

**BY-LAWS OF THE
NORTON MUSIC BOOSTERS ASSOCIATION, INC.**

Adopted August 12, 1996

Revised April 18, 2005

Revised January 11, 2010

ARTICLE I NAME OF THE ORGANIZATION

1. The name of this organization shall be the Norton Music Boosters Association, Inc.

ARTICLE II OBJECTIVES OF THE ORGANIZATION

1. The Association shall support and financially assist the Norton City Schools' Music Department to fulfill and maintain the philosophy that all performing groups exist for the educational growth and inspiration of the students and shall work toward the welfare of the same.
2. Stimulate the interest and support of the community in the music programs of the Norton City Schools.
3. The Directors of the Music Department shall work closely with the President and the members of the Executive Board and keep them informed of the department's needs.

ARTICLE III MEMBERS

1. Any adult 18 or over interested and willing to uphold and support the objectives of the Association may become a member.
2. All persons having children in musical ensembles in Norton City Schools from grades 5 through 12 are automatically members.
3. All Directors and Associate Directors of the Norton City School's Music Department as well as all paid music assistants of the Association shall automatically be members of the Association.

ARTICLE IV OFFICERS AND TRUSTEES

1. PRESIDENT:
 - a. Shall preside over all official meetings of the association.
 - b. act as chairman of the Executive Board (see article VI).
 - c. be a member of the Budget Committee (see article VII, Section 4, Part b).
 - d. recommend all committee chairs to be approved by both the outgoing and incoming boards at the May Executive Board Meeting.
 - e. serve as Presidential Advisor for a term of one year and shall provide guidance to the Incoming President.
 - f. at the April meeting, appoint three tellers from the membership to be responsible for counting elections ballots as outlined in Article IV, Section 8, Part a.iv.

- g. recommend removal of any appointed committee person for just cause to the Executive Board, subject to said person's right of appeal to the Executive Board.
- h. Shall serve as the main contact person for all legal issues involving the Association.
- i. in the event of a temporary absence of the Treasurer, have the authority to sign checks on an emergency basis (see Article IV, Section 4, Part c.i).
- j. Shall, at the May Executive Board Meeting, pass on all documents pertaining to the corporation received during the term served.

2. VICE PRESIDENT:

- a. Shall serve on the Executive Board (See Article VI).
- b. preside over all official meetings of the Association and Executive Board in the absence of the President.
- c. in the event of a temporary absence of the Corresponding Secretary, assume the duties outlined in Article IV, Section 5, Part b.
- d. be a member of the Budget Committee (see Article VII, Section 4, Part b).
- e. be the chair of the Public Relations Committee (see Article VII, Section 3, Part f).
- f. shall, at the May Executive Board Meeting, pass on all documents pertaining to the corporation received during the term served.

3. RECORDING SECRETARY:

- a. Shall serve on the Executive Board (See Article VI).
- b. record the minutes of all official and special meetings of the Association and of the Executive Board.
- c. keep a transcript of these minutes as part of the official record of the Association.
- d. within 21 days of any meeting, provide a copy of these transcripts to the President.
- e. keep attendance of all meetings as part of the official record of the Association.
- f. receive copies of all written reports given at all meetings for inclusion in the official record of the Association.
- g. retain copies of all newsletters for inclusion in the official record of the Association.
- h. shall, at the May Executive Board Meeting, pass on all documents pertaining to the corporation received during the term served.

