

BLAINE BAND BOOSTER BYLAWS

Article I: Name and Purpose

Section 1: Name

The name of the organization shall be Blaine Band Boosters, hereinafter referred to as Boosters. It shall be a nonprofit organization incorporated under the laws of the State of Minnesota.

Section 2: Purpose

The Boosters are organized for charitable purposes to provide moral, educational and financial support to the Blaine High School Band.

Article II: General Membership

Section 1: Membership

Membership shall be open to all incoming and current parents or guardians of band students. The Blaine Band directors are members of the Boosters. Each adult member has one vote.

Section 2: Resignation/Termination

Any member may resign by filing a written resignation with the secretary. A member can have their membership terminated by a majority vote of the membership attending.

Article III: Meetings of Members

Section 1: General meetings

General meetings of the members will occur on a monthly basis at a time and place designated by the chair. The meetings will be run in accordance with Robert's Rules of Order.

Section 2: Annual meetings

An annual meeting shall occur in the month of April, the specific date, time and location of which will be designated by the chair. At the annual meeting the members shall elect officers, receive reports on the activities of the Boosters and determine the direction of the Boosters for the coming year.

Section 3: Notice of meetings

Notice of meetings will be published to the members and community at least two weeks in advance.

Section 4: Quorum

The members present at any properly announced meeting shall constitute a quorum.

Section 5: Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

Article IV: Board of Directors

Section 1: Board role and size

The government of the Boosters shall be vested in a Board of Directors. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, a Band Director, and up to two appointed Members-at-Large.

Section 2: Terms

Elected officers serve for a term of twelve months. Elected officials cannot hold the same office for more than two consecutive years. Members are eligible to hold any other elected position. Officers may not hold more than one position concurrently.

Section 3: Board Elections

Directors shall be elected or re-elected by the membership at the general meeting. Directors will be elected by a simple majority at the general meeting.

Section 4: Election procedures

Election of officers shall take place in the following order: President, Vice President, Treasurer, and Secretary. The candidate for each office receiving the highest number of votes cast shall be elected. In the event of a tie, balloting will continue until the tie is broken.

Section 5: Quorum

A quorum must be attended by at least three board members for business transactions to take place and motions to pass.

Section 6: Officers and Duties

The Boosters shall be managed by the Board of Directors. There shall be four officers of the board, consisting of a President, Vice President, Secretary and Treasurer. The President shall be Chairperson of the Board of Directors.

The Duties of the Board of Directors shall include:

- Ensure that the affairs of the Boosters are carried out in a manner that will best serve the interests of the band program and the objectives and mission of the Boosters.
- Ensure a financial audit of the Boosters' affairs to be conducted annually.
- The board must approve the budget. All additional expenditures exceeding the budget must be approved by the board.
- Any major change in the budget must be approved by the board or the Executive Committee.
- Evaluate fund raising activities and events.
- Provide and solicit nominations for successors.

Section 7: President

The President shall coordinate and preside at all meetings of the Boosters, its Executive Committee and shall serve as the Chairperson of the Board of Directors. The President will serve as the primary liaison between the Boosters, the Band Directors and School Authorities. The President promotes the general welfare of the organization, and represents the Boosters to the Community. The President will be authorized to sign checks in the absence of the Treasurer.

Section 8: Vice President

The Vice President shall assist the President in an administrative capacity and perform duties of the President in the President's absence. The Vice President shall serve as the chairperson of the Volunteer and Membership Committee. It shall be the duty of the Vice President to keep the affairs of the Boosters in good standing with the appropriate governmental agencies. The Vice President shall serve as the co-chair of volunteer services provided on behalf of the Boosters and the band programs.

