

MINNETONKA HIGH SCHOOL BAND BOOSTERS 2010-2011 BYLAWS

Version 5.0 drafted October 2010, Approved October 18, 2010.

ARTICLE I – NAME

The name of this association is the Minnetonka High School Band Boosters (MBB). The organization operates as a non-profit, tax-exempt organization in accordance with Section 501(c) (3) of the Internal Revenue Code.

ARTICLE II - PURPOSE

The Minnetonka High School Band Boosters is organized exclusively for the purpose of promoting and supporting the Minnetonka High School bands, their students and instructional staff. The Minnetonka High School Band Boosters are responsible for the promotion of the aforementioned programs within the school and throughout the community and conducting fundraising activities to provide financial support for the program. The objectives of the organization are to:

- Section 1: Promote the unification of the various band participants: Students, Directors, Instructional Staff, along with the band parents through closer contact and cooperation.
- Section 2: Stimulate and sustain the awareness, enthusiasm, interest, respect and cooperation of the Minnetonka High School faculty and student body, along with the community at large, in the band programs.
- Section 3: Provide volunteer support for band performances.
- Section 4: Raise funds to support the bands and band programs under the leadership of the Band Directors and instructional staff.

ARTICLE III – LOCATION

- Section 1: The registered office address of the MBB shall be 18600 Highland Ave, Deephaven, Minnesota 55391. The MBB may have any number of offices at such places as the Executive Board may determine.

ARTICLE IV – MEMBERSHIP

Section 1: The Minnetonka High School Band Boosters membership is open to all persons subscribing to the purposes of the MBB. MBB membership is granted upon receipt of a current membership form and contribution at one of the following levels:

- Concert Club - \$
- Bass Clef Club - \$25
- Treble Clef Club - \$50
- Director's Club - \$100
- Patron Club - \$250
- Benefactor - \$500 or more

Section 2: The general membership of the Minnetonka High School Band Boosters is encouraged to take steps to ensure the present and future well being of the organization and the bands by bringing initiatives and concerns to the attention of the Executive Board so they can be addressed.

ARTICLE V – OFFICERS AND THEIR DUTIES

The officers of the Minnetonka High School Band Boosters shall be the President, Vice President, Secretary and Treasurer. The officers shall be elected annually by the general membership and shall serve for a term of 1 year.

Section 1: The President shall set and preside at all meetings, both the general and Executive Board of this organization and shall be an ex-officio member of all committees. The President shall serve as the primary liaison between the Band Directors and instructors, the booster organization, the school administration, student body and the community at large. The President is responsible for ensuring that all tasks or duties assigned to and undertaken by the booster organization are completed.

Section 2: The Vice President shall assist, advise and consult with the President and shall assume all of the duties of the President in his or her absence. The Vice President is also responsible for coordinating and managing any special projects assigned by the Executive Board.

Section 3: The Secretary shall keep a correct record of all booster meetings; which will include members in attendance, topics of discussion, decisions made at the meeting, tasks assigned, open items and shall report this information at subsequent meetings. The Secretary shall create and mail correspondences as needed and shall perform other duties that may be delegated to the office. If the Secretary is unable to attend an Executive Board or general booster meeting, he or she shall make arrangements in advance for another

organization member to handle the Secretary duties and responsibilities for that meeting.

Section 4: The Treasurer shall maintain the bookkeeping duties and responsibilities of the booster organization including but not inclusive of monthly member statements, fees collection, funds distribution, monthly reports and annual tax preparation. The Treasurer shall present a status report of the general fund at each Executive Board and general booster meeting.

Section 5: It is the duty of all officers to attend all Executive Board and general booster membership meetings. Failure to attend 3 consecutive meetings without prior notification to the President may result in their removal from office, pending an Executive Board decision.

ARTICLE VI – MEETINGS

Section 1: The general booster membership meetings of this organization shall be held four or more times each year as scheduled by the President.

Section 2: Any member of the booster organization may attend the Executive Board meetings.

Section 3: It is the responsibility of the President to set the time, location and agenda of the Board of Directors and general booster meetings and to notify the membership of these items through the use of the Band Notes newsletter, website or other means.

ARTICLE VII – EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of the organization, the committee chairpersons, the Band Directors, and the past President of the organization (if available).

Section 2: The Executive Board shall have general supervision of the affairs of the booster organization, including but not limited to:

- Fundraising activities
- Disbursement of funds
- Coordination of volunteer support for performances and competitions
- Purchase and maintenance of equipment and supplies
- General member relations
- Promotion and publicity within the school and community

Section 3: A quorum for doing Executive Board business shall be a majority of the board members.

Section 4: The Executive Board shall meet when determined by the President, but shall meet no less than twice a year.

ARTICLE VIII – ELECTIONS

Section 1: A nominating committee of two Executive Board members and three general booster members shall be appointed by the President at the last general booster membership meeting of the year. The President shall act as chairman of the nominating committee, but will have no vote.

Section 2: Nominations may be made from the floor after the report from the nominating committee at a general booster meeting. Nominations may also be made in writing to the President, if the person making the nomination is unable to be present at the general booster meeting.