4. TREASURER:

- a. Shall serve on the Executive Board (See Article VI);
- b. receive all monies, make all deposits and, in so far as is practical, shall avoid direct collection of money from projects, and encourage that income be channeled through and accounted for by the committee chairman;
- c. pay all approved bills in accordance with the policies of the Association;
 - i) in the event of a temporary absence of the Treasurer, the President and Assistant Treasurer shall have the authority to sign checks on an emergency basis
 - ii) any expenditure of Five thousand dollars (\$5,000.00) or more must have an amount equal to fifty percent (50%) of the expenditure on deposit in a financial institution and the balance of the expenditure must be secured through a financial institution prior to placing the order
 - iii) Non-Budgeted Expenditures:
 - a) In the event of an unexpected and/or non-budgeted expense, any expenditure less than \$500.00, not included in the annual budget, may be approved by vote of a majority of the Executive Board at any time
 - b) any expenditure greater than \$500.00, not included in the annual budget, and not previously approved by the Executive Board, must have the approval of the general membership at the next association meeting.
- d. maintain accurate records of the Association's finances in accordance with generally accepted accounting principles;
- e. prepare an itemized monthly report for inclusion in the official record of the Association, copies to be provided to the President and recording secretary, to be read and distributed at the monthly General and Executive Board meetings of the Association;
- f. prepare all necessary financial and tax documents for the Association, originals of which shall be included in the official record of the Association at the close of the fiscal year.
- g. serve as Chair of the Budget Committee (see Article VII, Section 4, Part b);
- h. not serve as chair of any specific fund raiser;
- i. keep the officers, directors and membership informed as to the solvency of the organization at all times.
- j. shall, at the May Executive Board Meeting, pass on all documents pertaining to the corporation received during the term served

5. CORRESPONDING SECRETARY:

- a. Shall serve on the Executive Board (See Article VI);

b. receive, open, log and distribute all incoming written correspondence of the Association on a weekly basis, providing a copy of said log for inclusion in the official record of the Association at the close of the fiscal year. In particular, all monies received will be distributed to the Treasurer within 48 hours of receipt.

c. hold one key to the Association's post office box, the other will be held by the Vice President according to Article IV, Section 2, Part f.

d. in the event of the absence of the Corresponding Secretary, the Vice President shall assume the responsibilities outlined in Article IV, Section 52, Part a c;

e. serve as chair of the Sunshine Committee (see Article VII, Section 3, Part g);

f. shall, at the May Executive Board Meeting, pass on all documents pertaining to the corporation received during the term served

6. ASSISTANT TREASURER:

a. Shall serve on the Executive Board (See Article VI);

b. accurately maintain the Association's credits system and keep students informed of the status of their credits periodically throughout the year;

c. be a member of the Audit Committee (see Article VII, Section 4, Part a);

d. in the event of a temporary absence of the Treasurer, have the authority to sign checks on an emergency basis (see Article IV, Section 4, Part c.i).

e. maintain accurate records of the Association's finances for the Bingo committee operation in accordance with generally accepted accounting principles;

f. prepare an itemized monthly report of the Bingo committee finances for inclusion in the official record of the Association, copies to be provided to the President and recording secretary, to be read and distributed at the monthly General and Executive Board meetings of the Association;

g. shall, at the May Executive Board Meeting, pass on all documents pertaining to the corporation received during the term served

7. TRUSTEES

a. Shall serve on in an advisory capacity to the Executive Board (See Article VI);

b. comprise the Auditing Committee with the addition of the Assistant Treasurer (see Article VII, Section 4, Part a);

c. constitute the By-Laws committee (see Article VII, Section 3, Part a);

d. act as parliamentarian at all executive and general meetings to insure procedure is followed in accordance with these By-Laws and Robert's Rules of Order, Newly Revised (see Article VIII);

e. the number of Trustees at any given time shall be exactly 3.

8. ELECTION OF OFFICERS AND TRUSTEES:

a. Election Procedure:

i) At the March general meeting, the chair of the nominating Committee shall present a list of candidates for the offices of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and Trustee

ii) Prior notice shall be given at the March meeting to the membership that nominations shall be accepted from the floor at the April meeting

iii) A ballot, prepared by the Nominating Committee, shall contain the names of the nominees for each elected office

iv) At the April meeting, the nominating committee shall conduct the elections by secret ballot. Three tellers shall be appointed by the President at the meeting from the membership and shall be responsible for counting the ballots in secret. The results will be announced by the chairman of the nominating committee before the meeting ends and shall be printed in the newsletter

v) The newly elected Executive Board shall be formally sworn-in and take the oath of office before the membership at the annual banquet;

b. Terms of Office:

i) Trustees shall serve for a term of three years, and shall be limited to two consecutive terms;

ii) elections of Trustees shall take place consecutively at the end of each term, assuring that one trustee position is elected each year

iii) The offices of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer, shall be elected to serve for one year or until their successors are elected, and their term of office shall begin June 1 and continue until May 31;

c. No member shall hold more than one Executive Board position at a time;

d. No Director, Assistant Director or other individual receiving monetary compensation from the Association for services rendered, shall hold any office or trusteeship in the Association.

