

ARUNDEL MUSIC BOOSTERS BYLAWS

ARTICLE I – NAME AND DEFINITIONS

- SECTION 1. The name of this organization shall be the Arundel Instrumental Music Association operating as t/a **Arundel Music Boosters**. This organization will operate as a tax-exempt, nonprofit organization under 501(c) (3) of the Internal Revenue Code.
- SECTION 2. The Arundel Instrumental Music Program (hereafter referred to as "Music Program") includes the Marching Band, the Instrumental Ensembles, the Choral Ensembles and the Color Guard Program at Arundel High School.
- SECTION 3. The following definitions apply:
“Officer” means any of the following elected positions: president, vice-president(s), secretary, treasurer, and publicist.
“Executive Committee” means the board of nine elected officers plus the Arundel High School Music Department Chair.

ARTICLE II – OFFICE

The principal office of the Association shall be:

Arundel Music Boosters
P.O. Box 436
Gambrills MD 21054

ARTICLE III – PURPOSE

- SECTION 1. To arouse and maintain an enthusiastic interest in the various phases of the Music Program at Arundel High School.
- SECTION 2. To lend all possible support, both moral and financial, to the Music Program.
- SECTION 3. To cooperate with those in charge of the Music Program, school administration, and the School Board to the end that said Department shall maintain the highest possible degree of efficiency.
- SECTION 4. To build and maintain a dedicated organization of people, which will promote the general activities of the Music Program.
- SECTION 5. There should be no interference from officers or members in the actual operation of the music program. The Association is a service group and not an advisory group.

Arundel Music Boosters Bylaws

SECTION 6. No part of the net earnings of the Arundel Music Boosters shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the Arundel Music Boosters shall be authorized and empowered to pay reasonable compensation for services rendered from educational clinicians and to make payments and distributions in furtherance of Section 501(c)(3) purposes.

ARTICLE IV – MEMBERSHIP

SECTION 1. Participation in this Association shall include any person interested in the progress and development of the Music Department of Arundel High School.

SECTION 2. Only those members who are guardians of Arundel Music Program students who are current participating members of any music organization at Arundel High School shall be voting members upon payment of participation fees and considered to be in good standing with the organization.

SECTION 3. The following persons are also members of this Association and shall have the right to vote: Arundel High School Instrumental Music Director, Arundel High School Chorus Director, and Arundel High School Color Guard Director.

SECTION 4. Eligible members must sign the attendance roster at AIMA general membership meetings to vote on matters before the Association.

SECTION 6. **CONFLICTS OF INTEREST**

The Executive Committee shall adopt and periodically review a conflict of interest policy to protect the association’s interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, or member of a committee with Executive Committee-delegated powers.

SECTION 7. Standing. Members must be current on their fee payments or have applied to make payment arrangements and be abiding by those arrangements to be considered a member in good standing. Only members in good standing can hold a position as [an](#) officer. Payment arrangements may include but are not limited to attempts to fundraise fees, extended payment plans, fee forgiveness or reduction based on family need and application for need based scholarship funds.

ARTICLE V – OFFICERS

The officers of this Association shall be: President, Vice President Concert and Jazz Bands, Vice President of Orchestra, Vice President of Choir, Vice President of Color Guard, Vice President of Marching Band, Secretary, Treasurer, and Publicist. Vice Presidents must be a guardian of a student in the ensemble they represent. If positions remain unfilled, we shall operate with at all times with a minimum of three officers; President, Secretary and Treasurer.

