

# ***RHS BAND ASSOCIATION, INC.***



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**BYLAWS**

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(As amended March 12, 2017)

### **Article I – NAME**

- 1 The name of this organization shall be known as “RHS BAND ASSOCIATION, INC.” The RHS BAND ASSOCIATION, INC. shall be hereinafter referred to as the “Band Association”.**

### **Article II - OBJECTIVE**

- 1 The objective of the Band Association shall be to provide financial and service support to the Ridgewood High School Band programs.**
- 2 The Band Association is not intended to displace the responsibility of the Board of Education to provide items such as instruments, uniforms, staff salaries, and music.**
- 3 The Band Association shall be governed by these Bylaws.**
- 4 The Band Association shall be a non-profit organization structured exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.**

### **ARTICLE III – MEMBERSHIP**

- 1 The Certificate of Incorporation of the Band Association provides that the corporation shall not have members. The word “members” in the Certificate of Incorporation is used as provided by governing law, N.J.S.A.: 1-1 et seq. Use of the term “member” or “membership” in these bylaws refers to the parents of all students participating in the Ridgewood High School’s Band programs and those stated in Article III, Section 2.**
- 2 Membership in the Band Association also shall include the High School Principal or designee, the Supervisor of Visual and Performing Arts, the Director of Bands, the Marching Band Director, and the Student Band Council President.**

- 3 Associate Members may include the band staff, RHS Band programs alumni and their parents.
- 4 Members of the Band Association shall have the right to hold elective office, to vote, and may participate in all the activities of the Band Association.
- 5 Associate members can not hold elective office or vote on matters of the Band Association.

#### ARTICLE IV – MANAGEMENT OF THE BAND ASSOCIATION

- 1 The management of the Band Association shall be vested in a governing body called the Executive Board.
- 2 The Executive Board shall consist of a President, Vice-President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The Executive Board members, except for the Second Vice-President, are elected by the members.
- 3 The rules contained in “Robert’s Rules of Order” shall govern the Band Association in all cases in which they are applicable unless otherwise stated in the Bylaws.
- 4 The Executive Board may delegate specific powers and duties as may be needed to carry out the activities of the Band Association.
- 5 The fiscal year of the Band Association shall be from June 1<sup>st</sup> to the 31<sup>st</sup> of May.
- 6 The President shall preside over all meetings of the Band Association. He/she shall coordinate the work of the Executive Board and all other committees. The President shall receive regular reports on the activities of the committees and the bands.
- 7 The Vice-President shall assume the duties of the President in his/her absence and chair the Budget & Finance Committee. He/she shall assist the Band Association in ways deemed appropriate by the President.
- 8 The First Vice-President shall chair the Development Committee. He/she shall assist the Band Association in ways deemed appropriate by the President.

- 9     **The Second Vice-President shall be non-elective and automatically held by the Director of Bands at Ridgewood High School. The Second Vice-President shall report on the activities of the band programs, maintain an accurate list of all the membership of the association and act in an advisory capacity to the Executive Board.**
  
- 10    **The Secretary shall take the minutes of all regular and special meetings of the Band Association. He/she shall post the minutes of any meeting on the Band Association website within two (2) weeks after any meeting. The Secretary will maintain a log of any and all motions, petitions and amendments to the Bylaws of the Band Association. The Secretary shall handle the general correspondence of the Band Association subject to the direction of the President and Executive Board. He/she shall assist the Band Association in ways deemed appropriate by the President.**
  
- 11    **The Treasurer shall maintain the budget and all financial records, be responsible for the collection of fees and the payment of all expenditures for the Band Association. The Treasurer shall maintain all required documents, such as vouchers, receipts, bank statements, etc. The Treasurer shall file all the appropriate paperwork as required by all Federal, State, and local governing bodies. Any check equal to or greater than \$1000.00 shall require two authorizing signatures. The Treasurer shall report on the financial condition of the Band Association at each meeting. He/she shall assist the Band Association in ways deemed appropriate by the President.**
  
- 12    **The Executive Board shall have full authority to act on all business matters of the Band Association and on such matters that may occur between meetings of the Executive Board and the general membership.**

#### **ARTICLE V – MEETING OF THE BAND ASSOCIATION**

- 1     **The Band Association shall hold a minimum of six (6) meetings during the school year, at a place and time set by the Executive Board. Meeting notices and any changes shall be available to all members through an appropriate means, such as email, website, mailing, etc., prior to the meetings.**
  
- 2     **All meetings are open to the general membership.**
  
- 3     **Special meetings can be requested by the President or through writing to the President with the stated business that is wished to be discussed. This request shall be reviewed by the Executive Board and a meeting shall be called at his/her discretion.**
  
- 4     **A quorum for voting shall consist of a two-thirds super-majority of the Executive Board.**

- 5 All members present at the meeting may vote and a simple majority is required for passing any motion.

#### ARTICLE VI – ELECTIONS

- 1 Each member of the Executive Board, except the Second Vice-President, shall be elected for a one (1) year term and shall assume the duties of the position at the first scheduled meeting at the start of the fiscal year.
- 2 Elected members of the Executive Board can only serve two consecutive terms in one position.
- 3 The election of the Executive Board members shall follow the following guidelines:
- A) Nominations to the Executive Board will be collected by the Chair of the Nomination Committee and a nomination ballot shall be presented to the Executive Board at the April meeting of the Band Association for approval.
  - B) The election ballot shall be approved by the Executive Board and sent out to the membership of the Band Association.
  - C) Voting on the ballot will take place at the May meeting of the Band Association.
  - E) The Nomination Committee Chair will notify the winners within two weeks of the election.
  - F) The new Executive Board shall begin their duties at first meeting of the new fiscal year for the Band Association.
- 4 In the event of vacancies due to resignation or other reasons, the position shall be filled through appointment for the balance of the term by the President.

