

Constitution and By-Laws  
OF THE  
**OTSEGO BAND BOOSTERS**

**ARTICLE I**

Name

The name of this organization shall be the "OTSEGO BAND BOOSTERS."

**ARTICLE II**

Statement of Purpose

The purpose of this organization shall be:

Section I

To cooperate with those in charge of the instrumental music department and to keep and bring this program to its highest degree of excellence.

Section II

To arouse and maintain an enthusiastic interest in the various phases of the instrumental music department of the Otsego Public Schools.

Section III

To provide money and physical support for those music projects which are elected by the membership and directors.

**ARTICLE III**

Amendments

Section I

Amendments of this constitution shall be presented in writing at any regular executive board or general membership meeting. The amendments will be acted upon at the next general meeting.

Section II

The amendment will become part of the constitution when both of the following have taken place:

- A. A favorable 2/3 majority of those active members present at the general meeting when the vote is taken.
- B. Amendments must be presented to the Otsego Public Schools Superintendent.

Section III

Any approved changes in this constitution requires a reprint of this constitution and by-laws with copies provided to each officer, band directors, administration and board of education.

**ARTICLE IV**

Membership

Membership in this organization shall consist of the following.

Section I

*Active membership:* All parents of children in the bands (6<sup>th</sup> thru 12<sup>th</sup> grade) are automatically band booster members. All members are to be considered active.

Section II

*Continuing Membership:* Anyone interested in the progress and development of the Otsego Schools Bands is eligible for membership. This includes past band parents and members from the community.

**ARTICLE V**

Officers

Section I

The offices of this organization shall be: president, vice president, secretary, treasurer, and the directors of the instrumental music department.

## Section II

Executive Board: The executive board shall consist of the four elected officers, the immediate past-president and the directors of the instrumental music department.

## Section III

Ex-officio members of the executive board shall be the directors of the instrumental music department.

## Section IV

Officers of this organization shall be elected for a one-year term at the annual spring meeting. The nominations of officers are to be from the active membership. To reduce the possibility of a conflict of interest situation with any Otsego Band Booster office, special consideration needs to be made if the nominee is a member of the Otsego Public School Board.

- A. A nominations slate is to be brought to the membership at the annual April meeting.
- B. Elections of officers will to take place at the annual May meeting.

## Section V

Officers elected in the annual election shall assume office on the first day of June. They shall serve in office one calendar year from that time. Information, responsibilities and material will be turned over after the election or at a arranged time between the two officers in transition, but no later then the next scheduled executive board meeting.

## Section VI

In the event that an office becomes vacant, the president may appoint a member to act in full capacity in that office until the next general meeting at which time an election shall be held to fill the vacancy for the remainder of that year.

# By-Laws

## ARTICLE I Duties of Officers

### Section I

President:

- A. It shall be the duty of the president to preside at all meetings of the organization and of the executive board.
- B. It shall be the president's duty to make emergency decisions that may arise, to hold until the next meeting of the executive board, or a general membership meeting, when the decision shall be confirmed or rejected.
- C. The president shall also call regular and special meetings as provided by the by-laws.
- D. It shall be the president's duty to appoint all committees as delegated at any regular meeting, and as necessary, in promoting the work of the organization.
- E. The president shall be an ex-officio member of all committees, but shall not be required to attend committee meetings.

### Section II

Vice President:

- A. It shall be the duty of the vice president to perform all the duties of the president in the event of the president's absence, inability, disability, resignation, and to assist the president.
- B. The vice president shall reside over all fundraiser activities, to provide the chairperson responsible for the activity of fundraiser and to provide up-dated information to the executive board.

### Section III

Secretary:

- A. It shall be the duty of the secretary to keep a record of the proceedings of general meetings and meetings of the executive board.
- B. It shall be the duty of the secretary to perform whatever correspondence relative to the organization that should be required.
- C. It is the responsibility of the secretary to construct and distribute the monthly newsletter.

