

# **THE STRUTHERS BAND BOOSTERS INCORPORATION CONSTITUTION**

As revised April 11, 2016

## **ARTICLE I-NAME**

The name of this organization shall be The Struthers Band Boosters Incorporated, according to the Corporation Laws of the State of Ohio. This corporation is located in Struthers, Ohio.

## **ARTICLE II-PURPOSE**

- (a) The purpose of this organization shall be to aid the Struthers Instrumental Department (5-12) with music, instrument repair, and to give support whenever needed. Said corporation is organized solely for the purpose stated above as set forth in Section 501 (C)(3) of the Federal Tax Exempt Code. Said organization will not carry on any activities not permitted under Section 501 (C)(3) of same code. Upon dissolution of this corporation, any remaining assets will be distributed to another organization that is exempt under Section 501 (C) (3) of same code.
- (b) To underwrite Band educational and musical programs; as requested and approved.
- (c) To defray the cost of various band programs.
- (d) To manage, control and supervise fundraising functions; funds will be used to:
  - purchase and maintain band uniforms
  - provide musical training
  - purchase musical instruments
  - support travel opportunities
  - purchase sheet music
  - support the band program in other ways at the discretion of the executive board and director
- (e) To sponsor community events, festivals, seminars, etc. all intended to advance the musical welfare of the youth; to lease or own real estate if necessary to advance purposes.

Struthers Band Booster's Constitution and By-Laws

The Struthers Band Boosters Inc. Constitution (cont'd)

**ARTICLE III-MEMBERSHIP**

The membership in this organization shall be of two classes-active and associate.

Section I: Active members shall be parents of students in the Struthers School Band program, or interested persons 18 years or older, who have paid dues as provided in the by-laws which qualify them to hold office.

Section II: Associate members are non-paying persons who show interest in the band, and shall be entitled to all privileges of the organization except voting or holding office.

**ARTICLE IV-OFFICERS**

Section 1: The officers of the organization shall be President, Vice-President, Recording and Corresponding Secretaries, Treasurer, Assistant Treasurer, Trustee Representative and Historian. These officers shall constitute an Executive Board.

Section 2: All executive officers must attend three-fourths of all executive and regular meetings. Any officer not attending three-fourths of all meetings, without prior notice of a good cause to a Board Member, will be terminated and another member elected to their place, the same as if a vacancy occurred (Ref. Section 6). That person to be installed at the next regular scheduled meeting.

Section 3: All officers with the exception of trustees shall be elected for a one year term by ballot at the April meeting, and installed in May, or until their successors are elected at the next scheduled regular meeting.

Section 4: The regular term of office of all officers (except Treasurer) shall commence following their installation on the second Monday in May. The Treasurer's term of office will commence on June 1<sup>st</sup>, following an audit of The Struthers Band Boosters Incorporated books.

Section 5: No member shall hold the same office for more than two consecutive years with the exception of Treasurer and Assistant Treasurer. These offices shall not exceed four consecutive years. Unless said office is unable to be filled for lack of candidates.

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Section 6: Vacancies in office shall be filled by a majority vote of the Executive Board. Filling said vacancies shall be on an interim basis only.

Section 7: The Band Director shall not serve as an officer.

### **ARTICLE V-MEETINGS**

Section 1: Monthly meetings shall normally be held the second Monday of every month. Special meetings may be called by the President as deemed necessary.

Section 2: A budget meeting will be held in April after elections are held with all incoming and outgoing board members in attendance.

### **ARTICLE VI-QUORUM**

One fourth of the active membership of the organization shall constitute a quorum at a regular meeting.

### **ARTICLE VII-AMENDMENTS**

Section 1: This constitution may be amended at any meeting by two-thirds vote of all active members present. The proposed amendments having been submitted in writing and read to the organization at a regular meeting.

Section 2: By-laws may be adopted, amended or repealed at any regular meeting by a two-thirds vote of the active members present.

### **ARTICLE VIII-EXPENDITURES**

Section 1: There shall be no appropriation of expenditures above \$150 made without a two-thirds majority vote of the active members present at any regular meeting with the exception of regular current bills.

Section 2: A contingency fund of \$200.00 per year shall be set up and used for only band related activities. The Executive Board and/or the President shall have the discretion in the use of said funds.

Section 3: Non-Band related expenditures, outside of the budget, shall be read and acted upon at a regular meeting.

**BY-LAWS**

**ARTICLE I-DUES**

Active members shall pay annual dues of \$5.00.

**ARTICLE II-DUTIES OF OFFICERS**

Section 1: The President shall preside at meetings, regular and executive, except nominating committee; appoint all committees and be member ex-officio of all committees. The President shall appoint committees as needed. Examples include: uniforms, concession room, banquet, nominating, fundraising, and any other committees that develop throughout the year.

Section 2: The Vice-President shall assume the duties of the President in their absence. The Vice-President shall serve as parliamentarian.

