

Tipp City Music Boosters Organization BYLAWS

ARTICLE I Name and Location

The name of this organization shall be the Tipp **City Music Boosters (TCMB), Incorporated**, located in Tipp City, Ohio.

ARTICLE II Purpose

The TCMB is a volunteer organization of parents and/or legal guardians of current students in the music programs at **Tippecanoe High School (THS)** which includes the **band, choir, color guard and other approved associated auxiliary groups**; and whose purpose shall include:

- Assist with additional financial support for the music programs for items not provided by the school system. Priority shall be given to the purchase and maintenance of instruments, uniforms, robes and other related equipment.
- Provide moral support to the music programs and help to stimulate student and community interest in the appreciation and support of the THS music programs.
- Work in partnership with the music department directors, staff, THS Administration and the Tipp City Exempted Village School Board.

ARTICLE III Membership

Section 1. Type of Members

1. Full Member

- a. Parent and/or legal guardian of a current THS student in band, choir, color guard, or other approved associated auxiliary group is automatically considered a Full Member of the TCMB organization.
- b. A Full Member has the opportunity to discuss issues before the membership and has one (1) vote on any matter under consideration at a TCMB meeting. No proxy votes are permitted; a member must be present to vote.

2. Associate Member

- a. Anyone interested in the progress and development of the THS band, choir, color guard, or associated auxiliary group programs.
- b. An Associate Member has the opportunity to discuss issues before the membership but shall have no vote.
- c. THS music program directors, associate directors and paid assistants are considered Associate Members.

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3. Alumni Member

- a. Any graduate who was a former member of the THS band, choir, color guard, or associated auxiliary group programs.
- b. An Alumni Member has the opportunity to discuss issues before the membership but shall have no vote.

4. Student Member

- a. Any current student of the THS band, choir, color guard, or associated auxiliary group programs may attend TCMB meetings.
- b. Students must seek Executive Board approval prior to the meeting to discuss any issues unless called upon by an Executive Board member during the meeting. A Student Member has no vote.

5. Honorary Life Member

- a. May be a person, business or organization that has rendered distinguished service to the TCMB and has been voted as an Honorary Member by a majority vote of the Executive Board.
- b. Honorary Members have the opportunity to discuss issues before the membership but shall have no vote.

Section 2. Dues

There shall be no membership dues.

Section 3. Membership Requirements

Full Members are encouraged to help at any Invitational or Contest hosted by the THS music departments in addition to at least two (2) other TCMB events per organization year (June 1st – May 31st).

Full members are to provide to the TCMB officers desired method of communication.

Section 4. Disciplinary Procedures

The TCMB President has the authority to remove any member attending a TCMB meeting for disruptive or belligerent behavior; and that member will forfeit their right to vote at that meeting.

Section 5. Resignation

Any parent and/or legal guardian of a THS student who is no longer a member of the band, choir, color guard or approved associated auxiliary group will no longer be considered a "Full Member".

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ARTICLE IV TCMB Meetings

Section 1. General Meeting

1. The TCMB general meetings are open to all members and presided over by the President.
2. General meetings are held monthly on the second Monday of each month, beginning at 7:00pm at THS, or as predetermined by the Executive Board prior to the opening of the new school year.
3. The April meeting shall be the election of officers for the upcoming organizational year (June 1st – May 31st).
4. The May meeting shall be the budget meeting, whereupon the yearly budget is proposed and voted upon for the upcoming organizational year (June 1st – May 31st).
5. Scheduled meetings may be changed by the Executive Board in the event of a schedule conflict with a music department program or other significant conflict.
6. Members shall be notified of all meetings via electronic mail and posting on the TCMB website, or other individually requested manner.
7. The Executive Board shall meet as often as necessary, generally prior to the monthly general meeting, in preparation for that meeting.

Section 2. Quorum

1. The assembled number of Full Members at any TCMB meeting shall constitute a quorum.
2. A simple majority of the Full Members present and voting shall be sufficient to carry a motion.
3. In the event of a tie, the President of the TCMB has the deciding vote.

Section 3. Special Meetings

1. Special Meetings may be called at the discretion of the Executive Board.
2. Special Meetings may be called upon written request of eight (8) Full Members of the TCMB.
3. All Full Members are to receive notification of such meetings which will state the purpose of the special meeting.

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4. Members shall be notified of special meetings via electronic mail and posting on the TCMB website, or other individually requested manner.
5. Business conducted at a special meeting shall be confined to the subject for which the meeting has been called.

Section 4. Cancellation of a Regularly Scheduled Meeting

1. Cancellation of a general meeting will be determined by the President based upon unavoidable issues such as weather, scheduling conflicts or emergencies. Determination of rescheduling is to be made by the Executive Board and notice of new meeting date and time given promptly.
2. Members will be notified of meeting cancellation via electronic mail, a website posting and/or phone call.

Section 5. Electronic Meetings

1. Executive Board members may conduct discussions/meetings via e-mail at any time.
2. Any actions taken during an electronic meeting will be communicated to the members at the next general meeting.