ARTICLE VI – DUTIES OF THE OFFICERS

- SECTION 1. The President shall preside at all meetings of the Association, Chair the Executive Committee, appoint all committee chairs, and shall be an ex-officio member of all committees, with the exception of the nominating committee.
- SECTION 2. Vice Presidents. There shall be a Vice President for each major area within the Arundel High School music program that is supported by the Arundel Music Boosters. Each Vice president shall be responsible for coordinating Organization activities within his/her area, coordinating communication between the Music Director of his/her area and parents and guardians in his/her area and the Organization, encouraging participation of parents and guardians in his or her area, chairing committees as appropriate and as assigned by the President, attending and participating in general and Executive Committee meetings regularly, and maintaining student lists with contact information, payment information and uniform information for their areas or supervising a member to whom the duties have been delegated.
- SECTION 3. The Secretary shall keep the Association’s records and minutes, and attend to the correspondence.
- SECTION 4. The Treasurer shall keep an accurate record of all receipts and disbursements, showing each budget and fund raising activity, as well as a complete record of all funds. The Treasurer is responsible for the proper filing of all tax forms and maintenance of required financial records. The treasurer shall be the chair of the finance committee.
- SECTION 5. The Publicist shall attend to all advertising and correspondence with the press and all other matters of publicity.

ARTICLE VII – STANDING COMMITTEES

- SECTION 1. There shall be the following standing committees:
- a. Executive Committee
 - b. Ways and Means Committee
 - c. Audit Committee
 - d. Finance Committee
 - e. Bylaws Committee
 - f. Nominating Committee
- SECTION 2. Executive Committee
- a. The Executive Committee shall be composed of the elected officers of the Association, and the Music Department Chair.
 - b. Finances.
 - i. *Disbursements*. Disbursements shall be made by methods approved by the Executive Committee.

Arundel Music Boosters Bylaws

ii. *Approved signators.* Authorized signatures include the Executive Committee members. Where two or more members of the same family are authorized to sign checks, only one person shall be designated by the Executive Committee as authorized to sign general fund checks.

iii. *Authorizing payment.* Any payment exceeding \$500 requires the authorization of at least the treasurer and one other approved signator. Expenses from a budget approved by the Executive Committee shall be considered approved expenses. Prior approval of the Treasurer is required before spending more than \$500 even for approved expenses. No Executive Committee member is permitted to write a check to him or herself or to his or her family members at any time.

- c. The Executive Committee shall have general supervision of the affairs of the Association.
- d. The Executive Committee shall meet prior to each meeting to determine the business to be transacted at the meeting.
- e. The Executive Committee shall, in consultation with the chorus director and the color guard director, prepare and present a proposed annual budget to the General Membership at the June regular meeting for approval.

SECTION 3. The Ways and Means Committee shall submit their plans for raising funds to the Executive Committee. All Vice Presidents and the Treasurer are members and a chair shall be appointed by the President. It shall be the duty of the Chair to plan and carry out the activities that will bring in funds to comply with the "Purpose" of this Organization. Any willing volunteer from the General Membership may also be a member of this committee.

SECTION 4. The Audit Committee shall consist of three members who are not members of the Executive Committee. The Audit Committee shall audit the finances of the Association as specified in Article XII.

SECTION 5. A Finance Committee chaired by the elected Treasurer shall be responsible for the collection and distribution of funds as directed by the Executive Committee, bookkeeping, reporting, filing of taxes and audits.

- a. *Records.* Records of authorizations and all receipts shall be maintained by the Treasurer and Finance Committee. It is the responsibility of the individual(s) making or authorizing the purchase to provide those records to the Finance Committee within one week of the transaction or approval.

Arundel Music Boosters Bylaws

Records may be kept in electronic and/or paper form, or other formats as approved by the Executive Committee. Records shall be maintained for the applicable period as maintained by law.

b. *Reporting format for payments.* All payments shall be recorded with type (cash, check, credit), student account, payer name, check number/transaction number if appropriate, date, person logging the payment and what the payment is for whenever appropriate and possible.

c. *Accounting Method.* The accounting method shall be the cash method of accounting.

SECTION 6. Bylaws Committee

a. The Bylaws Committee shall prepare and distribute the Bylaws at the first meeting of the year.

b. The Bylaws committee shall review any proposed changes and submit them to the general membership for consideration.

SECTION 7. The Nominating Committee shall prepare a slate of candidates for the offices of the Association.

SECTION 8. Eligibility. All appointees to committees shall be members in good standing of the Organization in accordance with Article IV of these Bylaws.

ARTICLE VIII – MEETINGS

SECTION 1. The first meeting each school year of the Association will be the second week of September, date to be determined by the Executive Committee.

