

VII. Appendices

A. Music Booster By-Laws

STATE COLLEGE AREA SCHOOL DISTRICT MUSIC BOOSTER
BYLAWS

AMENDED AND ACCEPTED BY THE MEMBERSHIP
OCTOBER 17, 2006

ARTICLE I. NAME

The name of the organization shall be the State College Area School District Music Boosters. It's mission shall be to support the music program in the school district and to enhance all music activities, grades K-12.

ARTICLE II. OBJECTIVES

The objectives of this organization shall be:

- A. To arouse and maintain interest in the music program of the school district among students, parents, and other residents.
- B. To provide support and assistance to the school music program.
- C. To cooperate with the music teachers and school administrators in maintaining an active and extensive music program in the district.

ARTICLE III. MEMBERSHIP

The membership of the organization shall be open to anyone who is interested in its objectives and pays the established membership fee.

ARTICLE IV. OFFICERS

The officers of this organization shall be a president, vice president, secretary, and treasurer. The terms of the office shall be one year.

ARTICLE V. DUTIES OF OFFICERS

Section 1.

The president shall preside at all meetings of the organization, appoint all committees, and shall be an ex officio member of all committees except the nominating committee. He/she shall serve as chairperson of the executive committee.

Section 2.

The vice president shall assume all duties of the president in his/her absence. The vice president shall serve as chairperson of the membership and nominating committees and shall assume such other duties as are deemed appropriate by the executive committee.

Section 3.

The secretary shall keep the minutes of all meetings, maintain the records of the organization, and perform such other duties as deemed appropriate by the executive committee. The secretary shall also conduct and maintain records of the correspondence and other communications of the organization.

Section 4.

The treasurer shall receive and deposit all funds due to the organization, pay all bills as determined by the membership, maintain the financial records of the organization, and submit these records to the auditing committee.

Section 5.

No officer shall, by reason of his/her office, be entitled to receive any salary or compensation.

ARTICLE VI. THE EXECUTIVE COMMITTEE

Section 1.

The executive committee shall be composed of the officers of the organization, the school district music coordinator, two additional members of the school district music faculty when possible, and two members at large. The teachers shall be elected by the members of the school music staff. The members at large shall be elected by the general membership. The president of the organization shall serve as chairperson of the executive committee. He/she may invite other committee members to attend meetings of the executive committee.

Section 2.

The executive committee shall have the emergency power to act for the membership between regular meetings of the organization. Results of these actions shall be reported to the membership at the next regular meeting.

Section 3.

The executive committee shall meet at the call of the president or by request of three members of the committee.

ARTICLE VII. MEETINGS

Section 1.

The regular meetings of this organization shall be held on the third Tuesday of each calendar month except when changed by vote of the general membership or by the executive committee.

Section 2.

Special meetings may be called by the president. Notice of the date, time, place and agenda shall be given by the secretary or other designated member. Only business for which notice has been given shall be transacted.

Section 3.

A quorum shall consist of those present.

Section 4.

At all meetings, all votes shall be by voice or show of hands except that the presiding officer at any meeting may at his/her discretion require a written vote. Voting for the election of officers or executive committee members shall be by written ballot if any of the positions is contested. All questions decided by voting shall be by majority vote of the members present.

ARTICLE VIII. STANDING COMMITTEES

Section 1.

The standing committees shall be finance, membership, nominating, and other committees as the executive committee shall deem necessary.

Section 2.

The finance committee shall consist of the Treasurer as chairperson and three other members. This committee is responsible for developing and

reviewing fiscal procedures, a fundraising plan, and annual budget with other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board. The fiscal year shall be from August 1 to July 31. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members and the public.

Section 3.

The membership committee shall conduct membership drives and otherwise encourage membership in the organization in ways deemed appropriate by the general membership.

Section 4.

The nominating committee shall be appointed by the president at the regular March meeting. They shall prepare a slate of officers and members at large and shall present this slate to the membership at the regular April meeting.

ARTICLE IX. MEMBERSHIP FEE

The membership fee shall be set annually by the executive committee, subject to approval by the general membership, and shall be payable annually.

ARTICLE X. ELECTIONS

Section 1.

Nominations may be made from the floor after the report of the nominating committee and also at the election meeting.

Section 2.

Officers shall be elected at the regular May meeting. They shall take office at the conclusion of the May meeting.

Section 3.

A majority vote of the members present shall constitute an election.

Section 4.

There shall be no limitation on the number of terms that an officer or executive committee member may serve.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they do not conflict with the rules of this organization.

ARTICLE XII. AMENDMENTS

These bylaws may be amended by a two-thirds vote of those present at any regular meeting. The amendments must have been presented at two preceding regular meetings of the organization prior to voting.

ARTICLE XIII. SPENDING AUTHORITY

The executive committee shall have the authority to spend not more than five hundred dollars on an emergency disbursement. Expenditures of more than five hundred dollars for an emergency disbursement must be presented to a general membership meeting and approved by a majority vote of those present.

ARTICLE XIV. DISSOLUTION AND MERGER

APPENDED TO THE BYLAWS
JANUARY 6, 1986

In the event of dissolution, all assets of the State College Area School District Music Boosters shall revert to the Music Department of the State College Area Schools. In the event of merger, assets shall become a part of the new merged unit, as decided by the two parties concerned. Any other monies shall revert to the Music Department of the State College Area Schools.