

**These bylaws and amendments were approved at the general meeting
7 October 2008.**

**NORTHEAST HIGH SCHOOL MUSIC BOOSTERS
BY-LAWS**

Article I NAME

The name of this organization shall be the Northeast High School Music Boosters.

Article II OBJECTIVE

1. Encourage student participation in music programs.
2. Lend support, both morally and financially, to the music programs.
3. Initiate fundraising activities to supplement the budget.
4. Build and maintain an organization of members, which shall help promote the general activities of the Music Department as a whole.

Article III MEMBERSHIP

All parents, alumni, students, staff, and persons interested in progress and development of the music program of Northeast High School are eligible for membership.

The membership shall consist of those eligible who have completed a Music Booster Membership form, providing valid contact information and indicating a desire to be active in the organization.

Those members who have children actively enrolled in a music ensemble class, or are participating in music department activities, or who are alumni of Northeast High School having graduated within the last two years, or who are themselves alumni having graduated within the last two years, will be considered full voting members. Full voting members may hold office, chair committees, and may vote on any matter before the organization.

Those members who do not meet the qualifications of full voting members will be considered supporting members. Supporting members may not vote on general issues, or hold officer positions, but may hold committee positions.

The organization will also have a board of directors, which will include the current directors, instructors of music department courses, coaches, all officers, all committee chairs, a student representative, and an administrative representative.

Article IV OFFICERS

1. The officers of this organization shall be:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer

Term of officers is one (1) year and individuals are limited to two (2) consecutive terms for any office.

The president and vice president shall not both be affiliated with the Anne Arundel County Schools with official responsibilities associated with the Music department of Northeast High School.

2. Duties of these officers:

- A. The President shall preside at all meetings of the organization, appoint all special committees, select members for the standing special committees, to be approved by the membership; and shall be officio member of all standing committees. The President shall be responsible to provide an agenda prior to each monthly meeting, posted on an organizational webpage, or otherwise made available to the entire membership approximately one week prior to the meeting date.
- B. The Vice President shall also assume all the duties of the President in his/her absence. Serve as the co-chairperson on select committees to be appointed by the President.
- C. The Secretary shall keep the records, record the minutes of all meetings, and shall attend to all correspondence and mailings. Minutes of the meetings shall be posted on an organizational web page, or otherwise made available to the entire membership, prior to the next regular meeting.
- D. The Treasurer shall keep an accurate record of all receipts and disbursements and show each activity separately, as well as complete records for all funds. Make bank deposits, withdraws and transfers. A report of the organization's financial activity shall be made available to the membership prior to each regular monthly meeting. Prior to the June meeting, a yearly summary of all financial activity of the organization shall also be made available to the entire membership.

A report of the organization's financial activity shall be made available to the board of directors and all voting members approximately one week prior to each regular monthly meeting via electronic mail. An approved financial report will be distributed to full membership within a week following the monthly meeting via electronic mail.

Article V COMMITTEES

Activities of the organization shall be conducted by committees as deemed necessary by the membership. Each standing committee shall be appointed a chair by the President, not among the President or Vice President, who will be responsible for organizing the activities of that committee and presenting a report to the membership of such activities at the regular monthly meetings during which the committee is active. Committees shall be classified as required or optional.

Optional committees may be established or disbanded by the President, with approval of the majority of the membership present at a regular meeting. Required committees shall not be disbanded.

1. Required committees shall include:
 - a. Fundraising committee. The fundraising committee shall not be chaired by the Treasurer, President or Vice President. The chair of the fundraising committee shall oversee fundraising activities, and may establish subcommittees to conduct specific fundraisers and to assist the chairs of these subcommittees as necessary. The fundraising committee chair shall ensure that fundraising activities are reported to the membership. Each report fundraising report shall include income receipts, expenses, and recommendations for improvement.
 - b. Uniform committee. The uniform committee is responsible for the care, cleaning, and fitting of the uniforms of used by elements of the music department.
 - c. Communications committee. The Communications committee is responsible for publishing the activities of the organization, to include providing public interest items to the local media and organizing communications with the membership.
2. Optional committees may include the following, or any other committee deemed necessary by the President, and approved by the majority of the membership in attendance at a regularly scheduled meeting.
 - a. Special events committees, established to assist the director(s), coaches and other officials affiliated with the music department, in organizing special events.
 - b. Transportation committee, established to arrange local transportation.