#### ARTICLE VII – COMMITTEES

- 1 The Executive Board shall establish such standing Committees and may appoint such other interim committees as may be deemed necessary for the proper conduct of the Band Association.
- 2 All Committees shall be composed of members and associate members of the Band Association.
- 3 The President shall appoint each year the Chairpersons of the following standing committees. Each standing committee chairperson shall make

reports at the request of the Executive Board at regular scheduled meetings of the Band Association.

**A) Budget & Finance Committee**

This committee shall be responsible for the budget of the Band Association and be chaired by the Vice-President. In conjunction with the Treasurer, this committee shall coordinate the budget, banking and investments as required for conducting the business of the Band Association. This committee will appoint an audit committee composed of at least three Band Association members or associate members who are not members of the Budget & Finance Committee to conduct an audit of the Treasurer's books near the end of each fiscal year.

**B) Development Committee**

This committee shall investigate and advise the Executive Board of new or alternate fund raising activities for possible implementation in support of the budget or new programs within the Band Association and be chaired by The First Vice-President.

**C) Hospitality Committee**

This committee shall coordinate the refreshments for all RHS band functions as deemed appropriate by the Executive Board. These would include but are not limited to: football games, competitions, concerts, receptions, fund raisers, etc.

**D) Marching Band Pre-season Training**

This committee shall coordinate and handle all requirements for the Marching Band's pre-season training. Works closely with the Director of Bands and the Marching Band Director for any Board of Education based requirements. Pre-season training items include but are not limited to: finances, chaperones, nurse, lodging assignments, etc.

**E) Uniform Committee**

This committee shall coordinate and maintain the Marching Band uniforms. This committee shall be responsible for maintaining a uniform inventory, recommend necessary purchases, arrange distribution and pickup, cleaning, repair, and storage.

**F) Plant Sale Committee**

This committee shall coordinate and manage the annual plant sale held during November and December. This would include Blitz day coordination, order forms, plant ordering and distribution, and finances.

**G) Citrus Sale Committee**

**This committee shall coordinate and manage the annual plant sale held during February and March. This would include Blitz day coordination, order forms, citrus ordering and distribution, and finances.**

**H) Nominating Committee**

**This committee shall gather petitions for nominations to the Executive Board and present a slate of nominees to the Executive Board for approval and election. The committee will consist of at least three (3) members who are approved by the Executive Board.**

**I) Scholarship & Awards Committee**

**This committee shall be responsible for the review of candidates and the disbursement of funds to the graduating seniors from the band programs. This takes place in April and May.**

**J) Performance Journal Committee**

**This committee shall be responsible for the coordination and publication of the Band Performance Journal. This would include the solicitation of ads, coordination of band, staff, and senior photos and bios, printing, and finances.**

**K) Chaperone Committee**

**This committee shall be responsible for securing sufficient chaperones and a truck driver when necessary, to meet school requirements for all Bands activities as requested by the Executive Board.**

**4 The President shall be an ex-officio member of all committees.**

**5 Any expense associated with a committee which is outside of the budget for that committee, shall be reviewed with an Executive Board member prior to being incurred.**

**ARTICLE VIII – SCHOLARSHIPS AND AWARDS**

**1 The Scholarship & Awards Committee will coordinate the disbursement of monies to the graduating seniors of the RHS Band programs.**

**2 A scholarship awards committee is an ad-hoc committee consisting of five members (excluding parents from the senior class) to be approved by the President and by a majority vote of the Board of Trustees. Sophomore parents serve on the committee for two years.**

3. **The following year, one or two of those members that previously served on the committee, shall chair this committee based on the approval of the committee, the President, and a majority vote of the Board of Trustees. Chair person(s) must be active members of the RHS Band Parents Association.**
  
4. **The committee will interview all applicants for scholarships and awards. Qualifications will be reviewed and winners selected by the committee.**
  
5. **Total disbursement will be determined each year by the Executive Board based upon the funds available and the quality and number of applicants. At a minimum, the following scholarships and awards will be presented:**
  - A) **Lochner Scholarship – Recognition of Leadership - \$500 minimum**
  - B) **Grimm Scholarship – Recognition of Musicianship - \$500 minimum**
  - C) **Gnerre Scholarship – Recognition of Leadership within the Color and Winter Guards - \$500 minimum**
  - D) **Colosomo Scholarship - \$500 minimum**
  - E) **Sonny Igoe Memorial Scholarship - Recognition of a student who excels in jazz performance - \$500 minimum**
  - F) **Additional awards to recognize deserving applicants at the discretion of the committee on a flexible basis depending on number of applicants and amount of available scholarship funds determined by the Band Association.**

#### **ARTICLE IX – AMENDMENTS**

1. **Any member of the Band Association may make written petitions to amend these Bylaws. The proposed amendment shall be presented at the next meeting for discussion and sent to members for comment. Formal action and adoption of the amendment will be at the following meeting and shall be by a two-thirds (2/3) vote of the Executive Board.**
  
2. **The Bylaws of the Band Association shall be reviewed at least every three (3) years by the Executive Board or their designee.**

#### **ARTICLE X – DISSOLUTION**

1. **In the event of the dissolution of the Band Association, all of its assets not required for payment of liabilities shall be distributed to Ridgewood High School Band programs, in the name of RHS Band Association, Inc. If the named beneficiary is not in existence or is unwilling or unable to accept the assets of the dissolving organization, such assets shall be distributed by the**



**Executive Board to such organizations which are organized and operated for charitable, educational, or musical purposes for which the dissolved corporation was organized.**