

By-Laws
East Brunswick Marching Band Boosters Association
As Amended March 2008

Article I

Name

The name of this organization shall be the East Brunswick Band Boosters Association. Band is understood to include all students active in the Marching Band.

Article II

Aims

The aims of the association are:

- To encourage as many eligible students as possible to participate in the East Brunswick Marching Band, working with school officials and music advisors.
- To lend all possible moral, physical and financial support to the East Brunswick Marching Band while not exploiting or jeopardizing pupils, personnel or programs.
- To promote good public relations within the community.
- To stimulate community interest in continuous improvement, growth and development of the East Brunswick Marching Band.

Article III

Membership

Any adult interested in promoting the aims of the association shall be eligible for membership. A family membership fee of \$40 (forty dollars) will be assessed.

Article IV

Meetings

A general membership meeting will be held each month, other than December, and an executive board meeting will be held every month. A quorum of 12% of the membership is required to transact business at a general meeting. The president when deemed necessary may call special meetings.

The executive board meets to make proposals and recommendations, which will be voted on at the next general membership meeting. The executive board will define an agenda for that meeting and implement the actions of the votes.

Article V

Officers-Elections

All elected officers must have a child in the band. All officers shall be elected for a term of one year. The officers shall include a president, two vice-presidents, a recording secretary, and a treasurer. A nominating committee shall be formed at the February meeting, consisting of two members of the executive board (appointed by the President with the approval of the board) and three members of the general membership. The general membership selections shall be done on a volunteer basis. If more than three members volunteer, the selection will be made on a lottery basis. A member nominated for the position of President or Vice President of Fund Raising may not hold a position on the nominating committee. In the event that a member of the nominating committee becomes nominated for President or Vice-President of Fund Raising, a replacement will be appointed by the current President. Officer candidates shall be nominated February through March at the general membership meetings or by contacting the nominating committee. The nominating committee will compile a ballot of all interested candidates for each position. Nominations may be made up until the elections. Election, by voice or secret ballot, shall take place at the general membership meeting in April. New officers will assume office at the June general membership meeting after attending the May executive board meeting with the outgoing and reelected officers.

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Article V (continued)

Executive Board

The executive board shall be comprised of the elected officers, the band director and the immediate past president of the association. The past president will assume an advisory role only and cannot vote on the executive board. If the current president is reelected, the past president shall be a one-year term.

Any vacancies, which occur during the course of any term, shall be filled by presidential appointment.

The executive board, by majority vote, shall have the authority to expend up to **\$1,000.00** (one thousand dollars) in unbudgeted expenses per month - between general membership meetings without the approval of the general membership, providing that such expenditure does not bind the association to any new policy or procedure. This expenditure will be reported at the next general membership meeting.

Article VI

Duties of Officers

President

The President shall preside at all meetings and shall be member ex-officio of all committees. The President shall appoint the nominating committee members. In addition, the President shall perform all other duties associated with the office and will sign any correspondence regarding the official policy of the association.

Vice President of Fundraising

The Vice President of Fundraising shall be responsible for all fundraising activities including the EBHS hosted competition. The Vice President of Fundraising may appoint Fundraiser Coordinators to help facilitate fundraising events. The Vice President of Fundraising shall assume all duties and responsibilities of the President in the event of the President's absence.

Vice President of Events

The Vice President of Events shall be responsible for all functions and non-fundraising events of the association including but not limited to new member orientation, uniform distribution and collection, holiday party, annual picnic, senior awards, band banquet, chaperones, and EBHS band camp. The Vice President of Events may appoint Event Coordinators to help facilitate functions and events. The Vice President of Events shall assume all duties and responsibilities of the President in the event that the Vice-President of Fundraising is unable to do so.

Secretary

The Secretary shall maintain the band membership roster, the mail and email distribution list, keep all records, legal documents and contracts, record and keep the minutes of each meeting, have the proposed minutes posted to the band website prior to the subsequent general membership meeting, have the agenda posted on the band website prior to all meetings, and handle all correspondence.

Treasurer

The Treasurer shall keep accurate records of all receipts, disbursements, pay all bills and make monthly reports to both the executive board and the general membership. Only expenses with the original receipts shall be reimbursed. The Treasurer shall prepare an annual budget vs. actual report to be presented to the membership at the May general meeting and shall also prepare and present a proposed budget for the coming year to be approved by the membership at the May general meeting.

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Article VII

Amendment to the By-Laws

These by-laws may be amended by a vote of 2/3 of those members present at any general membership meeting of the association, provided that the proposed changes have been emailed to the members not less than ten (10) days prior to the meeting.

Article VIII

Senior Gift

Each year the Senior Students shall plan and present to the Band Director a "Senior Gift". The purpose of the senior gift is to memorialize the graduating senior class and add future benefit to the Marching Band program. Funding for the senior gift will be budgeted in and provided from the general treasury. The senior gift presentation will be made at the annual Band Banquet.

Article IX

Fund Raising Commitment

Each year the East Brunswick Band Boosters Association hosts the annual EBHS Band Competition. Due to the size and magnitude of this event, all band families are required to participate. The Vice-President of Fundraising will provide task assignments and work details prior to the event.

Article X

Annual Report and Taxes

The treasurer shall present an annual budget vs. actual financial report to the general membership at the May meeting each year, outlining the financial activities of the association over the past year. The required association tax filings will be filed annually by the due date stipulated by the taxing authorities.