

THE COVINGTON MUSIC BOOSTERS
BYLAWS
As adopted on June 28, 2016

ARTICLE I. NAME

The Name of this organization shall be The Covington Music Boosters.

ARTICLE II. PURPOSES

The purposes of The Covington Music Boosters are:

- A. To support the music program in the Covington Community School Corporation. This includes Middle School and High School Bands, Marching Band, Concert Band, Jazz Band, Pep Band, Trojan Basketball Band, High School Choir, Color Guard and other officially sanctioned ensembles.
- B. To provide supplementary financial support to the music program.
- C. To provide supplementary communication between students, parents, school administrators and the community.
- D. To give positive encouragement to students and Music Staff.
- E. To volunteer personal assistance.

ARTICLE III. MEMBERSHIP

- A. Any parent or guardian of a student enrolled in the Middle School or High School band class, High School Choir or Color Guard in Covington Community Schools, or any other interested person, may be a member of the organization.
- B. The Music Director(s), the Principal of the High School, the Principal of the Middle School, and the Superintendent of the School Corporation may be faculty members of the organization.

ARTICLE IV. EXECUTIVE BOARD

- A. The Executive Board shall be the organizing and management body of this organization and is responsible for coordinating the organization's affairs, and establishing, preparing, and presenting the proposed budget at a regularly scheduled meeting.
- B. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and three (3) Trustees.
- C. The Executive Board shall be called on when it is impossible or impractical to call a meeting of the full membership
- D. At any Executive Board meeting all members of the Executive Board shall have the right to vote except the President. The President shall acquire and shall exercise the right only when it is necessary to break a tie.
- E. A quorum must be attended by at least a majority (4 out of 7) of Executive Board members for business transactions to take place and motions to pass.
- F. Membership in the Executive Board confers the right to vote.

ARTICLE V. OFFICERS AND THEIR DUTIES

The Covington Music Boosters shall have the power to elect its officers, enact, execute, and enforce its government and shall have the authority with the cooperation of the Music Director(s) to help finance music activities. Officers must be members in good standing and be a parent or legal guardian of a band or guard member.

- A. The elected officers of the Covington Music Boosters shall be:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. 3 Trustees – preferably a liaison from each music area: Band, Choir and Guard

- B. The duties of the elected officers of the Covington Music Boosters are:
1. President
 - a. The President shall be the presiding officer to conduct all meetings and keep order.
 - b. The President shall have a casting vote on all occasions when the organization is equally divided, provided he or she has not already voted.
 - c. The President shall establish all committees and appoint committee chairpersons for said committees.
 - d. The President may call special meetings when necessary and when he or she deems it for the good of the organization.
 2. Vice-President
 - a. The Vice-President shall assist the President.
 - b. In case of the absence or resignation of the President, the Vice-President shall assume the duties of the President.
 3. Secretary
 - a. The Secretary shall keep the organization's records, the minutes of all meetings, and attend to the organization's correspondence.
 - b. The Secretary, at the expiration of said office, shall surrender to his/her successor all books, papers, and records belonging to the organization.
 - c. The Secretary shall afford every facility in the auditing of the Music Booster accounts.
 - d. The Secretary shall keep an accurate attendance record of the active membership.
 4. Treasurer
 - a. The Treasurer shall be in charge of all monies as they pertain to the organization and establish proper procedures for receipt and deposit of monies. .
 - b. The Treasurer shall keep such permanent books of account and records as is sufficient to establish the items of gross income, receipts and disbursement of the organization. All financial records must be retained for five (5) years including the current year.
 - c. The Treasurer shall pay all bills as authorized by the Executive Board.
 - d. The Treasurer shall keep the Membership informed of expenditures as they relate to the budget adopted by the Executive Board.
 - e. The Treasurer shall be responsible for filing all appropriate tax returns.
 - f. The Treasurer shall present a statement of account at every Booster meeting and other times when requested by the Executive Board.
 - g. The Treasurer shall present the Fiscal Financial Report, including gross receipts and disbursement for the prior year at the August or September Booster Meeting.
 - h. The Treasurer shall coordinate and conduct an Annual Budget meeting to establish a budget for the next fiscal year. Budget meeting to include current and newly elected Executive Board members.
 - i. The Treasurer shall submit the proposed Annual Budget to membership for approval and adoption at the June Booster Meeting.
 - j. The Treasurer shall afford every facility in the auditing of the accounts.
 - k. The Treasurer shall adhere to payment procedures covered under Article XI.
 - l. If the Treasurer resigns, immediately upon resignation, all hardcopy and electronic financial records and equipment shall be immediately submitted to the President. The President shall immediately notify our financial institution to remove Treasurer from access to accounts, including credit card transactions.
 5. Trustee
 - a. A Trustee shall be elected to the Executive Board to provide an impartial voice from the general membership, and has no official duties in the organization.
 - b. Ideally, a Trustee should be a liaison from each of the music areas: Band, Choir and Guard.

