

**STOW – MUNROE FALLS BAND BOOSTER ASSOCIATION  
ARTICLES OF INCORPORATION**

**ARTICLE I – NAME**

The name of this organization shall be STOW – MUNROE FALLS BAND BOOSTER ASSOCIATION INCORPORATION.

**ARTICLE II – PURPOSE**

1. To provide financial assistance to all bands within the SMF school system.
2. To provide support and assistance to the band directors and the students in promoting an educationally sound, high quality band music program.
3. To promote community interest in the school band programs.
4. To promote communications between the band directors, students, parents, school administration and the community as a whole.

**ARTICLE III – EXECUTIVE COMMITTEE**

1. The Executive Committee of the organization will consist of the following individuals:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Assistant Treasurer
  - f. Five trustees (one adult representing each class from 8<sup>th</sup> through the 12<sup>th</sup> grade)
2. The Band Directors will be considered ex-officio members of this group.
3. The elected officers will act as the Executive Committee and their duties are outlined in the attached by-laws of the association.

**BY-LAWS OF THE STOW – MUNROE FALLS BAND BOOSTER ASSOCIATION**

**ARTICLE I – MEMBERSHIP AND DUES**

**SECTION A. MEMBERSHIP**

1. All parents or guardians of band members, band members, alumni, and class representatives within the Stow-Munroe Falls School System shall be considered members of this organization.
2. Other interested parties may also become members by submitting their name(s) to the executive committee and having their name(s) added to the roster. Such person(s) will be eligible to vote one month after their announcement to the general membership.

## SECTION B. DUES

1. There are no dues paid by members of this association.

## ARTICLE II. MEETINGS

1. Regular monthly meetings of the association shall be held on the first Monday of each month unless otherwise ordered by the executive committee. There will be no regular meeting in July unless so ordered and the September meeting will be held on the last Monday of August.
2. A quorum of 12 members in addition to the presiding officers is necessary to conduct regular business.

## ARTICLE III. ELECTION OF OFFICERS

### SECTION A. OFFICERS

1. The elected officers of the association shall be the president, vice president, secretary, treasurer, assistant treasurer, and trustees.
2. Officers shall serve a term of one (1) year with the exception of the treasurer who will serve a one (1) year term as assistant treasurer immediately followed by a one (1) year term as treasurer. Officers may be re-elected, but may not serve more than two (2) consecutive terms in the same office.

### SECTION B. EXECUTIVE COMMITTEE

1. The executive committee consists of the elected officers as outlined in the Articles of Incorporation. The band directors will be considered ex-officio members of this committee.
2. The executive committee will meet once a month between regular meetings to prepare an annual budget, oversee and direct the financial affairs of the association, approve the plans of work of the standing committees and approve all non-budgeted expenditures.
3. The executive committee will authorize small claims court actions and make decisions regarding loss of check writing privileges.

### SECTION C. ELECTION OF OFFICERS

1. A nominating committee consisting of the five (5) at-large trustees and two (2) members selected by the president shall be appointed at the January meeting. A ballot of nominees who have expressed an interest to serve for each office and trustee position will be presented at the April meeting.

2. Additional nominations shall be accepted from the floor at the May meeting. Names will be added to the ballot providing the nominee is willing to accept the nomination.
3. All officers will be elected by a simple majority ballot vote at the May meeting.
4. Newly elected officers will be installed at the June meeting and assume their duties after their installation.
5. The succession to the office of President due to death or resignation of the President shall be as follows:
  - a. Vice President
  - b. Secretary
  - c. Treasurer
6. A vacancy in any office other than the President will be filled by appointment of the executive committee.

#### SECTION D. DUTIES OF THE OFFICERS

1. President
  - a. Be the official spokesperson for the association
  - b. Preside at all general membership and executive committee meetings
  - c. Appoint chairpersons for all standing committees and appoint two (2) members to the nominating committee.
  - d. Be an ex-officio member of all committees with the exception of the nominating committee.
  - e. Is bonded and should disburse funds in the absence of the Treasurer.
  - f. Perform all other duties not specifically given to other officers.
  - g. Name audit committee prior to fiscal year end.
2. Vice-President
  - a. Preside at the meetings in the absence of the president
  - b. Assist the president in carrying out the activities of the association.
  - c. Chair the tri-annual constitution review.
  - d. Responsible for monthly reconciliation of checking account statement.
  - e. Chair auditing committee, which is to be completed during the month of August.
  - f. Ensure all executive committee members and committee chairpersons receive a copy of By-Laws annually.
3. Secretary
  - a. Record the minutes for all general and executive committee meetings
  - b. Handle any correspondence for the association.
4. Treasurer
  - a. Receive and disburse all monies and keep an accurate record of all receipts and disbursements.

