

Bylaws of the Broadneck Music Boosters

February, 2014

Article I - Name

The name of this Organization shall be the "Broadneck Music Boosters" of Broadneck High School which is a 501(c)(3) non-profit organization.

Article II - Purpose

Section 1. The purpose of this Corporation/Organization shall be to raise funds to supplement the Music Program at Broadneck High School and to enhance the character of the music activities of the school through various means of support.

Section 2. Said Corporation/Organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code(or the corresponding provisions of any future United States Internal Revenue Law).

Section 3. No part of the net earnings of the Corporation/Organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the Corporation/Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.

Section 4. No substantial part of the activities of the Corporation/Organization shall be carried on of propaganda, or otherwise attempting to influence legislation, and shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 5. Notwithstanding other provisions of the Bylaws, the Corporation/Organization shall not carry on any other activities not permitted to be carried on (a) by a Corporation/Organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a Corporation/Organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

Section 6. In the event of dissolution of the Broadneck Music Boosters, any balance in the treasury after all outstanding accounts have been paid, shall be allocated to the general fund of Broadneck High School. However, if the named recipient is not then in existence or no longer a

qualified distributee, or unwilling or unable to accept the distribution, then the assets of the Corporation/Organization shall be distributed to a fund, foundation or corporation organized or operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

Article III - Membership

Section 1. Regular Members. All parents and guardians of BHS students who are participating members of any music organization at Broadneck High School shall be voting members upon payment of the dues hereinafter provided. The BHS Music Directors are regarded as regular members and are not required to pay dues. BHS Music Directors are designated by the Broadneck High School administration.

Section 2: Alumni Members. Any music department alumni or parent of a music department alumni in good standing with the Corporations/Organization may become an alumni member of the organization by making a formal application for membership and paying the dues hereinafter provided. These members will hold full voting rights but will not be allowed to hold a position as officer.

Section 3. Associate Members. Any person or organization interested in working actively toward the purpose of the Corporation/Organization may become an associate member by making a formal application for membership and paying the dues hereinafter provided. An associate member may have the floor during a meeting to ask questions or express opinion but shall have no vote.

Section 4. Dues. Dues for individual membership shall be \$5.00 annually. Parents and guardians of any student whose fee(s) are paid in full or who have made and are abiding by payment arrangements shall be considered to have membership dues paid in full.

Section 5. Standing. Members must be current on their fee payments or have applied to make payment arrangements and be abiding by those arrangements to be considered a member in good standing. Only members in good standing can hold a position as officer. Payment arrangements may include but are not limited to attempts to fundraise fees, extended payment plans, fee forgiveness or reduction based on family need and application for need based scholarship funds.

Article IV - Fees

Section 1. Fees. Fees will be assessed and collected to students on a per-program basis based on the costs of running that program.

Section 2. Participation. No student will be denied participation in a core program based on inability to pay.

Section 3. Payment options. Payment arrangements will be made with families who request them and may include but are not limited to need-based reduction, extended payment plans, application of need-based scholarship monies, and fundraising opportunities. While no student will be turned away from core activities for non-payment, families are expected to make arrangements for payment and make a good faith effort to cover their fees using one of the available means. Fundraisers and fundraising opportunities may vary by year and will be dependent on the availability of volunteers to coordinate them.

Section 4. Students who are not current on fees and have not made payment arrangements will not be allowed on extracurricular Corporation/Organization sponsored events including optional trips until their accounts are in good standing.

Article V - Student Accounts

Section 1. Purpose. Student accounts will be maintained for each family in the music program for use on Corporation/Organization sponsored activities.

Section 2. Sources of Student Account Monies. Money from fundraising activities, account donations designated for a student and overpayments shall be designated to the student account.

Section 3. Use of account funds. A request must be made in writing or by email by the parent or guardian of the student to use student account funds. Account funds may be used to pay for activity fees, uniforms, sponsored activities as described in section 5 of this Article, and other events as approved by the Executive Committee. Student account monies will only be paid to students or their families if they are the result of overpayment.

Section 4. Use of funds after a student graduates. Student account monies can be transferred to a younger sibling within three years of graduation if written notice is provided prior to graduation, otherwise all funds in a student account revert to the Corporation/Organization's general fund at the student's graduation.

