

## BY-LAWS

### PROVIDENCE SENIOR HIGH SCHOOL BAND BOOSTER CLUB

#### ARTICLE I

##### *NAME*

This organization shall be known as the Providence Senior High School Band Booster Club.

#### ARTICLE II

##### *OBJECTIVES*

The Providence Senior High School Band Booster Club is a non-sectarian, non-partisan and non-profit organization formed exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986, with the following objectives:

Section 1. To enable band parents and friends to enter into a working relationship with the Providence Senior High School Band Director for the benefit of the band members. (The term "band members" includes both persons who play musical instruments and those who serve in the color guard.)

Section 2. To generate enthusiasm among band parents and friends for the band and its activities.

Section 3. To assist in approved fund raising projects undertaken by members of the band.

#### ARTICLE III

##### *POLICIES*

The policies of this organization shall be in harmony with the policies of Providence Senior High School as carried out by the Band Director and shall include, but not be limited to, the following:

Section 1. This organization shall neither seek to direct the activities of the band, nor to control policy.

Section 2. This organization may cooperate with other organizations active in student welfare.

Section 3. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Treasurer shall be empowered to pay reasonable compensation for services rendered or to recompense for personal expenditures in furtherance of the purposes set forth in these Bylaws.

No substantial part of the activities of the Organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign on behalf of any candidate for public office. The Organization shall not carry out any other activities not permitted to be carried on (a) by a corporation exempt from the Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the same Code.

Section 4. The fiscal year of the organization shall run from July 1 to June 30 of each year.

Section 5. The rules contained in *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases in which they are not in conflict with these Bylaws or the Articles of Incorporation.

#### ARTICLE IV

##### *MEMBERSHIP*

Section 1. Eligibility: Any person who is interested in supporting the objectives of the Providence Senior High School Band Boosters and agrees to abide by the Bylaws of the organization may become an active member of the organization upon payment of the dues as set forth below.

Section 2. The Executive Board shall determine membership dues annually. The Executive Board may determine additional levels of membership.

#### ARTICLE V

##### *PRIVILEGES OF MEMBERS*

The privileges of holding office, making motions, debating and voting shall be limited to members whose dues are not in arrears.

#### ARTICLE VI

##### *BOARD AND EXECUTIVE BOARD*

The Board shall be the governing body of the organization. It shall consist of the officers, and the chairperson of each committee. The Executive Board shall consist of the officers of the organization. The immediate Past President and one (1) Band Director shall be ex-officio members of the Executive Board. Board Members must have a student actively participating in a PHS band.

## ARTICLE VII

### OFFICERS

Section 1. The officers of this organization shall be the President, President Elect, Secretary, Treasurer, Vice President of Fundraising and Vice President of Support.

Section 2. Each officer shall hold office for one year and shall be eligible for re-election. Officers may serve no more than 3 consecutive years (in any office), and would be eligible to serve after a minimum of 1 year..

### ELECTION AND INSTALLATION

Section 3. A Nominating Committee, appointed by the President at the March meeting, shall make Nominations for Officers. The Nominating committee shall be chaired by the President Elect and consist of no less than two (2) additional members.

The Nominating Committee shall make its report to the Executive Board at its April meeting. Nominations by the general membership may be accepted from the floor at the May meeting with the prior approval of the nominee.

Section 4. Election of the new officers shall take place at the May meeting of the general membership. A majority vote of those members present will be sufficient for election.

Section 5. Installation of the new officers shall take place upon election and they shall assume their duties June 1. The period following the May election until the June meeting shall serve as a transition period.

### REMOVAL AND VACANCIES

Section 6. An Officer may be removed from the Board by the affirmative vote of two-thirds of the officers then holding office at any meeting thereof, upon written notice setting forth the reasons and grounds for such removal, mailed to such officer at his/her address in the membership records at least ten (10) days prior to the date of the meeting. If any officers are so removed, new officers may be elected at the same meeting.

Section 7. Any vacancy occurring on the Board shall be filled by a majority vote of the remaining Board Members. A Board Member elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office.

## ARTICLE VIII

### *DUTIES OF OFFICERS*

Section 1. The President shall preside at all meetings of the organization and shall perform all duties normally pertinent to the office. He/she shall be an ex-officio member of all committees except the Nominating Committee.

Section 2. The President Elect shall act as an aide to the President and shall perform the duties of the president in his/her absence. The President Elect shall work with all active committees when called upon by committee chairpersons or by the President and shall chair the Nominating Committee.

Section 3. The Secretary shall keep a correct record of all meetings of the Organization and the Executive Board and a current list of the Organization membership. The Secretary may also be called upon to prepare and distribute official correspondence.

Section 4. The Treasurer shall receive all moneys of the Organization, and shall keep an accurate record of receipts and expenditures and shall pay out funds in such manner as authorized by the Executive Board. The Treasurer shall insure that a Financial Review of the books occurs each year.

Section 5. The Vice President of Fundraising shall be responsible for coordination of fund raising projects that the Executive Board may authorize and that the Organization undertakes.

Section 6. The Vice President of Support shall be responsible for the activities of all standing committees other than Fundraising.

## ARTICLE IX

### *MEETINGS*

Section 1. The Executive Board shall meet at least monthly. The Secretary shall make notification of each meeting at least one week before each meeting. Executive Board meetings are open to the General Membership.

Section 2. A meeting of the General Membership shall be held monthly for the purposes as denoted in Articles above. Additional meetings may be scheduled as deemed appropriate by the President. The general membership shall be notified in writing at least one week in advance of the date, time and place of the meeting.

Section 3. The Annual Meeting of the Organization shall be held in conjunction with the June General Membership meeting.

## ARTICLE X

### *COMMITTEES*

Section 1. Committees may be created or dissolved by the Executive Board as necessary to promote the objectives of the Organization. The chairperson of each committee shall present completed work plans to the Executive Board for approval prior to making any commitments to outside agencies.

## ARTICLE XI

### *BUDGET AND DISBURSEMENT OF FUNDS*

Section 1. The officers and the outgoing Treasurer shall prepare an operating budget for presentation to the Board in June of each year. The Budget shall reflect income from proposed projects and proposed expenditures for the upcoming school year. Upon approval by the Board, the budget shall be presented to the organization at the June meeting for adoption by the general membership.

Section 2. Upon approval of the proposed budget by the Organization, the band directors and officers shall be authorized to spend funds only for services and materials as specified in the budget. The Executive Board must authorize additional expenditures. A check requisition must be filled out in its entirety to receive a check for payment of services, invoices, etc. Additionally, all check requisitions must have at least two signatures of Executive Board Members before a check is written.

## ARTICLE XII

### *AMENDMENTS*

Section 1. These By-laws may be amended at any regular meeting by a two-thirds vote of the active members present and voting.

## ARTICLE XIII

### *DISSOLUTION*

Section 1. Upon dissolution of the Organization, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Organization, dispose of all of the assets of the Organization in such manner, or to an organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not disposed of shall be conveyed to the general funds of Providence Senior High School.

## ARTICLE XIV

### *SCHOLARSHIP*

This organization does hereby recognize the hard work and dedication to Dr. Robert L. Maddox, III by granting a scholarship in his name to one (1) senior class band student who qualifies per the requirements on the scholarship application, which is approved by the Board. The Robert L. Maddox, III Music Excellence Scholarship will be granted once each school year in the amount of \$500.00.