Article VI MEETINGS

1. The regular meetings of the Organization will be held monthly at a regular time and day established by President for school year and published in the Northeast High School newsletter, as well as on the organization's web page.
2. Deviations from the regular time and day shall be made available to the entire membership at least a month prior to the regularly scheduled meeting, or in emergencies, using established procedures as determined by the publications committee.
3. The Board of Directors (An executive meeting) shall be called at any time the need arises. The Board of Directors (An executive meeting) consists of all members holding an office and committee chairpersons.

4. Regular meetings shall follow an established agenda, provided by the President to the membership approximately a week prior to the regular scheduled meeting date. The agenda shall include:
 - a. Secretary's report, to include a summary and corrections of the minutes of the previous meeting. A vote of by the membership in attendance at the meeting to accept the minutes as corrected will be taken. Approved minutes shall be kept by the organization as permanent record.
 - b. Treasurer's report, to include a summary and corrections of the published financial activities report. A vote of by the membership in attendance at the meeting to accept the report as corrected will be taken. Approved financial reporting shall be kept by the organization as permanent record.
 - c. Committee reports, for all standing committees. Required committees shall report, even in the case that there was no activity, in which they will report "no activity".
 - d. President's report, to include requests to approve new optional committees, requests to disband optional committees, state of the organization and to highlight upcoming events or activities.
 - e. Director(s)' report(s): to make requests for support, to announce activities or to report on the state of the music department.
 - f. Principals report.
 - g. Member's concerns. In additions to general concerns, any motions by the membership for actions by the organization shall be offered, seconded, discussed, and voted on or tabled for consideration by committee.

Article VII EXPENDITURES

1. All expenditures over a fixed amount to be determined yearly, including directors, must be voted on and approved by a majority vote at any meeting.
2. Expenditures below the fixed may be made by a director or coach for activities normally supported by the organization, using petty cash established for that purpose, or by check with the approval of two signatories, or by pre-approved use of a debit card. Only one such expenditure may be made by any director or coach in a month without prior approval by the officers. All such expenditures shall be reported at the next regular meeting.
3. A checking account and a saving account shall be established to support organizational activities. A check shall not be valid without two signatures, neither of which is payee. The authorized signatories shall include a director, the treasurer and two others as appointed by the President. Debit cards usage maybe used up to the designated limit. Transfers from savings

to checking can occur with a single authorized signature, but any other withdrawals from savings require two authorized signatures.

4. Student /Special accounts:
 - a. Student accounts shall be established to maintain a record of individual payments toward activities. Fundraising activities may supplement student accounts. It shall be made known to the membership by the fundraiser committee chair or subcommittee chair responsible for the fundraiser how funds are to be distributed between student and general account.
 - b. Other special accounts may be established as needed (for instance, to track donations dedicated to specific activities)
 - c. If approved by the membership, fundraising toward a specific event may offset payments made for that event (for instance, if fees are due prior to the event). At the time of each such event, or in such case an event is cancelled, payments may be reimbursed up to the amount paid for that event.
 - d. At no time will monies raised through fundraisers sponsored by the organization be paid to students, or used outside of activities sponsored by the organization. Neither shall funds raised after an event takes place be used to offset amounts paid.
 - e. Requests for reimbursements shall be in writing, made no later than the second regular meeting after an event, or the third regular meeting after an event is cancelled.
 - f. Upon graduation of a student, any remaining funds shall be removed from the student account and credited to the general fund
 - i. Payments made to a student account, and not used by activities sponsored by the organization, refunded or designated as donations to the organization may be transferred to another student account. Supplements to a student account through fundraising shall not be transferable.
 - ii. Transfers may be dispersed in the following ways:
 1. The money may be carried over into a siblings account for use by that sibling.
 2. A scholarship fund shall be established as a separate account to defray the costs of activities to students with financial difficulties. Students may elect to transfer monies from their accounts into this account. Distribution of funds from the scholarship fund account shall be made by unanimous decision of a committee consisting of all officers and directors. Such distributions shall be recorded as permanent record and maintained for internal or independent auditing, but individual recipients need not be identified to the

membership due to the sensitivity/privacy considerations.

Article VIII ELECTIONS

1. Officers are to be elected at the last meeting of the school year.
2. Newly elected officers shall assume their duties on July 1st each year.
3. Nominations may be made from the floor and voted in by the majority.
4. Special elections to fill vacancies shall be announced to the entire membership one month prior to the regular meeting at which the election shall be held. Nominations may be made from the floor and voted in by a majority of the membership in attendance.

Article IX AMENDMENTS AND REVISIONS

1. The by-laws may be amended by a two-thirds majority vote of the members present at any meeting. The amendment must have been presented in writing to the President for vote.
2. By-laws shall be reviewed every two (2) years for possible revision.

AMENDMENTS