

## **Smithfield High School Music Booster Club BYLAWS**

### **ARTICLE I. DUTIES OF OFFICERS**

- Sec I. The President (Co-Presidents) shall preside at all meetings of the organization. In the absence of a President, any elected officer may preside.
- Sec II. The duty of the Vice Presidents of Bands and Choral Ensembles is to assist and aid the President(s). If a President is unable to complete his or her term of office, the board will hold a special election to determine who will fill the presidency.
- Sec III. The Secretary will keep the records and minutes of all meetings and attend to the correspondence.
- Sec IV. The Treasurer(s) will receive all funds due, deposit them, and pay expenses. Such payment will require the written approval of the President and Treasurer. The Treasurer will keep detailed records of all fiscal activity, submit a current financial report at all regular meetings, and a present a summative report at the annual meeting. **The Executive board can approve urgent purchases in the amount of \$200.00 or less without requiring a majority of membership vote.**
- Sec V. The Publicity Director will oversee all advertising and correspondence with the press and radio, and all other matters of publicity.

### **ARTICLE II. THE EXECUTIVE BOARD**

- Sec I. The Executive Board will be composed of the officers and music directors.
- Sec II. The Executive Board will have general supervision of all affairs.
- Sec III. The Executive Board will determine the agenda prior to each meeting.

### **ARTICLE III. MEETINGS**

- Sec I. The regular meetings of this organization will be held monthly, beginning in September and ending in June. The members will set the time and place. The monthly meeting of the organization may be canceled by the Executive Board with due notice.
- Sec II. The Annual Meeting will be the May meeting.
- Sec III. The President may call special meetings.

ARTICLE IV                    STANDING COMMITTEES

- Sec I.        Committees will be determined according to need.
- Sec II.       The Music/Choral Director(s) will be ex-officio member(s) of all committees.

ARTICLE V.                    DUES

- Sec I.        There shall be yearly dues of \$20.00 per family. A portion of these dues will be set aside for a sunshine fund for student affairs. The dues may be assessed annually by the board and amended by majority vote.

ARTICLE VI. ELECTIONS

- Sec I.        The President will appoint a Nominating Committee in March of each year to find suitable members to fill board positions. This committee will be approved by the Executive Board. Nominations for incoming officers may be also made from the floor after the committee reports at the May meeting.
- Sec II.       Incoming officers are to be elected at the Annual Meeting and will immediately begin to work with outgoing officers, ultimately accepting their full responsibilities on August 1.

ARTICLE VII.                AUTHORITY

- Sec I.        The rules contained in Roberts Rules of Order will govern this organization in all cases in such they do not conflict with the rules of the organization.

ARTICLE VIII.                AMENDMENTS

- Sec I.        The Constitution and Bylaws may be amended by a majority vote of the members present at any regular monthly meeting. The proposed amendments must be presented at the preceding monthly meeting. Written notification containing all proposed changes shall be sent to the membership at least seven days prior to the regular meeting.

ARTICLE IX.                SCHOLARSHIP FUND

- Sec I.        Any interest accrued in Booster Club financial accounts will be allocated for scholarship(s). If in a given year it is deemed necessary to utilize this interest for another reason, a majority vote will determine how the funds will be distributed.

- Sec II. The scholarship committee will consist of at least three members of the Booster Club.
- Sec III. During January, the Scholarship Committee will review funds potentially available for the scholarship(s). If there are sufficient funds, at least one scholarship may be awarded to a graduating senior student who has demonstrated involvement in the performing arts at Smithfield High School and who has been accepted to an institute of higher learning. The application must be completed in its entirety and be postmarked on or before the deadline date. No applications will be accepted after this date.
- Sec IV. The Scholarship Committee will review all applications received and choose the successful applicant(s). If no applicant is deemed eligible, the funds will be deferred and can be used for future scholarship purposes.
- Sec V. The recipient will be honored on Senior Awards Night and the scholarship(s) will be awarded upon successful completion of the first semester and/or evidence of continued enrollment in an institute of higher learning.