

ATHOLTON MUSIC

BYLAWS OF ATHOLTON HIGH SCHOOL MUSIC BOOSTERS, INC.

BYLAWS OF ATHOLTON HIGH SCHOOL MUSIC BOOSTERS, INC.

ARTICLE I Name and Offices

SECTION 1 – The name of this Corporation is ATHOLTON HIGH SCHOOL MUSIC BOOSTERS, INC. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

SECTION 2 – The principal office of the Corporation shall be Music Office, Atholton High School, 6520 Freetown Road, Columbia, Maryland, 20144.

ARTICLE II Objective

SECTION 1 – The objective of the Corporation shall be to stimulate student, parent and community interest and participation in the Atholton High School music program, promote fundraisers for the continued operation of the music program, and aid the Music Directors and school administration wherever possible for the harmonious operation of the music program.

SECTION 2 – The music program shall include any music groups that the Atholton High School Music Directors may form to meet the needs of the students.

SECTION 3 – The Corporation may provide and maintain uniforms, costumes, accessories and instruments which are not provided by the Board of Education, as deemed necessary by the Corporation or the Music Directors. All property acquired by the Corporation for the music program shall be given to and considered the sole property of the Atholton High School Music Department and the school administration, not the property of the Corporation. The Corporation may assist the Music Department with transportation to and from music program activities.

SECTION 4 – The Corporation shall at no time seek to direct the activities or control the policies of the Atholton High School music program.

ARTICLE III Membership

SECTION 1 – General membership: Any parent or individual that has a child participating in the Atholton High School Music Program are considered members.

SECTION 2 – Student membership: Students interested in planning trips, functions, and fundraising projects may be members of the Corporation and may attend all general meetings. Student members, however, shall not be able to run for any officer position nor vote in officer elections.

SECTION 3 – Voting: Each member of the Corporation shall be entitled to a single vote and, if dues are established by the Corporation, only members in good standing shall be entitled to vote on any issues brought before the Corporation. Voting members do not include Atholton High School Music Directors.

SECTION 4 – Dues: At the present time membership dues have not been established, however, the Executive Board may recommend to the general membership a schedule for dues, and said dues shall become due and payable only when approved, or revised and approved, by the general membership of the Corporation.

ARTICLE IV Officers

SECTION 1 – The Officers of the Corporation shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

SECTION 2 – These officers shall be elected during the last general meeting and shall assume the responsibilities of their office on July 1st of each year.

SECTION 3 – The advisory officers of the Corporation shall be the Atholton High School Music Directors.

SECTION 4 – All officers shall hold office from July 1st of each year until their successors have been duly elected and qualified, or until removed as herein provided. No officer shall hold the same office for more than two consecutive years, unless approved by the General Membership.

SECTION 5 – Any officer may be removed by a majority vote of the members present at any regular meeting provided that a quorum is present.

SECTION 6 – The vacancy of any office created by resignation or removal shall be filled by a member appointed by the President of the Corporation. Such appointee shall serve until a successor has been duly elected and qualified.

SECTION 7 – The Executive Board shall appoint three Corporation members to a Nominating Committee at the January Executive Board Meeting.

ARTICLE V Duties of Officers

SECTION 1 – President¹: It shall be the duty of the President to preside at all meetings and perform such duties as pertain to the office.

SECTION 2 – Vice President: In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall undertake such other duties and responsibilities as shall be mutually determined and shall be an ex-officio member of all committees except the Nominating Committee.

SECTION 3 – Recording Secretary: The Recording Secretary shall keep a complete record of all Corporation meetings, shall keep a list of all records thereof, and shall file all important papers and letters of the Corporation as deemed necessary by the Corporation.

¹ See Attachment A for specific responsibilities of the President.

SECTION 4 – Corresponding Secretary: The Corresponding Secretary shall attend to all official correspondence. Copies of all correspondence shall be kept in a correspondence file. The Corresponding Secretary shall notify the General Membership of Executive Board meetings and maintain a copy of the bylaws of the Corporation.

SECTION 5 – Treasurer²: The Treasurer shall collect and have charge of all monies of the Corporation, shall pay all bills that have been authorized, shall prepare the proposed budget for the following year, present an itemized statement of accounts at Executive Board meetings, shall give an annual report and shall, upon request, provide any information desired by the school administration.

SECTION 6 - Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

ARTICLE VI Executive Board

SECTION 1 – The Executive Board shall consist of all elected officers of the Corporation and the Atholton High School Music Directors.

SECTION 2 – The Executive Board shall have control and management of the affairs and business of the Corporation. In all cases, the members of the Executive Board shall act as a Board, regularly convened. In the transaction of business, the act of the majority present at a meeting, except as otherwise provided by law, shall be the act of the Board provided that a quorum of the Board members is present. The Executive Board may adopt such rules and regulations for the conduct of its meetings and the management of the Corporation as it may deem proper but not inconsistent with law or these Bylaws.

SECTION 3 – The Executive Board shall meet prior to meetings of the general membership and other such times as determined by the Board.

SECTION 4 – An Emergency Executive Board meeting may be called by the President or at the request of two or more members of the Executive Board with at least twenty-four hours notice.

ARTICLE VII Committees

SECTION 1 - Only members of this Corporation shall be eligible to serve in any elected or appointed position.

SECTION 2 - The Executive Board may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of this Corporation.

² See Attachment B for specific responsibilities of the Treasurer.

SECTION 3 - The chair of each standing or special committee shall be elected or appointed by the Executive Board or President of this Corporation. The term of each chair shall be one (1) year(s) or until the election or appointment of a successor.

SECTION 4 - The chair of each committee shall present a plan of work to the executive committee for approval, if requested. No committee work shall be undertaken without the consent of the Executive Board.

