

**MILTON HIGH SCHOOL**  
**ORCHESTRA BOOSTER CLUB**  
**BYLAWS**

**Article I – Membership**

1. The club shall have only one class of members. The members shall be parents or legal guardians of students participating in the Orchestra's activities and any adults willing to promote the purpose of the Orchestra Booster Club. Alumni of the Milton High School Orchestra are automatically considered members if they desire to participate.
2. Student Officers of the Milton High School Orchestra, which includes President, Vice President, Secretary and Freshman Representative, shall be ex-officio members of the organization. Only the President will be a voting member.
3. Other orchestra members may attend meetings as requested by the executive committee. However, students are not eligible for membership.

**Article II – Officers and their Duties**

**GENERAL**

1. Once established, officers for the organization shall be elected at the **April** General Meeting. The newly elected officers will be introduced at this General Meeting and are to assume their duties beginning in June.
2. A nominating Committee comprised of the Vice-President and two members shall solicit candidates for the officer positions in the Booster Club.
3. A ballot shall be prepared and used at the April meeting to vote for the new officers.
4. A majority vote of the members present at the April Meeting will be sufficient to elect new officers.

**DUTIES OF THE PRESIDENT**

1. The president shall be in contact with the music director and all other officers of the organization.
2. The president shall have supervision over the business affairs of the organization.
3. The president shall act as judge of all elections and declare results.
4. The president shall not vote, but will cast a deciding vote in case of a tie.
5. The president shall be chairperson of the executive committee.
6. The president shall preside over all executive and general meetings and maintain order.

7. The president shall enforce a strict observance of the bylaws of the organization.
8. The president shall put all questions, when seconded, to a vote.
9. The president shall direct the secretary to call special meetings of the organization or have the power to do so themselves.
10. The president shall appoint all standing and special committee chairs deemed necessary to fulfill the business and activities of the organization subject to the approval of the executive committee.
11. The president shall appoint an audit committee to audit the books at the end of the fiscal year.
12. The president shall serve ex officio on all committees except the nominating committee.
13. The president shall represent the organization at any meeting the organization delegates invite him or her to attend.
14. The president shall be available for advice and counsel during the year following the completion of his or her term of office, at which time he or she shall have a consultation session with the incoming president and turn over all appropriate files, reports, and keys.

#### **DUTIES OF THE VICE PRESIDENT**

1. The vice president shall carry out such specialized duties as are required for any particular orchestra group.
2. The vice president shall perform the duties of the president in the absence of the president.
3. Upon resignation of the president, the vice president shall fill the office of the president until the next elections.
4. The vice president shall chair the nominating committee.
5. The vice president shall oversee the Ways & Means, Communications, and Travel Committees.

#### **DUTIES OF THE SECRETARY**

1. The secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of all transactions.
2. The secretary shall keep a copy of the bylaws.
3. The secretary shall keep a correct record and minutes of the proceedings for all meetings of the organization and executive committee.
4. The secretary shall attend to all routine correspondence.
5. On instruction from the president, the secretary shall conduct all correspondence for the organization including the sending of appropriate thank you notes.

6. Copies of all correspondence shall be immediately given to the president.
7. A copy of the minutes or recordings shall be given to each member of the executive committee and to the orchestra director within a week of each meeting.
8. The secretary shall present a written report of minutes at all regular meetings, including a report of all attendees.
9. The secretary shall present to the organization a written record of those members eligible to vote in the next election.
10. The secretary shall notify those elected to office within ten days of their election.
11. The secretary shall apprise committee members of their appointments.
12. The secretary shall keep a file of all recordings, communications and flyers.
13. The secretary shall perform other duties assigned by the president and the executive committee.
14. Upon leaving office, the secretary shall transmit all property of the organization entrusted to him or her to his or her successor.

