

The Johnstown Band Boosters, Inc. By-Laws

Article I. Name

The official name of this organization shall be called Johnstown Band Boosters, Inc. (Boosters).

Article II. Mission/Goal Statement

The Johnstown Band Boosters, Inc. is a non-profit organization whose existence is for the enhancement of the Johnstown band department. They will plan, organize, and conduct fund-raising projects to raise monies to supplement the band programs for grades 5 through 12. The purpose of the Boosters is to cooperate with, but not direct in any way, the school-administered band program.

Article III. Membership

The Johnstown Band Boosters, Inc. shall be open to any adult who is interested in the instrumental program in the Johnstown Monroe School District.

Article IV. Officers/Trustees

Only parents of current band members will be eligible to hold office. The elected officers/trustees of this organization shall be the President, Vice-President, Secretary, and Treasurer. All elected officers/trustees of this organization shall be bonded and said bond shall be paid by the booster organization.

Duties of said officers/trustees shall be, but are not limited to the following:

President:

- Shall prepare an agenda and preside at all Band Booster meetings;
- Appoints a chairpersons as needed;
- Shall receive committee reports.

Vice-President:

- Shall preside in the absence of the President at all Band Booster meetings;
- Shall preside over the nomination committee;
- Assists the president in activities as needed.

Secretary:

- Shall record and maintain the proceedings of all meetings of the organization, turning over all records upon election of a new secretary;
- Shall make copies of minutes for each in attendance;

- Shall also be responsible for handling general correspondence of the Band Boosters.

Treasurer:

- Shall collect and disburse funds of the organization as directed by vote;
- Shall keep accounts which shall at all times be open to inspection by any Band Booster;
- Shall provide an updated monthly financial report at each booster meeting, as well as year-end written report to the Boosters attending the May meeting. Report shall detail the current year's (June – May) financial activities, along with a complete financial report detailing the current year's activities of each separate account;
- The treasurer will ensure that all appropriate paperwork is in place for the 501 C3 Form.

Article V. Election of Officers/Trustees

The nominating committee will be comprised of the Vice-President and two delegates appointed by the Vice President.

The nominating committee will:

- 5.1 The nominating committee will begin to meet in February to search for nominations and will come to the February Booster meeting to ask for any members in good standing that would be interested in being an officer/trustee for the coming year.
- 5.2 The nominating committee shall present their recommendations at the April booster meeting, at which time nominations from the floor will be accepted.
- 5.3 The election of officers/trustees shall occur at the May booster meeting.
- 5.4 Newly elected officers/trustees shall preside at the June meeting.
- 5.5 All officers/trustees are elected to a one-year term.
- 5.6 In the event any officer/trustee becomes unable to serve the remainder of their term the officers/trustees shall appoint a replacement to complete the remainder of the term. Upon the expiration of term of office or the resignation of an office each officer/trustee shall turn over to the president without delay all records, books, computer disks and or programs pertaining to the Johnstown Band Boosters, Inc.

Article VI. Management of Funds

Section I. Disbursement of Funds

- 1.1 All booster accounts shall bear two signatures, that of the President and the Treasurer. In the event that the Treasurer is unable to perform his/her duties, the President shall assume the duties of the Treasurer until such time he/she is able to resume his/her duties or a new Treasurer can be appointed.
- 1.2 No individual member is authorized to commit any booster monies in excess of \$50 unless permission is granted by a majority vote of those in attendance at any scheduled booster meeting prior to the expenditure. Any violation of this rule may result in personal reimbursement of monies to the booster account.
- 1.3 Should an emergency arise, the person needing an expenditure of funds must contact one of the officers/trustees. It shall be the responsibility of said officer/trustee to contact other officers/trustees for emergency action. At least three of the officers/trustees must be in agreement for the emergency measure to pass. Should the emergency action be granted, the Treasurer shall explain the decision at the next regularly scheduled Boosters' meeting.
- 1.4 At no time shall expenditures be approved that will exceed the total value of all booster funds.
- 1.5 The Johnstown Band Booster, Inc. organization will take into consideration the current financial situation of the Boosters during the months of November and May to determine if additional funds can be contributed to the uniform fund.
- 1.6 The Treasurer has the authority to pay usual customary and reasonable invoiced Booster expenses as they come due without prior approval at a scheduled booster meeting.

Section II. Collection of Funds

- 2.1 All funds raised by the booster organization are the sole property of the Johnstown Band Boosters, Inc. This includes earned funds credited to individual band members for specific activities.
- 2.2 Funds credited to individual band members from booster sponsored fundraising for specific activities (e.g. band camp, travel, etc.) are applied to the member's yearly expenses. Any excess funds credited to an individual shall be credited in the subsequent year to that individual, or to

that individual's family member in the band. At the time the student is no longer enrolled Johnstown Monroe High School the said funds shall be used at the discretion of the Boosters.

Section III. Fundraising

- 3.1 Fundraising: Each fundraising committee will have a chairperson to organize workers, collect money, and turn that money into the treasurer for deposit within a week of the event.

Section IV. Miscellaneous

- 4.1 The director's (directors') annual OMEA dues shall be paid by the Boosters.
- 4.2 The Boosters shall allocate a minimum of \$500 annually for use at the band director's discretion for band related expenditures. Receipts for used money shall be turned over to the treasurer for reimbursement.

Article VII. Meetings

- 7.1 Booster meetings shall be held once a month, with the meeting dates for the coming year determined by the officers/trustees at the June booster meeting.
- 7.2 Any changes to the schedule of meetings shall be announced at the previous month's meeting.
- 7.3 Special meetings shall be called at any time at the discretion of the President, with every effort made to notify members.

Article VIII. Records

In accordance with the Ohio Revised Code Financial Records will be kept for seven years, secretary reports for 7 years, and By-laws will be kept for the life of the organization.

Article IX. Amendments to by-laws

The by-laws, and/or any part, may be amended at any regular meeting by a two-thirds majority vote of the members present, providing the proposed amendment was read at the previous booster meeting and is not in conflict with the Mission/Goal Statement of this document.

Authorization

The by-law committee developed these by-laws on September 10, 2007. They were reviewed and voted as acceptable at a regularly scheduled meeting of the current Band Boosters, Inc. on September 10, 2007. The current Johnstown Band Booster, Inc. officers/trustees hereby affix their names to authenticate this document and place it into the Booster's records as guidelines from which the organization shall operate.

Sue Dufford
President

Rhonda Colvin
Vice-President

Laura Farley
Treasurer

Margaret Rust
Secretary

Section 1.5 revised and approved at the February 4, 2008 meeting, and reviewed at the March 3, 2008 meeting with no objections and/or changes.

2/4/08
First Reading

3/3/08
Second Reading

Article X. Dissolution of Johnstown Band Booster, Inc. organization

10.1 The organization has been formed to assist the Johnstown Band Department. The booster organization can only be dissolved by a majority vote of members at two consecutive meetings. Upon dissolution, any funds of the organization shall be turned over to the Instrumental Music Department of Johnstown High School. No monies will revert to members of the organization.