

**COLUMBIA MUSIC BOOSTERS, INC.  
BY-LAWS**

**ARTICLE I – NAME**

The name of this Association shall be COLUMBIA MUSIC BOOSTERS, INC.

**ARTICLE II – INCORPORATED ORGANIZATION**

This Association shall exist as an incorporated organization.

**ARTICLE III – PURPOSES**

The purpose of this Association shall be to assist the music instructors in Columbia Unit School District #4 in maintaining a successful music program.

**ARTICLE IV – BASIC POLICIES**

The following are basic policies of the Association:

- A. The Association shall be non-commercial, non-sectarian, and non-partisan.
- B. The name of the Association or names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- C. The Association shall not, directly or indirectly, participate or intervene (including the publishing or distributing of statement) in any political campaign on behalf or, or in position to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- D. The Association shall work with the schools to support quality education for all children and youth and shall seek to participate in the decision making process, establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- E. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, committee chairpersons, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for various services rendered.

- F. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (1) by an association exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (2) by an association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- G. Upon the dissolution of this Association, after paying or adequately providing for the Executive Board and obligations of the Association, the remaining assets shall be distributed to one or more non-profit funds, foundations, or associations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

## **ARTICLE V – MEMBERSHIP**

### **SECTION 1**

#### **A. General Membership**

Membership in this Association shall be open to anyone interested in the support of the music programs at Columbia Unit School District #4.

#### **B. Alumni Membership**

Membership in this Association shall be open to anyone who participated in the music programs and graduated from the Columbia Unit School District #4.

### **SECTION 2**

Membership in this Association shall be made available without regard to race, color, creed, national origin, or sexual orientation.

### **SECTION 3**

The Association shall conduct an annual enrollment of members but may admit persons to membership at any time.

### **SECTION 4**

The membership year shall be from July 1 to June 30 inclusive.

### **SECTION 5**

Only a dues fulfilling member of this Association may be eligible for election or appointment to office or chairmanship in the Columbia Music Boosters.

## SECTION 6

The annual dues to the Columbia Music Boosters shall be one volunteer work session by every member of the Association.

## SECTION 7

No person shall hold an elective or appointed position in the Columbia Music Boosters who is not in good standing.

# **ARTICLE VI – OFFICERS & DESIGNATED COMMITTEE CHAIRPERSONS**

## SECTION 1

Each officer of the Columbia Music Boosters shall be a member of the Columbia Music Boosters, Inc.

## SECTION 2

The officers of this Association shall be a president, a vice president, a secretary, and a treasurer.

- A. The Association shall be managed by the board of elected officers and appointed chairpersons.
- B. All offices will be two (2) year terms, with the president and secretary being elected one year and the vice president and treasurer being elected the next year at the May meeting. If there is but one nominee for any office upon a motion from the floor, the election may be by voice.

## SECTION 3

- A. The Executive Board shall obtain a current membership list from the secretary, and shall provide any and all valid members with the opportunity to run for an elected office at the April meeting.
- B. Following the report of the Executive Board an opportunity shall be given for nominations from the floor at the April meeting.
- C. Only those who have consented to serve if elected shall be eligible for nomination either by the Executive Board or from the floor. No one may be eligible for election who has not been a member of this Association for at least thirty (30) days.
- D. To be eligible to vote in any election a person must have been a member for at least thirty (30) days.



## SECTION 4

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election. In the event an officer resigns, fails, or refuses to perform his/her duties, the office may be declared vacant by a majority vote of the membership.

## **ARTICLE VII – DUTIES OF OFFICERS**

### SECTION 1

The President shall:

Preside at all meetings of this Association and the Executive Board.

Be a member ex-officio of all committees.

Perform such other duties as may be assigned to him/her by the Association and the Executive Board.

Coordinate the work of the officers and committees in order that the purpose may be promoted.

### SECTION 2

The Vice President shall:

Act as aide to the president.

Prepare the annual report by July 1.

