

Bylaws of the Broadneck Music Boosters, Inc.
March, 2019

Article I Name

The name of this Organization shall be the "Broadneck Music Boosters, Inc." of Broadneck High School which is a 501(c)(3) nonprofit 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, Inc., Inc., 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. The BHS Music Directors are regarded as Regular Members. 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. An Alumni Member may have the floor during a meeting to ask questions or express opinion but shall have no vote.

Section 3. Associate Members. Any person or organization interested in working actively toward the purpose of the Corporation/Organization may become an Associate Member. An associate member may have the floor during a meeting to ask questions or express opinion but shall have no vote.

Article IV Fees

Section 1. Performance Fees. Performance Fees will be assessed by each BHS music director and collected on a per-program basis, based on the costs of running that program as detailed in the yearly budget.

Section 2. Participation. No student will be denied participation in a co-curricular 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 a co-curricular program for nonpayment, 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 Performance 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 Finances.

Section 1. All bank accounts of the organization shall be maintained as detailed in the Standard Operating Procedure Manual dated April, 2019 available upon request to the president.

Section 2. Disbursements. Disbursements shall be made only by methods approved unanimously by the Executive Committee.

Section 3. Approved signatories. 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 (as defined here and after) 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 5. Budget. Each Music Director for each music program area supported by the Organization shall submit a budget to the Executive Committee 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 Committee will assume similar expenses to the previous year for planning purposes and require authorization of two parent/guardian members of the Executive Committee for all purchases regardless of amount.

Section 6. 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 7. Reporting format for payments. All payments shall be recorded with type (cash, check, credit, payer name, check number/transaction number if appropriate, date, person logging the payment and what the payment is for whenever appropriate and possible.

Section 8. The Fiscal Year of the Corporation begins on the first day of July and ends on the last day of June.

Section 9. Accounting Method. The accounting method shall be the cash method of accounting.

Article VI 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 Committee.

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 Committee, then an individual agreed upon by all parties will act as the Arbitrator and his or her decision will be binding.

Article VII Officers

Section 1. Duties.

a. President. The president shall be the executive officer of the Organization and shall preside over all Organization and Executive Committee 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 the following within their respective area: encouraging participation of parents/guardians; facilitate communication between the Music Director and the parents/guardians; coordinating Organization activities; chairing committees as appropriate and as assigned by the President including the Nominating Committee; attending and participating in general and Executive Committee meetings regularly; and maintaining student lists with contact information, payment information and uniform information 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 monthly Treasurer's report to the Executive Committee shall reflect actual versus budgeted expenses and income. The Treasurer's records shall be audited

annually and will be available to any Executive Committee member at any time upon request. The treasurer shall be the chair of the Finance Committee.

Section 2. 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 3. Terms in Office. No member shall hold more than one elected office at a time unless approved by the Executive Committee. No member shall serve more than two consecutive terms in the same position unless approved by the Executive Committee.

Section 4. 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 Committee.

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

Section 8. Removal from office. Any officer or other member of the Executive Committee may be removed from office with cause by a $\frac{2}{3}$ vote of the Executive Committee.

Article VIII 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 Committee meetings. The Executive Committee shall meet on as-needed basis to address Organizational issues. Executive Committee 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 Committee shall constitute a Quorum at Executive Committee meetings.

Five Regular Members plus a Broadneck High School Music Director shall constitute a quorum for a general meeting, or a two thirds majority of the Executive Committee shall constitute a quorum for a general meeting.

Article IX Committees

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

(a) Nominating Committee. At a regular Executive Committee 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 Committee 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.

(b) Fundraising. 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 Committee 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.

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

Section 2. Eligibility. All appointees to committees shall be Regular Members in good standing of the

Article X 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 XI Amendments

These Bylaws can be amended at any regular meeting of the Organization by a two-thirds vote of the members present. The amendment shall be distributed to members at least 15 days in advance of the meeting.