

Scotch Plains–Fanwood Music Boosters Association, Inc. Constitution

Article 1: The name of the organization shall be the Scotch Plains-Fanwood Music Boosters Association, Inc.

Article 2: The object of the organization shall be to encourage, assist, and further the interests of the music programs in the Scotch Plains-Fanwood School District.

Article 3: Anyone interested in promoting the stated purpose of the organization shall be eligible for membership.

Article 4: The elected officers of the organization shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. Two trustees may be elected. The office of president may be filled by two individuals elected as co-presidents. The Executive Board shall consist of the elected officers, trustees, the immediate Past-President, and all Committee Chairpersons.

Article 5: The Constitution may be amended at any meeting by a two-thirds vote of the members present provided each proposed amendment has been posted at a meeting or otherwise published at least two weeks previous to the vote, and read a second time just prior to the vote.

Bylaws

Last amended September 2019

Article 1 Duties of Officers and Board Members

President

The President shall perform all of the duties usually pertaining to the office. The President shall preside at meetings and conduct the business of the organization in accordance with the Constitution and Bylaws. The President shall appoint committee chairs and be an ex-officio member of all committees. All references to President include two individuals serving as co-presidents.

Vice President

The Vice President shall perform all of the duties of the President in the President's absence or incapacity, and shall assist the President as requested.

Recording Secretary

The Recording Secretary shall keep a complete record of all meetings and business of the organization.

Corresponding Secretary

The Corresponding Secretary shall conduct all necessary correspondence of the organization.

Treasurer

The Treasurer shall be the custodian of all funds of the organization. The Treasurer shall keep complete records of all financial transactions and make a complete report at each regular meeting or as requested by the President. The Treasurer will develop a proposed budget each year, subject to approval by the Executive Board. The Treasurer shall make disbursements only in accordance with the budget or on the order of the Executive Board.

The Treasurer shall prepare financial reports at the end of the fiscal year (June 30). The Treasurer shall ensure that all required federal and state income tax and registration forms are timely filed, including an independent audit if required. If the organization shall become inactive for any reason, the Treasurer shall turn over any asset balance to the proper authorities for the benefit of the Scotch Plains-Fanwood High School Music Department.

Trustees

The function of the trustees shall be to provide historical perspective and to provide other assistance as requested by the elected officers.

Committee Chairs

The President may appoint committee chairs, with the consent of the elected officers. The function of the committee chairs shall be to lead fundraising programs, supervise special events, or to provide other assistance as requested by the elected officers.

Article 2 Election of Officers

A. The election of officers and trustees shall be held at the Annual Meeting in May, or as soon thereafter as practical. The President shall be limited to no more than two consecutive terms of office, each term being one year.

B. A nominating committee of three members shall be appointed by the President in March. This committee shall present a slate of candidates for elective offices to the President at or before the April meeting. Other members may nominate candidates at or before the April meeting. The president shall publish the list of candidates at least two weeks in advance of the election. Additional nominations may be made from the floor. No person may be nominated without his or her explicit consent.

C. If any elected position becomes vacant, the President may appoint a replacement, with the consent of the other elected officers.

Article 3 Meetings

A. The Annual Meeting for election of officers shall be held in May, or as soon thereafter as practical.

B. General Membership meetings shall be held from September through May, as scheduled by the President. There shall be at least five general meetings and the dates of

these meetings shall be published at the beginning of the year. Special General Membership meetings may be called by the President. A petition of 30 members may call a General Membership meeting or present an issue for vote at a meeting. General Membership meetings shall be open to the public, but only members of the Association may vote.

C. A quorum for conducting business at a General Membership meeting shall consist of fifteen members in good standing.

D. The Executive Board shall meet monthly from September to May (excluding December) and shall have authority to conduct the business of the organization. The Executive Board meetings may be concurrent with the General Membership meetings. Special meetings of the Executive Board may be called by the President. Executive Board meetings shall be open to the public, but only members of the Board may vote.

Article 4 Dues

The dues shall be set by the Executive Board at the first Executive Board meeting and published. Only paid-up members may serve on the Executive Board.

Article 5 Debt, Approved Expenses, and Other Commitments

A. No debts may be incurred by the organization in excess of the limits of the proposed budget. All expenditures in excess of the budget must have the approval of the President (s) and Vice President before payment is made.

B. Only the President (s) or Vice President may sign contracts on behalf of the Boosters. No contracts shall bind the Association for a period of greater than one year.

C. All expenditures related to Boosters activities or Boosters-supplied financial support in excess of \$75 must receive prior approval from the President (s) and Vice Presidents. Expenditures not receiving pre-approval will not receive initial funding and/or subsequent reimbursement from the Boosters.

D. The \$75 limit on expenditures without pre-approval applies to both one-time expenses and recurring ones. Recurring or related expenses that have individual charges of less than \$75 but add up to more than \$75 over any period of time will also require prior approval from the President (s) and Vice President.

E. No entity or person shall take any deliberate action resulting in increased operational or event costs to the Boosters in excess of \$75 without prior approval from the President (s) and Vice President.

F. Clauses A-E apply to any persons coming into contact with the activities and financial operations of the Boosters, including but not limited to fellow Boosters members and employees of the Scotch Plains-Fanwood School District.

Article 6 Audits

If an independent audit is not required by federal or state law, an internal audit committee of three persons shall be appointed by the Executive Board. The audit committee shall audit the financial records of the organization annually within sixty days following the end of the fiscal year. An audit report will be prepared and signed by the committee and read at the first General Membership meeting, and published on the Association web site.

Article 7 Amendments

A. The Bylaws may be amended at any meeting by a two-thirds vote of the members present provided each proposed amendment has been posted at a meeting or otherwise published at least two weeks previous to the vote, and read a second time just prior to the vote.

B. The Constitution and Bylaws will be reviewed at least every fifth year by a committee of three persons appointed by the President.

Article 8 Rob O'Connor Memorial Music Boosters Scholarships

A. The Boosters will award annually a series of six individual scholarships to graduating seniors who have provided exemplary performance and service to the music program. The awards will be presented each year in either May or June, as is practical, but prior to Graduation ceremonies.

B. The scholarship awards will be named in honor of the late Rob O'Connor, longtime dedicated volunteer to the music program and the Boosters' co-president from 2016-18. The formal name of the awards will be the Rob O'Connor Memorial Music Boosters Scholarships.

C. The six scholarships be awarded to two students in each of three separate categories: vocal program excellence, instrumental program excellence, and combined music program excellence. The award selections will be made by the Boosters President (s) and Vice-President, incorporating additional input from faculty, staff, and other Boosters members. The awards will recognize leadership within and service to the music program, reflective of Mr. O'Connor's extensive record of service to the program; effort to promote esprit de corps among fellow musicians; as well as performance ability and achievement. These factors will be considered independent of financial need or planned collegiate major.

D. The scholarship awards will be for \$500 each and are not recurring. Any changes to this amount must be agreed to under existing bylaw amendment procedures. An individual student cannot win an award in more than one category.