- b. Present a written report at each general and executive meeting and a fiscal year end report at the August meeting.
  - c. Submit the records for examination by an auditing committee consisting of the Vice-President, two trustees as well as two appointees (by the President) in August. If deemed necessary, a CPA firm may be hired to conduct the audit.
  - d. Purchase bonding for the president and treasurer.
  - e. Coordinate and oversee the timely filing of appropriate tax forms.
  - f. Initiate small claims actions when authorized to do so.
  - g. Oversee the actions of the assistant treasurer to insure their smooth transition from assistant treasurer to treasurer.
5. Assistant Treasurer
- a. Assist the treasurer with the treasurer duties a – f listed above.
6. Trustees
- a. Serve on the nominating committee
  - b. Notify members of class represented of special meetings or relay pertinent information as authorized by the band directors or president.

## ARTICLE IV. STANDING COMMITTEES

### SECTION A. CHAIRPERSONS

- 1. Will be appointed by the President

### SECTION B. COMMITTEES

- 1. Each committee shall consist of a chairperson or a co-chair and a number of persons selected by the chairperson deemed necessary to carry out the tasks of the committee. The Executive Committee suggests one parent of an upper-class student and one of an under-class student to encourage continuity through the years.
- 2. Each chairperson shall have the right to appoint sub-committees as necessary.
- 3. The chairperson of each committee shall provide a written report of the activity and within 30 days of the completion of the activity.
- 4. The chairperson of each fundraising committee must make a minimum of a deposit every two weeks plus a full financial report within 30 days of closing of the fundraiser.
- 5. Each chairperson serves at the request of the president and may be relieved of their duties by the president
- 6. The standing committees are as follows:
  - a. Alumni
  - b. Band Banquet
  - c. Band Camp

- d. Band Show
  - e. CD/DVD's
  - f. Chaperones
  - g. Concessions
  - h. Hospitality
  - i. Kimpton Night
  - j. Lock-In
  - k. Newsletter
  - l. Publicity
  - m. Scholarship
  - n. Senior Memory Pages
  - o. Tag Day
  - p. Uniform
  - q. Ways and Means
7. Other committees may be appointed as necessary to carry out the activities of the association.

#### SECTION C. DUTIES OF THE STANDING COMMITTEES

1. Alumni: Maintains alumni database and maintains contact with alumni.
2. Band Banquet: Plans and coordinates the annual banquet.
3. Band Camp: Organize those duties of band camp as requested by the band directors.
4. Band Show: Organize and coordinate the activities for the band show.
5. Chaperones: Provide and coordinate, upon request of the band directors, chaperones for band activities.
6. Concessions: Staff and oversee all activities dealing with food service at music functions including but not limited to the operation of the concession stand at football games.
7. CD/DVD's: Organize and coordinate the production and sales of CD/DVD's.
8. Hospitality: Organize and provide refreshments for monthly meetings and, upon request of the Executive Committee, for other band events.
9. Kimpton Night: Organize dinner for High school and Kimpton Band Members
10. Lock-In: Organize and coordinate events for the annual lock-in.
11. Newsletter: Preparation of the monthly newsletter to the members of the organization.
12. Publicity: Publicize the activities of the band and the association.
13. Scholarship: Oversees the distribution of scholarship monies
14. Senior Memory Pages: Organize, collect, and coordinate the assembly of scrapbook pages to be distributed to each graduating senior member of the band program.
15. Tag Day: Organize and coordinate the tag day collections of business and door-to-door donations.

16. Uniforms: Supervise the assignment, distributions, and collection of all uniforms. Inspect all uniforms each year and recommend repair or replacement. Ordering of accessories including t-shirts, spats, gloves, etc.
17. Ways and Means: Review, recommend, and coordinate all projects for the purpose of raising monies to help support band activities. Reports to the Executive Committee prior to the presentation to the general membership.

## ARTICLE V. AMENDMENTS

These by-laws may be amended at any regular meeting of the association by a majority vote of the members present as long as said amendment was presented and read at the prior regular meeting.

## ARTICLE VI. AUTHORITY

### SECTION A. RULES OF ORDER

“Robert’s Rules of Order, Revised” shall govern this association in all cases in which they are applicable and are not inconsistent with these by-laws. A parliamentarian will be appointed by the president from the Executive Committee to interpret these rules.

### SECTION B. BINDING AUTHORITY

No member of this association shall have the authority to bind the association to a contract without the written recommendation of the executive committee.

### SECTION C. NONPAYMENT OF MONEY DUE

The executive committee has the authority to refuse to accept personal checks from any person who has twice written a NSF check to the Association. In such an instance, the only acceptable method of payment will be a certified bank check, money order, or cash. Recovery of funds in arrears that are due to the Association for band camp, uniform fees, contest fees, fund raisers, etc, will be pursued through Small Claims Court if other arrangements for payment are unsuccessful. Service charges and/or court fees will be the responsibility of the penalized party.

## ARTICLE VII. FISCAL YEAR

The fiscal year shall run from July 1 through June 30.

## ARTICLE VIII. BY-LAW REVIEW

The By-Laws will be reviewed every third year by the Executive Committee and presented to the general membership for approval.

## ARTICLE IX. STANDING RULES

- A minimum of \$5,000 shall be put aside annually in a separate account for funding of new uniforms when they are needed.

Revised 9/2009