Section 3: The Recording Secretary shall keep an accurate record of all proceedings at both regular and special meetings. It shall be their duty following the opening of the meeting to provide a sign-in book. The Corresponding Secretary shall attend to all official correspondence and communications, posting of notices and filing of press releases.

Section 4: The Treasurer shall pay bills, keep itemized accounts of all receipts and disbursements and present or provide a written report at each meeting. The treasurer will train the Assistant Treasurer to assume the duties of the Treasurer. The Treasurer's book shall be audited at the end of the fiscal year.

Section 5: The Assistant Treasurer assist with all duties of the Treasurer and will assume responsibilities of the Treasurer in their absence.

Section 6: The Board of Trustees shall consist of one active band booster parent from each grade (6-12). Each year one new member will be elected from the active band parents of the 6<sup>th</sup> grade. Each Trustee must be a parent of a child actively participating in the band program in the grade represented. (Unless there are no parents willing to take position). If the child's participation status changes, an interim Trustee shall be appointed while an active search is conducted to fill the vacancy by the next regular scheduled meeting. The board of Trustees shall serve in an advisory capacity. No executive board meeting shall serve as a trustee. The trustees will vote on one representative to the Executive Board.

Section 7: The past President, who has fulfilled their term as the president shall become Historian, who shall also serve as a member of the Executive Board with voting privileges.

## Struthers Band Booster's Constitution and By-Laws

Section 8: Executive Board members may not make a motion to accept or reject any proposal discussed in executive session and that is presented to the body during a regular meeting. Executive Board members may vote on said motions only.

### **ARTICLE III-ORDER OF BUSINESS**

Section 1: The order of Business shall be:

1. Call to order
  - a. Roll Call (Oral or Written)
2. Reading of Minutes
3. Communications
4. Report of Treasurer
5. Report of Committees
6. Unfinished Business
7. New Business
8. Comments
9. Adjournment

Section 2: The rules contained in the latest revision of Roberts Rules of Order shall govern the business proceedings of this organization at all business and special called business meeting in all cases where they do not conflict with this constitution.

### **ARTICLE IV-STANDING RULES**

Section 1: Senior Band members eligible for band banquet will receive an award. The eligibility list for said awards will be presented by the Band Director and Banquet Chairman.

Section 2: Band Booster's concession equipment cannot be loaned or rented to any group, organization, or individual, nor shall Band Boosters share the concession with any other parties or organization.

Section 3: Concession Room changes in routine, personnel, and room arrangements shall be at the discretion of the Struthers Band Booster President, after consultation with the concession room committee. Any additions to or sale of any concession room equipment will be presented by the Executive Board to be voted on during a regular scheduled meeting.

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Section 4: The band boosters acknowledge that the band director shall appoint all chaperones for band events. The director acknowledges that, in addition to meeting all school requirements, all chaperones shall be adults that are not recent graduates of Struthers High School (within 4 years).

Section 5: The statutory agent, Struthers Band Boosters, Inc., shall be responsible for renewing The Articles of Incorporation Constitution and By-Laws in January of each year. A check with appropriate amount along with the necessary form shall be forwarded to the Secretary of State-Columbus, Ohio.

Typed by:	Joe Trevis	11-27-84
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	Revised	6-21-92
	Revised	3-22-94

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Typed by	Josh & Elizabeth Hawkins	02-25-16
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**STRUTHERS BAND BOOSTER, INC. POLICIES**

**ILLNESS:**

BAND BOOSTER MEMBERS AND BAND STUDENTS WHO ARE IN THE HOSPITAL MORE THAN 5 DAYS WILL RECEIVE A CARD AND/OR A GIFT NOT TO EXCEED \$50.00. THE CARDS AND GIFTS WILL BE SENT BY THE CORRESPONDING SECRETARY.

BAND BOOSTER MEMBERS OR BAND STUDENTS SHOULD NOTIFY THE CORRESPONDING SECRETARY OR OTHER BAND BOOSTER OFFICERS OF ILLNESS.

**DEATHS:**

IN CASE OF THE DEATH OF A BAND STUDENT, BAND BOOSTER MEMBER OR THEIR SPOUSE, PARENTS OR CHILDREN: THE FAMILY WILL RECEIVE CONDOLENCES FROM THE STRUTHERS BAND BOOSTERS. THE MAXIMUM AMOUNT OF EACH APPROPRIATE CONDOLENCE WILL BE \$50.00. THIS WILL BE HANDLED BY THE CORRESPONDING SECRETARY AND THE TREASURER.

PERSONS KNOWING OF DEATHS SHOULD CONTACT THE CORRESPONDING SECRETARY, PRESIDENT OR TREASURER.

SPENDING DONE BY OTHER MEMBERS WILL BE AT THEIR OWN EXPENSE.

Adopted by the:

The Struthers Band Boosters, Inc. Executive Committee-1984