### **DUTIES OF THE TREASURER**

1. The treasurer shall be chair of the budget committee and be responsible for presenting the budget to the executive committee for review and for presenting the budget for adoption at the first general meeting of the fiscal year.
2. The treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
3. The treasurer shall be bonded and shall receive all funds due the organization, issue appropriate receipts, be solely responsible for deposits of funds in a designated depository determined by the board and shall pay all bills upon authorization of the board.
4. The president, vice president, or treasurer may sign checks in the event a separate booster club account is opened.
5. The treasurer shall maintain correct accounts of all monies and shall make deposits and payments designated by the executive committee.
6. The treasurer shall keep account of funds held by individual students and carry said accounts over from year to year.
7. The treasurer shall give a complete financial report at each meeting by submitting a written report to the president and secretary. The report shall include the beginning balance of the organization's accounts, itemized income, interest earned, status of certificates held, itemized expenses, and ending balance. A copy should be filed with the president by the fifteenth of each month or as soon thereafter as bank statements are received.
8. The treasurer shall be the custodian of all monies and dues of the organization, recording the same in a bound ledger with records audited at the end of each school year. The treasurer shall sign all vouchers along with the president.
9. The treasurer shall prepare a summary of finances at the end of the fiscal year, which shall be available to all booster club members. Included in the report shall be an itemization of expenses and profits from each fundraising activity.

10. In the event a separate booster account is opened and an emergency occurs (upon approval of the president or vice president), the treasurer can disperse funds up to a limit of **one hundred dollars**. Such disbursements shall be reported to the organization at the next monthly meeting.
11. Any two elected officers can authorize emergency expenditures up to **fifty dollars**.
12. During summer months, the treasurer shall pay any bill of two hundred dollars or less when so ordered by the majority of the executive committee, without the approval of the general membership.
13. All disbursements will be made by check. All disbursements and deposits will be in the name "Milton High School".

## **VACANCIES**

1. In case of a vacancy in the office of the president, the vice president shall serve for the unexpired term.
2. In the event of a vacancy in other elective offices, the executive committee may fill an unexpired term by appointment. Elected offices vacated during the year shall be filled upon nomination by the president and upon approval of the executive board.
3. Any officer or committee chair may be removed by a **two-thirds vote** of the executive committee.
4. The executive committee may remove any officer or agent whenever in its judgment the best interests of the organization will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.

## **Article III – Meetings**

## **GENERAL MEETINGS**

1. The general meetings of the booster club shall be held on the **third Thursday of each month from August to May beginning at 7:30 PM in the Milton High School Orchestra Room** and shall be open to all members.
2. The second to the last meeting of the school year shall be known as the annual meeting at which time annual reports shall be received and officers for the following year shall be elected. In the event a newly formed booster club is started, election of officers may occur at any time during the school year.
3. The music director shall encourage attendance through appropriate announcements and/or emails.
4. Public notices shall be made of all meetings.
5. A vote of a quorum of the executive committee made not less than two weeks in advance, may alter the date of the regular meeting.
6. In the event of a schedule conflict with a music department program, a meeting may be rescheduled.

## **SPECIAL MEETINGS**

1. The president may call special meetings at any time, or a majority of the executive committee may call for a special meeting.
2. Special meetings may be called at the discretion of the executive committee or the music director.
3. Special meetings may be called upon the written request of 10 members of the organization.
4. All members are to receive notification for such meetings stating the purpose of the meeting.
5. Business transacted at all special meetings shall be confined to the objects stated in the call and matters germane thereto.

## **QUORUM**

1. A meeting of members duly called shall not be organized for the transaction of business unless a quorum is present.
2. The members present at a duly organized meeting can continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.
3. Notice may be given **ten days** in advance that members present will constitute a quorum for the purpose of acting upon specific resolutions.
4. The assembled members at a regular meeting of the organization shall constitute a quorum. A simple majority of the members present and voting shall be sufficient to carry a motion.
5. A minimum of nine members assembled at a special meeting shall constitute a quorum.

## **EXECUTIVE COMMITTEE MEETINGS**

1. Executive committee meetings shall be held at the call of the president or a majority of the executive committee.
2. Executive committee meetings may be called by any member of the executive board upon agreement of the majority of the executive board.
3. Executive committee meetings shall be held at any time by call of the president, music director, or any three members.
4. Executive committee meetings shall be held (when necessary) on the **second Tuesday** of each month.
5. All members shall be given reasonable prior notice by the secretary regarding the time, place and purpose of an executive committee meeting.
6. The president at the following meeting of the general membership shall make a report of business transacted at each executive committee meeting.
7. **Four** executive committee members shall constitute a quorum at executive committee meetings.