Section 5. Sponsored activities. Sponsored activities are curricular activities in the Broadneck High School music program that are supported by funding or volunteers from the Organization and extracurricular activities such as trips or workshops requested by the Music Directors and approved by the Executive Board of the Organization. All sponsored activities will follow all Broadneck High School and Anne Arrundel County Public School rules and regulations, and will be subject to the approval of the applicable school administrators.

Article VI - Finances.

Section 1. Disbursements. Disbursements shall be made only by methods approved

unanimously by the Executive Committee.

Section 2. Approved signators. Authorized signatures include the Executive Committee members. Where two or more members of the same family are authorized to sign checks, only one person shall be designated by the Board as authorized to sign general fund checks.

Section 3. Authorizing payment. Any payment exceeding \$500 requires the authorization of two Executive Committee members. Expenses from a budget approved by the Executive Committee shall be considered approved expenses. Prior approval of the Treasurer is required before spending more than \$500 even for approved expenses. No Executive Committee member is permitted to write a check to him or herself or to his or her family members at any time.

Section 4. Budget. Each Music Director for each music program area supported by the Organization shall submit a budget to the Executive Board for approval for their area for the following academic year by no later than one week prior to the final Executive Committee meeting for the year. If no budget is submitted, the Executive Board will assume similar expenses to the previous year for planning purposes and require authorization of two parent/guardian members of the Executive Board for all purchases regardless of amount.

Section 5. Records. Records of authorizations and all receipts shall be maintained by the Treasurer. It is the responsibility of the individual(s) making or authorizing the purchase to provide those records to the Treasurer within one week of the transaction or approval. Records may be kept in electronic or paper form, or other formats as approved by the Executive Committee.

Section 6. Reporting format for payments. All payments shall be recorded with type (cash, check, credit), student account, payer name, check number/transaction number if appropriate, date, person logging the payment and what the payment is for whenever appropriate and possible.

Section 7. The Fiscal Year of the Corporation begins on the first day of July and ends on the last day of June.

Section 8. Accounting Method. The accounting method shall be the cash method of accounting.

Article VII - Dispute Resolution

Section 1. Initial dispute. Any dispute regarding policy or finances shall first be brought in writing either by paper or email to the Committee Chair or Vice President overseeing the activity that the dispute regards. Disputes will be resolved in keeping with the established rules and policies of the Organization.

Section 2. Escalation of disputes. If the initial dispute is not resolved to the satisfaction of the

parties involved, then the dispute moves to the next level up in the organization: from Committee Chair to supervising Vice President, from Vice President to President, and from President to the Executive Board.

Section 3. Continuing disputes. If a dispute remains unresolved after initial escalation, the dispute will move to the next highest level for Binding Arbitration. If the dispute has already moved to the full Executive Board, then an individual agreed upon by all parties will act as the Arbitrator and his or her decision will be binding.

Article VIII - Officers

Section 1. Duties.

a. President. The president shall be the executive officer of the Organization and shall preside over all Organization and Executive Board meetings. He/She shall promptly appoint standing committees and conduct the affairs of the Organization in accordance with these Bylaws and be ex-officio member of all committees except the Nominating Committee.

b. Vice Presidents. There shall be a Vice President for each major area within the Broadneck High School music program that is supported by the Corporation/Organization. Each Vice president shall be responsible for coordinating Organization activities within his/her area, coordinating communication between the Music Director of his/her area and parents and guardians in his/her area and the Organization, encouraging participation of parents and guardians in his or her area, chairing committees as appropriate and as assigned by the President including the Nominating Committee, attending and participating in general and Executive Board meetings regularly, and maintaining student lists with contact information, payment information and uniform information for their areas or supervising a member to whom the duties have been delegated. The Vice Presidents shall rotate the duty of chairing the Nominating Committee.

c. Secretary. The Secretary shall keep and publish records of all meetings of the Corporation/Organization and perform other duties as may be necessary from time to time.

d. Treasurer. The Treasurer shall keep and publish accurate financial records for the Corporation/Organization and make deposits and disbursements as established by the Corporation/Organization. The periodic Treasurer's report to the Executive Board shall reflect actual versus budgeted expenses and income. The Treasurer's records shall be audited annually and will be available to any Executive Board member at any time upon request. The treasurer shall be the chair of the Finance Committee.

