

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.

ARTICLE III – EXECUTIVE COMMITTEE

1. The Executive Committee of the organization will consist of the following positions:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer 1
 - e. Treasurer 2
 - f. Five Trustees (Class Representatives - one adult representing each class from 8th through the 12th grade)
 - g. Technology Officer
2. The Band Directors are 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 are 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 is 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, technology officer and trustees (class representatives.)
2. Officers shall serve a term of one (1) year, with the exception of the treasurers who will each serve a 2-year term. Treasurer 1 is elected in odd number years and treasurer 2 is elected in even number years. Officers may be re-elected, but may not serve more than two (2) consecutive terms in the same office. In the event there are no volunteers for a term limited position the executive board can agree to make an exception to exempt the position from term limitations for the election year.
3. Officer term limits apply only to the President, Vice President and Secretary positions. Treasurers and the technology officer require specialized experience, so they are excluded and the Class Representatives change each year as they progress through the classes.

SECTION B. EXECUTIVE COMMITTEE

1. The executive committee consists of the elected officers as outlined in the Articles of Incorporation. The band directors are 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.
4. The executive committee will vote to approve or disapprove requests for spending, allocation of funds, or other business or procedural related additions or changes.
5. The executive committee shall use the option of voting by email when unable to meet in person or when an emergency vote is deemed necessary.
6. All items up for voting must obtain at least six approvals for a passing vote.

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 March meeting.

2. Additional nominations shall be accepted from the floor at the April 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 April Band Parents' general meeting.
4. Nominees are encouraged to be present at the April meeting when voting takes place.
5. Newly elected officers will be installed at the same meeting at which the election is held and assume their duties immediately upon their installation.
 - a. Existing Fiscal year treasurers will remain in place until the completion of the Fiscal year end audit. This audit is chaired by the existing Fiscal years Vice President.
 - b. All other positions transition to the newly elected officers upon election.
 - c. All elected Officers should make efforts to be visible and attend Executive Board meetings as well as monthly Parents meetings.
6. Newly elected officers will run the May meeting alongside their predecessors.
7. **Elections during Health Emergencies** - The Executive Committee shall take situations such as health and other emergencies like COVID-19 as a case-by-case basis. This can include but not be limited to restructuring elections and or suspending them for the election year.

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, appoint two (2) members to the nominating committee and the audit committee (only required if a CPA does not perform the audit).
 - 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.
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. Ensure that all executive committee members and committee chairpersons receive a copy of the by-laws annually.
 - e. Oversee all fundraising activities, record progress and results to present to the executive committee.
 - f. Chair the auditing committee:
 - i. Coordinate with the Treasurer in March to determine if there is a need to chair the auditing committee for the existing fiscal year. Auditing committee is not required if a CPA performs the annual audit.
 - ii. If required, the auditing committee will be chaired by the existing fiscal year Vice President. The Vice President shall coordinate with the President to appoint two (2) trustees (class representatives) and two (2) members to serve on the audit committee.
 - iii. The Vice President and audit committee members shall attend and perform the audit "in-house" as well as be responsible for determining what records need to be audited.

