

SPRING LAKE PARK SCHOOLS MUSIC BOOSTERS BYLAWS

I. NAME

The organization is to be known as the **Spring Lake Park Schools Music Boosters**. Here after referred to as **SLP Music Boosters**. The SLP Music Boosters operates as a **nonprofit, tax exempt organization in accordance with Section 501©(3) of the Internal Revenue Code**.

II. PURPOSE

*The **Spring Lake Park Schools Music Boosters** is organized to provide support to the Spring Lake Parks Schools ("SLP") 5th through 12th grade bands and choirs.*

This support includes the following:

- 1. Raising funds to supplement band and choir programs and activities.*
- 2. Providing volunteers to support band and choir programs and activities.*
- 3. Promoting and supporting band and choir programs and activities within the schools and throughout the community.*
- 4. Supporting SLP administrators, band directors, choir directors and staff in providing a rewarding and nurturing music experience for our students.*

III. PARTICIPATION AND VOTING ELIGIBILITY

A. The SLP Music Boosters shall be composed of all parents and persons interested in supporting the objectives of the organization and who agree to abide by the By-Laws of the organization.

B. Voting privileges will be extended to all booster participants with a student enrolled in a band or choir class at Spring Lake Park Schools.

C. No dues shall be collected.

D. Upon the dissolution of SLP Music Boosters, any remaining funds should be used to pay any outstanding bills and, with participants' approval, spent for the benefit of the district music programs following 501(c)(3) rules.

IV. OFFICERS AND EXECUTIVE BOARD AND ELECTIONS

- A. The officers shall consist of at least three members including President and Treasurer. Other positions can include Vice President, Secretary and Members-at-Large representing both high school and middle school bands and choirs.
- B. The officers of the organization shall make up the Executive Board.
- C. The Executive Board is the entity charged with the management and responsibility for the organization.
- D. No member shall hold more than one office at a time.
- E. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting (assuming a quorum) where previous notice has been given.
- F. The outgoing officers will give assistance to newly elected officers during the transition and turn over pertinent information.

V. DUTIES

A. Duties of the Executive Board.

- 1. Shall generally manage the affairs of the SLP Music Boosters.
- 2. Shall transact business between meetings in preparation for the general meeting
- 3. Shall create standing rules and policies as appropriate
- 4. Shall create standing and temporary committees as appropriate
- 5. Shall prepare the yearly budget subject to the approval of members
- 6. Shall approve expenditures within the budget limits

B. Duties of the President

- 1. Shall preside at all regular, special, and Executive Board meetings.
- 2. Shall be responsible for maintaining a record keeping system, for the safe keeping of all legal documents relating to the SLP Music Boosters.
- 3. Shall coordinate the work of the officers and committees in order that the objectives and policies may be promoted.
- 4. Shall cast the deciding vote in case of a tie at all Executive Board meetings.

C. Duties of the Vice President

- 1. In the absence of the President, shall preside at all regular, special, and Executive Board meetings.
- 2. Shall assist the President in maintaining records for the SLP Music Boosters.
- 3. Shall assist the President and Music Booster Committees in whatever capacity is deemed necessary or beneficial to those parties.

D. Duties of the Secretary

1. Shall record and present the minutes of all meetings of the SLP Music Boosters and the Executive Board. (The presiding officer shall appoint someone to record minutes in the absence of the secretary.)
2. Shall make available copies of meeting minutes for review and approval at each general meeting of the SLPHS Band Boosters.
3. Shall be responsible for maintaining a record keeping system, for the safe keeping of the minutes and other SLP Music Boosters forms including reimbursement request forms, staff assistance forms and other forms created by and for the SLP Music Boosters.
4. Shall be responsible for communication between Executive Board members, as requested by the President or other Executive Board members. These duties include, but are not limited to, creation of flyers or newsletters as necessary.

E. Duties of the Treasurer

1. Shall receive all monies of the organization, keep an accurate record of receipts and expenditures, and make disbursements as authorized by the organization, Executive Board or committees, in accordance with approved budgets.
2. All checks over \$500 shall be signed by the Treasurer and either the President or Vice-President.
3. Shall present a written financial report at each business meeting during the school year.
4. Shall prepare all necessary tax returns and maintain tax-exempt status.
5. Along with another person approved by the Executive Board, shall count and verify all monies raised by any SLP Music Boosters event or project.
6. Shall make a comprehensive financial report at the final general SLP Music Boosters meeting of the year.
7. In an emergency or under special circumstances, the Executive Board may be given the responsibility of his or her duties.

VI. ELECTIONS

- A. Any participant of the SLP Music Boosters shall be eligible for elective office for the subsequent school year.
- B. Voting shall be done at the end of the year general meeting; a majority vote shall rule.
- C. A term of office shall run from the end of one school year to the end of the next school year.
- D. A vacancy occurring in any Executive Board office shall be filled for the unexpired term by a participant elected by a majority vote of those present at a general meeting or at a special meeting, if the time until the next general meeting exceeds two weeks.

VII. COMMITTEES AND COORDINATORS

- A. Committees and Coordinator roles may be created by the Executive Board as may be deemed necessary to promote the objectives and policies, and to carry out the work of the SLP Music Boosters.
- B. These committees shall report directly to the Executive Board and shall perform such duties as delegated and approved by the Executive Board.
- C. Progress reports (written or oral) may be presented at the general meetings by a committee member at the approval of the President.
- D. All monies raised by any SLP Music Boosters event or project must be counted and verified by the Treasurer and one other person approved by the Executive Board.

VIII. MEETINGS

- A. General meetings of this organization shall be held at least once a trimester with the day and time to be fixed by the Executive Board at its first meeting of the year.
- B. Three SLP Music Boosters participants shall constitute a quorum for the transaction of business in any meeting of this organization, including special meetings.
- C. The President may call special meetings for the Executive Board.
- D. Standing rules may be amended by majority vote of the participants at a general meeting, to be effective immediately.

IX. AMENDMENTS

- A. These By-Laws may be amended at any regular meeting by two-thirds vote of participants present and voting, provided the amendment has been presented at a previous general meeting.
- B. Approved amendments are to be enacted immediately and may be retroactive where applicable.