



Bay Music Boosters

By-Laws and Standing Rules

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BY-LAWS OF BAY MUSIC BOOSTERS
BAY VILLAGE, OHIO 44140

Adopted: February 1961
 Revised: September 1970
 October 1981
 March 1984
 May 1994
 April 2003
 May 2004
 April 2005
 August 2005
 May 2007
 May 2009
 October 2011
 October 2012
 February (proposed) 2015

ARTICLE I: NAME

The name of this organization shall be ***BAY MUSIC BOOSTERS*** (previously known as Bay Band Boosters). Music encompasses both instrumental and choral music.

ARTICLE II: PURPOSE

- Section 1. To raise funds for the support of all music programs and auxiliaries of Bay Village, Ohio, public schools. The organization is organized exclusively for the charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of and future federal tax code.
- Section 2. To promote the welfare and development of music programs, and auxiliaries. Auxiliaries are defined as non credit performing groups that support the music curriculum such as the Rockettes or Men's Choir.
- Section 3. To encourage cooperation and support of all persons involved in such music programs.
- Section 4. To publicize activities of the music programs.

ARTICLE III: MEMBERSHIP AND DUES

- Section 1. Membership shall be open to all interested persons.
 Voting members are parents/legal guardians of music students, auxiliaries, and committee chairpersons who have paid membership dues by December 31. Each shall have one vote. All other contributing persons shall be welcome as non-voting members.
- Section 2. The fiscal year shall begin July 1 and end June 30 of the following year.
- Section 3. The amount of membership dues shall be based upon the recommendation of the Executive Board.
- Section 4. Dues shall be paid annually per voting member.

ARTICLE IV: OFFICERS, NOMINATIONS AND ELECTIONS

- Section 1. The officers of the organization shall be President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.
- Section 2. There shall be one President, one Vice-President, and one Treasurer. The offices of Recording Secretary and Corresponding Secretary may have co-representation. There shall be no more than one (1) family member representing the offices.
- Section 3. Only members who are parents of students involved in the music program or Auxiliary units and who are current with their dues are eligible for an office with the exception of the advisor.
- Section 4. The newly elected President may appoint an advisor. Final approval will rest with the Executive Board. The advisor shall then serve in a consulting capacity with no board vote. Only former Bay Music Boosters executive officers are eligible for the position of advisor.
- Section 5. a. The nominating committee shall be composed of three (3) members: one (1) shall be elected from the Executive Board, with the exception of the President, and two (2) shall be appointed by the Executive Board from the general membership. This process will be completed in March.
It is the responsibility of the nominating committee to recognize and seek qualified nominees for the Executive Board officers. The nominating committee members need a broad acquaintance with the membership and an understanding of the organization's functions and its purpose.
- b. The committee members shall elect a chairman within seven (7) days of their election/appointment.
- c. When meeting, the committee should have a copy of the bylaws and a membership list. Membership list will include name, whether or not they are a parent, and amount of dues paid. Discussion of nominees is confidential. Qualifications of each suggested nominee should be carefully considered and the membership list checked to confirm eligibility.
Members of the committee may be nominees without resigning from the committee.
- d. The committee will contact the nominees to tell them the duties of the office and to obtain their consent to serve if elected. The nominee will acknowledge his/her understanding of the duties of the office and will agree to execute assignments if elected.
- Section 6. Election Process
- a. At the April meeting, the nominating committee will present the list of eligible candidates, beginning with the office of President. The general membership will have the opportunity to nominate any other eligible candidate, until elections are concluded in May.
 - b. The President calls upon the nominating committee chair to present its report at the April general meeting. Each candidate will be introduced. The President, even if a nominee for office, then conducts the election of officers.
 - c. The Executive Officers shall be elected by a majority of those in attendance at the May membership meeting.
 - d. All eligible members must sign in prior to casting their election ballot.
 - e. The nominating committee should have ballot slips

available even if the nominating committee presents only one name per office. The voice vote procedure may be used for uncontested offices and a written ballot for those that have two or more nominees. If there are more than two (2) candidates for any given office and no candidate receives the majority of the votes cast, then the winner shall be determined by a run-off election of the top two (2) candidates receiving the most votes. If additional nominations are made from the floor, the nominating committee chairman may select two (2) additional tellers, who consist of directors and general members without children in the program, whose duties are to distribute ballot slips, collect, count and provide a written report on them. The report, signed by all of the tellers, must include number of votes cast, number of general membership present, the amount received by each candidate and any illegal votes. This process will proceed through all Executive Offices: President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary. The nominating committee chairman will announce the results for each office. All votes, including illegal ballots must be reported. Illegal ballots are:

- i. Two ballots folded together.
- ii. A ballot including the names of too many candidates.
- iii. An unintelligible ballot (spelling). If the meaning is doubtful, and the ballot would not affect the results of the election, it should be ignored. If the ballot would affect the outcome, it should be shown to the chair who would ask the assembly for a ruling.
- iv. Any ballots cast by members not in good standing.
- v. All illegal ballots are taken into account to determine the number required for a majority of ballots cast.