- g. The Vice-President shall be present and or aware of committee conversations involving the President and the Directors to ensure full awareness of committee business.
 - h. Be an ex-officio member of committees headed up by the President to ensure awareness of that committee activities in the event the President is unavailable or needs assistance.
 - i. Be an ex-officio member of all committees with the exception of the nominating committee.
3. Secretary
- a. Record the minutes for all general and executive committee meetings.
 - b. Conduct the Parliamentary duties to ensure all meetings are conducted properly as discussed in SECTION A. RULES OF ORDER under “Robert’s Rules of Order, Revised”.
 - c. Handle any correspondence for the Association.
4. Treasurer 1 and Treasurer 2
- 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. The existing fiscal year treasurers shall prepare to submit records for examination and coordinate with the Vice President for the annual audit.
 - i. The annual audit shall be conducted as soon as possible after the end of the fiscal year.
 - ii. The existing fiscal year Treasurer and Co-Treasurer (or another executive member) shall be present during the annual audit alongside the CPA and/or audit committee to properly represent and to confirm the audit was completed. Any newly appointed Treasurer, Co-Treasurer or Vice President may observe the audit process.
 - iii. The utilization of a CPA firm for the annual audit is an option but not a requirement.
 - iv. If a CPA firm completes the audit then the audit committee is not required.
 - v. If a CPA firm does not complete the audit, the Treasurer shall notify the Vice President by March that the audit committee needs to be formed and the date of the intended audit.
 - vi. The auditing committee will be chaired by the existing fiscal year Vice President. The Vice President shall coordinate with the President to appoint two (2) trustees (class representatives) and two (2) members to serve on the audit committee.
 - vii. The Vice President and audit committee members shall attend and perform the audit "in-house" as well as be responsible for determining what records need to be audited.
 - d. Purchase bonding for the president and treasurer. Coordinate and oversee the timely filing of appropriate tax forms.
 - e. Beginning in April 2027 and every 5 years thereafter the Treasurer will be responsible for completing the required forms with the Ohio Secretary of State to remain a business in Good Standing. All required forms can be completed online at the Ohio Secretary of State website. Our entity number is #736871
 - f. A required FCC License is required to operate our two way radios we use for Band Camp and other events. This license is required to be renewed every 10

years and the cost is roughly \$200.00 which can fluctuate over time. The next renewal year will be 2033. Operating these radios without the license could cause us to incur significant fines. Use the following website to validate the license: <https://wireless2.fcc.gov/UlsApp/UlsSearch/license.jsp?licKey=3446112> Then use the Call sign WQQQ776 in the search field.

- g. Initiate small claims actions when authorized to do so.
 - h. Perform a monthly reconciliation of the checking account statement.
 - i. Both Treasures will co-chair the Treasurers committee
5. Trustee (Class Representative)
- a. Serve on the nominating committee.
 - b. Notify members of the class the trustee represents of special meetings.
 - c. Relay pertinent information as authorized by the band directors or the President.
 - d. Organize and coordinate class-specific activities and fundraisers.
 - i. Responsible for the organization and coordination with other Trustees (Class Representatives) in conjunction with the Student Class Representatives to conduct and be present at the designated class car wash.
 - ii. The designated/responsible Trustee shall provide a written report of all fundraising activities within 30 days of said event and submit to the Vice President.
 - iii. The designated/responsible Trustee can turn in monies to the treasurer at any time during the event but must have all monies turned in within 14 days of the completion of the event.
 - e. Class Representatives shall work alongside the 50/50 chair to ensure there is proper coverage for the sale of 50/50 tickets at all age level concerts. If parent volunteers cannot be secured for any given concert the class representatives will be expected to step in and assist the 50/50 chair themselves or help locate and confirm the necessary volunteers.
 - f. When required, two (2) Trustee's shall serve on the annual audit committee and will be appointed by the Vice President through coordination with the President.
 - i. The audit committee is only required if a CPA does not perform the annual audit.
 - ii. The audit committee shall attend and perform the audit "in-house" and be responsible for determining what records need to be audited.
6. Technology Officer
- a. Responsibility of overseeing the technology needs of the organization.
 - b. Owns and moderates all Social Media accounts.
 - c. Provides technical support to the directors as needed.
 - d. Owns and manages Shutterfly site.
 - e. Owns and manages Google; email, Storage and YouTube accounts.
 - f. Assists with concert and performance technology needs.