ARTICLE V EXECUTIVE BOARD

Section 1. Composition

The Executive Board is composed of the following:

1. **OFFICERS** of the TCMB shall be the President, Vice-President, Treasurer, Vice-Treasurer and Secretary.
2. **DIRECTORS** of the THS band, choir, color guard and approved associated auxiliary groups.
3. **MEMBERS-AT-LARGE** representing the THS band, choir and color guard groups. They must be a Full Member and are appointed by the Directors of each named group. The number of Members-at-Large are as follows:
 - Three (3) representing the band
 - Two (2) representing the choir
 - One (1) representing the color guard

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Section 2. Nomination and Election

1. The Vice-President shall be the chairperson of the Nomination Committee.
2. Elected Executive Board member's year of serve shall be consistent with the organizational year (**June 1st to May 31st**).
3. A simple majority of the Full Members present and voting shall be sufficient to elect officers.
4. At the **March** TCMB general meeting, the nominees for the next organizational year shall be presented.
5. At the **April** TCMB general meeting, new officer election shall be held.
6. Director appointed Members-at-Large will be announced at the **May** TCMB general meeting.
7. In the event that the position of Treasure cannot be filled with a member of the TCMB, the position may be outsourced to a business that specializes in accounting work. The position of Treasurer would still need to be filled with a member in good standing who would be the liaison between the TCMB and the outsourced accountant.

Section 3. Eligibility

1. Any Full Member of the TCMB in good standing shall be eligible to serve on the Executive Board of the TCMB organization.
2. All Executive Board Members must be current on all TCMB financial requirements and is thus a member in good standing.
3. Only one (1) person from any family household may hold an elected office during the same organizational year; however, one family may jointly hold an office.
4. A Full Member shall hold only one (1) office at a time.

Section 4. Terms of Office

1. The term of office for the TCMB organizational year is **June 1st to May 31st**.
2. The PRESIDENT shall serve for a one year term and then be replaced by the Vice-President. The outgoing President shall assist the incoming President, but is no longer an officer of the TCMB.
3. The VICE-PRESIDENT shall serve for a one year term and then assume the role of the President.

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4. The TREASURER shall serve for a one year term and then be replaced by the Vice-Treasurer. The outgoing Treasurer shall assist the incoming Treasurer, but is no longer an officer of the TCMB.
5. The VICE-TREASURER shall serve for a one year term and then assume the role of the Treasurer.
6. The SECRETARY shall serve for a one year term, but may be re-elected to serve for one (1) additional year term.
7. Members-at-Large are appointed to serve for a one year term; but may be reappointed yearly to serve additional terms as designated by the directors.
8. Any OFFICER upon completion of their current term limit is eligible to run for another office provided they still meet the TCMB organizational eligibility requirements.

Section 5. Compensation

Officers and Members-at-Large of the TCMB shall serve without compensation.

Section 6. Removal from Office

1. Any Officer or Member-at-Large whose student is no longer a member of the band, choir, color guard or approved associated auxiliary group must resign their position.
2. Any Officer or Member-at-Large may resign their position by submission of a letter to the Executive Board.
3. Any Officer or Member-at-Large may be removed from office for failure to perform assigned duties, comply with the TCMB bylaws, or for conduct unbecoming a TCMB or community member. This action must be recommended by at least three (3) members of the Executive Board. Private notification will first be given to that person and then it must be voted upon and approved by a two-thirds vote of the Executive Board.

Section 7. Vacancies

1. Should the office of President become vacant, it shall be filled by the Vice-President for the remainder of the term.
2. Should the office of Treasurer become vacant, it shall be filled by the Vice-Treasurer for the remainder of the term.
3. Should the offices of Vice-President, Vice-Treasurer or Secretary become vacant, the President shall appoint a Full Member to fill the position for the remainder of the term, subject to the approval by the majority of the remaining Executive Board members.

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4. Should a Member-at-Large position become vacant, the appropriate THS music department director shall appoint a Full Member to fill the position for the remainder of the term.

ARTICLE VI DUTIES OF THE EXECUTIVE BOARD

Section 1. Duties of the President

The President shall:

1. Oversee and coordinate all approved TCMB activities.
2. Enforce the TCMB organization's bylaws.
3. Serve as TCMB organization liaison with THS Administration and Tipp City Exempted Village School Board.
4. Preside at all TCMB Executive Board, general and special meetings.
5. Be an ex-officio member of all standing committees and appoints special committees and committee chairpersons as needed.
6. Oversee adherence to the annual budget of Executive Board and TCMB committees.
7. Serve as a trustee of the TCMB organization.
8. Exercise financial signature authority in conjunction with the TCMB Treasurer.

Section 2. Duties of the Vice-President

The Vice-President shall:

1. Assume all the duties of the President in their absence.
2. Assist the President in duties as needed or directed.
3. Be responsible for yearly Bylaw review.
4. Chairs annual TCMB Nomination Committee whose function is to identify a slate of candidates to run for elections as the next year's elected officers.
5. Responsible for assigning Member-at-Large chairperson to coordinate the yearly Scholarship Committee.