C. Restrictions on Holding Office

1. To hold an office in the Covington Music Boosters, the nominee shall be a member in good standing.
2. No Officer may hold more than one office at a time.
3. No member shall hold office if a spouse or someone living in the same household currently holds an office within the organization, with the exception of the position of Trustee.

ARTICLE VI. NOMINATION AND ELECTION OF OFFICERS

A. Nominations

1. A Nominating Committee shall be appointed by the President and consist of two members from the Executive Board and three member from the membership at large.
2. The names of the slate of officers and /or additional nominees for the next program year must be read at the March Booster meeting. Only those persons who meet the eligibility requirements, and who have signified their consent to serve if elected, shall be nominated for or elected to office.
3. Additional nominations for officer may be made from the floor at the March Music Booster Meeting, providing the nominee is present and accepts the nomination.

B. Voting

1. Voting for the slate of officers and/or additional nominees shall take place at the April Band Booster meeting and shall be by secret ballot.
 - a. Only those members present at the meeting may cast votes. Proxy voting is not permitted.
 - b. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.
2. In the event of a tie, secret balloting will be repeated as many times as necessary until a single candidate obtains a majority vote. All candidates will remain on the ballot for each repeat vote unless there is a withdrawal.

C. Election

1. All officers must be elected by a majority of the membership present at the April Band Booster Meeting. Upon election, Elected Officers must begin attending Booster meetings.
2. Elected officers shall serve a term of two (2) years. No officer shall be eligible for the same office for more than two (2) consecutive terms. A full term shall be defined as six (6) months or longer. Term of office is June 1 – May 31. In the event the Nominating Committee is unable to nominate and vote in a candidate for either the Secretary and/or Treasurer positions, both positions may be extended by a period of one year by the current Secretary and/or Treasurer.
3. The May Band Booster meeting will include the installation of the incoming Executive Board.
4. All new officers shall assume their duties on June 1.

ARTICLE VII. VACANCY OR REMOVAL FROM OFFICE

- A. Notification of resignation shall be by a letter of resignation to the Executive Board.
- B. When a member of the Executive Board fails to attend three (3) consecutive Music Booster meetings without an excused absence, or fails to fulfill the obligation of his or her office, the membership may vote to declare this office vacant.
- C. Vacancies shall be filled for the unexpired term by a special election during a regularly scheduled meeting except for President, whose position will be filled by the Vice-President. The Executive Board shall nominate a qualified candidate to fill the vacancy. Nominations will be open from the floor. Voting will be by secret ballot under the rules of this Section, after which the newly elected officer will immediately assume office and serve for the remainder of the term.

ARTICLE VIII. AMENDMENTS

- A. These bylaws may be amended, when necessary, by a majority vote (4 out of 7) of the Executive Board members present at any regularly scheduled Music Boosters meeting.
 1. Any elected officer may make a motion to amend these bylaws.

2. A motion to amend the bylaws must be presented in writing.
3. Voting on the proposed change will take place at the next regularly scheduled Music Boosters meeting.

- B. A Bylaw Review Committee shall be formed by January of every even numbered year.
1. The President of the Executive Board shall head this committee.
 2. The recommendations of the committee shall be presented at the February Booster Meeting and posted on the band website.
 3. Voting on the proposed changes will take place at the March Boosters meeting.