ARTICLE IV. STANDING COMMITTEES

SECTION A. CHAIRPERSONS

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

SECTION B. COMMITTEE

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 upper-class 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. Each chairperson shall have the responsibility to appoint successors and has consulted with the directors for confirmation of the selection. Appointments by the President or Vice President are only appropriate when the chair has been vacated and a new chair needs to be recruited.
4. The chairperson of each fundraising committee shall provide a written report of the activity within 30 days of its completion and submit it to the Vice President.
5. The chairperson of each fundraising committee can turn in monies to the treasurer at any time during the event but must have all monies turned in within 14 days of the completion of the event.
6. Each chairperson serves at the request of the president and/or vice president and may be relieved of their duties by the executive committee in conjunction with the directors.
7. The standing committees are as follows:
 - a. Audit
 - b. Band Banquet
 - c. Band Camp
 - d. Band Show
 - e. Blossom
 - f. CD/DVD's
 - g. Chaperones
 - h. Concessions
 - i. Drug Mart Cookout
 - j. 50/50 Raffle
 - k. Kimpton Night Dinner
 - l. End of Marching Band Celebration
 - m. Newsletter
 - n. Publicity / Social Media
 - o. Scholarship
 - p. Spirit Wear
 - q. Tag Day
 - r. Uniforms
 - s. Ways and Means
 - t. Treasurers Committee
8. Other committees may be appointed as necessary to carry out the activities of the Association.

SECTION C. DUTIES OF THE STANDING COMMITTEES

1. Audit – oversee the annual audit as outlined in Section D.
2. Band Banquet – plans and coordinates the annual banquet.
3. Band Camp – organizes those duties of band camp as requested by the band directors.
4. Band Show – organizes and coordinates the activities for the band show.
5. Blossom – Coordinate with Blossom to secure the band's ability to volunteer at the concerts. Set up and track the training/certification dates for volunteers. Set up and organize the sign ups for concert dates. Submit to Blossom the names of volunteers committed to working each event. Coordinate the volunteers working in the various

concession stands at Blossom Music Center to earn money for individual student accounts. Allocate the funds earned from each event to those that volunteered and communicate this distribution to the Treasurer. Address any volunteer issues that may arise and communicate with the necessary parties.

6. CD/DVD's – organizes and coordinates the production and sale of CD/DVD's.
7. Chaperones – provides and coordinates, upon request of the band directors, chaperones for band activities.
8. 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. Drug Mart Cookout – coordinate the annual cookout/fundraiser at Drug Mart, usually held on the Saturday before Band Camp.
9. 50/50 Raffle – coordinate the 50/50 Raffle at band events.
10. Kimpton Night Dinner – organizes dinner for high school and Kimpton band members between the Homecoming Parade and Homecoming football game.
11. End of Marching Band Celebration – organizes and coordinates events for the annual lock-in.
12. Newsletter – prepares the newsletter to the members of the organization.
13. Publicity/Social Media – publicizes the activities of the band and the Association.
14. Scholarship – oversees the distribution of scholarship monies.
15. Spirit Wear – Coordinate the design of annual spirit wear. Work with Technology officer/Webmaster to set up an online link for the sale and payment of Spiritwear orders. Advertise the availability to order Spiritwear via Facebook and communication from Directors. Submit order, pick up, sort and distribute orders. Set up a table and sell additional spiritwear and band apparel at rehearsals and football games.
16. Tag Day – organizes and coordinates the tag day collections of business and door-to-door donations.
17. 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.
18. Ways and Means – reviews, recommends and coordinates all projects for the purpose of raising monies to help support band activities. Reports monthly to the Vice President directly or attends the executive committee sessions to present prior to the general membership meeting.
19. Treasurers Committee - Group appointed by the Treasurer who will assist with counting and managing money around events.

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. The Secretary will serve as a parliamentarian to interpret these rules during all meetings.

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 an 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, fundraisers, 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 in February and voted upon in March not to conflict with nomination elections in April.

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.
2. Band Parents Association credit cards will be issued to the Directors at each building for expenses. Each Director is responsible for submission of receipts for expenses to the Treasurer of the Band Parents Association. Monthly spending limits are as follows:
 - a. Head Director High School - \$1,000
 - b. Assistant Director Kimpton - \$500
 - c. Assistant Director Lakeview - \$500