SECTION 5 - The power to form special committees and appoint their members rests with the Executive Board.

SECTION 6 - The president shall be a member ex officio of all committees except the nominating committee.

SECTION 7 - Vacancies of standing or special committee chairs shall be filled by the Executive Board.

SECTION 8 - The chairs, for the duration of their terms, shall maintain and make available to the executive committee, in a timely manner, records of the committee business including procedures for carrying out the business of the committee and financial records. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

SECTION 9 – At the last general meeting, the Budget Committee shall submit an annual budget covering all aspects of the activities of the Corporation. The Treasurer and the Atholton High School Music Directors shall be members of this Committee, as well as any other members deemed necessary.

ARTICLE VIII Meetings

SECTION 1 – All meetings of the Corporation shall be at the principal office of the Corporation or at such other place or places as may from time to time be determined by the Executive Board.

SECTION 2 – There shall be a minimum of 2 general meetings of the Corporation each year. The first general meeting shall be held during the month of September at which time the budget and tentative fundraising projects shall be presented. Additional general meetings shall be held at the discretion of the President and Executive Board. The last general meeting may be held in the Spring.

SECTION 3 – Committee Chairs of the Corporation shall attend each of the general meetings. Committee Chairs are encouraged to attend Executive Board meetings. If a Committee Chair is unavailable for an Executive Board meeting, a report from the Committee Chair shall be provided to the President or Vice President twenty-four hours prior to an Executive Board meeting.

SECTION 4 – Meetings of the Executive Board shall be open to all and announced by the Corresponding Secretary pursuant to Article V, Section IV.

SECTION 5 – Special meetings of the Corporation may be called by the President or by a majority of the Executive Board.

SECTION 6 – A quorum shall consist of a majority of the General Membership present at a General Meeting and a majority of Executive Board members attending an Executive Board meeting.

SECTION 7 – Meetings are open to all members, school administration and the general public.

ARTICLE IX Amendments

The Bylaws of the Corporation may be amended by a majority vote of the members present at any general meeting provided that a quorum is present. The proposed amendment must have been presented either at the preceding general meeting of the Corporation or by written notice not less than fourteen days prior to the date of said meeting.

ARTICLE X Dissolution

SECTION 1 – The Corporation may be dissolved under the following conditions:

- a. A majority of the entire Executive Board shall adopt a resolution declaring that dissolution of the Corporation is advisable and shall direct that the proposed dissolution be submitted for action thereon at either the next regular meeting or a special meeting of the Corporation called for this specific purpose.
- b. A notice stating that the purpose of the meeting will be to take action upon the proposed dissolution of the Corporation shall be given to all members of the Corporation entitled to vote thereon not less than fourteen days prior to the date of said meeting.
- c. The proposed dissolution shall be authorized by the affirmative vote of no less than two-thirds of all members present at the general meeting.

SECTION 2 – Upon dissolution of the Corporation, after payment of all liabilities and compliance with all statutory requirements for dissolution, the remaining assets shall be given to the Principal of Atholton High School, as Trustee, for the express purpose of purchasing equipment for the Atholton High School music program.

These Bylaws, as amended, of the Atholton High School Music Boosters, Inc. were accepted by the general membership on October 16, 2016.

President
Kelly Meissner

Recording Secretary
Katherine O’Hara

ATTACHMENT A

DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

The President shall be the chief executive officer of the Corporation, shall preside at all meetings of the Corporation and the Executive Board , shall have general and active management of the business of the Corporation, and shall see that all orders and resolutions of the Corporation and Executive Board are carried into effect.

The President, or their appointed representative, shall be the sole representative of the Corporation to any other organization not covered in any other part of these Bylaws.

The President shall present at each meeting of the Corporation a report on the condition of the business of the Corporation.

The President shall call annual and special meetings of the Corporation in accordance with the requirements of law and these Bylaws.

The president shall appoint all committee ad hoc chairpersons (when necessary) and shall be an ex-officio member of all committees except the Nominating Committee.

The President shall discharge any chair members of committees by calling a meeting of the elected officers, i.e., Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, and obtaining a majority vote.

The President shall enforce the Bylaws and perform all duties incident to the office and required by law, and generally shall supervise and control the business and affairs of the Corporation.

The President shall appoint a member(s) of the Corporation to be responsible for the audit of the Treasurer's books. A report on the finances of the Corporation shall be given at the first general meeting of the school year.

ATTACHMENT B

DUTIES AND RESPONSIBILITIES OF THE TREASURER

The Treasurer shall have the care and custody of and be responsible for all of the funds and securities of the Corporation and shall deposit such funds and securities in the name of the Corporation in such banks or safe deposit companies as the Executive Board may designate.

The President, the Treasurer and Vice President of the Corporation shall have the power to make, sign and endorse, in the name of the Corporation, all checks, drafts, notes, and other orders for the payment of money; to pay out and dispose of funds in accordance with the terms of the annual budget adopted by the Executive Board. All checks must be signed by one of the three designated signators. All expenditures other than those contained in the annual budget shall require the express authorization of the Executive Board.

Approval of direct music department expenditures shall be completed after a request has been submitted and approved by one of the Music Directors.

Approval of Music Booster expenditures shall be completed after a request has been submitted and approved by the President or Vice President and the chairperson of the relevant committee.

The Treasurer shall keep accurate books on all of the Corporation's financial business and transactions.

The Treasurer shall render a report of the condition of the finances of the Corporation at the meetings of the Executive Board.

The Treasurer shall relinquish the books to the appointed member(s) of the Corporation responsible for the audit of the Treasurer's books upon request of the auditor.

The Treasurer shall further perform all duties incident to the office of the Treasurer of the Corporation.