Section 2. Nominating Committee. At a regular Executive Board meeting, at least one month prior to the general meeting in April, a Nominating Committee of three members and a music director or their designee shall be appointed by the Vice President in charge of the committee for that year. It shall be the duty of the Committee to nominate the candidates for the offices to be

filled at the May meeting. The Nominating Committee shall report to the Executive Board in an agreed upon manner (at a meeting, via email or other appropriate method) at least two weeks prior to the April general meeting and shall be published in the publications and web site of the Organization. Nominees must consent to the nomination. Additional nominations from the floor shall be permitted and must be accompanied by consent from the nominee. More than one individual may be nominated to serve in a position jointly in order to more adequately cover the responsibilities.

Section 3. Elections. Nominees shall be presented at the April general meeting and voted on at the May general meeting. The officers shall be elected by a simple majority vote for one year or until successors are elected.

Section 4. Terms in Office. No member shall hold more than one elected office at a time.

Section 5. Joint appointments. Members may hold an office jointly in order to cover the responsibilities of that office more completely. If members hold an office jointly they shall equally hold all the rights and responsibilities of that office unless otherwise restricted from doing so by the Bylaws.

Section 6. Vacancies. The vacancy of the office of the President shall be filled by a Vice President who is willing to serve. All other offices shall be elected by the Executive Board.

Section 7. Eligibility. All nominees for office and the Officers of the Organization shall be members in good standing of the Organization in accordance with Article III of these Bylaws.

Section 7. Removal from office. Any officer or other member of the Executive Board may be removed from office with cause by a $\frac{2}{3}$ vote of the Executive Board.

Article IX - Meetings

Section 1. General meetings. Regularly scheduled monthly business meetings shall be open to all members and shall be for the purpose of selecting officers, receiving reports of officers and committees and for any other business that may arise. The Secretary shall keep a record of these meetings to be made available to members.

Section 2. Executive Board meetings. The Executive Board shall meet on a roughly quarterly basis or more as needed to address Organizational issues. Executive Board meetings are not open to the general membership unless specifically noted.

Section 3. Special meetings. Special Meetings can be called by the President, the Executive Board, a music director or upon written request of ten members of the Organization. The purpose of meeting shall be stated in the call. Except in cases of emergency, three days notice shall be given.

Section 4. Committee meetings. Committee meetings will be held as necessary as determined by the Committee Chair. These meetings may or may not be open to the general membership as determined by the Committee Chair.

Section 5. Quorum. A two thirds majority of the Executive Board shall constitute a Quorum at Executive Board meetings. Ten members plus a Broadneck High School Music Director, the Broadneck High School Principal or their designee shall constitute a quorum for a general meeting, or a two thirds majority of the Executive Board shall constitute a quorum for a general meeting.

Article X - Committees

Section 1. Committees shall be created and appointed by the President of the Executive Board as deemed necessary. The President shall be an ex-officio member of all committees except the Nominating Committee.

Committees shall include the following:

(a) Fund Raising. A chair shall be appointed by the President after the Fall Meeting. If no member is willing to step forward, the President and the Executive Board shall act as chair until a volunteer becomes available. It shall be the duty of the Chair to plan and carry out the activities that will bring in funds to comply with the "Purpose" of this Organization.

(b) Finance. A Finance Committee chaired by the elected Treasurer shall be responsible for the collection and distribution of funds as directed by the Executive Board, bookkeeping, reporting, filing of taxes and audits.

Section 2. Eligibility. All appointees to committees shall be members in good standing of the Organization in accordance with Article III of these Bylaws.

Article XI - Parliamentary Authority

The rules contained in the current edition of Robert's Rule for Order (Newly Revised) shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XII - Amendments

These Bylaws can be amended at any regular meeting of the Organization by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at a previous meeting and distributed in the minutes of that meeting. A comment period of at least 30 calendar days is required between the two meetings.