

Alexander Local Schools Band Boosters Association By-Laws

Article I – Name

The name of this Association is the Alexander Local Schools Band Boosters Association, hereafter referred to as the Band Boosters.

Article II – Offices

The Alexander Local Schools Band Boosters conduct business activities at the Alexander High School located at 6125 School Road, Albany, Ohio 45710. The Band Boosters Executive Board may establish other offices from time to time, as needed, to pursue the affairs of the Band Boosters.

Article III – Articles of Organization and Basic Policies

The Band Boosters exist as an association of its members. It is a non-profit organization. These By-Laws constitute the code of rules adopted by the Band Boosters for the regulation and management of its affairs. They are adopted for the cultural, educational and charitable purposes envisioned under Section 501(c)(3) of the Internal Revenue Service Code, as currently in effect or as hereafter amended. The following are basic policies of the Band Boosters:

- The Band Boosters shall work with the Alexander Local Schools to provide quality education, including a quality band program, for all children.
- The Band Boosters may cooperate with other organizations and agencies concerning education and band programs in the furtherance of the objectives of the Band Boosters.

Article IV – Purpose and Objectives

The purpose of the Band Boosters is to:

- Foster and promote a positive image of the Alexander High School band students and band programs within the schools and the community at large;
- Provide moral and financial support and service to the Alexander Local Schools Band Program;
- Cooperatively support the efforts of the band directors and staff to provide students with a music education that meets the highest possible standards;
- Assist Alexander School bands in achieving growth in musicianship, in performance opportunities, and in the number of students participating at all levels; and
- Foster an appreciation within the Athens County Public Schools and community for the educational value of strong band programs.

The primary activities of the Band Boosters are:

- Promoting the involvement of parents and guardians in band-oriented activities;
- Providing assistance and support to the Band Program, in consultation with the Director of Bands, in the form of services, funds, and equipment within the Band Booster's resources, and by conducting such social or other Band-related activities as may be considered necessary and proper by the Director of Bands;
- Raising supplemental funds for the needs of the Band that are not budgeted for or paid for by the school or school district; and
- Assisting the Director of Bands in the logistical planning and preparation for Band performances and trips.

Article V – Membership

While membership in the Alexander Band Boosters has been traditionally for parents and guardians of pupils participating in any activity of the band program, we welcome any band alumni or community members who are residents of the Alexander Local School District., who wish to join the Boosters to do so by filling out a membership form. All members of the Band Boosters are eligible to run for any seat on the Executive Board, providing that they have attended a minimum of 7 booster meeting throughout the year.

The Director of Bands and the Assistant Director of Bands shall also be members of the Band Boosters.

Members may participate in all Band Booster activities and serve as officers, chairpersons and committee members.

The Band Boosters will adhere to the Alexander Local Schools non-discrimination policy. No person shall be denied membership nor the benefits thereof with regard to race, color, gender, disability, religion, age or national origin.

Article VI – Officers and Executive Board

The following officers shall be elected by, and from among, the total active membership of the Band Boosters:

- President
- Vice President
- Secretary
- Treasurer

The above named Officers are to be considered The Executive Board.

The Director of Bands shall be a voting member of the Executive Board, and shall act as liaison to the Alexander Local School District. In the absence of the Director of Bands, the Assistant Director of Bands shall be a voting member of the executive committee.

The Executive Board shall transact the routine business of the Band Boosters.

The term of office for the officers shall be one (1) year, running from June 1 through May 31. Upon separation from office, an officer shall immediately turn over to his/her successor or other properly designated Band Booster official all records, money and other effects of the Band Boosters in his/her possession. An Executive Officer may be removed from office, with cause, Based on the determination of the Director of Band and the School Administration.

The duties of each officer shall include, but are not limited to:

President:

- The President shall preside over all meetings of the Band Boosters and shall have general supervision over the affairs of the Band Boosters
- The President shall appoint Band Booster members to serve as committee chairpersons and approve committee members. The President shall be an ex-officio member of all committees.
- The President shall establish meeting agendas.
- The president shall conduct all meetings using Robert's Rules of Order.
- The President shall cast the final vote when a tie has been declared.

Vice-President:

- The Vice President shall perform all duties of the President should the President be absent and shall assist in carrying out the objectives of the Band Boosters.
- The Vice President shall assist the President with his/her duties as needed.