Section 7. Executive Officers shall serve for a term of one (1) year. If an Executive Officer serves for more than one half ($\frac{1}{2}$) year, this would constitute a full year.

Section 8. No person shall be eligible for the same office for more than three (3) years in succession.

Section 9. A resignation must be submitted in writing to the Executive Board. Any Executive officer may be removed at a special meeting called for that purpose by the written ballots of a majority of the members present at such meeting. Any resignation or vacancy for the unexpired term shall be filled by a majority vote of the remaining Executive Board.

ARTICLE V: DUTIES OF OFFICERS

Section 1. a. The President shall, in order for Bay Music Boosters to remain in good standing in Ohio, file a Statement of Continued Existence with the Ohio Secretary of State's Office every five years.

<http://www.sos.state.oh.us/sos/upload/publications/busserv/Nonprofit.pdf>

b. The President shall preside at all meetings of the organization and of the Executive Board; shall be ex-officio member of all Committees, except for the nominating committee.

Section 2. The Vice-President shall act as an assistant to the President and shall perform the duties of the President in his/her their absence.

- Section 3. The Recording Secretary shall keep an accurate record of the minutes of all meetings of the organization and shall perform such other recording duties as may be delegated by the President.
- Section 4. The Corresponding Secretary shall conduct the correspondence for the organization.
- Section 5. a. The Treasurer shall receive all monies of the organization and keep it deposited in such depository or depositories as may be authorized by the Executive Board; shall keep an accurate record of all receipts and disbursements; and shall pay out funds as authorized by the Executive Board or general membership.
- b. No payment shall be made except by check signed by two of the following officers: the Treasurer, President, or Vice-President.
- c. The Treasurer shall present a statement of accounts at every regular meeting of the members and at such other times as may be requested by the Executive Board, and shall make a full report at the first meeting of the new fiscal year.
- d. The Treasurer shall audit the yearly reconciliation of sub funds prior to audit of the treasury.
- e. The Treasurer's books shall be examined at the end of the fiscal year by a financial review committee. The financial review committee will be made up of the incoming President, incoming Vice President, the incoming Treasurer, and at least one non-Executive Board member. If the incoming Treasurer is the same as the outgoing, then another person will be designated. The incoming Treasurer should arrange the review with the outgoing Treasurer serving as an advisor to the meeting. This report will be presented at the first general meeting of the new fiscal year.
- f. The Treasurer needs to file the proper form(s) annually with the IRS.
- Section 6. All officers and committee chairpersons shall:
- a. Keep a procedure book for their successors.
- b. Submit an annual report.
- c. No person may contractually bind the organization without majority of Executive Board approval.
- d. No person shall profit from their position.
- Section 7. All newly elected officers' duties will commence July 1, with the exception of Treasurer. That position will commence after the financial review committee closes the books.

ARTICLE VI: MEETINGS

- Section 1. The Executive Board shall determine time and place of the meetings, beginning in September and ending in June.
- Section 2. Five members (in addition to the Executive Board) present at any meeting for any purpose shall constitute a quorum.

ARTICLE VII: EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the officers of the organization.

- Section 2. All Music Directors and Directors of the auxiliary units shall serve as advisors and ex-officio officers of the organization, Executive Board, and Committees. They shall have a non-voting status.
- Section 3. The duties of the Executive Board shall be:
- a. To transact necessary business between regular meetings
 - b. To approve the plans of Standing and Ad *Hoc* Committees.
 - c. To present reports at regular meetings.
 - d. To approve the budget for the fiscal year.
 - e. To review and approve all non-budgeted expenses prior to presentation at a general meeting.
 - f. To review and approve fundraising activities.
- Section 4. Regular meetings of the Executive Board may be held monthly, or at such time as determined by the Executive Board. Special meetings may be called by the President or by a majority of the members of the Executive Board, with at least 5 days notice.
- Section 5. A majority of the Executive Board shall constitute a quorum.

ARTICLE VIII: STANDING COMMITTEES

- Section 1. There shall be Standing Committees, as the Executive Board may deem necessary or advisable to promote the purposes of the organization.
- Section 2. At the beginning of each fiscal year, the chairperson of each Standing Committee shall be appointed by the elected officers. The chairperson shall appoint the members of their committee.
- Section 3. The chairperson of all Standing Committees shall present the plans of their committee to the Executive Board for its approval.
- Section 4. Upon completion of committee work, a complete written report shall be submitted, detailing the entire event including procedures, budget, outcome, and future recommendations.

ARTICLE IX: AD HOC COMMITTEES

- Section 1. There may be Ad Hoc Committees, as the Executive Board may deem necessary or advisable to promote the purposes of the organization.
- Section 2. The elected officers shall appoint the chairperson of each Ad Hoc Committee. The chairperson shall appoint the members of their committee.
- Section 3. The chairperson of all Ad Hoc Committees shall present the plans of their committee to the Executive Board for its approval.
- Section 4. Upon completion of committee work, a complete written report shall be submitted detailing the entire, including procedures, budget, outcome, and future recommendations.

ARTICLE X: ANNUAL BUDGET

- Section 1. A minimum \$3500 from the annual operating budget shall be placed in a separate fund designated for future major Marching Band and auxiliary uniform purchases and a separate amount shall be designated each year for uniform repairs. A separate bank account is not required, only that the funds be accounted for separately and not be considered part of the general funds available for other uses.