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6. Exercise financial signature authority in the absence or incapacity of the President or Treasurer.
7. Review, update and maintain the TCMB Organizational Procedure Guideline Manual.
8. Coordinates all web site information.
9. Attends all fundraising meetings.

Section 3. Duties of the Treasurer

The Treasurer shall:

1. Attend TCMB meetings.
2. Keep an accurate record of all receipts and disbursements showing cash activity as well as maintaining a complete record of all funds.
3. Received all funds due the TCMB and deposit same in the Executive Board approved bank(s) under the name of the Tipp City Music Boosters, Inc.
4. Prepare and present a written financial statement at each month's general meeting.
5. Prepare and present a written annual end of TCMB organizational year report.
6. Prepare a proposed draft of the next year organizational budget; and submit at the April meeting for discussion.
7. Present proposed next year's budget at the May general meeting for discussion and approval.
8. File all tax returns and any other official documents in a timely manner.
9. Keep detailed records of individual student accounts.
10. In the event this position is outsourced, the Treasurer will be the liaison between the accountant and the TCMB and will help with the collection of monies and communication to the TCMB.

Section 4. Duties of the Vice-Treasurer

The Vice-Treasurer shall:

1. Assume all the duties of the Treasurer in their absence.
2. Assist the Treasurer in duties as needed or directed.

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3. Assist with deposit and delivery of change needed at all TCMB events.

Section 5. Duties of the Secretary

The Secretary shall:

1. Attend and record the minutes of all TCMB meetings.
2. Distribute the minutes of any TCMB meetings to the TCMB Full Members within seven (7) days following the meeting via electronic mail and website.
3. Attend and record minutes of all TCMB Executive Board meetings.
4. Maintain complete and accurate database of all TCMB Full Members.
5. Change to: Provide mailings to those members who request it.
6. Be responsible for constructing and maintaining all TCMB correspondence as directed by the President.
7. Maintains TCMB organization's non-financial records.
8. Coordinate advertising and publicity with the Tipp City Exempted Village School Administrative Office.
9. Prepare, maintain and distribute welcome packets for new students.

Section 5. Duties of the THS Directors

The THS Music Directors shall help coordinate activities of the THS music programs with the TCMB organization. Individual program directors shall chair any THS Music Event, Invitational and/or Contest following the approved program guidelines (such as OMEA or MEPA).

Section 6. Duties of the Members-at-Large

The Members-at-Large shall:

1. Facilitate communication between the TCMB organization and parents/guardians of their specific programs.
2. Coordinate special events as directed by the Executive Board within the music programs (ex. celebration of OMEA or State activities).
3. Participate in the yearly Scholarship Committee as appointed by the Vice-President.

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4. Participate in the yearly Nomination Committee as appointed by the Vice-President.

ARTICLE VII DISTRIBUTION OF FUNDS

Section 1 IRS Code

The TCMB organization is tax exempt under Section 501(c)(3) of the Internal Revenue Code.

Section 2 Authorized Signatures

There must be two (2) authorized signatures required for the distribution of funds from the TCMB. Authorized signatures shall be: President, Vice-President and Treasurer.

Section 3 Bonding

The position of Treasurer and Vice-Treasurer must be bonded.

Section 4 Officers Expenditure Limit

The TCMB Officers shall be limited to \$200.00 in miscellaneous expenditures during any one (1) month without a pre-approval membership vote. The circumstances and reasons for said expenditure shall be brought before the next general meeting for approval.

Section 5 Spending Request

All purchases by any TCMB member must be pre-approved by completing and submitting the required form to the TCMB Treasurer and/or President for approval prior to purchase. Individuals who personally expend or allocates money without such approval may not be reimbursed.

Section 6 Refunds

Any required down payment of fees will not be refunded unless the Executive Board is notified in writing that the student is withdrawing from the music program. The Executive Board must approve all refunds. The refund allowed may be prorated.

Section 7 Distribution of Assets

Upon the dissolution of this organization, all assets remaining after payments of the organizations obligations shall be placed under consideration by the Executive Board to recommend to the general membership for voting, the disposition of those funds.

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ARTICLE VIII PARLIAMENTARY AUTHORITY

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

ARTICLE IX AMENDING & REVISION OF BYLAWS

1. The TCMB Executive Board shall review the Bylaws annually.
2. The Bylaws may be amended by a 2/3rd vote of the Full Members present at a general or special meeting, providing the proposed amendment has been duly present to the members prior to the meeting.
3. Revisions are to be presented to the Full Members at the general or special meeting for review and possible discussion but will not be voted upon until the next general meeting.
4. Notification of voting of bylaw revisions must be made to all Full Members by electronic mail and website posting.
5. Date of adoption and each subsequent amendment including article and date of amendment are to be listed in this document.

ARTICLE X PROCEDURE GUIDELINES

The Executive Board shall maintain a manual of Procedure Guidelines which contain detailed information related to committees and volunteer activities as well as documentation of historical information for continuance of the TCMB organization. The TCMB Vice-President is responsible for maintaining and updating.

ARTICLE XI RATIFICATION

These TCMB Bylaws were ratified at the TCMB general meeting held on April 12, 2010
Signed: Jeffrey L. Baird TCMB President