

Draft 5/21/09

By-Laws
Music Boosters
of
Daniel Hand High School
Madison, CT

ARTICLE I. NAME

The name of the organization shall be Daniel Hand High School Music Boosters (DHHS Music Boosters).

ARTICLE II. PURPOSE

The purpose of this organization shall be to support music students and the music programs of Daniel Hand High School (DHHS). Such support shall include, but not be limited to:

- A. Encouraging attendance at concerts and other musical performances of the students of Daniel Hand High School.
- B. Raising funds to provide financial assistance for:
 - 1. Uniforms, choreography, materials, and equipment (including but not be limited to: sets, props, costumes, sound equipment, lights, special effects, and similar items).
 - 2. Scholarships, awards, enrollment fees for music competitions, and general enrichment of the experience of the students involved with the music programs.
 - 3. Such other services or items as the organization deems appropriate and consistent with the purpose of the organization.
- C. Acting as an advocate for the DHHS music program before the DHHS principal, Madison Public Schools superintendent, and Madison Public Schools Board of Education.
- D. Such other endeavors as may be appropriate to support, enhance, and expand the DHHS music program.

ARTICLE III. MEMBERSHIP

Membership in this organization shall be open to parents of all students studying or participating in music programs in Daniel Hand High School, and other parties with a demonstrated interest in the support and advocacy of music education.

ARTICLE IV. OFFICERS

Section 1. The officers of this organization shall be: President, Vice-President, Secretary, and Treasurer. These officers shall be elected at the spring general membership meeting. Eligibility for office holding status will be limited to those individuals who are parents of: (i) currently enrolled DHHS students, (ii) incoming DHHS freshman students, or (iii) a graduating DHHS student (such parent to be eligible for officer status only for the year immediately following his/her child's graduation).

Section 2. The President shall preside at all general membership meetings of the organization and all Executive Board meetings.

- i. The President shall appoint chairpersons of all committees, temporary or permanent.
- ii. The President shall be one of the officers who may sign checks for the organization.
- iii. The President shall be elected for a term of one year. The maximum number of consecutive terms of office held by the President shall be three years.

Section 3. The Vice-President shall, in the event of the absence or inability of the President to exercise that office, become Acting President of the organization as if the Vice-President had been duly elected President.

- i. The Vice-President shall be elected for a term of one year. The maximum number of consecutive terms of office held by the Vice-President shall be three years.

Section 4. The Secretary shall keep the minutes and records of the organization.

- i. The Secretary shall present to the President and the Executive Board any correspondence addressed to the organization.
- ii. The Secretary shall attend to all correspondence of the organization and shall exercise all duties incident to the office.

- iii. The Secretary shall be elected for a term of one year. The maximum number of consecutive terms of office held by the Secretary shall be three years.

Section 5. The Treasurer shall have the care and custody of all monies belonging to the organization and be responsible for the funds of the organization, which this person shall deposit in the name of the organization in a bank, savings bank or trust company.

- i. The Treasurer shall be one of the officers who may sign checks for the organization.
- ii. The Treasurer shall keep accurate books of account, which shall be at all times subject to audit by, and under the supervision of the Executive Board or, whenever required by it, render an account of all financial transactions and the financial condition of the organization.
- iii. The Treasurer shall make a financial report at the Executive Board meetings and at all general membership meetings.
- iv. This person shall exercise all duties incident to the officer of Treasurer.
- v. The Treasurer shall be elected for a term of one year. The maximum number of consecutive terms of office held by the Treasurer shall be three years.

Section 6. In case of the inability or refusal of an officer to fulfill the duties of the office, it shall be within the province of the Executive Committee to request the resignation of such officer and appoint a replacement to complete the term.

ARTICLE V. EXECUTIVE BOARD AND COMMITTEES

Section 1. The Executive Board shall be the governing body of the organization and shall consist of the elected officers of the organization.

Section 2. The Executive Board shall, from time to time, designate one or more standing committees of the organization, including but not limited to: Concession, Publicity, Fruit Sale, Scholarship, Flower Sale, and Newsletter.

Section 3. In addition to standing committees, the President may, from time to time, appoint other committees which shall serve at the President's pleasure to conduct the necessary business of the organization. The

President may attend any committee meeting, ex-officio, and shall vote in the case of a tie.

Section 4. The President shall appoint annually a Nominating Committee, consisting of three to five members (including the President). At the spring annual membership meeting, the Nominating Committee shall present a slate of candidates for the officer positions of the organization. Members of the Nominating Committee may be nominated for officer positions. Additional nominations for any or all officer positions may be made from the floor. Officers shall be elected by a majority vote of the members in attendance at the spring general membership meeting.

ARTICLE VI. MEETINGS

Section 1. A general membership meeting of the members shall be held in the fall and spring of each school year at the convenience of the organization's officers. Officers for the coming year will be elected at the spring meeting. The DHHS Music teachers shall be invited to the fall and spring general membership meetings, and such other meetings as the Executive Board deems appropriate.

Section 2. Additional meetings of the general membership may be called by the President at any time.

Section 3. At the fall and spring general membership meetings, and at all general membership meetings of the organization, seven members (including at least two officers present in person) shall constitute a quorum for the transaction of business.

Section 4. Notice of the general membership meetings shall be given in a manner determined by the Executive Board.

Section 5. Executive Board meetings shall be scheduled by the President, as necessary, to discharge the duties of the Board and to conduct the business of the organization.

ARTICLE VII. DISBURSEMENT OF FUNDS

The Executive Board shall disburse funds as necessary for the operation of the organization.

- i. No disbursement will be made without a receipt or proper request in writing.

- ii. Any requests for monies shall be submitted in writing to a member of the Executive Board. The request shall be presented before the Executive Board for discussion and vote.
- iii. The only exceptions to the procedure set forth above in this Article VII are expenditures for emergency requests not to exceed \$250.00, and expenditures for ongoing necessary and appropriate expenses as determined by the Executive Board; such expenditures shall be reviewed by the Executive Board at its next meeting.

ARTICLE VIII. AMENDMENTS

These By-laws may be altered, amended, repealed, or added to by affirmative vote of two-thirds of those present at a regular or special general membership meeting of the organization.