- Section 2. The Treasurer shall reserve a balance of \$3000 in the organization checking account at the end of each fiscal year. In addition, up to \$500 shall be added to the organization's savings account, until the balance reaches \$15,000.
- Section 3. If other chairs are established to handle sub funds, then their funds need to be audited by the Treasurer.

ARTICLE XI: SCHOLARSHIPS

- Section 1. Applications for the Rowland F. Hosmer Summer Music Camp Scholarship shall be made available to any music student in the Beginning Strings, Middle School and High School Music Departments. The budget amount for the Rowland F. Hosmer fund will be determined by the board at the beginning of the year. Students will receive up to \$100 each with no student receiving more unless they are going to 2 different camps with 2 different instruments. If there are funds left over due to the lack of applicants, then the money will be carried over in the general fund.
- Section 2. The Senior Scholarship, up to \$1000, shall be made available to all graduating seniors in the instrumental High School Music Department. The Senior Scholarship is for graduating music seniors who have been accepted as music majors at an accredited College/University/Music School.
- Section 3: The Choral Scholarship honors the 28 years that Mr. Crews served as the teacher of vocal music at the Bay Village Junior and Senior High Schools (1952-1980). Scholarship criteria include: A graduating Bay Village High School senior, holding a minimum 3.2 GPA, who plans on attending college or a university, majoring in Music Education, Choral Conducting or Vocal Performance; who has demonstrated leadership and exhibited passion for choral music and has been a member of one of the Bay High School Choirs for at least two years. Scholarship amounts and application procedures may be obtained from the Choral Director.
- Section 4: Two summer camp Rockette Scholarships will be available. Scholarship amounts and application procedures may be obtained from the Rockette Advisor. Students will receive up to \$100 each. If there are funds left over due to the lack of applicants, then the money will be carried over in the general fund.

ARTICLE XII: REIMBURSEMENTS

- Section 1. In order to be reimbursed, members must have all budgeted purchases for Bay Music Boosters' events approved by the committee chairperson.
- Section 2. All non-budgeted purchases must be approved *prior* to purchase by the Bay Music Boosters Executive Board.
- Section 3. All receipts for purchases or services must be submitted to the Treasurer for reimbursement no later than 30 days after the Bay Music Boosters event unless prior approval has been given by the Executive Board. After 30 days, the purchases or services will be considered a donation to the Bay Music Boosters.

ARTICLE XIII: FINANCIAL HARDSHIP

- Section 1. Students experiencing financial difficulties shall not be denied participation in required music programs. If financial help is requested, a parent/guardian will be asked to fill out a financial aid form available from the Directors or current Bay Music Booster website. The form will be submitted to the appropriate music Director and that Director will forward the request to the administration. The administrator shall decide if financial aid is to be given and he/she will notify the Treasurer of the Bay Music Booster organization. One of two criteria must be met: 1) the student must be eligible for free or reduced lunch or 2) an unusual financial hardship has recently occurred to the family.
- Section 2. Financial Aid will not apply to trips.

ARTICLE XIV: AMENDMENTS

- Section 1. These By-Laws may be amended at any regular meeting by a two-thirds (2/3) vote of the members present. The proposed amendment shall be presented in writing at the previous regular meeting.
- Section 2. The By-Laws shall be reviewed every two (2) years.
- Section 3. These reviews shall be passed by two-thirds (2/3) of the voting members present.
- Section 4. Current By-Laws shall be made available to the membership on the Bay Music Boosters website.
- Section 5. The Standing Rules may be revised, changed, and adopted without prior notice by a majority vote of the Executive Board.

ARTICLE XV: PARLIAMENTARY PROCEDURE

- Section 1. Robert's Rules of Order shall govern all proceedings of this organization.

**STANDING RULES OF BAY MUSIC BOOSTERS
BAY VILLAGE, OH 44140**

Adopted: September 19, 1991
 Revised: February 20, 1992
 April 29, 1993
 May 20, 1993
 May 23, 1996
 August 21, 1997
 March 19, 1998
 May, 2003
 May, 2011
 October, 2011
 October 2012
 February (proposed) 2015

STANDING RULES

1. Standing Committees shall consist of: Membership, Uniform Chairs, Ballroom Blitz, Refreshments, Publicity, Poinsettia Sale, Scholarships, Chaperone Chairs, Quarternotes, and a Choral Representative.
2. Marching Band Auxiliaries consist of the Rockettes. Choral Auxiliaries consist of Men's Choir. Bay Music Boosters shall provide refreshments at all home football games and performances for the visiting band and its auxiliaries. The annual fundraising calendar shall be determined by the Executive Board as part of the budget planning. The annual membership donation levels and premiums shall be determined by the Executive Board.
3. All fees associated with checks returned for insufficient funds will be billed to the payer.
4. Grade cards will be held for any outstanding fees, including fees associated with checks returned for insufficient funds.
5. All concerts with admission fees will be \$6 for adults, \$4 for students, and free for children under 5 years of age.