8. As at all meetings, a simple majority of the members present and voting shall be sufficient to carry a motion.

## **ORDER OF BUSINESS**

1. Call to order
2. Secretary's report
3. Treasurer's report
4. Committee reports, music director, coordinators, guest speakers
5. Unfinished business
6. Old business
7. New business
8. Adjournment

## **Article IV – Committees**

### **EXECUTIVE COMMITTEE OR BOARD**

1. The elected officers of the organization, standing committee chairs, the immediate past president, and the music director shall constitute the executive board.
2. The elected officers constitute the executive committee.
3. The student president of the Milton High School Orchestra shall also be included as a voting member of the executive committee.
4. The board shall meet at least one week before the stated general membership meeting.
5. The board shall meet at the discretion of the president.
6. The purpose of the executive committee shall be to facilitate business at general meetings. This shall include the following:
  - a. To review the plans and activities of the various other committees.
  - b. To evaluate the plans of the ways and means committee for fundraising projects and to select and present appropriate options to the membership for approval or modification.
  - c. To recommend to the general membership specific expenditures either for the operation of the organization or for the benefit of the Milton High School Orchestra, in keeping with the guidelines of the annual budget.
  - d. To recommend to the general membership modifications to the annual budget approved at the **August** meeting.

### **GENERAL COMMITTEE GUIDELINES**

1. Standing committees are those that function year round or that have sufficient impact upon the total operation of the booster club. These committees shall include: travel, finance, communications, hospitality, membership, performance, and ways & means.

2. All committees shall consist of members from the general membership and shall not be limited in number.
3. The president may establish special committees for specific assignments from time to time throughout the year. These may include: awards, bake sale, banquet, festivals, and all special projects.
4. The president with the approval of the executive committee shall appoint a chairperson for each committee. Terms shall be for one year, and any organization member is eligible to serve. A chairperson shall have general supervision of the committee, shall hold meetings and conduct business when necessary, and shall submit a report to the executive committee periodically and present a report at each general meeting.

### **COMMUNICATIONS COMMITTEE**

The communications committee shall gather, publish and distribute all important information about activities, accomplishments, and projects of the orchestra, its' members, and the booster club.

### **FINANCE COMMITTEE**

The finance committee shall be in charge of the budget, any and all auditing of said budget, student scholarships and student fundraising accounts.

### **TRAVEL COMMITTEE**

The travel committee (working in close cooperation with the music director) shall investigate, plan, and arrange the details of trips by the music ensembles.

### **HOSPITALITY COMMITTEE**

The hospitality committee shall coordinate the details regarding refreshments at meeting, concerts and other events and acts as host at all general meetings. The committee will work closely with those in charge of the banquet each year.

### **MEMBERSHIP COMMITTEE**

The membership committee shall solicit members and volunteers, collect dues (donations), and keep a record of meeting attendance.

### **PERFORMANCE COMMITTEE**

The performance committee shall be responsible for all details related to performances given by members of the orchestra. Duties include: uniform maintenance, records of dispersement, new uniform orders, concert programs, music library maintenance, etc.

## WAYS & MEANS COMMITTEE

The ways & means committee shall recommend those ways of raising funds necessary for financing the activities of the booster organization and shall coordinate and implement them upon approval of the membership. The chairperson of the ways & means committee shall keep records of suppliers, project evaluations, and all monies collected. The chairperson shall appoint the chairs of all special fundraising projects.