### Section IV

Treasurer:

- A. It shall be the duty of the treasurer to pay all obligations incurred by the association, to supervise and keep a written report of all transactions of the office and present such reports at business meetings of the organization.
- B. It shall be the duty of the treasurer to work with all fund raising committee chair people and to receive all funds due the organization.
- C. It shall be the duty of the treasurer to provide information necessary for the executive board to establish the year booster budget.

### Section V

Directors of Instrumental Music Department:

- A. The directors of the instrumental music department is a qualified professional hired by the board of education.
- B. The directors serve as the chief administrators of all matters that directly affect of the operation of the instrumental music program. The directors shall oversee the total operation of the Otsego Band Boosters as directed by the Otsego Board of Education.

- C. The directors of the instrumental music shall provide and secure the facility for meeting of the executive board and general membership meeting.
- D. The directors shall be the liaison for the Otsego Schools between the school and this organization.
- E. The directors shall provide the information necessary for membership and communication.

### Section VI

Members:

- A. Members at large may become a committee chairperson, designated by the president and may be present at various executive board meetings. Members in this capacity serve only in an advisory roll, unless designated by the executive board, and then they may become a voting member of the executive board.

## ARTICLE II

### Meetings

#### Section I

##### Executive Board Meeting

Regular meetings of the executive board shall be held once a month beginning in August thru June. Date to be established by the president and executive board at the first established meeting, if not at the June meeting. Meeting site will be established by executive board with the high school band room being available as the preferred meeting site. Meetings will be set for 6:30 PM time.

#### Section II

##### General Membership Meeting

Regular meetings of the membership will be held once a month. Meeting dates to be determined and established by the executive board at the first

meeting of the year. Meetings are to be held in the high school band room at 7:30 PM. Membership is determined as to ARTICLE IV, Section I and II.

Section III  
Minutes

Minutes of the previous general membership meeting shall be provided and distributed at the current general membership meeting.

Section IV  
Parliamentary Procedure

Roberts Rules of Order shall prevail at all executive and general meetings.

**ARTICLE III**  
Election of Officers

Section I

The president shall appoint a representative nominating committee to be chaired by one of present band directors.

Section II

The nominating committee shall report to the executive board and general meeting their slate of officers at the May meeting. Nominations may be made from the floor of the general meeting.

Section III

All officers are to be elected at the annual May meeting. Nominations may be made from the floor of the active membership prior to the vote.

Section IV

All officers shall be elected by the ballot by majority vote of the official active members present. Where there is more than one candidate for an office, the election will be done by secret ballot. Where there is but a single candidate for an office, the rules may be suspended, the

president shall instruct the secretary to cast a unanimous ballot for the candidate or candidates.

**ARTICLE IV**  
Dues and Fees

This organization recognizes the importance of active members and volunteers to facilitate the many functions and activities of the organization. It is the desire of the band booster organization to encourage participation. As such, it is not the desire to collect dues or fees.

**ARTICLE V**  
Budget and Activities

The Otsego Band Booster organization shall annually, submit for board of education approval, its planned projects and activities for the following school year in a form of a budget.

- A. Budget, including projects and activities, shall be provided by the executive board in the March meeting, presented to the general meeting membership in the April meeting and voted upon at the May meeting.
- B. The approved budget shall be submitted to the board of education at their annual June meeting.

**ARTICLE VI**  
Committees

Committee chair people will be needed in many activities and fundraisers of the Otsego Band Boosters through out the year. To assure success for the activity and boosters, the following procedure needs to be followed.

- A. An accurate and up to date financial accounting of all funds (cash flow) must be provided for the treasurer.

- B. A report with up dated information regarding fundraiser or activity of the next general membership meeting.
- C. An accurate up dated end of activity report must be provided for the officers and the directors of instrumental music.

It is in the best interest of the booster organization to fill the chairperson positions as soon as possible and form the membership.

## **ARTICLE VII**

### Amendments

These by-laws may be amended at any general meeting of the organization by a vote of the majority. Procedure is as follows:

- A. Amendments shall be presented in writing at any general membership meeting
- B. The amendments will be acted upon at the next general meeting.
- C. Any amendments also must refer to Article III, Section II and Section III of the constitution.