Day.
4. Band Banquet - plans and coordinates the annual banquet.
5. Band Bus - maintain the band buss
6. Band Camp - organizes those duties of band camp as requested by the band directors.
7. Band Show - organizes and coordinates the activities for the band show.
8. Blossom -
9. Car Washes -
10. CD/DVD's - organizes and coordinates the production and sale of CD/DVD's.
11. Chaperones - provides and coordinates, upon request of the band directors, chaperones for band activities.
12. Concessions - staffs and oversees all activities dealing with food service at instrumental music functions, including, but not limited to, the operation of the concession stand at home football games, as well as football playoff games hosted in Stow.
13. Drug Mart Cookout - coordinate the annual cookout/fundraiser at Drug Mart, usually held on the Saturday before Band Camp.
14. 50/50 Raffle - coordinate the 50/50 Raffle at band events.
15. Fun Services -
16. Ice Cream at Concerts -
17. Kimpton Night Dinner - organizes dinner for high school and Kimpton band members between the Homecoming Parade and Homecoming football game.
18. Lock-in - organizes and coordinates events for the annual lock-in.
19. Newsletter - prepares the newsletter to the members of the organization.
20. Parliamentarian -
21. Publicity/Social Media - publicizes the activities of the band and the Association.
22. Scholarship - oversees the distribution of scholarship monies.
23. Senior Memory Pages - organizes, collects and coordinates the assembly of scrapbook pages to be distributed to each graduating senior member of the band program.
24. Spirit Wear -
25. Summer Study Mini Grants -
26. Tag Day - organizes and coordinates the tag day collections of business and door-to-door donations.

27. Uniforms - supervises the assignment, distribution, and collection of all uniforms. Inspects all uniforms each year and recommends repair or replacement. Orders accessories including t-shirts, spats, gloves, cords, etc.
28. Ways and Means - reviews, recommends and coordinates all projects for the purpose of raising monies to help support band activities. Reports to the executive committee prior to the presentation to the general membership.

ARTICLE V. AMENDMENTS

1. These by-laws may be amended at any regular meeting of the Association by a majority vote of the members present as long as said amendment was present and read at the prior regular meeting.

ARTICLE VI. AUTHORITY

SECTION A. RULES OF ORDER

1. "Robert's Rules of Order, Revised" shall govern this Association in all cases in which they are applicable and are not inconsistent with these by-laws. A parliamentarian will be appointed by the president from within the executive committee to interpret these rules.

SECTION B. BINDING AUTHORITY

1. No member of this Association shall have the authority to bind the Association to a contract without the written recommendation of the executive committee.

SECTION C. NONPAYMENT OF MONEY DUE

1. The executive committee has the authority to refuse to accept personal checks from any person who has twice written a NSF check to the Association. In such an instance, the only acceptable method of payment will be a certified bank check, money order, or cash. Recovery of funds in arrears that are due to the Association for band camp, uniform fees, contest fees, fund raisers, etc, will be pursued through Small Claims Court if other arrangements for payment are unsuccessful. Service charges and/or court fees will be the responsibility of the penalized party.

ARTICLE VII. FISCAL YEAR

1. The fiscal year shall run from July 1 through June 30.

ARTICLE VIII. BY-LAW REVIEW

1. The By-Laws will be reviewed every second year (in odd -numbered years) by a committee appointed by the vice president. Any recommended changes will be presented at the March meeting and voted upon at the April meeting.

ARTICLE IX. STANDING RULES

1. A minimum of \$5,000 shall be put aside annually in a separate account for funding of new uniforms when they are needed.