Section 9: Treasurer

The Treasurer shall receive and disburse all of the funds of the Boosters. The Treasurer shall keep an accurate record of receipts and expenditures and pay out all monies as authorized by the Board of Directors. The Treasurer shall cause all monies of the Boosters to be promptly deposited in the bank named by the Board of Directors as depository for its funds. All disbursements shall be by check drawn on the checking account by the Treasurer. The Treasurer shall provide a Treasurer's report at each Boosters meeting. It shall be the duty of the Treasurer to file annual tax filing on a timely basis, to provide documents for an annual audit with the Board of Directors, and to review insurance needs and issues with the Board of Directors.

Section 10: Secretary

The Secretary shall conduct all official correspondence, preserve and maintain all books, documents and communications, and maintain a record of all the proceedings of

the Boosters. The Secretary shall be the Co-Chair of the Communications committee. The Secretary shall provide copies of minutes from all meetings.

Section 11: Members-at-Large

The Members-at-large shall be responsible for representing the membership and community of the Boosters.

Section 12: Vacancies

In the event of a vacancy in the office of President, the Vice President shall serve as President and shall assume all the duties thereof until the next regularly scheduled election. In the event of a vacancy in an office, other than the office of the President, the Board of Directors shall select a replacement by majority vote, who shall serve until the next regularly scheduled election.

Section 13: Resignation, termination and absences

Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the board due to excessive absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 14: Special Meetings

Special meetings of the board shall be called upon the request of the chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least five days in advance, unless otherwise agreed upon.

Article V: Committees

Section 1: Committee formation

The board may create committees as needed, such as fundraising, hospitality, uniforms, etc. The board chair appoints all committee chairs.

Section 2: Executive Committee

Executive Committee Officers shall hold office for a period of one year in conjunction with the election year. The Executive Committee shall consist of the President, Vice President, Treasurer and Secretary.

The Executive Committee shall:

- have the authority over the affairs of the Boosters between its business meetings
- run the actual day-to-day operations of the Boosters
- present recommendations to the general membership
- perform such other duties as are specified in the Bylaws

Section 3: Finance Committee

The Treasurer is the co-chair of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with other board members. 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 4: Communications Committee

The Secretary is the co-chair of the Communications Committee. It shall be the responsibility of the committee to keep the membership and community informed of the bands and Boosters activities.

Section 5: Volunteer and Membership Committee

The Vice President is the co-chair of the Volunteer and Membership Committee. The Volunteer and Membership Committee shall coordinate the necessary responsible adults to accompany and supervise band students for band functions. The Committee shall acquire volunteer contact information and provide this information to other committees as requested. It is the responsibility of the Volunteer and Membership Committee to ensure that volunteers adhere to volunteer policies of the school district.

Article VI: Fiscal Responsibility

Section 1: Fiscal Year

The fiscal year of the Boosters shall begin January 1 and end on December 31.

Section 2: Audits

A financial audit shall be performed on an annual basis by a temporary committee appointed by the Board of Directors. The audit results will be presented for approval by the Board of Directors and presented to the membership. The committee must consist of people who are not signers on the Boosters bank accounts. The duty of this committee is to audit the financial records and transactions of the Boosters for the past fiscal year.

Section 3: Budget

A financial budget shall be created by Finance Committee. The budget will be presented for approval at a Boosters General Meeting.

Article VII: Bylaw Amendments

Section 1: Amendments

Any member may propose bylaws changes or corrections at any general meeting during the year. These bylaws may be amended when necessary by a quorum of the board of

directors. Proposed amendments must be submitted to the Secretary to be available to members.

ARTICLE VIII: INDEMNIFICATION

Section 1: Indemnification

Any director or officer who is involved in litigation by reason of his or her position as a director or officer of this Boosters shall be indemnified and held harmless by the Boosters to the fullest extent authorized by law as it now exists or may subsequently be amended (but, in the case of any such amendment, only to the extent that such amendment permits the Boosters to provide broader indemnification rights).

Certification

I certify that the foregoing is a true and correct copy of the bylaws of the above-named Boosters duly adopted by the initial Board of Directors on March 01, 2013.

, Secretary