9. VACANCIES

a. A vacancy in the office of President shall be automatically filled by the Vice President;

b. A vacancy in the office of Treasurer shall be automatically filled by the Assistant Treasurer;

c. Trustee vacancies shall be filled by recommendation of the Executive Board to the general membership at the next general meeting of the Association;

d. Vacancies in the offices of Vice President, Assistant Treasurer, Corresponding Secretary and Recording Secretary shall be filled by recommendation of the remaining Executive Board to the general membership at the next general meeting of the Association.

10. REMOVAL OF OFFICERS AND TRUSTEES

- a. Any officer who fails to attend nine Executive Board and nine general meetings of the Association, (between June 1 of a given year and May 31 of the next year) unless excused for just cause, shall be removed from office by the Executive Board, subject to said person's right of appeal to the Association;
- b. Any trustee who fails to attend nine Executive Board and nine general meetings of the Association, (between June 1 of a given year and May 31 of the next year), unless excused for just cause, shall be removed from office by recommendation of the Executive Board to the general membership, subject to said person's right of appeal to the Executive Board;
- c. Officers shall be removed for just cause as follows: any member of the Association may approach one or more of the Trustees of the Association to investigate an officer for removal. If the Board of Trustees, by majority vote (i.e. at least 2 trustees), finds just cause, they shall, at the next general meeting present their findings to the general membership for a vote on removal. Removal shall be effected by a majority vote of the Association;
- d. Trustees shall be removed for just cause as follows: any member of the Association may approach one or more of Executive Board to investigate a trustee for removal. If the Executive Board, by majority vote, finds just cause, they shall, at the next general meeting present their findings to the general membership for a vote on removal. Removal shall be effected by a majority vote of the Association.

ARTICLE V GENERAL MEETINGS

1. The general meeting of the Association shall be held on the second Monday of each month at 7:30pm, unless otherwise ordered by the Association.
2. In May, the general meeting shall be known as the "Annual Meeting" and shall be for the purpose of approving the budget, receiving reports of officers and committees, and for any other business that may arise.
3. Special meetings can be called by the President or upon the written request of ten members of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days (excluding Saturday and Sunday) notice shall be given to all members. A special meeting cannot be called to change the vote of a stated meeting.
4. Five (5) voting members attending any general or special meeting, excluding the Executive Board, shall constitute a quorum, a majority of that quorum shall pass a vote.

ARTICLE VI EXECUTIVE BOARD

1. The offices of President, Vice President, Corresponding Secretary, Recording Secretary, Assistant Treasurer and Treasurer shall constitute the Executive Board. At all times, 50% of the Executive Board will be comprised of members who have at least one child participating in the musical ensembles served by the Association.
2. The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as are specified in these by-laws. The Board shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

3. Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held on the second Monday of each month at 6:30pm. Special meetings of the Executive Board may be called by the President or upon the written request of three members of the Executive Board.
4. A majority of the Executive Board is necessary for a quorum, a majority of that quorum shall pass a vote.
5. Any expenditure under \$500.00 not included in the budget may be approved by a majority of the Executive Board at any time (see Article IV, Section 4, Part c.iii.a).
6. All votes of the Executive Board shall take place at the end of the meeting with only Executive Board members present (see Article VI, Section 1.)
7. Attendance at Executive Board meetings shall be restricted to the Executive Board, the Board of Trustees, and others by invitation of the Executive Board, all vocal and instrumental Directors employed by the Norton City School District are assumed invited to all Executive Board meetings unless otherwise notified by the Executive Board .
8. The Executive Board shall also serve as the Board of Directors for the Bingo Committee.