ARTICLE IX. MEETINGS

A. Regular Meetings:

1. Will be held on the 2nd Tuesday of the month at 6:00 PM of the following months: August, September, October, November, January, February, March, April, and May. Any changes to these scheduled meeting dates may be made by a vote of the Executive committee.
2. Will be announced to the membership in advance.
3. Will be held at Covington High School band room (unless otherwise notified in advance).
4. Will require a quorum of 4 out of 7 of the Executive Board members.
5. A printed agenda will be followed
6. Will include an order of business as follows:
 - a. Establish that a Quorum is present as evidenced thru attendance records
 - b. Obtain approval of previous regular meeting minutes
 - c. Hear Treasurer's report
 - d. Hear Director's Report
 - e. Discuss Old Business
 - f. Discuss New Business
 - g. Hear Committee Chair Reports
 - h. Program
 - i. Adjournment

B. Special Meetings

1. Will be held to consider matters of a significant nature, as designated by the President.
2. Will be advertised to the membership in advance.
3. Will record attendance and provide it to the Secretary to be maintained in the Secretary's Notebook.

C. Committee Meetings

1. Will be called by the Committee Chair at times deemed necessary according to their duties.
2. Will record attendance and provide it to the Secretary to be maintained in the Secretary's Notebook.
3. Will record minutes and provide them to the Secretary to be maintained in the Secretary's Notebook.

ARTICLE X. COMMITTEES

- A. The Executive Board will seek Chairpersons for the Standing Committees by way of nomination or by self-nomination. The following are standing committees:

1. Budget/Finance
2. Fundraising
3. Chaperone
4. Communication/Publicity
5. Concession Stand
6. Refreshment
7. Nominating
8. Spirit Wear
9. Band Banquet

10. Youth Football League Liaison
 11. Uniform
 12. Concession Stand Scheduling Committee
 13. Scholarship
 14. Special Committees may be formed as deemed necessary by the Executive Board.
- B. Standing and Special Committees may be comprised of any number of voting and/or ex-officio members.
- C. All appointed and volunteer Chair positions must turn in their position notebooks to the Executive Board after final report on event to assist with future planning.

ARTICLE XI. EXPENDITURES

- A. Acceptable areas of expenditures:
1. Awards
 2. Concession stand expenses
 3. Food for contests
 4. Transportation costs
 5. Dry cleaning of uniforms
 6. Uniforms
 7. Equipment repairs
 8. Specialized music instruction
 9. Contest entry fees
 10. Supplies
 11. Any other expenses deemed appropriate for the organization and approved by the Executive Board.
- B. Expenditures Limits
1. Expenditures of up to \$50 may be made if approved by the President or Treasurer or Music Director and President or Treasurer.
 2. Expenditures of \$50.01 to \$600.00 must have approval of at least two members of the Executive Board.
 3. Expenditures of \$600.01 to \$3,000.00 must have the approval of a majority (4 out of 7 members) of the Executive Board.
 4. Expenditures of over \$3,000.00 must be approved by at least a majority (4 out of 7 members) of the Executive Board and two-thirds majority vote of the active members of a regularly scheduled Band Boosters meeting.
 5. Expenditures of rollover money (money collected for a specific reason) may be made at any time.

ARTICLE XII. STANDING RULES

- A. Fiscal Year is June 1 – May 31.
- B. Executive Board terms are June 1 – May 31.
- C. If a Booster works at a Covington High School or Covington Middle School event where admission is charged, their admission will be waived by the event Chair. The event Chair must prepare a volunteer list and submit to the admission table.
- D. The Boosters will maintain Student Expense Accounts. Student Expense Accounts may only be used by the student for music expenses while attending Covington Community Schools. Accounts remain open while the student is enrolled at Covington Community Schools. Boosters or designated individual must maintain accurate statement to be printed quarterly for financial records. Upon graduation, a student's account balance may be transferred to a sibling, if attending Covington Community Schools, the next school year. Funds remaining after graduation will be transferred to the Director's Scholarship account. Covington Music Boosters may not spend these funds or guarantee them against future loans. Total funds are listed as a Liability Account on the annual balance sheet.

ARTICLE XIII. DISTRIBUTION OF ASSETS

In the event this organization should at any time cease to function or should be dissolved, any money on hand shall be turn over to the Covington Community School Corporation for use by the Covington Community Music Department.