Perform the duties of the President in the absence or inability of that officer to serve.

### SECTION 3

The Secretary shall:

Record the minutes of all meetings of this Association and the Executive Board.

Maintain the official record of the association business including a current copy of the by-laws.

Maintain the current membership list.

Conduct correspondence of the Association as directed.

Perform such other duties as may be delegated.

#### SECTION 4

The Treasurer shall:

- A. Receive all monies of this Association; keep an accurate record of receipts and expenditures, and pay out funds as authorized by this Association. Checks and vouchers shall be signed by either the bonded Treasurer or the bonded President of this Association.
- B. Present a financial report at every meeting of this Association and at other times as requested by the Executive Board making a full report at the end of the school year. The fiscal year is to run from July 1 through June 30 annually.
- C. The Treasurer's books shall be examined annually by fiscal committee of not less than three (3) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement at the end of the report certifying its correctness.
- D. The Treasurer's books shall be examined annually by an outside auditor as part of tax preparation.
- E. The Treasurer shall ensure that all required federal and state tax documents are prepared and submitted within the required timeframes.
- F. All monies shall be placed in a depository approved by the Executive Board.
- G. The Treasurer shall maintain a current insurance policy to cover all members participating in the business of the association.
- H. The Treasurer shall maintain and monitor the post office box for official association correspondence.

#### SECTION 5

All officers shall:

- A. Perform the duties prescribed in the parliamentary authority of this Association in addition to those outlined in these by-laws and those assigned from time to time.
- B. Deliver to their successors all official materials by July 15.

## **ARTICLE VIII – MEETINGS**

### **SECTION 1**

Regular meetings of this Association shall be held the second Monday of each month of the school year unless it falls on a holiday or official school closing.

### **SECTION 2**

Special meetings may be called by the Executive Board, seven (7) days notice having been given.

### **SECTION 3**

The May meeting shall be the annual meeting at which time annual reports shall be given. The annual report shall be available for examination by July 1.

### **SECTION 4**

Seven (7) members, including at least two (2) officers, shall constitute a quorum for the transaction of the business of this Association.

## **ARTICLE IX – Executive Board**

### **SECTION 1**

The Executive Board shall consist of the officers of this Association and the music faculty.

### **SECTION 2**

The Executive Board shall:

- A. Transact necessary business in the intervals between Association meetings and such other business as may be referred to it by this Association and the music faculty.
- B. Create committees.
- C. Approve plans of work of the committees.
- D. Present reports and recommendations to the regular meeting of this Association.
- E. Fill any vacant officer positions.

### SECTION 3

The Executive Board shall meet prior to each regular monthly meeting. Four board members, including at least two (2) officers, shall constitute a quorum.

### SECTION 4

Special meetings of the Executive Board may be called by the President or by a quorum of the Board provided that all members receive 24 hours notice.

### SECTION 5

Any Executive Board members absent for three (3) consecutive meetings without prior notice shall automatically forfeit his place on the Board and be so notified.

## **ARTICLE I – STANDING AND SPECIAL COMMITTEES**

### SECTION 1

Only members of this Association shall be eligible to serve in any elective or appointive position.

### SECTION 2

The Executive Board shall create such standing committees as it may deem necessary to promote the purpose and carry on the work of this Association. The Committee Chairpersons shall be appointed by the Executive Board for a term of one (1) year.

### SECTION 3

No committee work shall be undertaken without the consent of the Executive Board. All committee work must fall within the scope of the Association's operating policies.

### SECTION 4

Special committees may be created by the Executive Board.

### SECTION 5

The President shall be a member ex-officio of all committees.

## **ARTICLE XI – FISCAL YEAR**

The fiscal year of this Association shall begin on July 1 and end of the following June 30.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases in which they are applicable.

## **ARTICLE XIII – CHANGES TO THE BYLAWS**

A two-thirds majority of members present at the annual meeting may vote to change the bylaws.