ARTICLE VII COMMITTEES

1. All committee chairmen should attend meetings that concern their committee. If unable to attend, the chairman should notify the President.
2. Standing Committee Chairmen shall call meetings when necessary and report their activities at general meetings. These chairmen shall prepare a written report [copies to: President, Recording Secretary for inclusion in the official record of the Association, and Incoming Committee chairman] at the end of their years service, and at such other necessary times, to aid new committee chairmen.
3. Standing Committees for specific job descriptions, see Appendix B):
 - a. By-Laws - Shall be composed of the Board of Trustees whose responsibility it shall be to receive written notice of proposed changes from members and present those proposed changes in accordance with Article IX.
 - b. Vehicles/Transportation - The chairman will be selected by the Executive Board at the May Executive Board Meeting at the recommendation of the President. The committee shall be responsible for maintaining all vehicles of the Association, as well as keeping them in an acceptable travel condition. The committee shall be responsible for training and assigning drivers as requested by the Directors or the Executive Board.
 - c. Fund Raising - Shall be selected by the Executive Board at the May Executive Board Meeting at the recommendation of the President and composed of members interested in working on or chairing specific fund raisers. This first meeting of this committee shall be during the month of July each year. It shall be the duty of this committee to plan for and implement fund raisers to meet the budgetary demands of the Association, as well as appointing chairmen for each individual fund raiser and shall provide reports as directed in Section 2 above within 10 days of the end of each fund raiser.
 - d. Newsletter - The chairman shall be selected by the Executive Board at the May Executive Board Meeting at the recommendation of the President. The committee shall also include at least two other members, who shall be responsible for gathering, compiling, producing and distributing the newsletter, at least on a quarterly basis. The newsletter should include all

activities and programs of the Norton Music Boosters as well as the music programs we support, and other information of interest to members. Copies of all issues shall be retained by the recording secretary for inclusion in the permanent record of the Association.

- e. Public Relations - Shall be chaired by the Vice President, whose duty it shall be to prepare publicity items worthy of press, radio and television and shall give notice to the press of meetings and special events, as these meetings and special events pertain specifically to the Association. Copies of press releases shall be made for the recording secretary to be included in the permanent record of the Association.
- f. Sunshine - Shall be chaired by the Corresponding Secretary. It shall be the responsibility of this committee to send flowers, cards or gifts according to the following guidelines:
 - i. Cards: Illness of music student, music student's immediate family member, member who does not have a music student; death of previous member
 - ii. Flowers or Goody Basket (sent to the home): Death of music student, music student's immediate family member, or member who does not have a music student.

Notification to this committee of deaths and illnesses shall be the responsibility of the membership.

- g. Bingo - The Bingo Chairman shall be selected by the Executive Board at the May Executive Board Meeting at the recommendation of the President. The Bingo Chairman shall be responsible for overseeing the operation of Bingo and make monthly reports to the Executive Board. The Executive Board, serving as the Board of Directors for Bingo, possesses and retains all oversight and authority and expects the chairman to carry out any decisions the Board of Directors deems necessary and in the best interest of the Association.

4. Special Committees

- a. Auditing (general accounts) - Shall be composed of the Board of Trustees and the Assistant Treasurer, whose duty it shall be to audit the Treasurer's accounts on a quarterly basis, and report to the Association at the conclusion of each audit.
- b. Auditing (bingo accounts) - Shall be composed of the Board of Trustees and the Treasurer, whose duty it shall be to audit the Assistant Treasurer's accounts on a quarterly basis, and report to the Association at the conclusion of each audit.
- c. Budget - Shall be chaired by the Treasurer and composed of the President, Treasurer-elect, President-elect, Vice President-elect, and Assistant Treasurer-elect. The meeting will also be attended by the following non-voting individuals: Recording Secretary (for the purposes of taking minutes of the meeting) and the Board of Trustees (in an advisory capacity,) as well as a representative from the vocal directors and instrumental directors (to present budgetary needs.) It shall be the duty of this committee to consider the needs presented by the directors and prepare a budget for the fiscal year beginning the first day of June, and to submit the same to the Association at its regular meeting in May. It may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the membership in attendance.
- d. By-Laws Review – Shall be comprised of one representative from each of the following: Executive Board, Board of Trustees, vocal directors, instrumental directors, vocal parents, and instrumental parents. The By-Laws Review Committee will meet to revise the by-laws in total every five years on the first and fifth years of the decade (beginning in 2005)