### Article V – Finances

1. The organization is tax exempt and shall make every effort to maintain its' status as a tax-exempt organization.
2. Monies or funds raised by, for, or in the name of the Milton High School Orchestra under the sponsorship of the orchestra booster club becomes the property of the orchestra booster club.
3. Such funds are to be used only to cover minimal operating expenses and to support approved projects, activities, and programs of the Milton High School Orchestra.
4. The fiscal year shall be from **June to May**.
5. Student account records, when maintained, are to record each student's earned contribution toward trips or other planned student activities. Funds recorded in these accounts are **NOT** the property of individual students and may not be refunded.
6. Monies shall never be returned to the students or refunded in any manner.
7. In the even a student moves, graduates or quits the orchestra, the monies become a part of the general fund of the orchestra program.
8. Parent contributions to support student earned activities will be recorded as such.
9. The organization will support fundraising activities by the students to assist with the cost of activities (such as a trip). Four options may be available to the student:
  - a. A student, by selling or working on a project, may pay for the entire cost of a trip (quota plus any parent assessment).
  - b. A student, by selling or working on a project, may pay the quota. Parents pay the parent assessment.
  - c. A student, by selling or working on a project, may pay part of the quota. Parents pay the difference plus the parent assessment.
  - d. Parents pay entire amount – quota and parent assessment.
10. **One hundred percent** of each routine fund raising project (such as a car wash) will go into the organization's general fund. A fundraising tracking system will manage these funds. These monies are to provide additional benefits for the students (such as awards, banquets, and activities) and underwrite the general expenses of the organization.
11. Some fund raising projects such as a candy or cookie sale may be designated for a specific orchestra activity. All proceeds from this activity will be designated for individual student accounts according to the student's participation.

12. All monies credited to a student but not used for a legitimate reason (legitimacy to be determined by the music director) shall be carried over in the name of that student until the end of his/her senior year or until the end of his/her attendance at Milton High School. At that time, the monies will revert to the general fund of the orchestra boosters club.
13. A vote will be taken each year to determine if the booster club will pay the expenses for any student attending honors, district, regional, or state festivals.
14. All monies earned or donated to the booster organization are for the ultimate benefit of the Milton High School Orchestra. As such, these funds should be expended each year for legitimate needs as determined by the executive board and the music director. A nominal carry over amount of **\$1,500.00** from one year to the next shall be considered, but not required. Every effort to properly use funds in excess of this amount should be made. A majority vote of the executive board shall be required to carry over funds in excess of this amount.

#### **Article VI- Awards**

1. The orchestra booster club will recognize any student selected to perform at any state or count music festival.
2. The organization may award a scholarship, the amount of which will be voted on each year. The recipient must be registered and an instrumental music major at college.
3. The organization may award a yearly scholarship, the amount of which will be decided by a committee comprising the music director, the president of the booster organization, and an administrator to further a senior's education.
4. The organization shall underwrite letter awards. These awards require at least two years of membership. "Membership" shall be construed to include high school orchestra service prior to moving to the district.
5. Decisions on recipients shall be made by booster club members and the music director.
6. Awards shall be funded by ways and means of committee projects.

#### **Article VII- Dissolution**

1. Upon dissolution or disbandment of this organization, any and all unallocated cash funds shall be turned over to Milton High School for exclusive use in the music programs.

#### **Article VIII- Standing Rules**

1. All matters pertaining to the activities, events, and projects of the Milton High School Orchestra and the parent booster organization must meet with the approval of the music director.
2. Equipment of the organization is not to be lent to any person or organization for use outside of the school buildings or grounds.

3. Each member shall have an equal right to speak on all matters brought before the organization.
4. Persons granted the right to speak should give their names.
5. No matters will be discussed that originate outside the organization. An organizational member will introduce all matters.
6. Political speakers will not be allowed to occupy the time of the organization.
7. Should any grievance arise within the organization, the executive committee, and/or the music director, the following steps shall be taken:
  - a. The grievance shall be specified in writing and to the person involved at a regular meeting.
  - b. The grievance shall be taken to the school administration.
  - c. The grievance shall be taken to the board of education.
  - d. The grievance may be resolved at any step in the process and negate moving to a higher level of authority.

#### **Article IX- Amendments**

1. Any proposed changes or amendments shall be submitted in writing to the executive committee **thirty days** prior to a regular meeting, at which time they will be voted upon.
2. These bylaws shall be read at the **April** meeting and shall be reviewed for revision every year beginning with the year 2006.
3. These bylaws may be amended at any regular meeting of the organization by a **majority** vote, provided that the secretary has given **fifteen days** notice to the general membership as to the proposed changes.