SECTION 2. The budget prepared by the Executive Committee shall be presented for approval at the June general meeting. The new budget shall be effective July 1. The incoming Executive Committee shall be included in budget discussions but shall have no vote in Executive Committee.

SECTION 3. The meetings will be held in September, January, April, May and June

SECTION 4. Special meetings of the Association may be called from time to time for any purpose by the Executive Committee.

SECTION 5. The chair of the meeting has authority to interpret the by-laws and make rulings thereto. Rulings of the chair are final unless an objection is heard. If an objection is heard, the chair shall ask the membership if anyone wishes to appeal the ruling of the chair. For an appeal to occur, two or more voting members must request an appeal.

Arundel Music Boosters Bylaws

If two or more voting members request an appeal, the chair shall put the question to the membership; the question shall be solely on the objection heard and shall ask if the ruling of the chair shall stand or be overturned. On appeal, simple majority vote of the voting members shall prevail. The ruling by the membership is final.

ARTICLE IX – QUORUM

A quorum shall consist of those members present at any scheduled meeting with a minimum of 9 voting members, to include at least 1 member of the Executive Committee.

ARTICLE X – ELECTIONS

SECTION 1. The General Membership will be solicited at prior to the April meeting to identify those members to participate as the Nominating Committee.

SECTION 2. Member(s) of the Nominating Committee shall be drawn from the general membership who are not being nominated for an officer position.

SECTION 3. The Nominating Committee shall present a slate of candidates for revision and acceptance at the regular April meeting each year. Nominations may be made from the floor after the report from the committee. At the adjournment of the April meeting, the slate of nominations is closed.

SECTION 4. Only those nominees that are presented at the April general meeting may be included on the ballot. This slate will be published and posted for a minimum of 28 days.

SECTION 5. Officers are to be elected by a simple majority of those members present at the meeting in May, for installation on June 30, and are to serve for a one year term unless re-elected by the general membership.

SECTION 6. RESERVED

SECTION 7. If the office of the president becomes vacant it shall be filled by a Vice President who is willing to serve and who has been approved by the Executive Committee. All other vacant offices shall be elected by the Executive Committee.

SECTION 8. Eligibility. All nominees for office and the Officers of the Organization shall be members in of the Organization in accordance with Article IV of these Bylaws.

ARTICLE XI – REMOVAL OF OFFICERS

Any officer may be removed from office by a two-thirds vote of the voting members at any regular or special meeting.

ARTICLE XII – ANNUAL FINANCIAL REPORT

SECTION 1. The Treasurer shall be required to prepare a monthly financial summary report showing all receipts, disbursements and balances, as well as a report at the close of their term. Copies shall be filed with the Executive Committee and with such other internal or external groups or individuals as the Executive Committee shall direct. The close of term report and an annual report to be prepared at the direction of the Executive Committee shall, at minimum, contain a summary of all fund raising activities, showing revenue and expense for each; a summary by budget activity of expenditures; and the current status of all accounts, showing earmarked funds and their purpose, along with the balance in the general fund. These reports shall become a part of the permanent Association record maintained at Arundel High School. The Treasurer is responsible for all financial matters, as well as tax reporting requirements, to maintain the organization's 501 c (3) status.

SECTION 2. At least one review of the Association's financial records shall be conducted each year immediately prior to the end of the Treasurer's term with an independent source. An audit by an independent source shall be conducted as deemed necessary by the Executive Committee.

ARTICLE XIII – AMENDMENTS

Amendments to the Bylaws must be presented in writing at a regular membership meeting. Vote on said amendment will occur at the next regularly scheduled meeting. Ratification will be by two thirds vote of the members present.

ARTICLE XIV – DISSOLUTION

SECTION 1. A dissolution of this Association can take place at a special meeting called for this purpose as a result of a motion made and approved by the members present at a regular scheduled meeting of the Association. A vote by two-thirds of the membership present at the special meeting is required for the association to be dissolved.

SECTION 2. Any funds left in the treasury of the Association shall be donated to the Music Department of Arundel High School