

# **COLLINGSWOOD BAND BOOSTERS CONSTITUTION AND BY-LAWS**

## **I. ARTICLE 1 – CONSTITUTION**

### **A. SECTION 1 – NAME**

The name of this organization is the Collingswood High School Band Boosters Association, Incorporated.

### **B. SECTION 2 – OBJECT**

The object of this association is to assist the director and assist the band where it is needed. It is also to help provide moral support and funds for band related activities.  
i.e.

1. band annual competition trip
2. refreshments for visiting bands
3. certificates and award pins when given
4. chaperones (as needed)
5. attend competitions
6. annual band picnic
7. pizza and dance party
8. items and monies for the band as needed

### **C. SECTION 3 – MEMBERSHIP**

All band parents / guardians are members. The membership is unlimited. Any adult interested in the progress and development of the band is eligible for membership. There are no annual dues.

### **D. SECTION 4 – OFFICERS**

The elected officers of this organization shall be: President, Vice-President, Secretary, Treasurer and Vice-President of Ways and Means. The Executive Board shall consist of all the above officers together with the Director of the Band, and Assistant Band Director.

#### **Duties of the Officers:**

President – Will be present at all meetings. Will enforce all by-laws as stated herein. Will appoint chairpersons for all necessary committees, and perform such other duties as usually pertain to his/her office.

Vice President – Shall perform all duties of the president in his/her absence or at his/her request.

Secretary – Read all correspondence sent to the organization at monthly meeting. Write all correspondence as deemed necessary by the president and voted on by the members. Keep copies of all correspondence in a permanent file. Take minutes and maintain a permanent file of the minutes – all voted on and approved items.

Treasurer – Shall be custodian of all funds and shall deposit same in a bank. Monies will be deposited in the band of Collingswood High School Band Boosters. The treasurer or the president will be authorized to sign checks. All disbursements must be accompanied by a receipt or written notice stating why the withdrawal or check has been drawn.

Vice President of Ways and Means – Shall work to design and implement means to raise funds for the organization.

Other – Any vacancy in an office shall be filled by vote of the organization at the next regular meeting. The appointee will serve until the next regular election.

#### E. SECTION 5 – AMENDMENT

The constitution of the by-laws may be amended or revised by a majority vote of the membership present at a regular meeting. The proposed amendment, or revision, shall be proposed at one meeting and voted upon at the next meeting.

#### II. ARTICLE 2 – DISBURSEMENT OF FUNDS

The incurring of each non-budgeted expense over \$200.00 must be authorized by a majority vote of the membership present at that meeting. No non-budgeted expense shall be paid unless authorized by a majority of the Executive Board and/or membership, this excludes such payments deemed necessary by the Band Booster President. (Examples: competitions, buses, concession stand, etc.).

### III. ARTICLE 3 – AUDIT

The treasurer's records will be audited annually in July and the results of the audit reported to the membership annually in September. The audit will be done by two at-large members of the Band Boosters in good standing, with the help of the treasurer, and overseen by the president. The audit committee will be appointed by the president at the Band Booster meeting in May.

### IV. ARTICLE 4 – ELECTION OF OFFICERS

At the April meeting the president shall ask for nominations from the floor and then declare the nominations closed. The election is then held immediately. Nominees receiving a majority vote of the membership present at the April meeting will be the elected officers for the next term of office. The term of office for each office will be one year beginning with the swearing in of officers in June and run until the swearing in of officers the following June.

### V. ARTICLE 5 – MEETINGS

The organization shall have at least one meeting a month, to be held on the second Tuesday of the month. The date of the meeting can be amended by a majority vote of the membership present at the prior meeting with notice of the amended date given to the full membership by the proper channels of communication.

### VI. ARTICLE 6 – DISSOLUTION CLAUSE

Upon the dissolution of the corporation, the Executive Committee shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all assets of the corporation exclusively to such organization/organizations operated for charitable, educational, religious or scientific purposes as shall at the time qualify as exempt organization/organizations under 501c (3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue law) as the Executive Committee shall determine, any such asset not so disposed of shall be disposed of by the county court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization/organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

*Bylaws amended August 2005  
Approved by membership, September 13, 2005*