Section 3: Officers will be elected by ballot at the July general booster meeting. Elected officers will assume their duties at the close of the meeting at which they are elected.

Section 4: Any Elected officer's position that becomes vacant shall be filled by appointment of the Executive Board for the remainder of the term, except for the President's office, which shall be filled by the Vice President.

ARTICLE IX – INCOME AND EXPENDITURES

Section 1: Any monies raised by the Minnetonka High School Band Boosters shall be held in a separate account and shall be used to fund programs and activities in support of the bands.

Section 2: The booster organization books will be available upon request for review by any member of the MBB.

Section 3: Monies raised by, for, or in the name of the bands under the boosters' sponsorship, become the property of the organization.

Section 4: The Band Directors will recommend an annual fundraising target for the bands and band programs.

Section 5: The Treasurer shall submit a detailed summary of expenditures to the Executive Board on a monthly basis.

Section 6: The Executive Board may authorize by consensus so that any Director may enter into a contract in collaboration and with the guidance of the Minnetonka High School Activities official on behalf of the MBB.

- Section 7: The Executive Board may accept on behalf of the MBB any contribution, gift, or bequest for the general purpose or for any special purpose of the MBB.
- Section 8: Expenses greater than \$500 must be pre-approved by at least three members of Executive Board.
- Section 9: A balance of no less than \$500 will be maintained in the booster account at all times.

ARTICLE X – STANDING COMMITTEES

Committees are made up of a committee chair plus at least one other committee member. Committee chairs are responsible for recruiting members to their committees. It is strongly advised that there be no Committees of one.

- Section 1: Volunteer – responsible for recruiting volunteers for field shows, parades, competitions, fundraising events and other band-related activities (2+ committee members)
- Section 2: Uniform – responsible for working with instructors and staff to make uniform and flag concepts a reality, also measuring, fitting, and cleaning (2+ committee members)
- Section 3: Equipment – responsible for servicing, updating, and cleaning band trailers and other equipment.
- Section 4: Public Relations – responsible for coordinating and implementing promotional programs and activities, including the production and distribution of newsletters and press releases; acting as liaison with media outlets; and development and maintenance of any MBB website (3+ members)
- Newsletter
 - Website
 - Press Releases
 - Show Programs
 - Posters
 - Brochures
 - Official Photographer
 - Official Video Photographer
- Section 5: Fundraising – responsible for identifying and organizing fundraising opportunities, contacting local businesses for donations; and managing annual fundraisers (2+ members)
- Section 6: Social – responsible for organizing meals and activities for summer band camp, end-of-season banquets, and other designated

social events, including securing beverages, food, party supplies, and Entertainment (1+ member)

- Section 7: Recruitment – assist band directors with student recruitment and enrollment activities.
- Section 8: Historian – responsible for development and maintaining a documented history of the band including photos, lists of members, copies of programs etc. Works closely with the PR committee (1+ member)
- Section 9: Product Sales – responsible for compiling and placing orders, distribution of the items.

ARTICLE XI – APPROVAL OF ACTIVITIES

- Section 1: This organization shall not support any activity not previously approved by the Executive Board.
- Section 2: Fundraising activities for the bands that are held in conjunction with a school activity (i.e. selling candy bars at conferences) must have prior approval of the Minnetonka High School administration. Those activities solely benefiting the Band Boosters association and held outside of the school property do not need prior approval of the Minnetonka High School administration.

ARTICLE XII – CREATIVE DIRECTION

- Section 1: The choice of music, formations, routines, uniforms, and instrumentation are the sole responsibility of the Band Director.

ARTICLE XIII - FISCAL YEAR

- Section 1: The fiscal year of the MBB shall begin on July 1 and end on the next following June 30.

ARTICLE XIV - CONFLICT OF INTEREST

The Board and membership of the MBB will scrupulously avoid any real or apparent conflict of interest in the selection or implementation of fundraising activities, hiring of auxiliary staff or clinicians and the purchase of equipment. In the event that a conflict of interest arises, the matter will be discussed in a meeting of the general membership, in which any related decisions will be decided by a majority vote.

ARTICLE XV – TERMINATION

Section 1: The Band Directors shall have the authority to disband the MBB at any time for any reason.

ARTICLE XVI – FUTURE

Section 1: It is our intent to remain an active association. However, if the MBB should disband, any monies in our treasury shall be donated to the Minnetonka High School band program.

ARTICLE XVII – AMENDMENTS

The Bylaws of the Minnetonka High School Band Boosters may be amended by a majority of the voting members at any general booster meeting. The amendments must be presented in writing at the general booster meeting and the amendments will be voted on by the general booster membership at the next general booster meeting. The general booster membership must be notified in writing of the pending constitution amendment vote and the results of the vote.

APPROVALS

We the members of the MBB Executive Board adopt the foregoing Bylaws for the Minnetonka High School Band Boosters.

Version 5.0 Dated: 10/18/2010

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Band Directors: _____

General Membership Approval Date: 10/18/2010