Secretary:

- The Secretary shall record minutes of all meetings, and issue notices for all meetings and will post meeting minutes on-line with-in 2 weeks of monthly meeting.
- The Secretary shall keep an annual calendar of all meetings and activities of the Band Boosters, and maintain the Band Booster general membership roster. All information collected is considered private, and made available only on a need-to-know basis.
- The Secretary will be responsible for maintaining a current copy of the By Laws of the Alexander Bands.

Treasurer:

- The Treasurer shall collect and keep all monies of the Band Boosters in banks designated by the Executive Board, and maintain a records of accounts.

- The Treasurer shall pay approved expenses of the Band Boosters upon presentation of proper receipts.
- The Treasurer shall submit an audit report at the first meeting after the audit report has been received from the Audit Committee, and perform all of the duties usually associated with the office.
- The Treasurer shall prepare and submit required of tax forms.
- The Treasurer is responsible for keeping non-profit status up to date.

Article VII – Elections

The election of officers shall be held at the Band Booster’s end-of-the-year annual meeting. The election shall be by vote of members present at said meeting. It shall require a plurality vote to elect any officer. If a tie exists, the election shall be determined by a run off.

Nominations for positions to the Executive Board must be submitted by the April meeting in writing to the President. Voting to take place at the yearly meeting in May. If there are no nominations for an office, nominations may be made from the floor. All candidates shall have the opportunity to address the members present at the election meeting prior to the balloting, and may observe the tally process.

If there is a vacancy for the office of President, it shall be filled by the Vice President. For vacancies in any other office, the President shall appoint an interim officer to fill the vacancy until such time as an election can be called.

Article VIII – Committees

Committees shall be developed and populated as needed. Committee chairpersons will be assigned by the President, with permission from the person assigned.

Article IX – Meetings

A regular general meeting of this organization shall be held monthly during the school year. There will be one organizational meeting in July. The President or the Director of Bands may call special Band Booster meetings when needed, with five days advance notice provided on social media.

Article X – Quorum and Voting

To vote at general Band Booster meetings, a person must be a member of the Band Boosters in good standing. Each member shall have only one vote. Voting will be done by show of hands or secret ballot. Quorum will be required to conduct business. A quorum is 3 officers- And members present. Officers may participate, if necessary in the meeting, through the use of electronic media.

Article XI – Amendments

Any proposed amendment to, or revision of, the Constitution shall be submitted to the President who shall, in turn, submit such proposed amendments for discussion to the members of the Band Boosters. The Band Boosters are required to hold a meeting to discuss proposed changes prior to voting on the proposed amendments. These amendments may be voted upon at a meeting following the discussion meeting. An affirmative two-thirds vote shall be necessary for the adoption of any amendments or revisions. Amendments and revisions so adopted shall take effect immediately.

Article XII – Dissolution

Any dissolution of the Band Boosters and termination of its affairs shall take place in the following manner:

- Section 1: The Executive Board shall adopt a resolution recommending that the Band Boosters be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or e-mailed notice, stating that the purpose of such a meeting is to consider the advisability of dissolving the Band Boosters, shall be given to each member entitled to vote at such a meeting at least thirty (30) calendar days prior to the date of such meeting.
- Section 2: Approval of dissolution of the Band Boosters shall require presence of a quorum and the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting.
- Section 3: If dissolution is approved, the Band Boosters shall cease and desist from further use of any funds, or representation of the name of Alexander Local Schools Band

Boosters and yield up and surrender all of its books and records. All of Band Booster's assets and property after payment of outstanding debts and other legal obligations shall be paid to the Alexander High School, to be used for the Alexander High School Band programs.

Section 4: However, if the named recipient is not then in existence or no longer qualified, or is unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501(c) 3 of the Federal Revenue Code (or corresponding section of any future Federal tax code).

Article XIII – Fiscal Operations

The fiscal year of the Band Boosters shall begin 1 July, and end 30 June, the following year.

All checks for payments will require the signature of two authorized persons. Three persons shall be authorized to sign checks. These will include the Treasurer, the President, and the Director of Bands.

An audit of the treasurer's income and expense records shall be completed at the end of each fiscal year. The audit will be conducted by an Audit Committee consisting of two members of the Band Boosters who are not authorized to sign checks. These persons shall be assigned by the president. This committee shall submit a report to the president and treasurer of their findings and recommendations. This report will be presented by the treasurer to the full membership at the first meeting after the report is submitted.

End of By-Laws. Revised August 2022.