- e. Credits - Shall be chaired by the Assistant Treasurer and composed of two other members who shall meet as necessary in order to review and propose changes of the student credit policy to the general membership, which shall be approved by a majority vote. The credits committee shall meet to review the Credits Policy (See Appendix A) as needed, no less than once every 10 years on the first year of the decade (beginning in 2010).
- f. Nominating - At least two persons shall be appointed by the President at the February meeting. The duty of this committee shall be to nominate candidates for the offices to be filled and report at the March meeting, additional nominations from the floor shall be permitted (see Article IV, Section 8, Part a.i.)
- g. Such other committees, standing or special, shall be appointed by the President of the Association and a majority of the Executive Board shall from time to time deem necessary to carry on the work of the Association. The President shall be an ex-officio member of all committees except Nominating.

ARTICLE VIII PARLIAMENTARY AUTHORITY

1. Except as qualified or otherwise specified in these by-laws, Robert's Rules of Order, Newly Revised shall be the official parliamentary law for this Association.

ARTICLE IX AMENDMENT OF BY-LAWS

1. Any proposed amendments to these by-laws must be submitted in writing to the By-Law Committee and shall be read at a meeting and printed in the newsletter prior to being voted on. This shall constitute notice of the proposed change.

2. These by-laws can be amended at any regular meeting of the Association by a 2/3 vote of the members in attendance, providing there is a quorum.

3. These by-laws will be reviewed in total by the By-laws Review committee as stated in Article VII, Section 4, Part c)

ARTICLE X DISSOLUTION

- 1. Upon the dissolution of the Norton Music Boosters Association, Inc., the Board of Trustees shall, after paying all liabilities of the Association, dispose of all the assets of the Norton Music Boosters to organizations operated exclusively for charitable, education, religious, or other organizations which qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code. Preference will be given to another 501(c)(3) musical organization in the City of Norton.

APPENDIX A
NORTON MUSIC BOOSTERS
CREDIT USE POLICY

Students in the instrumental and vocal music programs in grades 6 through 12 in the Norton City School District will have individual credit accounts. Students and/or their family members can earn credits for their account by taking part in various fundraisers throughout the year. The amount of credits earned is determined by the fundraiser chairman, in consultation with the Norton Music Booster Executive Board. The following are the guidelines for the credits:

1. One credit is equal to one dollar.
2. Each student will have their own account. Families with more than one student in the program will have one account per student.
3. The amount of credits to be earned by a fundraiser will be determined on an individual fundraiser basis.
4. Credits can be redeemed to offset the costs of Uniforms (such as Show Choir dresses, shoes for marching band), Band or Choir fees (such as Marching Band fees) or annual trip fees. They cannot be used for individual student expenses such as instrument repair or supplies (such as reeds, drumsticks, etc.) or individual private lesson instruction. Students may use credits only for apparel required by the Music Directors for participation in program. Credits may not be used to purchase apparel items for friends and family members.
5. Credits may be redeemed for extracurricular organization fees that are associated with the Norton City School District Music program. Examples of these groups are, but are not limited to, Winter Guard and Winter Drum Line. The Norton Music Booster Executive Board, in consultation with the Music Directors, will determine if the extracurricular groups are eligible for credit use.
6. Credits can only be used for the amount in the student's credit account. Negative balances will not be permitted.
7. If a student desires to use credits, the credits must be applied BEFORE cash payment is made. No refunds will be given for not utilizing credits first.
8. Only the student or their sibling within the program can utilize the credits. Parents, siblings not in the program or unrelated students within the program cannot utilize a student's credits.
9. Upon the student's graduation from the Norton City School District, the credits can be transferred to a younger siblings account in the music program. If there is no sibling in the program to transfer the credits to, the credits are forfeited to the Norton Music Boosters.
10. Credits are the property of the Norton Music Boosters and are allocated to students to help offset expenses. The Norton Music Booster Executive Board

reserves the right to change this policy at any time it sees necessary or is required to do so by law.