

CONSTITUTION AND BY-LAWS OF THE BOBCAT ORCHESTRA BOOSTERS

CONSTITUTION

ARTICLE I - NAME & FISCAL YEAR

The name of this organization is Bobcat Orchestra Boosters. Its fiscal year runs from July 1 through June 30.

ARTICLE II - OBJECTIVES

These are the objectives of the Bobcat Orchestra Boosters:

- Section 1. To arouse and maintain an enthusiastic interest in the Orchestra Department of the Brookings School District.
- Section 2. To lend all possible support, both moral and financial, to the general orchestra program in the school and to provide social and other programs and awards for orchestra personnel.
- Section 3. To cooperate with those in charge of the Orchestra Department, School Administration, and the School Board so that this department be brought to and kept at the highest possible degree of efficiency and excellence.
- Section 4. Build and maintain an organization which will help promote the general activities of the Orchestra Department.

ARTICLE III - MEMBERSHIP

- Section 1. All parents or guardians of Bobcat Orchestra members are automatically Orchestra Boosters. Anyone interested in furthering the aims of the organization shall be eligible to join.
- Section 2. No yearly dues shall be assessed. The membership may, by majority vote, agree to collect voluntary contributions to support special activities.

ARTICLE IV - OFFICERS

The officers of the organization shall be President, President-elect (Vice President), Secretary, Treasurer, and Student Accounts' Treasurer.

ARTICLE V - MEETINGS

Bobcat Orchestra Booster meetings will be held monthly during the school year. Additional meetings may be called by the President.

ARTICLE VI - AMENDMENTS

The constitution and by-laws may be amended by a majority vote of the members present at any regular meeting. The amendments must have been presented in writing at the preceding regular meeting of the organization.

ARTICLE VII - QUORUM

Seven members shall constitute a quorum for the purpose of conducting meetings.

BY-LAWS

ARTICLE I - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization, appoint all Committees and shall be ex-officio member of all committees.

Section 2. In the absence of the President, the President-elect (Vice President) assumes all of the duties of the office.

Section 3. The Secretary shall keep records of all meetings.

Section 4. The financial affairs will be divided between the Treasurer and the Student Accounts Treasurer. The Treasurer is to handle the day-to-day financial aspects of the business of the Booster's general fund. The Student Accounts Treasurer is to handle the day-to-day financial business of the student accounts. The Treasurer will present reports at the regular monthly

meetings. The Student Accounts' Treasurer will report as necessary at regular monthly meetings.

Section 5. The Orchestra Department Head shall act as a liaison between the Bobcat Orchestra Boosters, the orchestra personnel, and the school administration.

ARTICLE II - EXECUTIVE BOARD

Section 1. The Executive Board shall be comprised of the President, President-elect (Vice President), Secretary, Treasurer, Student Accounts Treasurer, Fundraising Chair/s, and the Director/s of Bobcat Orchestra/s.

Section 2. The Executive Board shall have general supervision of the affairs of the organization.

Section 3. Elected Board terms shall be one (1) year. Elected officers may be re-elected for another term by majority vote at the May meeting. Elected officers and chairpersons shall not hold the same office more than three (3) consecutive years.

ARTICLE III - ELECTIONS

Section 1. The nominating committee shall consist of the President-elect (Vice President) and two (2) members from the general membership

Section 2. Nominations may be made from the floor after the report of the nominating committee.

Section 3. Officers are to be elected at the May meeting by unanimous vote or by paper ballot. The elected officers will assume their duties on July 1.

Section 4. Any elected officer's post which becomes vacant shall be filled by appointment by the Executive Board to fill the unexpired term, except the President's office, which shall be filled by the President-elect (Vice President).

ARTICLE IV - FINANCES

Section 1. Two (2) separate bookkeeping accounts will be maintained to include one (1) for the Orchestra Booster's general funds and one (1) for the student account monies.

Section 2. The signature cards for the Orchestra Booster checking accounts shall include at minimum the signatures of the President and the Treasurer.

Section 3. When fundraising monies are collected on the behalf of the Orchestra Boosters two (2) people will be responsible for totaling the monies to be deposited in the appropriate accounts.

Section 4. Students may use fund-raising money as payment for approved trips. They may also use up to \$200 for spending money on that trip. These funds can also be used for required orchestra expenses (T-shirts, etc.).

Section 5. If funds remain in a student's account after graduation, those funds may be transferred to a younger sibling's account. If there is no sibling, those funds will be transferred to the general account.

Section 6. The Executive Board can make purchases or payments for emergency or special circumstances if agreed upon by a majority of the board members. The receipt for this purchase/payment must be presented at the next monthly meeting.

Section 7. An annual external financial review of the accounts will be conducted at the end of the fiscal year.

ARTICLE V - DISBANDING

If the Bobcat Orchestra Boosters shall at any time disband, any monies in the treasury shall be turned over to the Orchestra Department of the Brookings School District.

First Reading: